

OUR MISSION STATEMENT:

“PASSIONATE ABOUT CELEBRATING LEARNING, ENJOYMENT AND ACHIEVEMENT FOR ALL”



SCHOOL ATTENDANCE POLICY

APPROVED BY GOVERNORS: Autumn 2024

SIGNED:

REVIEWED: Autumn 2024

REVIEW DATE: Autumn 2025

Whole School Attendance Policy



Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body on 24th September. It is due for review in September 2025.

Signature *A. NEALE*

Headteacher

Date: 24/09/2024

Signature *H. MORRIS*

Chair of Governors

Date: 24/09/2024

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1. Introduction/Aim

At Tiverton School we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Attendance Objectives

Our school attendance policy:

- Takes into account the individual SEND of all pupils
- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

4. Roles and Responsibilities

At Tiverton School we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Tiverton School responsibilities for the management of attendance is:-

Role	Name	Contact details
Senior Attendance Lead	Katie Smith	02476594954
Named Governor/Trustee for Attendance	Jo Lawrence	02476594954
Headteacher	Alison Neale	02476594954

The Local Governing Board/Trustee Board of Tiverton School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
 - Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.

Tiverton School will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal early help is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early help/family support,

including conducting an early help assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognizing that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Pupil Premium Plus for previously looked after pupils.

Tiverton School requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.

- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.
- Communicate with the Pastoral team/school if they observe any changes in their child's behavior with regards to attending school.

Pupils will (with support of staff and parents/carers):

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5. Recording Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

The headteacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

*The headteacher will consider a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the pupil normally lives with. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or leave of absence for the purposes of leisure or recreation to be an exceptional circumstance.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

Parents/carers will need to complete a leave of absence request for their school including time frames, using the pink forms available at the school office. The leave of absence request should be completed with at least two weeks' notice where possible.

A penalty notice request may be submitted to the Local Authority by the headteacher should:-

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must inform the school office in advance and provide proof of appointments. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Tiverton School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher.

Examples of an unsatisfactory explanation are a pupil's/family member's birthday, closure of a sibling's school for INSET (or other) purposes, refusal to attend school on health grounds but where the pupil is considered well enough to attend' holidays taken without the authorisation of the school.

6. Our Procedures

6.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register at the beginning of each morning session and once during each afternoon session.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed on the admission register at the time.

Registers are taken at 9.20am for morning registration and 1.30pm for afternoon registration. Attendance data is taken on SIMS (schools MIS) system and attendance data is shared with the new school when a child moves school.

6.2 Late Arrival at School

At Tiverton School all pupils are expected to arrive on time for every day of the school year. The school day begins at 9.00am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 9.20am. All pupils arriving after this time are required to report to the main office with their parents and provide a reason for their absence. If their arrival is before 9.30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Visit the home of the pupil.

- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

6.4 Rewards and Interventions

Tiverton School has a staged approach to supporting regular attendance based on the Local Authority staged approach as detailed in School Attendance Matters document.

School may include:

- Use of data
- Reward systems
- Attendance concerns addressed with parents/carers

Stage 1: Prevention

Criteria: Attendance is between 91% and 100%

Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e., GP

Stage 2: Early Intervention

Criteria: Attendance is between 81% and 90%

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

Stage 3: Targeted Support

Criteria: Attendance is below 80%

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

7. Tailored Support

At Tiverton School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

At Tiverton School we recognize that some pupils may have medical conditions and illness which prevent 100% attendance at school. The school will consider and support each pupil/family on a case-by-case basis and record these appropriately.

8. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Penalty Notices

Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices.

The threshold is 10 sessions (equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

9. Staged Reintegration/Part-time timetables

All children of compulsory school age are entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, part-time timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. We will notify the Attendance and Children Missing Education Team of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

10. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection.
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

11. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance \(February 2024\)](#)
- [School attendance parental responsibility measures \(January 2015\)](#)
- [Children missing education \(September 2016\)](#)
- [Keeping children safe in education \(September 2023\)](#)
- [Working together to safeguard children \(December 2023\)](#)

12. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1

Leave of Absence Form

Leave Of Absence in Term Time Request

Dear Parent/Carers,

The school recommendation is that you do not take your child out of school in term time. However, in exceptional circumstances I will consider requests. I am not in a position to stop you taking your child/children out of school in term time but if you do take them without permission I will not be able to authorise the request. Unauthorised absences are liable to Penalty Notice Fines or prosecution for non-attendance.

Children who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return.

Parents

Name of child/Children		Contact details during Leave of Absence Name: Address: Contact telephone No:
Class		
Address		
Dates of leave requested		
Signature of Parent(s)/carer(s)		
Print full name		

Please explain your reason for asking for time off during the term time.	
--	--

Office use only

Name of child _____ Class _____ Current attendance _____%

Agreement reached

- In this instance I am able to authorise this request for the above period ☐
- I am unable to authorise this request ☐
- Further information/meeting required, please contact school ☐

This absence is not authorised because:

(See accompanying letter)

Signature _____ Date _____

Appendix 2

Authorised term time Leave of Absence request- 1st offence

Date:

Dear Parent/Carer of

Current Attendance:

Re: Term time leave of absence request for (Child's/Children's name)

Following your recent request for (child's/children's name) to be allowed a leave of absence during term time, I am writing to confirm that I have authorised this planned absence from to

(name) will be expected back in school on (date) and if there is any delay in their return, can you please contact school to explain the delay.

However, I must point out that the school strongly discourages leaves of absence in term time because of the impact on education and social progress.

I must also draw your attention to the school's attendance policy. This makes it clear that if a leave of absence is taken in term time which has **not** been authorised, or if a pupil does not return on the agreed date without good reason, a Penalty Notice will be issued. The Penalty Notice is for £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Yours sincerely

Alison Neale
Headteacher

Appendix 3

Unauthorised term time Leave of Absence request- 1st offence

Date:

Dear Parent/Carer,

Current Attendance:

Re: Term time leave of absence request for (Insert child's full name)

Following your recent request for (Child's name) to be allowed a leave of absence in term time, I regret that I am unable to authorise this absence.

Should you however choose to take the leave of absence, the school's attendance policy makes it clear that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

The Penalty Notice is for £80 per parent, per child if paid within 21 days and £160 per parent, per child if paid after this date but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

Alison Neale
Headteacher

Appendix 4

Penalty Notice for Term Time Leave of Absence- 1st offence

Date:

Dear Parent/Carer,

Current Attendance:

Re: Penalty Notice for Leave of Absence

It has come to my attention that (child's name) has taken (no of days) leave in order to go on a Leave of Absence in term time from... to..... This leave of absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the Headteacher in advance should they wish to take children out of school for a leave of absence and that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

As you did not request permission for this leave/ although you requested permission for this leave it was not granted (delete as appropriate), therefore the school will request a Penalty Notice to be issued against you. You will receive notification from Coventry City Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £80 if it is paid within 21 days. It will increase to £160 if paid after 21 days but within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

Alison Neale
Headteacher

Appendix 5

Authorised term time Leave of Absence request- 2nd offence

Date:

Dear Parent/Carer of

Current Attendance:

Re: Term time leave of absence request for (Child's/Children's name)

Following your recent request for (child's/children's name) to be allowed a leave of absence during term time, I am writing to confirm that I have authorised this planned absence from to

(name) will be expected back in school on (date) and if there is any delay in their return, can you please contact school to explain the delay.

However, I must point out that the school strongly discourages leaves of absence in term time because of the impact on education and social progress.

I must also draw your attention to the school's attendance policy. This makes it clear that if a leave of absence is taken in term time which has **not** been authorised, or if a pupil does not return on the agreed date without good reason, a Penalty Notice will be issued.

Yours sincerely

Alison Neale
Headteacher

Appendix 6

Unauthorised term time Leave of Absence request- 2nd offence

Date:

Dear Parent/Carer,

Current Attendance:

Re: Term time leave of absence request for (Insert child's full name)

Following your recent request for (Insert child's name) to be allowed a leave of absence in term time, I regret that I am unable to authorise this absence.

Should you however choose to take the leave of absence, the school's attendance policy makes it clear that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

The Penalty Notice is for £160 per parent, per child if paid within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

Alison Neale
Headteacher

Appendix 7

Penalty Notice for Term Time Leave of Absence- 2nd offence

Date:

Dear Parent/Carer,

Current Attendance:

Re: Penalty Notice for Leave of Absence

It has come to my attention that (child's name) has taken (no of days) leave in order to go on a Leave of Absence in term time from... to..... This leave of absence was not authorised by the school.

The school's attendance policy makes it clear that parents must seek permission in writing from the Headteacher in advance should they wish to take children out of school for a leave of absence and that if a leave of absence is taken in term time which has not been authorised, a Penalty Notice will be issued.

As you did not request permission for this leave/ although you requested permission for this leave it was not granted (delete as appropriate), therefore the school will request a Penalty Notice to be issued against you. You will receive notification from Coventry City Council in due course.

The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be £160 if paid within 28 days.

Failure to pay the Penalty Notice could result in Coventry City Council starting legal proceedings against you for the offence of failing to ensure your child's regular attendance at school

Yours sincerely

Alison Neale
Headteacher

Appendix 8
First letter to parents about lateness

Date:

Dear Parent/carer of

Current Attendance:

I would like to remind you that school starts at 9:15am and any child arriving after 9.20am will be marked as late on the register.

I understand that very occasional late arrival at school can be unavoidable. However when lateness is more frequent your child misses the opportunity for a prompt start to the school day and valuable teaching time. Their lateness also causes disruption to the class and I am asking for your co-operation to ensure that (name) attends punctually in the future.

If you wish to discuss this further, please contact me and I will be happy to arrange an appointment.

Yours sincerely

Alison Neale
Headteacher

Appendix 9
Second letter to parents about lateness

Date:

Dear Parent/Carer of

Current attendance:

I wrote to you on date about name lateness to school. I would like to remind you that school starts at 9:15am and any child arriving after 9.20am will be marked as late on the register.

I understand that very occasional late arrival at school can be unavoidable. However when lateness is more frequent your child misses the opportunity for a prompt start to the school day and valuable teaching time. Their lateness also causes disruption to the class and I am asking for your co-operation to ensure that (name) attends punctually in the future.

If you wish to discuss this further, please contact me and I will be happy to arrange an appointment.

Yours sincerely

Alison Neale
Headteacher

Appendix 10
Letter sent home following unauthorised absence

Date:

Dear Parents of (Pupils Name)

(Pupil) attendance is causing concern as it has fallen to (Percentage) and we feel they are missing a significant part of their learning.

Please be aware that (Pupil) absence on (Date) has been registered as unauthorised. This is because:

School has not been informed of the reason for their absence

School has not accepted the explanation as a justification for the absence

If there are any particular circumstances that the school may not be aware of which is having an influence on (Pupil) attending regularly, please do not hesitate to contact the school to discuss.

Yours sincerely

A Neale

Alison Neale
Headteacher