



# Layfield Primary School

## Attendance Policy and Procedures

May 2019

**Review date:** May 2020

## **Contents**

**Statement of Intent**

**School Attendance the Statutory Framework**

**Registration**

**Registration Procedure**

**Attendance Procedures**

**Roles, Responsibilities**

**Monitoring**

**Targets**

**Appendix - Symbols for Marking Registers**

# **1. Statement of Intent**

1.1 At Layfield Primary we believe that regular school attendance is vital to good education and cannot be overestimated. Securing it is therefore a high priority for staff, governors, parents and the pupils themselves. Failing to attend school regularly, lessens the impact of the education we provide, and pupil absence may seriously disrupt the continuity of learning for themselves and others.

1.2 We aim to facilitate children's regular and sustained attendance at school by providing a full and rewarding educational experience for all our pupils. All partners have a vital role to play, and we endeavour to establish strong home-school links and communication systems so that any issues can be addressed by working together.

# **2. School Attendance the Statutory Framework**

2.1 Education Act 1944 - Established the duty of parents to ensure regular attendance of pupils and the duty of Local Authorities to enforce this.

2.2 Pupil's Registration Regulations 1986 - Establishes the criteria for the maintenance of Attendance Registers.

2.3 Education Act 1996 places a legal obligation on the Local Education Authority to provide education suitable to a child's age, aptitude and ability and to any special educational needs they may have and also Section 444 states that "The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law".

2.4 The Education (Pupil Registration) Regulations 1997 (amended) provides the new registration categories of Approved Educational Activity. (Amending Regulation 3(2), (3), (5) of the Education Regulations 1995).

2.5 Pupil Registration Regulations 1995 (amended) gives schools discretionary powers to grant leave for the purpose of a family holiday in term-time.

2.6 Education Act 2002 (Section 53) enables an overall absence target to be set, covering authorised and unauthorised absence, supporting school improvement and raising community awareness of the issue (September 2003).

2.7 Pupil Registration Regulations 2006, revokes previous Regulations of 1995 and the subsequent amendments of 1997 and 2001 (England only). It places a requirement on schools to put pupils on the admissions and attendance registers on the first day that they are expected to attend and not, as previously, when they first attend.

2.8 The education (Pupil Registration (England) (Amendment) Regulations 2011

2.9 The education (Pupil Registration (England) (Amendment) Regulations 2011

# **3. Registration**

3.1 We keep an electronic attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. If the pupil is of compulsory school age, we show whether absences are authorised or unauthorised.

3.2 Staff and pupils see the taking of registers as an integral part of the school day, as is indeed intended in law. Particular attention is paid to accurate registration and to the preservation and security of registers. Electronic register data is stored on the school system.

3.3 Monitoring and encouraging attendance is an integral part of the teacher's role. They have primary responsibility for monitoring the attendance of students in their class, for collecting notes explaining absences, and for maintaining an accurate register. The Attendance Manager is responsible for 'first day call' and for contacting home with concerns about attendance and punctuality. Full responsibility for attendance lies with the Headteacher.

## **4. Registration Procedure**

4.1 In accordance with current legislation, each Class in school has an attendance register. It is school policy that five minutes is allocated for registration purposes. Registers are completed by 9.05am and 12.35pm / 12.50pm. The register is then saved (and be accessed centrally).

4.2 Teachers all use the symbols shown in Appendix 1 - Table 1 for marking registers. This is in line with Stockton on Tees Local Authority's requirements.

### **Punctuality**

4.3 It is our policy to record a late mark for children who arrive at school after class registration has taken place, but before the close of the registers. We believe that pupils arriving late seriously disrupt their work and that of others. Our policy is to encourage punctuality. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others.

4.4 In recognition of local circumstances (such as bad weather or occasional public transport difficulties), we may keep registers open for a reasonable period.

4.5 For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

4.6 Where a pupil does arrive and misses registration, his or her presence on site will need to be noted for purposes of emergency evacuation. Anyone arriving late must enter their name in the Late Book which is kept outside the office. This is recorded as U in register if they arrive after 9.10am, and L if after 9.00am but before 9.10am.

4.7 In responding to lateness, we will of course, take account of the individual circumstances of each case. In some instances, enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. Teachers of pupils who persistently fail to arrive on time with valid reason need to keep the Attendance Manager informed. Further action may be taken if there is no valid reason for this lateness.

4.8 Punctuality is monitored carefully. The Attendance Manager will raise concerns with the parents / carers of pupils who are regularly late and discuss whether any support can be provided. Parents should be made aware that should poor attendance persist to the point where there are 10 sessions of arrival after the close of registers, that a penalty notice fine can be made by the Local Authority.

### **Absence**

4.9 It is a parent's responsibility to inform school of the reason for a child's absence. We ask parents to inform us by 9.15am on the first day of their child's absence and to provide further information about the reason for absence.

4.10 Parentally-condoned unjustified absence is a serious problem in many and can be every bit as damaging as the more traditional forms of truancy. We work closely with families to encourage good habits, and support the development of positive attitudes towards regular attendance at school.

**4.11 Only the school, within the context of the law, can approve absence, not parents/carers.**

The fact that a parent has offered a note or other notification (telephone call or personal contact) in relation to a particular absence does not oblige the school to authorise the absence. If the school does not accept the explanation offered as a valid reason for absence, or where no explanation is forthcoming, the absence should be treated as unauthorised. Explanations for absence must be received and registers updated within three weeks of the absence, or the absence is treated as unauthorised. Where parentally condoned absence appears to be a problem, school will involve the Attendance Officer at an early opportunity.

4.12 Parents may report absence by telephone, verbally to a member of staff, or in a note. If a pupil is absent and we have not received communication from the parent / carer by 9:00am, we operate a 'first day call' system which is managed by the Attendance Manager. If the family do not have a phone or contact has not been successful, it may be necessary to carry out a home visit, or to post a letter through the home letterbox asking for parents to get in touch. Any outstanding unexplained absences are recorded as unauthorised.

4.13 Section 444 of the Education Act 1996 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If school is satisfied that a pupil is absent as a result of illness the absence will be treated as authorised. Where there is regular absence due to ill health or doubt about the authenticity of absence attributed to illness, School or the Attendance Officer may request that parent obtains evidence from the pupil's GP or may recommend a referral to School Health.

4.14 Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, or where absence is regular or causing concern, further information will be requested from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised.

4.15 Parents are encouraged to make medical or dental appointments for their child outside of school hours wherever possible. Leave for such appointments will only be given (i.e. the absence will be authorised) where the parent is able to demonstrate that the appointment could not be made outside of school hours (for example, the clinic is only open during school hours).

4.16 Where there is doubt about the authenticity of absence attributed to illness, we will seek the advice and support of the School Health Service or may wish to seek permission from the child's parent to consult with their GP. If a pupil is absent for a prolonged period or we notice a pattern emerging, early contact will be made with the Attendance Officer and / or the School Health Service.

4.17 Occasionally, there are instances where there is an excessive amount of authorised absence; this can also seriously disrupt continuity of learning and encourage disaffection; the school will be alert to emerging patterns of authorised absence. The school may authorise absence retrospectively, within a 2 week period, where we are satisfied as to the explanation offered.

4.18 We will not authorise leave for absence for the purposes of a family holiday apart from in the most exceptional circumstances – Appendix 1. Any leave of absence request that is declined may result in the head teacher issuing a parent with a Warning Letter and subsequent unauthorised absence may result in a referral to the Local Authority for the issuing of a penalty notice. Where it is believed that a leave of absence has not been requested, a letter will be sent to the parent requesting them to provide evidence for the absence – Appendix 7.

**4.19 Our policy deals in general with the categories of absence and cannot cover every eventuality. It will be necessary, on occasion, to exercise reasonable discretion when investigating some absences.**

#### **4.20 Key Points**

- Registered pupils of compulsory school age are required, by law, to be in school.
- Whilst it is right that schools should recognise that individual pupils and families have problems, the aim should always be to expect regular attendance.
- Lateness should be actively discouraged.
- Where a pupil is absent without prior authorisation, an explanation is required. If one is not forthcoming (for whatever reason), the absence must be treated as unauthorised and the register annotated accordingly.
- Schools are not obliged to accept parental authorisation of absence where there is reason to doubt the validity of the explanation offered.
- Explanations such as minding the house, looking after other children, or shopping trips within school hours will not be accepted as reasons for absence.

#### **Leave of Absence in Term Time**

4.21 The Pupil Registration Regulations 2013 state that head teachers may not grant any leave of absence except in exceptional circumstances – Appendix 1. Parents do not have an automatic right to take their children out of school for holidays in term time.

4.22 Parents are strongly urged to avoid making requests for leave of absence for the purpose of a family holiday during term time due to the disruption and impact of the missed education on the child.

4.23 If parents feel that exceptional circumstances apply then they should complete a Leave of Absence form, which they may obtain from the main office. It should be completed and returned to the school office for the attention of the headteacher for individual consideration. The parents request will be responded to with the confirmation of whether the leave has been granted under the exceptional circumstance criteria. Where leave of absence is not agreed, the letter in Appendix 8 will be issued. Please also refer to section 4.17.

4.24 Should the period of absence not be authorised and be 10 sessions or more, then a penalty notice fine can be issued by the Local Authority.

### **5. Attendance Procedures**

5.1 Much is done in school to raise the profile of good attendance and the benefits of punctuality.

5.2 The following positive strategies are used:

- Assembly awards – Cuddles the teddy is “won” for the week by the class with the best attendance. There is an attendance leaders board in the hall to celebrate and record the classes with the best attendance each week. This has a high profile and gets very competitive. Cuddles has his own page on the school website to help reinforce his influence.
- Termly certificates are issued for children with 100% attendance – and displayed in school.
- The class with the highest attendance for the term receives a reward of their choosing – for example extra playtime, bring a toy afternoon etc.
- Annual certificates are issued for children with 100% attendance – and displayed in school.
- Pupils whose attendance improves significantly following school or Attendance Service intervention are rewarded with a certificate.
- Attendance issues are raised in the school newsletter to maintain the profile.
- Parents are informed each term about their child’s attendance record.
- Teachers and the Head Teacher support families where ever possible.

#### **Stage one – School Level Intervention**

5.5 The class teacher or form tutor are usually the first contact for pupils returning from an absence and as such will collect notes explaining absences, maintain accurate registers and may contact home to discuss attendance or punctuality concerns.

5.6 Good practice in terms of safeguarding and attendance procedures would indicate that contact should be made with the parent on the first day of absence either by telephone, text message, home visit, email or letter (if this is the only option available). The majority of schools now have in place their own first day response systems which should be initiated at the earliest opportunity.

5.7 All staff in school should regard their role in improving attendance, punctuality and behaviour as a key responsibility and encourage and support pupils where necessary. If a member of staff becomes aware or concerned about a pupils absence/ behaviour then they should discuss this with the Head teacher, Attendance Manager, Head of Year for further action.

### **Stage 2 – Attendance Concerns, School Level Intervention Cont.**

5.8 Contact should be made with parents at an early opportunity so that parents are fully informed of any concerns and are part of any plans or targets put into place to improve attendance or behaviour. Parents will be alerted when their child's attendance falls below 97% (5 days off school) and then again at 95% (10 days off school) by letter (Appendix 2 and 3). Should absences relate to illness, if attendance falls below 96.2%, medical evidence will be requested in order that the absence be authorised. Once attendance falls to 96.2%, parents will be invited to a meeting with the Attendance Manager in order to put a plan in place to improve attendance and a monitoring period will be put in place (Appendix 4). If attendance falls to 90% (20 days off school) a formal meeting with parents will be arranged and the LA informed. Parents will also be informed of poor punctuality or if the number of unauthorised absence for whatever reason (punctuality, holiday, appointments, etc) begins to be of concern.

5.9 A record should be kept in a central file of all contacts and agreed actions.

5.10 A date for review of attendance/ behaviour should be set, no more than 4 weeks later.

5.11 If attendance/behaviour has improved then a letter of commendation or contact with parents should be made to congratulate.

5.12 Where attendance/behaviour concerns exist an Early Help assessment should be completed where the involvement of other professionals is deemed necessary and logged by the appropriate member of staff in school. The parent should be invited into school to discuss concerns with an appropriate member of staff. This meeting is an opportunity to gain a full picture of family needs which can be identified and acted upon.

5.13 **A Reminder:** Only school may authorise a pupil's absence. All absences must be explained by the pupil's parents/carers and evidence provided where appropriate in order that the absences are authorised. The school should keep a record in the pupil's file of any notes or correspondence relating to the pupils absence.

### **Stage 3 – Referral to the Attendance and Exclusion Team**

5.14 The Attendance Officer will meet with the Head teacher or Attendance Manager in school once a year (as defined in the Service Agreement).

5.15 The purpose of these meetings will be to: - carry out register checks, discuss referrals, update on actions from referrals and agree further action to be taken.

5.16 Where the CAF has been completed and identifies Attendance and Exclusion Team support is needed this should be forwarded to the Attendance and Exclusion Team along with the Attendance and Exclusion Team referral form.

5.17 Criteria for referral to the Attendance and Exclusion Team should include:

- A pupils unauthorised absence/ poor behaviour has not been resolved through school level intervention
- The pupils absence is persistent and has fallen below 85% and the absence is unauthorised.
- There has been continuous unauthorised absence for two weeks or more and school are not aware of any valid reason for absence.
- Where there are concerns or information that the family and/or pupils has moved out of the area and no forwarding address has been confirmed.
- Information required on a referral form/ CAF
- Pupil's personal details – name, DOB, year group, contact person in school, parent/ carers name and DOB.
- Information on the pupils educational needs and assessment/ grade where appropriate
- Any other agency involvement and actions taken including if the pupil is in the care of the local authority
- A record/ report of school level intervention
- An up to date attendance certificate
- Information regarding parental engagement and known issues – family problems/ bereavement/ violence

#### **Stage 4 – Attendance and Exclusion Team Intervention**

##### **Attendance Officer Intervention**

5.18 Within 10 school days of receipt of referral and CAF documentation the parent/ carer will be written to and informed of a home visit.

5.19 Should the parents/ carer fail to keep the appointment a card will be left requesting contact. A letter of appointment for a second visit will then be sent to the parent/ carer. If this home visit is unsuccessful a letter will be sent to the parent / carer by an Inclusion Officer requesting they make contact within 10 days.

5.20 If no response is received from the parent/ carer within 10 days and behaviour concerns continue a letter will be sent to the parent informing them that a Parenting Contract meeting will be held.

##### **Initial Assessment**

5.21 During the first home visit a discussion of the concerns and reasons for absence should take place which will inform the plan from initial assessment. A copy of the initial assessment should be provided to the parent/ carer and school within one week. The plan will be reviewed at the end of



the 6 week period. If attendance/ behaviour targets have been met then the pupil returns to stage 1.

### **Attendance Officer Intervention**

5.22 Where school level intervention has proved unsuccessful and the school believe that the case is suitable for prosecution then a referral to the Attendance Officer/ Inclusion Officer can be made. On receipt of the referral, the Local Authority will issue a warning letter to parents.

5.23 The Attendance Officer will arrange an Attendance Case Conference and relevant support agencies (as identified in the CAF) will be invited to attend along with school personnel and the parent/carer and pupil.

5.24 The parent/carer will be issued with a PACE (Police and Criminal Evidence Act 1984) caution at the Attendance Case Conference. Clear and measurable outcomes will be established and the parent/carer will be offered a Parenting Contract. The agreed plan of intervention will last for 6 weeks with 100% attendance expected.

5.25 Copies of the Attendance Case Conference minutes and Parenting Contract will be sent by the Attendance Officer to all participants at the meeting. The Attendance Officer will make a first home visit after the Attendance Case Conference and will discuss and deliver the minutes and Parenting Contract with the parent/carer within one week of the Attendance Case Conference. The parent/carer will be invited to sign the Parenting Contract.

5.26 On review of the six week plan, continued unauthorised absence will result in the LA seeking authorisation to prosecute the parents.

### **Stage 5 –Legal Proceedings**

5.27 The case file of intervention will be reviewed and authorisation sought from the Attendance and Exclusion Manager for prosecution to proceed. Papers and witness statements will be prepared and passed to the Law and Democracy department to obtain a summons from the Magistrate Court. School staff may also be asked to provide witness statements and appear in court for the prosecution where a not guilty plea is entered by the parent/carer. An Attendance Certificate detailing the period of prosecution signed by the head teacher will also be forwarded to the solicitor prosecuting on behalf of the LA.

### **Following Prosecution**

5.28 If attendance is still a concern an Attendance Case Conference will be held to establish a further plan to support the pupil and parent/carer to sustain improved attendance

5.29 In certain circumstances and if deemed necessary consideration will be given to changing the Attendance Officer working with the family.

### **Improved Attendance**

5.30 If a pupil achieves the targets set at the Attendance Case Conference the Attendance Officer will notify the parent/carer via home visit or letter. There will be a further monitoring period and if attendance remains satisfactory the case will be closed and the pupil returns to stage 1.

## **6. Penalty Notices**

6.1 Penalty notices can be issued where a pupil has a minimum absence of 10 sessions (5 school days) which are classed as unauthorised during the past 6 school weeks must be on the pupils attendance register.

6.2 In cases of unauthorised leave of absence for the purpose of a family holiday the Head teacher should issue to the parent a warning letter incorporating their decision not to authorise the leave. A minimum absence of 10 sessions (5 school days) for taking holiday leave during the current term without permission of the school must be accrued and forwarded to the Local Authority Attendance and Exclusion Team.

6.3 Penalty notices are £60 per child per parent.

## **7. Roles and Responsibilities**

### **Local Authority Attendance Officer**

7.1 The service provided includes:

- Liaison, where appropriate, between home and school.
- Investigation into irregular attendance or lateness which gives rise for concern.
- Completion of a regular register check and provision of advice on strategies to improve attendance.
- Work with children who are experiencing problems with attendance and / or punctuality.
- Assistance with setting attendance targets.

### **Pupils**

7.2 We expect that students:

- Will attend school regularly.
- Will arrive on time.
- Will be prepared for the demands of that day.
- Will inform a member of staff of any problems they are experiencing which may impinge on their ability to attend school and access their education.

### **Parents/Carers**

7.3 We expect parents/carers to ensure:

- Their child attends school.
- They contact school on their child's first day of absence by 9:30am, advising of the reasons for absence.
- Their child arrives at school punctually.
- Their child is appropriately dressed and properly equipped for the day.

## **8. Targets**

8.1 There are systems in place to track and interpret data on school attendance and to develop a strategic target-setting culture. We inform parents / carers and pupils about targets and achievements.

Year	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17	2017/18	2018/19
<b>Attendance Target</b>	95.9%	95.9%	96.0%	96.2%	96.2%	96.2%	96.2%	96.2%
<b>Attendance Achieved</b>	95.9%	96.4%	96.0%	96.2%	96.6%	95.9%	95.7%	-

## **9. Symbols for Marking the Register**

### **Present**

Present ( AM )	/
----------------	---

Present ( PM)	\
Home & Hospital Teaching	B
Present part -time/temporary education off-site/Support Unit	B
Educational Visit	V
Work Experience	W
Interview	J
Late before the close of Registration	L
Approved Sporting Activity	P
Dual Registration	D

### Authorised Absence

Illness ( Not medical or dental appointments )	I
Hospital, medical, dental, pregnancy appointments	M
Authorised leave of absence for the purpose of a family holiday	H
Religious Festivals	R
Exclusions	E
Study Leave	S
Traveller Absence	T
Other circumstances (reason must be recorded by form tutor)	C

### Unauthorised Absence

No Reason Provided/Truancy From School	O
Family holiday (not agreed or days in excess)	G
Late After the Close of Registration	U
Reason Not Yet Provided	N

### Symbols used but not counted in Figures

Non-compulsory school age absence	X
School Closed for Holiday	#
Enforced School Closure	Y
Attendance Not Required	!

## Exceptional Circumstances

Circumstance	Possible evidence
Child needs holiday at a quiet time of year	SEND diagnosis (eg ASD, Attachment)
Child has suffered a recent trauma	Death of a close family member Terminal illness of a close family member Parent leaving the family home Move of foster placement
Child has experienced neglect or abuse	Child is open to social care at CIN or CP A supervision order is in place Agreement at a planning meeting that holiday is required to support child emotionally or physically.
Child has experienced Domestic Abuse or Violence in the home	Operation Encompass call CIN/CP meeting
Child has suffered a significant illness	Medical evidence
One or both parents are Service Personnel and have restricted leave	Knowledge of career

**Letter to alert parents to five days absence from school**

Dear

**Attendance Alert 1**

Insert Pupils Name

I would just like to draw your attention to the attendance level of your child. Our records show that ..... has now had five days absence from school. I do understand that this may have been for a variety of reasons and I would be very happy to discuss these reasons if you feel that you may need support.

Good school attendance is vital to your child's education and here at Layfield we aim to support parents in ensuring that every child has access to their full entitlement and therefore have the opportunity to reach their full potential. I am writing to you at the earliest opportunity to highlight your child's level of absence so you are fully informed in order to minimise the amount of education that your child misses.

I have attached your child's attendance record for your information and our Attendance Policy is fully accessible on the School's website.

Please do not hesitate to contact me to discuss any aspect of your child's attendance as I am very happy to help with any issue you may have or if the school can support you in any way.

Yours sincerely

Mrs Clemenson  
Attendance Manager

**Letter to alert parents to ten days absence from school**

Dear

**Attendance Alert 2**

Insert Pupils Name

I would just like to draw your attention to the attendance level of your child. Our records show that ..... has now had ten days absence from school. I do understand that this may have been for a variety of reasons and I would be very happy to discuss these reasons if you feel that you may need support.

Good school attendance is vital to your child's education and here at Layfield we aim to support parents in ensuring that every child has access to their full entitlement and therefore have the opportunity to reach their full potential. I am writing to you at the earliest opportunity to highlight your child's level of absence so you are fully informed in order to minimise the amount of education that your child misses.

I have attached your child's attendance record for your information and our Attendance Policy is fully accessible on the School's website. <http://www.layfieldprimary.org.uk>

Please do not hesitate to contact me to discuss any aspect of your child's attendance as I am very happy to help with any issue you may have or if the school can support you in any way.

Yours sincerely

Mrs Clemenson  
Attendance Manager

Dear

### **ATTENDANCE MONITORING**

I would like to advise you that attendance is monitored very closely at school and by the local authority.

..... attendance is now at a level of concern (at or below our school target of 96.2%). It will now be necessary for you to provide appropriate evidence in order for us to authorise future absences.

Should an absence relate to illness, confirmation of medical appointments or a copy of a dispensing label from prescribed medicine would be suitable. We totally understand that some children do ail more than others and again some children take longer to improve or maybe prone to recurring illnesses however, without this evidence you may receive a fixed penalty notice.

Please also note that if holidays are taken within term time they may also incur a fixed penalty notice.

It is very important to us that your child receives their full entitlement to education and missing school regularly will affect this.

A copy of the School's Attendance Policy can be found the on the school website.  
<http://www.layfieldprimary.org.uk>

If school can support you in any way or if you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Mrs Clemenson  
Attendance Manager

**Letter to alert parents to punctuality concerns**

Dear

**PUNCTUALITY AND LATENESS**

I would like to advise you that lateness is monitored very closely at school and our records show that ..... has regularly been late. It is school policy that children who arrive after the class register has taken place, but before the official close of register will receive a late mark. If the register has been closed when your child arrives at school this becomes an unauthorised entry and as a result may incur a fixed penalty notice if the situation does not improve.

It is very important to us that your child receives their full entitlement to education and being late significantly disrupts their work and that of other members of the class. I will continue to monitor your child's punctuality and hopefully this will resolve.

A copy of the School's Attendance Policy can be found on the school website.  
[www.sbcschools.org.uk/layfield](http://www.sbcschools.org.uk/layfield).

If school can support you in any way or if you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Mrs Clemenson  
Attendance Manager



## Letter to alert parents to late collection of children from school

Dear Parents/Carers

### **LATE COLLECTION OF CHILDREN**

I would like to draw your attention to the collection of your child on an evening.

Since the beginning of September we have had several incidents of children being collected from school late on an evening. We do appreciate that on occasions circumstances beyond your control may happen and that you may be late. (However, if this becomes a regular occurrence further action may be taken.) It is important that you contact the school as soon as possible if this applies to your child. The safety of our pupils is a main priority and knowing if there is going to be a collection problem in advance is most helpful.

We have also had incidents of parents collecting children late from the after school clubs. As these clubs are run independently the coaches may have other commitments and therefore not be in a position to supervise your child after 16:30pm. Please also note that our school office closes at 16:30pm. If a problem occurs regarding the collection of your child from one of these clubs please let us know as soon as possible.

I would ask that you give extra consideration when travelling to school by car as here in Yarm we do suffer from seasonal changes through the High Street which does have a big impact on travelling times. Where it is possible please walk to collect your child to help ease congestion outside the school at 15:30pm.

Thank you in advance for your co-operation.

Yours sincerely

Mrs Clemenson  
Attendance Manager

## Letter to parents not requesting leave of absence

Dear Parent / Carer,

### Education Act 1996 – School Attendance

I believe you have taken ....., DOB out of school for the purpose of a holiday without making a request to the head teacher. Leave of absence in term time requests must be submitted to the head teacher prior to the leave of absence commencing to consider if the exceptional circumstances criteria is met.

The Education, Pupil Registration England Amendment Regulations 2013 states that Head teachers may not grant any leave of absence during term time unless;

- an application has been made in advance to the head teacher by a parent with whom the pupil normally lives with; and
- the proprietor (Head teacher) or person authorised by the Head teacher considers that leave of absence should be granted due to the exceptional circumstances relating to that application

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996.

If you do not provide me with medical evidence or any other evidence within 10 days from the date of this letter for the absences (from..... to .....), I will unauthorise this period of absence and make a penalty notice referral request to the local authority.

This may result in:

- A Penalty Notice requiring the payment of a penalty of up to £120, failure to pay the penalty due will result in prosecution before Teesside Magistrates Court.
- Prosecution under Section 444 (1) Education Act 1996, where if convicted you may be fined up to £1000.
- Prosecution under Section 444 (1a) Education Act 1996 where if convicted you may be fined up to £2500 and/or 3 months imprisonment.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely

Head teacher

Dear Parent / Carer,

### **Education Act 1996 – School Attendance**

I note your request to take your child ..... out of school for a holiday during term time during the dates .....

The Education (Pupil Registration)(England)(Amendment) Regulations 2013 states that Head teachers may not grant any leave of absence during the term unless;

- an application has been made in advance to the Head Teacher by a parent with whom the pupil normally lives with; and
- the proprietor(Head Teacher) or person authorised by the Head Teacher considers that leave of absence should be granted due to the exceptional circumstances relating that application

After carefully considering your application I have decided not to authorise your request for holiday leave as I am not satisfied that the exceptional circumstances criteria has been met.

..... is expected in school during these dates and any absence will be considered unauthorised absence unless medical evidence is provided to detail otherwise.

I must warn you that failure to ensure your children's attendance is an offence under Section 444 of the Education Act 1996.

If the reasons given for your children's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for the failure to comply with the law. This may result in:

A Penalty Notice requiring the payment of a penalty of up to £120 (per child), failure to pay the penalty due will result in prosecution before Teesside Magistrates Court.

Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1000.

Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2500 and/or 3 months imprisonment.

I ask that you work with the school to ensure that your child attends school every day.

Yours sincerely

Head Teacher