



"Unlocking potential through learning"

Attendance Policy

**The New Horizons
Learning Centre**

Date Ratified: January 2023

Review Date: January 2025

Signed by: Mrs Donna Portingale

Position: Chair of Governors

Contents:

ASAP Flow-Chart of Action	Page 3-4
School Attendance	Page 5
Pre-SAF School Attendance Meeting Letter	Page 6
Pre-SAF School Attendance Meeting Form	Page 7
Pre-SAF School Attendance Meeting Action Plan	Page 8
Non-Attendance of Pre-SAF/Home Visit	Page 9
Improvement in Attendance Letter	Page 10
Pre-SAF School Attendance Review Meeting Letter	Page 11
Pre-SAF School Attendance Review Meeting Form	Page 12
Pre-SAF School Attendance Review Meeting Action Plan	Page 13
Medical Action Plan Paperwork	
Medical Action Plan Letter	Page 14
Medical Action Plan Form	Page 15
Medical Consent Form	Page 16
Letter to Doctor/Information Request	Page 17
Invitation letter to Attendance Panel Meeting	Page 18
Attendance Panel Meeting Form	Page 19/20
Non-Attendance of Panel Meeting/Home Visit	Page 21
Invitation letter to Attendance Panel Review	Page 22
Attendance Panel Review Meeting Form	Page 23/24
Leave of Absence Response (Unauthorised)	Page 25
Leave of Absence Response (Authorised)	Page 26
Broken Weeks Letter	Page 27
Third Party Agency	Page 28
Home Visit/General Notes	Page 29/30
Attendance below 90% Letter	Page 31
Summary Form for Attendance Panel Review	Page 32
Attending School Leaflet	Page 33
Penalty Notice/Information for Parent/Carers	Page 34/37
Request for Penalty Notice	Page 38/39

ASAP Flow-Chart of Actions

LETTER 1 Appendix A In Attendance Policy	Attendance and /or punctuality is a cause for concern 3 x unauthorised sessions (AM or PM)
---	---



LETTER 2 Appendix B In Attendance Policy	No improvement after 4 weeks / 3 x additional unauthorised sessions (AM or PM) – invite Parents/Carers (P/C) to Pre-SAF/School Attendance Meeting (SAM)
---	--



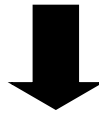
During the School Attendance Meeting (SAM) Complete Action Plan and Meeting Record	If appropriate: Medical Letter/Medical Action Plan completed and Medical Consent form signed by Parent/Carers page 14, 15 & 16 4 School weeks from date of SAM review of attendance and/or punctuality to take place. If Parent or Carers FAIL to attend Education Welfare Officer meeting, the EWO will take the Attendance Action Place to the home of the student. See letter on page 9
---	---



EITHER

LETTER 3 GREEN page 10	LETTER 4 AMBER page 11
If attendance and/or punctuality has improved since SAM.	No improvement since SAM. Parents/Carers invited to a review meeting. At this meeting 95% + attendance target set for next 4 school weeks. Use Record and Action Plan page 12/13





School invite Parent/Carers to Attendance Panel Meeting	
LETTER 5 RED	School invite Parents/Carers to Attendance Panel Meeting - 6 school weeks given to improve attendance and/or punctuality




LETTER 6 RED	School send Attendance Panel Review meeting invitation letter to Parents/Carers and invite Governor representative if attendance continues to be a cause for concern
-------------------------	--



REVIEW MEETING TAKES PLACE



EITHER

Improvement in attendance and/or punctuality since Review Meeting. Further review meeting maybe set or School continues to monitor – if Improvement to attendance and/or punctuality is not sustained Local Authority/School may consider Legal Proceedings	No improvement in attendance and/or punctuality since last review meeting  Legal Proceeding Begin
--	--

Appendix A – Standard Attendance Letter 1



Date:
Enquiries to:
Tel: 01454 532235
Fax:

Dear Parent/Carer,

Re: Child's Name

I am writing to you to express our concerns regarding (Name's) recent attendance. He/she has now been absent without authorisation on (X) number of occasions.

We are really keen to be working with parents and supporting you with improving your child's attendance. Please do not hesitate to contact (Name), Strategic Lead for Primary, Behaviour, Safeguarding and Pastoral Care to discuss further if you wish.

It is essential that (name) attends fully from now on, in order that he/she can take full advantage of the opportunities available to him/her at the (Name) Campus of New Horizons Learning Centre and I look forward to (name)'s full attendance at the centre in the future.

We are trying to prevent more formal processes, but we have to be transparent at this point and need to take this opportunity to remind you that, in line with the South Gloucestershire Schools, we follow the Authority's procedures in tackling poor attendance. Continued poor attendance will result in you being invited to a meeting with the Head Teacher to set up a school attendance meeting to plan for improved attendance.

Under Section 444 of the Education Act 1996, legal action may also be taken against you. (Maximum penalty is £2,500 or 3 months imprisonment, or the imposing of a fixed penalty fine.)

Please be aware that you have a legal duty to ensure your child's regular attendance at school.

Please contact me on the above number if you wish to discuss this matter further, or if you need help with (name)'s attendance.

Yours sincerely,

Mr Joseph Lee

Appendix B Standard Attendance Letter 2



Date:
Enquiries to:
Tel: 01454 532235
Fax:

Dear Parent/Carer

Re: Child's Name

I am writing to inform you that since (Name)'s attendance has shown insufficient improvement since I wrote to you on (Date of standard letter 1), I have no alternative but to begin the formal procedure as detailed in our Attendance Policy, a copy of which is available on request.

Please will you and (Pupil Name) attend a school attendance meeting with myself on (Date). At this meeting we will discuss the reasons for poor attendance and how you can ensure improvements, we will set targets to support (name)'s improved attendance. If these targets are not met we will then be required to call a School Attendance Panel Meeting. This is the first step towards taking legal action.

Please be aware that you have a legal duty to ensure your child's regular attendance at school. Under Section 444 of the Education Act 1996, legal action may be taken against you if you fail to insure your childs regular attendance at school. (Maximum penalty is £2,500 or 3 months imprisonment, or the imposing of a fixed penalty fine.)

Please contact me on the above number if you wish to discuss this matter further, or if you feel you need help with (Name)'s attendance.

Yours sincerely,

Mr Joseph Lee



Pre-SAF/Attendance Support Meeting

Please be aware this constitutes as a home/school contract

Key issues / reasons given for absence

Name of Student	Class	Date of Birth	Attendance %	Unauthorised %
			Broken Weeks	Amount of lessons missed %
1. Name of Parent/Carer	Address:			
	Postcode:			
2. Name of Parent/Carer	Address:			
	Postcode:			
Current Home Situation:				
Health / Medical	YES	NO		
Bullying	YES	NO		
Transport	YES	NO		
Family Circumstances	YES	NO		
Other	YES	NO		

Contacts for Future Action

School Nurse	YES	NO	
Mentoring	YES	NO	
Other	YES	NO	
Has the school considered a full SAF? If NO, why not?	YES	NO	
Medical Referral Required + Plan *If Yes no further action for SAMs Review Date	YES	NO	
Review Date:			

Action Plan

Outcome of Key Issues	Responsibility
Parent/Carer attended YES/NO Apologies Sent YES/NO *If Parent/Carer does not attend / no apologies EWO to arrange home visit Has Parent/Carer had previous involvement from outside agencies i.e. Social Care / Barnardo's etc Vulnerable Groups: E A L (English Additional Language) Ethnicity Free School Meals/Pupil Premium (SEN & D) CIC (Children in Care) Any other identified Groups	 YES / NO (reason if no) YES / NO YES / NO YES / NO YES / NO

Children's 5 outcomes	No Issues	Minor	Moderate	Significant	Critical
Be Healthy					
Stay Safe					
Enjoy & Achieve					
Positive Contribution					
Economic Well-being					
*Social Care Referral Required: YES / NO					
Will Parent/Carer consider FISS intervention			YES / NO		
The named student will have their attendance monitored very thoroughly over the next 4 WEEKS					
The meeting will go ahead if the parent/carer is not in attendance					
<ul style="list-style-type: none">School will not authorise any future absence without medical evidence i.e. appointment cardsAttendance should be over 95% over the next 4 academic weeksIf not over 95% then we will request the Local Authority to consider the legal process					
Action Plan agreed by:					
Parent(s) / Carer(s) -					
Headteacher:					
Strategic Lead for Primary, Behaviour, Safeguarding and Pastoral Care:					
Date of Meeting:					



Date:

Address:

Dear

Re: Pupils Name

Further to the Pre-SAF School Attendance Support Meeting which you were unable to attend, as the Education Welfare Officer who is responsible for monitoring schools attendance I will visit you at your home on.

Date:

Time:

To discuss the action plan that was implemented in your absence.

If for any reason you are unable to make this appointment please contact the school office.

Yours sincerely

Mr Joseph Lee



Date:

Address:

Dear

Re: (Pupil name) Improvement in Attendance

Following the Pre-SAF/School Attendance Support Meeting on..... I am very pleased to see that there has been a significant improvement in attendance; since the meeting their attendance is now.....%

.....attendance will continue to be monitored by the school over the coming weeks but I trust that this improvement will be sustained. However, if (his/her) attendance deteriorates, you may be invited to attend a formal Attendance Panel Meeting at which your legal responsibility will be explained to you.

If you have any other concerns regarding your child's education, please do not hesitate to contact the school.

Yours sincerely

Mr Joseph Lee



Date:
Address:

Dear

Re: School Attendance Review Meeting

Further to the school attendance meeting dated..... as there has only been a slight improvement I am inviting you to a Pre-SAF/School Attendance Review Meeting.

I have therefore arranged a Pre-SAF/School Attendance Review Meeting with the School Education Welfare Officer, to discuss 's attendance and plan for ways to improve it. The meeting will take place on at the school and will last about 30 minutes. It is very important that you try to attend this meeting.

This meeting is due to the previous set targets not being met.

Please note that this is an informal meeting and its purpose is to support you in helping to improve 's attendance. These meetings have proved to be very successful in the past and I therefore hope that you will be able to attend.

If you wish to discuss any of the above, please feel free to contact me. I would appreciate it if you could complete the slip below to indicate whether or not you will be able to attend the meeting.

Please note the meeting will go ahead in your absence and targets will be set. The Education Welfare Officer will inform you of the date and time of a home visit, where the Action Plan will be discussed with yourself.

Yours sincerely

Mr Joseph Lee

Name of Pupil: _____

Class: _____

(Please delete as appropriate)

I will / will not be able to attend the arranged Pre-SAF School Attendance Review Meeting at the School.

Signed: _____

Date: _____



Pre-SAF/Attendance Review Meeting

Please be aware this constitutes as a home/school contract

Key issues / reasons given for absence

Name of Student	Class	Date of Birth	Attendance %	Unauthorised %
			Broken Weeks	Amount of lessons missed %
1. Name of Parent/Carer	Address:			
	Postcode:			
2. Name of Parent/Carer	Address:			
	Postcode:			
Current Home Situation:				
Health / Medical	YES	NO		
Bullying	YES	NO		
Transport	YES	NO		
Family Circumstances	YES	NO		
Other	YES	NO		

Contacts for Future Action

School Nurse	YES	NO	
Mentoring	YES	NO	
Other	YES	NO	
Has the school considered a full SAF? If NO, why not?	YES	NO	
Medical Referral Required + Plan *If Yes no further action for SAMs Review Date	YES	NO	
Review Date:			

Action Plan

Outcome of Key Issues	Responsibility
Parent/Carer attended YES/NO Apologies Sent YES/NO *If Parent/Carer does not attend / no apologies EWO to arrange home visit Has Parent/Carer had previous involvement from outside agencies i.e. Social Care / Barnardo's etc Vulnerable Groups: E A L (English Additional Language) Ethnicity Free School Meals/Pupil Premium (SEN & D) CIC (Children in Care) Any other identified Groups	 YES / NO (reason if no) YES / NO YES / NO YES / NO YES / NO

Children’s 5 outcomes	No Issues	Minor	Moderate	Significant	Critical
Be Healthy					
Stay Safe					
Enjoy & Achieve					
Positive Contribution					
Economic Well-being					
*Social Care Referral Required: YES / NO					
Will Parent/Carer consider FISS intervention			YES / NO		
The named student will have their attendance monitored very thoroughly over the next 4 WEEKS					
The meeting will go ahead if the parent/carers is not in attendance					
<ul style="list-style-type: none">School will not authorise any future absence without medical evidence i.e. appointment cardsAttendance should be over 95% over the next 4 academic weeksIf not over 95% then we will request the Local Authority to consider the legal process					
Action Plan agreed by:					
Parent(s) / Carer(s) -					
Headteacher -					
Strategic Lead for Primary, Behaviour, Safeguarding and Pastoral Care -					
Education Welfare Officer -					
Date of Meeting:					



Date:
Address:

Dear

Re: Medical Action Plan Meeting

Dear Parent/Carer,

.....'s attendance is at the present time% which is of concern.

I have therefore arranged a Medical Action Plan Meeting, to discuss 's medical issue and a positive way forward. The meeting will take place onat the school and will last about 30 minutes. It is very important that you try to attend this meeting.

Attendance targets will then be set for the forthcoming weeks.

Please note that this is an informal meeting and its purpose is to support you in helping to improve 's attendance. These meetings have proved to be very successful in the past and I therefore hope that you will be able to attend.

If you wish to discuss any of the above, please feel free to contact me. I would appreciate it if you could complete the slip below to indicate whether or not you will be able to attend the meeting.

Please note the meeting will go ahead in your absence and targets will be set.

Yours sincerely

Mr Joseph Lee

Name of Pupil: _____

Class: _____

(Please delete as appropriate)

I will / will not be able to attend the arranged Medical Action Plan Meeting at the School.

Signed: _____

Date: _____



Medical Action Plan

STUDENT NAME		DATE OF BIRTH	YEAR GROUP	TEACHER NAME
Is this pupil looked after: Y / N		SEN Level:	Action Plan Chair/Co-ordinator:	
Attendance level:		No of broken weeks:	No. of continuous days absent:	
People invited to attend	Name:	Signature:	Date of Medical Action Plan	
Pupil			GP Consent gained?	Y / N
Parent / Carer			Consent form completed	Y / N Date:
School Staff			Decision made to authorise absence?	Y / N Date:
School Governor				
Education Welfare Officer			Name of person Authorising	
School Nurse			Date of Review	
Other Agencies				
Medical Issues		Medical Evidence provided by		Date & Type of evidence
Identified Difficulties		Intervention Required		Provided by / Date
Target Attendance Level				



Medical Consent Form

Parent's Name :	
Parent's Address:	
Child's Name:	
Child's DOB:	
Child's Address (<i>if different above</i>)	
Doctor's Name:	
Doctor's Surgery Address:	

I understand that by signing this form I grant permission for a representative of the school to seek medical information regarding the named child in relation to his or her attendance at school or otherwise.

Parent's Signature:

Date of Signature:



Dear Dr (Insert Name)

Reference: (Child's name and date of birth)

I have been informed that you are the family doctor of the child named above. Monitoring of our School's attendance records has revealed that **(Child's name)** currently has a high level of absence which has been ascribed to sickness. His/Her current percentage attendance is recorded as **(Insert percentage)** whilst most children in his/her year group are achieving the level of **(Insert percentage)**. In real terms, this means he/she has already missed **(Insert number of days)** of his/her education this year due to illness.

I am sharing these facts with you so that you can consider this data with other information you have in relation to this child's needs should they visit you again in the near future. If you have time, I would be grateful if you could complete and return the cut off slip below for our records; I have enclosed a stamped addressed envelope for this purpose. Please find enclosed the consent form signed by the parent and a copy of the attendance print out in case you require a more detailed breakdown.

The school is not able to meet any costs resulting from the provision of this information.

Yours sincerely

Mr Joseph Lee

.....

Reference: (Insert Child's name and date of birth)

Please tick the box you feel best reflects the circumstances

1. This level of absence is what I would expect from a child suffering from the long term sickness issues diagnosed in this child. ☐
2. Our records show this child has contracted a variety of illnesses this year:
 - a) We intend to monitor further sickness. ☐
 - b) This is not a pattern I expect to continue in the future. ☐
3. The child has been seen at this surgery on the following dates over the past 12 months (or total number of visits) ☐

Signed:

Date:



Date:

Address:

Dear

Pupil:

Re: Attendance Panel Meeting

Further to the Pre-SAF School Attendance Support Meeting held on

I am disappointed to see that there has been no improvement in your child's attendance, there have been a further sessions of absence (see the attached certificate).

It is an offence (contrary to section 444 of the Education Act 1996) for a parent to fail to ensure their child's full time education — the maximum penalty may be up to £2,500 per parent and/or 3 months in prison. I have requested a formal Attendance Panel Meeting to support you in ensuring that you meet your legal responsibility.

Date:

Time:

I urge you to attend this very important meeting as failure to do so may result in action being agreed without your consent. If you are unable to attend the appointment, please contact the school upon receipt of this letter.

Yours sincerely

Mr Joseph Lee



Attendance Panel Meeting

School:		Date:	
Pupil Name:	D.O.B:	Year Group:	
Address:			
Postcode:			

Parent(s) name:	Attended	Address (if different to above)
1	YES	1
	NO	
2	YES	2
	NO	

Names of others invited to meeting:	Attended	
	YES	NO
	YES	NO

Current
Attendance %

Unauthorised
Absences %

% at previous
meeting

It is an offence under Section 444 of the Education Act 1996 for a parent to fail to ensure his/her child attends school regularly. No offence is committed if the parent proves any of the following:

1. that the pupil was ill or prevented from attending by any unavoidable cause
2. that the pupil's absence was authorised by the school
3. the absence was on a day of religious observance of the parent
4. the local authority's policy to provide transport applies to the child but that transport was not provided

Does any of the above apply? If so please comment:

Reasons given by parent for child's absence:	
<ul style="list-style-type: none"> Health Bullying Transport Family Circumstances Curriculum Issues 	YES / NO YES / NO YES / NO YES / NO YES / NO
<ul style="list-style-type: none"> Would the parent find it helpful at attend parenting support sessions 	YES / NO

Attendance Panel Meeting

Parent / Carer – Pupil Targets/Action Agreed:

Will Parent/Carer consider FISS intervention? YES / NO

The named student will have their attendance monitored very thoroughly over the next 4 WEEKS

The meeting will go ahead if the parent/carers is not in attendance

- School will not authorise any future absence without medical evidence i.e. appointment cards
- Attendance should be over 95% over the next 4 academic weeks

If not over 95% then we will request the Local Authority to consider the legal process

School Agreed Action

Signature — School:

Signature — EWO:

Signature - Parent/Pupil:

Signature – Other Agencies:

Review date and time set:

Date:

NB: EWO representative must advise parent of seriousness of legal processes, possible outcome and that other agencies may be informed (i.e Social Care), also that the parent may have legal representation at the review meeting.



Date:

Address:

Dear

Re: Pupils Name

Further to the Attendance Panel Meeting which you were unable to attend, as the Strategic Lead for Primary, Behaviour, Safeguarding and Pastoral Care who is responsible for monitoring schools attendance I will visit you at your home on.

Date:

Time:

To discuss the action plan that was implemented in your absence.

If for any reason you are unable to make this appointment please contact the school office.

Yours sincerely

Mr Joseph Lee



Date:

Address:

Dear

Pupil:

Re: Attendance Panel Review Meeting

Further to the Attendance Panel Meeting held on I am disappointed to see that there has been no improvement in your child's attendance, there have been a further sessions of absence (see the attached certificate).

It is an offence (contrary to section 444 of the Education Act 1996) for a parent to fail to ensure their child's full time education — the maximum penalty may be up to £2,500 per parent and/or 3 months in prison. I have requested a formal Attendance Panel Review Meeting to support you in ensuring that you meet your legal responsibility.

Date:

Time:

I urge you to attend this very important meeting as failure to do so may result in action being agreed without your consent. If you are unable to attend the appointment, please contact the school upon receipt of this letter.

Yours sincerely

Mr Joseph Lee



Attendance Panel Review Meeting

School:		Date:	
Pupil Name:	D.O.B:	Year Group:	
Address:			
Postcode:			

Parent(s) name:	Attended	Address (if different to above)
1	YES	1
	NO	
2	YES	2
	NO	

Names of others invited to meeting:	Attended	
	YES	NO
	YES	NO

Current
Attendance %

Unauthorised
Absences %

% at previous
meeting

It is an offence under Section 444 of the Education Act 1996 for a parent to fail to ensure his/her child attends school regularly. No offence is committed if the parent proves any of the following:

5. that the pupil was ill or prevented from attending by any unavoidable cause
6. that the pupil's absence was authorised by the school
7. the absence was on a day of religious observance of the parent
8. the local authority's policy to provide transport applies to the child but that transport was not provided

Does any of the above apply? If so please comment:

Reasons given by parent for child's absence:	
<ul style="list-style-type: none"> Health Bullying Transport Family Circumstances Curriculum Issues 	<div style="text-align: center;">YES / NO</div>
<ul style="list-style-type: none"> Would the parent find it helpful at attend parenting support sessions 	<div style="text-align: center;">YES / NO</div>

Attendance Panel Review Meeting

Parent / Carer – Pupil Targets/Action Agreed:

Will Parent/Carer consider FISS intervention YES / NO

The named student will have their attendance monitored very thoroughly over the next 4 WEEKS

The meeting will go ahead if the parent/carers is not in attendance

- School will not authorise any future absence without medical evidence i.e. appointment cards
- Attendance should be over 95% over the next 4 academic weeks

If not over 95% then we will request the Local Authority to consider the legal process

School Agreed Action

Signature — School:

Signature - Parent/Pupil:

Signature — EWO:

Signature – Other Agencies:

Review date and time set:

Date:

NB: EWO representative must advise parent of seriousness of legal processes, possible outcome and that other agencies may be informed (i.e Social Care), also that the parent may have legal representation at the review meeting.



Date:

Address:

Dear

Pupil:

Re: Leave of Absence Request

Thank you for your letter regarding your intention to take ____ out of school for 6 days. Whilst we fully understand and appreciate your reasons for wishing to take holiday outside of normal school holiday dates, this holiday will not be authorised. This is in line with the local authority and the school attendance policy.

In accordance with the Anti-Social Behaviour Act 2003 we will instruct the council to issue a penalty notice if this leave is taken. I am enclosing a leaflet which outlines the procedure which may follow.

Yours sincerely

Mr Joseph Lee



Date:

Address:

Dear

Pupil:

Re: Leave of Absence Request

Thank you for your letter regarding your intention to take.....out of school for.....days. As you know from previous correspondence no holidays will be authorised.

However it is noted that.....'s current attendance is (*excellent/very good/good*) and also because it is less than the 10 sessions, on this occasion you will not be fined, but any further holidays of this duration will incur a fixed penalty fine.

I would also urge you to consider the negative effect such an absence from school may have on.....'s education and long term prospects.

I enclose a leaflet explaining the local authority's policy on fixed penalty fines.

Yours sincerely

Mr Joseph Lee



Date:

Address:

Dear

Pupil:

Re: Broken Weeks

PARENTS: Your responsibility is to ensure your child(ren) attend school regularly.

SCHOOL: As you may be aware we are responsible by law for reporting attendance to the LEA. The LEA employs Education Welfare Officers to monitor school attendance and to help parents meet their responsibility.

BROKEN WEEKS: The purpose of this letter is to raise Parent awareness on this issue. During the period **DATE** to the end of **DATE**, your child,has had.....broken weeks. This means that he / she has missed some part of the curriculum taught in those weeks.

For example: A Friday and Monday absence will mean your child could miss the end of one unit of work, and the start of the next unit of work taught the second week. I am sure you will agree this is most disruptive to the child's learning. How can we expect a child to feel confident in the area taught if they have missed even the smallest part of it?

I enclose a registration certificate for your information.

I hope you find this information useful and feel able to support us in our attempts to provide the best possible education for your child. If you would like to discuss the issues raised by this letter please do make arrangements to see me.

Yours sincerely

Mr Joseph Lee



Date:

Address:

Dear

Pupil:

Re: Third Party Agency Information Consent Form

I, **NAME OF PARENT/CARER** authorise New Horizons Learning Centre, Mulberry Drive, Kingswood, Bristol, BS15 4EA to obtain personal information from the third party as indicated below.

Parent / Carer Name:	
Parent / Carer Address:	
Professional Organisation Contact Name:	
Professional Organisation Contact Address:	

I understand that by signing this form I grant permission for a representative of the school to seek information regarding **NAME OF PARENT/CARER** in relation to their current circumstances with regards to _____

Parent/Carer Print Name: _____

Parent/Carer Signature: _____

Date of Signature: _____ / _____ / _____

Yours Sincerely

Mr Joseph Lee



HOME VISITS FORM

Name of Pupil:

Date of Visit:

Home Address:

Home/Mobile No:

.....

.....

LPPC Print Name:

LPPC Signature:



GENERAL NOTES

Name of Pupil:

Date of Visit:

LPPC Print Name:

LPPC Signature:



Name of Pupil: Attendance Report for Term:
 Name of School: Start Date of Term:
 Year/Class: End Date of Term:

Good attendance is, as you know, essential to make the most of your child's time in school. As part of the Government's drive to improve school attendance our Education Welfare Officer has asked schools to write to parents of children, whose attendance falls below 90%, but I have decided to write to the parents of every child in the school to let you know your child's current level of attendance. Our overall school attendance target for ----- is ----, so you will appreciate why we are very concerned with any child's attendance that drops below 90%.

I am sure that you are as anxious as we are to ensure that your child does not miss out on their education. The Education Act 1996 clearly states, "It is the responsibility of the parent/carer to ensure the regular attendance and punctuality of their child". Attendance at New Horizons Learning Centre is currently very good (00.0% at the end of Term?), but it is extremely important that this is sustained during the remainder of the academic year.

Below is a table which shows your child's attendance to the nearest tenth of a percent up to the end of Term?. I will send out further letters at the start of Term?, Term? And Term?, with each new figure being cumulative.

	95.0% - 100%	This is extremely good and you just need to encourage your child to keep up this level of attendance.
	90.0% - 94.9%	This level of attendance begins to give cause for concern. Your child will be missing work and may begin to fall behind.
	85.0% - 89.0%	This is equivalent to at least a half a day absence per week and causes real disruption to your child's learning. Their friendships may also suffer. It is vital that your child's attendance now improves and does not drop below 85%
	Below 85.0%	This is equivalent to more than a half day absence per week. Your child will be seriously falling behind in their work. Unless we see significant improvement over the next four weeks, this level of absence will lead to a meeting with our Education Welfare Officer and may result in legal proceedings If there are not valid reasons for your child's absence verified by a doctor.

Yours sincerely

Mr Joseph Lee

SUMMARY FORM FOR ATTENDANCE PANEL REVIEW

Name of Child: D.O.B:	Name of School: Year Group:
--------------------------	--------------------------------

Parent/Carer Name & Address			
Date of SAM		Attendance %	
Did Parents/Carers Attend?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>		

Parent/Carer Name & Address			
Date of A.P		Attendance %	
Did Parents/Carers Attend?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>		

Previous Legal Action	YES: <input type="checkbox"/> NO: <input type="checkbox"/>	Date
--------------------------	---	------

Summary Notes

Dates of Home visit:	Parent Home:	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Dates of Home visit:	Parent Home:	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Dates of Home visit:	Parent Home:	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Case Summary			

Current Attendance: _____ %

CAF: YES: ☐

NO: ☐

Print Name: _____

Date: _____

Signature: _____

Attending School



Regular and punctual attendance is vitally important in raising achievement and developing the potential of our pupils. Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly.

Our school Attendance Policy aims to be clear about:

- Parents responsibilities
- What constitutes an authorised or unauthorised absence
- The start and end times of the day
- What to do if your child is ill
- When penalty notices will be used

How you can help us:	How we can help you:
<ul style="list-style-type: none"> • Try to make medical appointments after school or in the holidays whenever possible. • Support the school's attendance policy and guidance. • Make sure your child has what they need for school each day • Telephone us when your child is ill on the first morning of absence • Bring them and collect them on time each day (if you bring your child to school) 	<ul style="list-style-type: none"> • By encouraging regular and punctual attendance. • By ensuring the school has a consistent approach to arrangements, procedures and routines.

HOLIDAYS

- Holidays during term time will not be authorised. Holidays should be taken during the school holiday periods.
- Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave of absence is granted.
- Other absence from school will be considered on an individual basis and a decision will be made to authorise or un-authorise the absence.

SCHOOL DETAILS

- Please help us by ensuring that your child arrives at school on time, dressed in school uniform and having had a healthy breakfast, so that they get a really good start to the day.
- Children don't enjoy being late to school or being left at the end of each day waiting for their parents.

If you would like to talk to your child's teacher, after school is the best time to do this, although they may have meetings to attend or other school commitments. If you need more time then please phone the school to make an appointment.

The complete Attendance Policy is available from school just ask if you would like to read it in full.

We really appreciate your support in helping us improve our attendance figures

PENALTY NOTICES

for irregular attendance at school

Information
for Parents and
Carers

What is a Penalty Notice?

Penalty Notices were introduced under Section 23 (1) of the Anti Social Behaviour Act 2003 to address unauthorised absence from school. It is a fine issued by South Gloucestershire Council to parents/carers of a child who has failed to attend school regularly and whose absence is unauthorised.

It does not require the parent to attend court but is an alternative to prosecution in the magistrate's court. Parents/carers who pay the fine in full within the time limits cannot later be prosecuted for the offence to which the Penalty Notice relates (Section 444 of the Education Act 1996).

Why have Penalty Notices been introduced?

Reducing absence from school is a key priority of the government and local authority because missing school may limit a pupil's attainment, disrupt school routines and the learning of others, and can leave a pupil vulnerable to anti-social behaviour and youth crime.

When might a Penalty Notice be issued?

A Penalty Notice may be issued to a parent in one or more of the following circumstances where more than 10 sessions of absence are recorded in 7 school weeks (ie 70 sessions). There are 2 sessions per day, one in the morning and one in the afternoon:

i) where unauthorised absences are recorded

ii) where more than 10 sessions of unauthorised holiday are recorded and:

- a) the parent has not informed the school, **or**
- b) the leave was not authorised, **or**
- c) the child did not return on the agreed date
- iii)** where the child is persistently late arriving at school after registers have closed.
- iv)** where a combination of more than 10 sessions of **i)** to **iii)** above are recorded

How much is the fine?

The fine is £60 (per parent, per child) if paid within 21 days of receipt of the notice; rising to £120 if paid after 21 days but within 28 days. For example a two- parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days or £480 between 21 and 28 days. The payment must be made in full – part payments will not be accepted - details of how to pay are printed on the Penalty Notice.

What you can do to avoid receiving a Penalty Notice

- Ensure your child attends school every day and on time
- Make sure your child knows that they cannot have odd days off school 'Every Lesson Counts'!
- Speak to the Strategic Lead for Primary, Behaviour, Safeguarding and Pastoral Care if your child is beginning to miss odd days.
- If your child is unwell, inform the school on the first day they are absent and return the child as soon as possible. Seek medical advice if they are frequently too ill to attend school
- Don't take family holidays in term time.

Is there an appeal process?

There is no right of appeal against the Penalty Notice but if you believe it to be incorrectly issued to you, you should contact the Senior Education Officer immediately (number below). If you believe you are not guilty of the offence and therefore decide not pay the Notice, you have the right to represent your case at the Magistrates Court but you should seek legal advice before making this decision.

What happens if I do not pay?

If you have not paid the Penalty Notice in full before the 21 days allowed, the authority is required to commence legal proceedings in the Magistrates Court for the original offence of failure to ensure regular attendance at school.

If proven, this could result in a fine of up to £1,000 under Section 444 (1), a Parenting Order or other sanctions at the Magistrates disposal. You are strongly urged to seek legal advice if you are considering not paying the Penalty Notice.

Further advice

Senior Education Officer	Tel
Donna Lugg	01454 863388

donna.lugg@southglos.gov.uk

www.childrenslegalcentre.com 0808 802 0008

www.adviceguide.org.uk 08444 111 444

www.ace-ed.org.uk 0808 800 5793

www.education.gov.uk/schools

South Gloucestershire Council

PO Box 2082

The Council Offices Castle Street,

Thornbury, Bristol BS35 9BQ

Please tick ☐ **Request to issue a Penalty Notice for Leave in term time**
OR
☐ **Request for letter warning of a Penalty Notice**

School Name:						
Pupil Details:	Year group:	Date of Birth:				
Name						
Address						
Telephone numbers: home						
mobile						
DETAILS OF PERSONS TO BE ISSUED WITH A PENALTY NOTICE (including relationship to pupil – this may be natural parents, step-parents or partners)						
Parent/Carer details (1):	Mr, Mrs, Miss, Ms (please delete as appropriate)					
Name (in full)						
Address (if different to above)						
Telephone numbers: home						
mobile						
work						
Parent/Carer details (2):	Mr, Mrs, Miss, Ms (please delete as appropriate)					
Name (in full)						
Address (if different to above)						
Telephone numbers: home						
mobile						
work						
ADDITIONAL INFORMATION - please include details of how the parent was informed about the possibility of receiving a Notice and any other correspondence regarding the absences including dates – please attach information where appropriate.						
Declaration: I confirm that the details contained on this form are true to the best of my knowledge and belief. Signed (Headteacher): 		NB. Please include a signed attendance certificate with this form. This form and other information will be used as evidence should the case proceed to Magistrate's Court. <table border="1"> <tr> <td>Please print name:</td> <td>Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Please print name:	Date		
Please print name:	Date					

Information overleaf reviewed, agreed and signed by Education Welfare Officer:	Please print name:	Date
Agreed and signed by Principal/Senior Education Welfare Officer	Please print name:	Date

For Education Welfare Service use

Information sent	Date	By whom	Response (incl. date)
School letter e.g. holiday request refused			
Warning of issue letter:			
Follow up with EWO			
Penalty Notice:			
Reminder letter 1			
Reminder letter 2			
Fine paid?			

Further Action:

Fine paid but further unauthorised absence:	
Details:	
Fine not paid – legal file to be prepared for prosecution:	
File to legal:	
Court dates:	
Outcome:	