



**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

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# Pupil Attendance Policy

July 2025



## Our Lady of Lourdes Mission Statement:

We are a partnership of Catholic schools.

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

*By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:*

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing '**little things with great love**' St Thérèse of Lisieux

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| <b>Date Issued</b>                       | January 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Governors' Committee Responsible:</b> | OLoL Trust Standards Committee/Executive Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Updates</b>                           | <p><b>January 2024</b></p> <ul style="list-style-type: none"> <li>• Clarified persistent and severe absence</li> <li>• Exceptions in main body of the policy.</li> <li>• Clarified Headteacher responsibilities.</li> <li>• Updated how school will work with families.</li> <li>• Added Appendix T – Cumulative absence chart.</li> <li>• Added Appendix U – parent friendly leaflet.</li> <li>• Additional letters added.</li> <li>• Stepped guidance added for clarity.</li> <li>• Further exceptional circumstances guidance added.</li> </ul> <p><b>March 2024</b></p> <ul style="list-style-type: none"> <li>• Updated attendance table</li> </ul> <p><b>July 2024</b></p> <ul style="list-style-type: none"> <li>• Included updates from the new working together to improve school attendance.</li> <li>• Updated register codes.</li> <li>• Keep registers for 6 years from 3 years.</li> <li>• Updated granting leaves of absence for specific circumstances.</li> <li>• Updated granting absence for education off site.</li> <li>• Fine increase: £80 to be paid within 21 days, or £160 if paid after 21 days but within 28 days</li> <li>• Clearer expectations for the school's senior attendance champion.</li> <li>• More detail about supporting pupils with physical or mental ill health.</li> <li>• Clearer link between improving attendance and wider school culture.</li> <li>• 'Parenting contracts' will be called 'attendance contracts'</li> </ul> |
| <b>Status &amp; Review Cycle:</b>        | Statutory – annual review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Next Review Date:</b>                 | July 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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## 1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution under section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

- **Persistent** absence refers to pupils who miss 10% or more of school
- **Severe** absence refers to pupils who miss 50% or more of school.

### 3. Aims

**Our Lady of Lourdes CMAT recognises that;**

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

### 4. Roles and responsibilities

#### **The CMAT board**

Ensures that the attendance policy is updated annually and monitored through reports to the board.

## **The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Our Trust will ensure the sharing effective practice on attendance management and improvement across all our schools

## **The headteacher**

### **The headteacher is responsible for:**

- Making good attendance a central part of our school's vision, values and ethos.
- Account for attendance in school improvement priorities and regularly reviewing our approach to improving attendance.
- Ensure there is a designated senior leader with overall responsibility for improving attendance.
- Promote and visibly demonstrate the benefits of good attendance.
- Recognising that children missing education can act as a vital warning sign to a range of safeguarding issues.
- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Issuing fixed-penalty notices, where necessary

### **The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Pearce Baxter and can be contacted via [office@christtheking.notts.sch.uk](mailto:office@christtheking.notts.sch.uk) .

### **Form tutors**

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **School admin staff**

- Record emails from parents/carers about absence on a day-to-day basis and record it on the school system
- Forward emails from parents/carers to the Achievement leaders/pastoral lead where appropriate, in order to provide them with more detailed support on attendance

## Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day/timetabled session on time
- Email the school at [absence@christtheking.notts.sch.uk](mailto:absence@christtheking.notts.sch.uk) to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting achievement leaders, pastoral lead or family support worker, who can be contacted via [office@christtheking.notts.sch.uk](mailto:office@christtheking.notts.sch.uk).

## Pupils

Pupils are expected to:

- Attend every timetabled session, on time
- Sixth form - Email the school to report their absence before 8:45am on the day of the absence and each subsequent day of absence

**Parents and students can expect the following from Our Lady of Lourdes Trust;**

- Regular, efficient and accurate recording of attendance, **electronically**.
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us
- Rewarding good attendance
- A quality education

## 5. Recording attendance

### Attendance register

We will keep an **electronic** attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to [exceptional](#) circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

**See appendix B for the DfE attendance codes.**

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

***The school day starts at 8:45 and ends at 15:15***

***Pupils must arrive in school by 8:45 on each school day.***

- For pupils of compulsory school age - Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to [exceptional](#) circumstances

The register for the first session will be taken at 8:45 and will be kept open until 9:00. The register for the second session will be taken at 9:00 and will be kept open until 9:30.

## 6. Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45 or as soon as practically possible, by emailing the school admin team, who can be contacted via [absence@christtheking.notts.sch.uk](mailto:absence@christtheking.notts.sch.uk).

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

***If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.***

## **7. Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents must send details of the absence (date and time) including any supporting evidence to [absence@christtheking.notts.sch.uk](mailto:absence@christtheking.notts.sch.uk).

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Go to section 5 to find out which term-time absences the school can authorise.

## **8. Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may try to make contact using other methods such as through emails and home visits.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

- Where support is not appropriate, not successful, or not engaged with: [issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate]

## **9. Reporting to parents**

- The school will regularly inform parents about their child's attendance and absence Levels using attendance letters half-termly/termly.

## **10. Encouraging Good Attendance in School:**

**Attendance is encouraged in the following ways;**

- Accurate completion of electronic registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- Our school will aim to provide an Education Welfare Officer (EWO) who works either in our school or across our academy hub to identify and provide support, advice and guidance to pupils and their families who have attendance issues in the feeder primary school as part of any transition work between KS2 and KS3 or an inclusion officer who will provide the above assistance in their own school.<sup>1</sup>
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy
- Sending parents termly absence figures as appropriate including positive letters of encouragement
- An 'improved attendance' award for any students showing a significant improvement in attendance, as appropriate
- Celebrating outstanding attendance during achievement assemblies every half term in school, as appropriate.

**We will Monitor and analyse data to identify those that need support**

**We will ensure that:**

- Our school will regularly analyse data to both identify and then provide support to pupils or cohorts that need it.
- Our school will look at historic and emerging patterns and develop strategies to address these.

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**To do this we will:**

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to form tutors, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate
- Monitor the impact of these strategies.
- Provide data and reports to support the work of the governing board.

**We aim to engage with families, understand barriers to attendance and work together to remove them.**

**In the first instance our school will support pupils and parents by:**

- Working together to understand and address any in-school barriers to attendance.
- Meeting with the families of those at risk of persistent or severe absence and agreeing actions or interventions to improve the situation.
- Making referrals to services and organisations that can provide support.

**Where absence intensifies, we will provide additional support, such as:**

- Holding more formal conversations with the parents and pupils.
- Working with your local authority (LA) and other relevant partners.

**Where voluntary support has not been effective and/or not been engaged with, we will work with our LA to put formal support in place. Such as:**

- Use an attendance contract or an education supervision order.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe.

## **11. Punctuality**

**The importance of arriving at school on time;**

A pupil who arrives late:

- *Before the register has closed will be marked as late, using the appropriate code*
- *After the register has closed will be marked as absent, using the appropriate code*

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how students form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.

## **12. Authorised and unauthorised absence**

### **Approval for term-time absence**

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

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- [Exceptional](#) circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in [exceptional](#) circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The absence request should be put in writing by emailing [absence@christtheking.notts.sch.uk](mailto:absence@christtheking.notts.sch.uk). The headteacher may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

### **Attendance meetings**

Parents/Carers of students with poor attendance may be invited to attend an attendance meeting. This may include a variety of professionals involved with student welfare. The aim

of this meeting is to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes.

Should poor attendance continue then a referral shall be made to the relevant Authority for further action.

### **13. Sanctions**

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

#### **Penalty notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

#### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, our school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## Nottinghamshire County Council

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

In either of these situations you could face prosecution.

Head Teachers are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher. Failure to do this could result in a fine or prosecution.

In Nottinghamshire, parents can be fined if their child has in excess of 5 **days unauthorised absence over a 10 week period**.

- [local code of conduct for penalty notices issues in respect of truancy and excluded pupils \[PDF\]](#)



A penalty notice will be issued per parent, per child. For example, if there are 2 parents and 2 children, this will be a total of 4 penalty notices.

Pay a school fine: <https://nelincs.ec6pay.com/>

#### **14. Monitoring attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Our school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

Our school and Trust board benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

#### **15. Leave of Absence during Term Time**

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are [exceptional](#) circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made **12 school days** in advance by completing a leave of absence request form. The application form is available from individual schools within the academy trust by request. The head teacher must be satisfied that there are [exceptional](#) circumstances which warrant the leave.

If parents take pupils on holiday during term time Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

#### **16. Supporting pupils who are absent or returning to school**

**Pupils absent due to complex barriers to attendance**

### **Pupils absent due to mental or physical ill health or SEND**

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### **Pupils returning to school after a lengthy or unavoidable period of absence**

Where a pupil has had a lengthy or unavoidable absence, the school will provide ways to support a pupil on their return.

## **17. Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

Our school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

## **18. Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:**

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The number of days to be agreed with the headteacher.

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the DPS team prior to any authorisation being given to the parent.

**What are NOT considered 'exceptional circumstances'**

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.
- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child's birthday)

**Our Lady of Lourdes Trust will not agree a 'leave of absence in circumstances such as:**

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action.

**19. Truancy**

Pupils who are discovered to have truanted will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents will be contacted and kept informed of events. As a punishment, the truant will be expected to make up the number of hours they have missed in school detentions. All incidents of truancy will be recorded as unauthorised.

As a follow-up the student will receive an appropriate sanction.

**20. Off-Site Provision**

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail/post weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from academy.

## **21. Children Missing in Education**

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with **'Children Missing Education: Statutory Guidance for Local Authorities'**<sup>5</sup>
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

## **22. Anxiety Related Non-Attendance (ARNA)**

Where a student is believed to be experiencing anxiety, the academy will liaise with parents/carers and make initial assessments by interview and completion of the ARNA.

Attendance Policy assessment documentation.

If agreed strategies fail to improve school attendance and the wellbeing of the student, further strategies will be considered. The academy will ensure that the school systems adhere to the document *Guidance to Schools: A Graduated Response to School Non-Attendance* (which must be used for SEND/SEMH needs), in order to best support early identification of anxiety related issues.

The academy will ensure that the existing systems around analysing absence are able to identify the different types of unauthorised absence i.e anxiety related, truancing or parent/carer condoned and appropriate support implemented.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the academy immediately.

If a child has long term absence, the academy endeavours to maintain regular communication with the student and family. School will seek support from professional outside agencies to provide additional help to the student and family.

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<sup>5</sup> <https://www.gov.uk/government/publications/children-missing-education>

Please refer to: **Anxious Learners & Anxiety Related Non-Attendance (ARNA): Guidance for Schools<sup>6</sup>**

### **23. Agency Liaison**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our students

- Faith in Families
- Targeted Support; Family Services.
- Educational Psychologists.
- School health
- Social care
- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

### **24. Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

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<sup>6</sup> [AL and AR \(ARNA\) support guidance for Nottingham County Council Secondary Schools.](https://www.em-edsupport.org.uk/Event/73352)

<https://www.em-edsupport.org.uk/Event/73352>

## 25. Stepped Approach

All letters regarding notice of penalty and actual penalty notices need to be sent to both parents and or additional adults in the household as there could be a potential fines for both parents or additional adult.

Included in the Appendices are letters which we support schools to communicate attendance concerns with parents.

| <b>Record any concerns, patterns, or trends on CPOMs.</b>                             |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional letter at the beginning of term. School may wish to send their own versions. |                                                                                                                           | Optional information for school newsletter or leaflet sent at the beginning of term ( <a href="#">Appendix C</a> )<br>Nursery to Reception letter ( <a href="#">Appendix D</a> )                                                                                                                                                                                                                                                                                   |
|                                                                                       | Children have 100% attendance                                                                                             | Half termly and yearly certificates. Children who have 100% attendance will be rewarded.                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                       | Children have attendance above 95%                                                                                        | Children contribute to the weekly attendance award for their class – which leads to special events and rewards.                                                                                                                                                                                                                                                                                                                                                    |
| <b>Attendance falls below 95% due to illness or unauthorised absence</b>              |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Step 1                                                                                | Letter 1 to inform of a low level of attendance.                                                                          | 95% is a start for concern. This letter is to inform and advise. It starts the beginning of a <b>4 week monitoring period</b> . ( <a href="#">Appendix E</a> )                                                                                                                                                                                                                                                                                                     |
| Step 2                                                                                | After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences – Letter 2 is sent. | Letter 2 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level. If attendance has dropped below 90% your child is now classed as a persistent absentee.<br><br>It also states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan.<br><br>This is the beginning of a <b>second monitoring period of 2 weeks</b> . ( <a href="#">Appendix F</a> ) |
| Step 3                                                                                | First attendance meeting.                                                                                                 | If attendance remains below 95%, a meeting is called with the Attendance team. At this meeting, targets are set and an attendance action plan is formed with the family.<br><br>If the family do not attend, the plan will be made by school and sent home.                                                                                                                                                                                                        |
| <b>Case will be referred to Education Welfare as a record of poor attendance</b>      |                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Step 4                                                                                | Letter to state that sickness must be evidenced.                                                                          | If a child has attendance below 90% due to an unusual amount of sickness, this letter makes it clear that they will be marked as unauthorised absences unless there is a form of medical evidence. ( <a href="#">Appendix G</a> )<br><br>After sickness 24-48hrs at the discretion of the HT                                                                                                                                                                       |
| Step 5                                                                                | Second attendance meeting                                                                                                 | If attendance is still below 90% after the attendance action plan ( <a href="#">Appendix Q</a> ), this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.                                                                                                                                                                                                                                                   |
| Step 6                                                                                | Penalty Notice warning letter                                                                                             | This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the LA for penalty notices. ( <a href="#">Appendix H</a> )<br><br><b>This begins the final monitoring period.</b>                                                                                                                                                                              |

|                                     |                                        |                                                                                                                                                                                                                                  |
|-------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 7                              | Penalty Notice letter                  | This letter states that the school has referred the attendance case to the Local Authority, and that there is to be a penalty notice issued. ( <a href="#">Appendix I</a> )                                                      |
| <b>Unauthorised Absence Letters</b> |                                        |                                                                                                                                                                                                                                  |
|                                     | Unauthorised absence(s)                | Concerns about a pupil's unauthorised absence(s) letter. To be used for periods of absence that have not been authorised by school. ( <a href="#">Appendix J</a> )                                                               |
|                                     | Formal issue of penalty notice         | Formal penalty notice linked to unauthorised absence. ( <a href="#">Appendix K</a> )                                                                                                                                             |
| <b>Holidays</b>                     |                                        |                                                                                                                                                                                                                                  |
| Step 1                              | Agreeing a request                     | Agreeing a request for a holiday in term-time is up to the Headteacher's discretion ( <a href="#">Appendix L</a> ) letter, however, there are guidelines within this policy and further advice in ( <a href="#">Appendix Q</a> ) |
| Step 2                              | Declining a request                    | Declining a request for a holiday in term-time and warning parents that if they take the child out of school during these times, a penalty notice will be issued. ( <a href="#">Appendix M</a> )                                 |
| Step 3                              | Holiday Absence                        | After an unauthorised holiday this letter informs parents that they may be issued with a penalty notice. ( <a href="#">Appendix N</a> )                                                                                          |
| Step 4                              | No notice holiday absence              | If a family go on holiday, without informing the school this letter for a no notice holiday penalty can be issued. ( <a href="#">Appendix O</a> )                                                                                |
| <b>Other useful letters</b>         |                                        |                                                                                                                                                                                                                                  |
|                                     | Punctuality letters                    | <a href="#">Appendix P</a>                                                                                                                                                                                                       |
|                                     | Exceptional Circumstances              | <a href="#">Exceptional</a>                                                                                                                                                                                                      |
|                                     | Nottinghamshire Penalty Notice Form    | <a href="#">Appendix S</a>                                                                                                                                                                                                       |
|                                     | Celebrate improved attendance          | <a href="#">Appendix T</a>                                                                                                                                                                                                       |
|                                     | Authorised request and warning notice. | <a href="#">Appendix V:</a>                                                                                                                                                                                                      |

## Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.

| Nottingham City Council Schools:                                                                                                                                                                                                                                                                  | Nottinghamshire County Council Schools:                                                                                                                                                                                                                                                                    | Derbyshire County Council:         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| The Trinity School<br>St Marys Hyson Green<br>Our Lady of Perpetual Succour<br>St Teresa's Aspley<br>St Augustines St Anns<br>Blessed Robert Widmerpool Clifton,<br>Our Lady & St Edward St Anns<br>St Patrick's Catholic Primary and<br>Nursery School Wilford<br>St Margaret Clitherow Bestwood | The Becket School West Bridgford<br>St Edmund Campion Catholic<br>Primary<br>Christ the King Arnold<br>The Good Shepherd Arnold<br>Sacred Heart Carlton<br>Holy Cross Hucknall<br>All Saints Mansfield<br>St Philip Neri Mansfield<br>St Patricks Mansfield<br>St Joseph's Ollerton<br>Holy Trinity Newark | St Joseph's Shirebrook.            |
| Lincolnshire                                                                                                                                                                                                                                                                                      | North Lincolnshire                                                                                                                                                                                                                                                                                         | North East Lincolnshire            |
| St Mary's, Boston.<br>Our Lady of Good Counsel.<br>St Mary's, Grantham<br>St Hugh's.<br>Our Lady of Lincoln.<br>St Norbert's, Spalding.<br>St Peter and St Paul.<br>St Augustine, Stamford.                                                                                                       | St Augustine Webster.<br>St Mary's, Brigg.<br>St Norbert's, Crowle.<br>St Bernadette's<br>St Bede's.                                                                                                                                                                                                       | St Marys, Grimsby.<br>St Joseph's. |

Appendix B: The following codes are taken from the DfE's [guidance on school attendance](#).

| Code                                           | Definition                                                                          | Scenario                                                                                                                               |
|------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| I                                              | Present (am)                                                                        | Pupil is present at morning registration                                                                                               |
| l                                              | Present (pm)                                                                        | Pupil is present at afternoon registration                                                                                             |
| L                                              | Late arrival                                                                        | Pupil arrives late before register has closed                                                                                          |
| <b>Attending a place other than the school</b> |                                                                                     |                                                                                                                                        |
| K                                              | Attending education provision arranged by the local authority                       | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V                                              | Attending an educational visit or trip                                              | Pupil is on an educational visit/trip organised or approved by the school                                                              |
| P                                              | Participating in a sporting activity                                                | Pupil is participating in a supervised sporting activity approved by the school                                                        |
| W                                              | Attending work experience                                                           | Pupil is on an approved work experience placement                                                                                      |
| B                                              | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D                                              | Dual registered                                                                     | Pupil is attending a session at another setting where they are also registered                                                         |
| <b>Absent – leave of absence</b>               |                                                                                     |                                                                                                                                        |
| C1                                             | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school                                           |
| M                                              | Medical/dental appointment                                                          | Pupil is at a medical or dental appointment                                                                                            |
| J1                                             | Interview                                                                           | Pupil has an interview with a prospective employer/educational establishment                                                           |
| S                                              | Study leave                                                                         | Pupil has been granted leave of absence to study for a public examination                                                              |

|                                                                      |                                             |                                                                                                                                            |
|----------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>X</b>                                                             | Not required to be in school                | Pupil of non-compulsory school age is not required to attend                                                                               |
| <b>C2</b>                                                            | Part-time timetable                         | Pupil is not in school due to having a part-time timetable                                                                                 |
| <b>C</b>                                                             | <a href="#">Exceptional circumstances</a>   | Pupil has been granted a leave of absence due to exceptional circumstances                                                                 |
| <b>Absent – other authorised reasons</b>                             |                                             |                                                                                                                                            |
| <b>T</b>                                                             | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes                              |
| <b>R</b>                                                             | Religious observance                        | Pupil is taking part in a day of religious observance                                                                                      |
| <b>I</b>                                                             | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health)                                                     |
| <b>E</b>                                                             | Suspended or excluded                       | Pupil has been suspended or excluded from school and no alternative provision has been made                                                |
| <b>Absent – unable to attend school because of unavoidable cause</b> |                                             |                                                                                                                                            |
| <b>Q</b>                                                             | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school         |
| <b>Y1</b>                                                            | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available |
| <b>Y2</b>                                                            | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency                |
| <b>Y3</b>                                                            | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open                    |
| <b>Y4</b>                                                            | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)                                                      |
| <b>Y5</b>                                                            | Criminal justice detention                  | Pupil is unable to attend as they are:                                                                                                     |

|                                      |                                             |                                                                                                                                                                                                    |
|--------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                             | <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |
| <b>Y6</b>                            | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law                                                                                              |
| <b>Y7</b>                            | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes                                                                                                                            |
| <b>Absent – unauthorised absence</b> |                                             |                                                                                                                                                                                                    |
| <b>G</b>                             | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school                                                                                                                           |
| <b>N</b>                             | Reason for absence not yet established      | Reason for absence has not been established before the register closes                                                                                                                             |
| <b>O</b>                             | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence                                    |
| <b>U</b>                             | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session                                                                                                                |
| <b>Administrative codes</b>          |                                             |                                                                                                                                                                                                    |
| <b>Z</b>                             | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered                                                                                                                                            |
| <b>#</b>                             | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays                                                                                                             |

## Appendix C: Optional information for school newsletter or leaflet.

Dear Parents and carers,

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on [absence@christtheking.notts.sch.uk](mailto:absence@christtheking.notts.sch.uk)
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.

Below is a table of how school absence could affect your pupil's ability to access the curriculum.

|                                              |     |                      |
|----------------------------------------------|-----|----------------------|
| Equates to <b><u>2</u></b> days off a year.  | 99% | Excellent attendance |
| Equates to <b><u>5</u></b> days off a year.  | 97% | Good attendance      |
| Equates to <b><u>10</u></b> days off a year. | 95% | Slight concern       |
| Equates to <b><u>20</u></b> days off a year. | 90% | Concerned            |
| Equates to <b><u>30</u></b> days off a year. | 85% | Very concerned       |

We all look forward to working with you to ensure the best possible education for your children.

Yours Sincerely,

Headteacher

## **Appendix D: Nursery to Reception Letter**

Dear parent/carer,

### **Child's name and attendance figure**

It has come to my attention that your child will be joining us full time in September. In reception, teachers work hard to embed positive attitudes towards school and learning. In addition to setting the expectations for children's behaviour and building a sound understanding of key concepts such as reading and numbers.

Attending school regularly is important for your child's future. You, as a parent or carer are responsible for making sure your child receives a full-time education. If your child does not attend school on a regular basis, you could get fined or prosecuted.

### **You can help prevent your child missing school by:**

- having a routine from an early age and sticking to it
- making sure your child understands the importance of good attendance and punctuality
- making sure they understand the possible implications for themselves and you as a parent if they don't attend
- taking an interest in their education - ask about schoolwork and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their teacher or Headteacher know about anything that is causing concern
- not letting them take time off school for minor ailments or holidays during term time.

Please see your child's attendance (above) and note that this level of attendance is unacceptable in Reception. If you require any support, it is available. Please come and see us if you have any attendance concerns. Contact reception if you would like to speak with me.

Yours Sincerely,

Headteacher

## Appendix E: 95% and under attendance letter 1.

Dear Parent/Carer,

Child:

I wanted to bring to your attention that your child's school attendance has recently been lower than expected. We appreciate that this absence may have been caused by an unavoidable illness requiring them to remain at home to recover.

Regular attendance is crucial for your child's learning and well-being, as it helps them stay on track with their studies and reduces any anxiety about catching up. I've attached a copy of your child's attendance certificate for your review. We would like to thank you for ensuring your child attends regularly and know that you value their education.

If you need any support regarding this matter or would like to discuss it further, please feel free to contact the school to arrange an appointment. We are here to help.

|                                              |     |                      |
|----------------------------------------------|-----|----------------------|
| Equates to <b><u>2</u></b> days off a year.  | 99% | Excellent attendance |
| Equates to <b><u>5</u></b> days off a year.  | 97% | Good attendance      |
| Equates to <b><u>10</u></b> days off a year. | 95% | Slight concern       |
| Equates to <b><u>20</u></b> days off a year. | 90% | Concerned            |
| Equates to <b><u>30</u></b> days off a year. | 85% | Very concerned       |

Yours sincerely,

Headteacher

## **Appendix F: 95% and under attendance letter 2.**

**Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear Parent/Carer,

### **Second attendance monitoring period of additional 2 weeks**

I'm writing to express my concern at (name's) continued high levels of absence from school.

(His/her) current attendance has continued to fall to (percentage). This continued poor attendance will likely have an impact on (His/her) academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

As I have already stated, our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support (name's) education in the best way possible, including looking into how we can help (His/her) to address gaps in learning due to absence.

Please contact the school office on (number) as soon as you can so we can arrange a meeting to discuss this.

**Please note your child's absence has been closely monitored for the past 4 weeks and will continue to do so for a further 2 weeks, after this time after this time if their attendance has NOT improved then the Local Authority will be contacted regarding a possible penalty notice being issued.**

Yours sincerely,

(Name)

Headteacher

## **Appendix G: 90% and under attendance letter.**

**Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear Parent/Carer,

### **Attendance is below 90%**

I have been analysing Christ the King Voluntary Catholic Academy's attendance data. It has come to my attention that your child has now hit the target percentage attendance of (insert %) and is now classed as a persistent absentee.

The law on school attendance and right to a full-time education, taken from the DFE Working together to improve school attendance May 2022.

*"School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority."*

- *The law entitles every child of compulsory school age to an 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 a school or by education otherwise than at a 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.*
- *All schools have a continuing responsibility to proactively manage and improve attendance across their school community.*

Please look at your child's individual registration certificate (see attached) and note the number of absences. Home visits will now be undertaken for each absence.

Our children have already missed such an incredible amount of important learning time, it is crucial that your child attends school regularly and on time.

I will now be requiring medical evidence for your child's further absences. This can include:

- Screenshots of text messages from GPs for appointments
- Photographs of prescriptions
- Appointment Card/letters

***We do not require doctor's notes.***

I urge you to put some importance on this matter and I am happy to discuss or meet with any family that may need that additional help to overcome those barriers to learning.

I look forward to working with you and improving your child's school attendance.

Yours sincerely,

Headteacher

## Appendix H: Penalty notice warning letter (Sample letter 1)

### Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

### Penalty Notice Warning Letter

On the (date), we wrote to you to explain that Christ the King Academy would not authorise any future absences, without medical evidence.

During the last (dates), your child has had (number of days) (number of sessions) of unauthorised absences, where reasons for absences from you are still outstanding or medical evidence hasn't been provided. Attendance certificate attached.

You, as a parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and on time.

Please note that in November 2017 there has been a change to local and national government legislation with regards to schools initiating Penalty Notices. The change means:

an unauthorised leave of absence of more than 5 days/10 sessions (over a 10 week rolling period) may lead to you being issued with a penalty notice fine<sup>7</sup>. Please note lates after the registers have closed will count towards this figure.

You are hereby informed that (child's) attendance and punctuality will be monitored until the (date), so if there are more than 5 days of unauthorised absences, within a 10 week rolling period<sup>8</sup> we will request the Local Authority issue you with a Penalty Notice. Once issued, a Penalty Notice incurs a fine of £160 if paid within 28 days, or it reduces to £80 if paid within 21 days. The fine would be per parent and would be payable to the Local Authority and not (school).

Please take steps to ensure that (child) gets to school every day and on time. Please notify school as soon as possible, if (child) is going to be absent for any reason. Please provide medical evidence for any absences, as absences will not be authorised without medical evidence.

We thank you for your support in ensuring (child) is not absent from school during term time in future.

Yours sincerely,

(Name)

Headteacher

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<sup>7</sup> Please insert your correct LA guidance and requirements.

<sup>8</sup> Please insert your correct LA guidance and requirements.

Penalty notice warning letter (Sample letter 2)

**PENALTY NOTICE WARNING**

**Child's Name:**

**DoB:**

I note your application to take your child out of education. Schools are only allowed to agree to leave of absence, during term time, in exceptional circumstances. Unfortunately, your request does not meet the '**exceptional circumstances**'.

If you do remove your child from school for the period stated in your application, a request will be made to the Local Authority to issue a penalty notice.

You, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly as per the information below:

*If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.*

*Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.*

*Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.*

*The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.*

*Therefore, your child's irregular attendance could result in one of the following actions:*

- 1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution*
- 2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment*

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you have any queries please do not hesitate to contact me.

Yours sincerely

## Appendix I: Penalty notice letter (Sample letter 1)

### Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

### Penalty Notice Letter

On (date), we wrote to you to explain that the (School name) Academy would not authorise any further absences from school, without medical evidence or exceptional circumstances. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue you with a Penalty Notice because between (dates), (student name) was absent from school for (number of days) days (number of sessions), due to unauthorised absences where medical evidence hasn't been provided. Attendance certificate attached.

The Local Authority in due time will issue you with the Penalty Notice, which will have details on how to pay the fine or appeal its issue.

Please be aware that only 2 Penalty Notices can be issued within a year<sup>9</sup>. If there is a third instance to request further action for either an unauthorised holiday or unauthorised absence, this matter would be referred to the Magistrates Court for enforcement/prosecution and not dealt with as a Penalty Notice, in line with (Insert Local Authority) guidelines.

If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carers (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment
3. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.
4. Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Yours Sincerely,  
Headteacher

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<sup>9</sup> Please amend for your Local Authority

## Penalty notice letter (Sample letter 2)

### **PENALTY NOTICE**

**Child Name:**

**DoB:**

We note from our registers that your child has incurred unauthorised absences from school this term. Please see attached attendance print out.

We wrote to you on \_\_\_\_\_ to explain that **XXXXXXX** Academy **would not** authorise your child's absence from school. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a **PENALTY NOTICE** for failing to ensure your child attends school regularly.

You, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly as per the information below:

*If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.*

*Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.*

*Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.*

*The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues. Therefore, your child's irregular attendance could result in one of the following actions:*

- 1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution*
- 2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment*

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you have any queries please do not hesitate to contact me.

Yours sincerely

## Appendix J: Concerns about a pupil's unauthorised absence(s) sample letter 1

**Use this letter as the first step to address unauthorised absence.**

**RE: Unauthorised absences from school**

**Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear (Insert Parent's names)

### **Penalty Notice Warning Letter for unauthorised absences from school**

I'm writing to express my concern at (name's) recent unauthorised (absence/absences) from school. (Name) has been absent from school for a total of (number) unauthorised sessions ((number) days) on the following dates:

(date)

(date)

(date)

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

**Amend the line below based on your local authority's code of conduct for penalty notices: e.g. 6 days in a 10 week period.**

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than (number) unauthorised absences within (time period). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school office on (number) as soon as you can so we can arrange to discuss this.

Yours sincerely,

(Name)

Headteacher

## Concerns about a pupil's unauthorised absence(s) sample letter 2

Dear Parent/Carer

### **PENALTY NOTICE WARNING**

**Child's Name:**

**DoB:**

We note from our registers that your children have incurred unauthorised absences from school this term. Please see attached attendance print out.

Further unauthorised absence in excess of 3 days (6 sessions) will lead to a Penalty Notice being issued or a referral to Education Enforcement for support.

You, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly as per the information below:

*If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.*

*Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.*

*Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carers (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.*

*The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.*

*Therefore, your child's irregular attendance could result in one of the following actions:*

- 1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution*
- 2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment*

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you have any queries please do not hesitate to contact me.

Yours sincerely

## Appendix K: Formal notice about unauthorised absence

Use this letter if:

- You have previously tried to address a pupil's unauthorised absence
- The pupil's unauthorised absence has reached the threshold set by your local authority for the use of a penalty notice.

### Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names),

### Penalty Notice Letter for unauthorised absence

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences in (Add your LAs requirements here e.g. excess if 5 days over a ten week period) a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

These absences occurred on the following dates:

[date]

[date]

[date]

In line with our attendance policy, and the local authority's code of practice, we have to now request a penalty notice be issued by the local authority.

On receipt of the notice, you must pay:

- £80, if paid within 21 days
- £160, if paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

We would like to invite you in for a meeting with (appropriate member of staff), so we can discuss how we can support you to help improve (name's) attendance.

Please contact the school office on (number) urgently so we can arrange this meeting.

Yours sincerely,

(Name)

Headteacher

## **Appendix L: Agreeing a request for a holiday in term-time**

**Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear (Insert parent name)

Thank you for your request to take (child) out of school between (date) and (date).

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Headteacher

**APPLICATION DECISION ON CHILD'S LEAVE OF ABSENCE FROM  
SCHOOL DURING TERM TIME  
Our Lady of Lourdes CMAT**

|                                                                                                                                                                                                                                                                                                                                                              |                    |                                  |                                                       |                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-------------------------------------------------------|--------------------------------|--|
| <b>Pupil's Name:</b>                                                                                                                                                                                                                                                                                                                                         | <b>Year Group:</b> | <b>Home Address:</b>             |                                                       |                                |  |
|                                                                                                                                                                                                                                                                                                                                                              |                    |                                  |                                                       |                                |  |
| <b>You applied for your child to be absent from school during the following dates:</b>                                                                                                                                                                                                                                                                       |                    |                                  |                                                       |                                |  |
| <b>First Day of Absence:</b>                                                                                                                                                                                                                                                                                                                                 |                    | <b>Date of Return to School:</b> |                                                       | <b>Total days applied for:</b> |  |
| <b>The reason you gave for the application for leave of absence during term time:</b>                                                                                                                                                                                                                                                                        |                    |                                  |                                                       |                                |  |
|                                                                                                                                                                                                                                                                                                                                                              |                    |                                  |                                                       |                                |  |
| <b>The decision in response to your application:</b>                                                                                                                                                                                                                                                                                                         |                    |                                  |                                                       |                                |  |
| <b>The leave is considered to be Authorised:</b>                                                                                                                                                                                                                                                                                                             |                    |                                  | <b>The leave is be considered to be Unauthorised:</b> |                                |  |
| <p><b>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</b></p> <p><b>If you wish to discuss this decision further, please contact <a href="mailto:office@christtheking.notts.sch.uk">office@christtheking.notts.sch.uk</a></b></p> |                    |                                  |                                                       |                                |  |
| <p><b>Signed on behalf of Christ the King, part of the Our Lady of Lourdes CMAT,</b></p>                                                                                                                                                                                                                                                                     |                    |                                  |                                                       |                                |  |

Penalty Notices are set at £80.00 if paid within 21 days rising to £160 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.

## Appendix M: Declining a request for a holiday in term-time

### Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parent name)

### Penalty Notice Warning

I note your application to take (child) out of education for (number of days) days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 5 days/10 sessions (over a 10 week rolling period)<sup>10</sup> for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £180 for each child who is absent. The fines can be issued to both parents for each child.

If you do remove (child) from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely,

(Name)

Headteacher

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<sup>10</sup> Insert your LA's guidelines.

## Appendix N: After an unauthorised holiday (Sample letter 1)

### Holiday absence

#### Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names)

### Penalty Notice Letter

I'm writing about your action in taking (name(s)) out of school for a family holiday between (date) and (date). On (Date) we wrote to you to explain that the (Insert school name) Academy would not authorise (child name) absence from school for (insert number of days) days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

We're treating this as an unauthorised holiday because (explain the evidence you have). Therefore, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that means your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments, 12 school days in advance by completing a leave of absence request form.

If in line with your local authority's code of conduct for penalty notices, add: e.g. of more than 5 days/10 sessions (over a 10 week rolling period)<sup>11</sup>

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £80, if paid within 21 days of receiving the notice
- £160, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

#### Continue with:

Absences like these could have a detrimental effect on (name(s)) education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on (phone number).

Yours sincerely,

(Name)

Headteacher

---

<sup>11</sup> Insert your LA's guidelines.

## After an unauthorised holiday (Sample letter 1)

Dear

### **PENALTY NOTICE WARNING**

Child's name:

Your child was taken on holiday in term time without a request for leave of absence being completed, as per the enclosed attendance record. Had a request been received by the school, we would have informed you that your request did not meet the 'exceptional circumstances' criteria and therefore your request would have been declined.

An unauthorised leave of absence of more than 5 days/10 sessions (over a 10 week rolling period) can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

Please note the following information below:

*If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'. Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.*

*Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.*

*The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.*

*Therefore, your child's irregular attendance could result in one of the following actions:*

- 1. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution*
- 2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment*

I am therefore writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Kind regards

## **Appendix O: After an unauthorised no notice holiday**

### **Holiday absence**

#### **Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear (Insert parents name)

#### **Penalty Notice Warning Letter**

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

As our school policy states a Leave of Absence must be made 12 school days in advance by completing a Leave of Absence Form. (Child) absence was not authorised and therefore I have requested a Penalty Notice Fine from the Local Authority.

All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that (Insert School) Academy notify the local authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close.

Penalty Notices are issued by the local authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carers. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty.

A Penalty Notice can lead to a fine of £80 per child/parent if paid within 21 days or £160 per child/parent if paid within 28 days. If leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely,

Headteacher

## **Appendix P: Punctuality.**

Dear Parents / Carers,

Re: Punctuality

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or your child's progress leader (if you have one in school).

Yours sincerely,

Headteacher

**Parent's Address****Child X (dob XX/XX/XXXX)**

Dear Parents / Carers,

**Re: Punctuality**

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We will continue to focus on the importance of punctuality and regular attendance with children through class work and school assemblies. I have enclosed a copy of the current school start and end of day times for your reference, this is also displayed on the school gates and in classroom windows.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or (Other contact in school).

Yours sincerely,

(Name)

Headteacher

## Appendix Q: Action Plan for supporting positive attendance.

|                      |             |                  |             |
|----------------------|-------------|------------------|-------------|
| Name(s) of pupil(s): |             |                  |             |
| Date:                | Attendance: | Number of Lates: | Year Group: |
|                      |             |                  |             |

|                                |                                                                                                                                                                                            |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Known barriers to attendance:  |                                                                                                                                                                                            |
| Child's view (if appropriate): |                                                                                                                                                                                            |
| Parents view:                  |                                                                                                                                                                                            |
| School's view:                 |                                                                                                                                                                                            |
| Agreed actions:                |                                                                                                                                                                                            |
| Date of next review:<br>-----  | If my child's attendance continues to decline without reason or medical evidence, I am aware this may be escalated for discussion with Education Welfare Service from the Local Authority. |

**Parent/Carer**

I/we .....confirm that I/we have parental responsibility and agree to the above attendance improvement plan

**I agree that I will...**

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the school office if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

***Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £80 if paid by 21 days and £160 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.***

Signed ..... (Parent(s)/Carer(s)) Date .....

**School**

**Staff member** .....

- I/we agree to the above attendance improvement plan
- I/we will monitor .....attendance, which will be reviewed regularly
- If I/we have any concerns, I or someone on my behalf will contact you, the parent/carers immediately
- I/we will keep you informed of the result of any attendance reviews

Signed ..... Date .....

|                                       |     |                      |
|---------------------------------------|-----|----------------------|
| Equates to <u>2</u> days off a year.  | 99% | Excellent attendance |
| Equates to <u>5</u> days off a year.  | 97% | Good attendance      |
| Equates to <u>10</u> days off a year. | 95% | Slight concern       |
| Equates to <u>20</u> days off a year. | 90% | Concerned            |
| Equates to <u>30</u> days off a year. | 85% | Very concerned       |

Appendix R: Nottinghamshire County Council Penalty notice request form.

## PENALTY NOTICE REQUEST SHEET



**Nottinghamshire  
County Council**

**NB: Please only type the details when completing this form**

| Parent / Carer 1's details |                         | Parent / Carer 2's details |                         |
|----------------------------|-------------------------|----------------------------|-------------------------|
| Title                      | Mr/Mrs/Miss/Ms/Dr/Other | Title                      | Mr/Mrs/Miss/Ms/Dr/Other |
| Forename                   |                         | Forename                   |                         |
| Surname                    |                         | Surname                    |                         |
| DOB                        |                         | DOB                        |                         |
| Full address               |                         | Full address               |                         |
| Postcode                   |                         | Postcode                   |                         |
| Telephone numbers          |                         | Telephone numbers          |                         |
| Email address              |                         | Email address              |                         |

| Child 1's details |  | Childs 2's details |  |
|-------------------|--|--------------------|--|
| Forename          |  | Forename           |  |
| Legal surname     |  | Legal surname      |  |
| Chosen surname    |  | Chosen surname     |  |
| DOB               |  | DOB                |  |
| Year group        |  | Year group         |  |
| Full address      |  | Full address       |  |
| Postcode          |  | Postcode           |  |

**Please select only ONE of the options below**

| Option 1: Complete below for a penalty notice for a Leave of Absence (LOA) in Term Time |                   |  | Option 2: Complete below for a penalty notice for Unauthorised Absences (General attendance) |                    |   |
|-----------------------------------------------------------------------------------------|-------------------|--|----------------------------------------------------------------------------------------------|--------------------|---|
| Did parent/carers request a leave of absence:                                           | Phone call        |  | Attendance this academic year %                                                              | Overall Attendance | % |
|                                                                                         | Text/Dojo message |  |                                                                                              | Authorised         | % |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |          |                                                                                                                    |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|--------------------------------------------------------------------------------------------------------------------|----------------|
| (please only tick (✓) one box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Email          |          |                                                                                                                    | Unauthorised % |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | LOA request    |          |                                                                                                                    |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No LOA request |          |                                                                                                                    |                |
| <b>Have you done the following</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |          | <b>Have you done the following</b>                                                                                 |                |
| 1. Sent a letter in response to the above                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                | Yes / No | 1. Sent 1 <sup>st</sup> letter warning of possible penalty notice due to the number of unauthorised absences       | Yes / No       |
| 2. Sent a letter advising that a penalty notice request has been made to the Local Authority                                                                                                                                                                                                                                                                                                                                                                                                                |                | Yes / No | 2. Sent 2 <sup>nd</sup> letter advising that a penalty notice request has been made to the Local Authority         | Yes / No       |
| 3. Included an attendance certificate <b>(with the absence coded as G)</b> for the school year to date                                                                                                                                                                                                                                                                                                                                                                                                      |                | Yes / No | 3. Included an attendance certificate <b>(with the absences coded as unauthorised)</b> for the school year to date | Yes / No       |
| Submit this request as soon as possible following the child's return to school                                                                                                                                                                                                                                                                                                                                                                                                                              |                |          | Ensure you have given the warning at the start of the required 6 week monitoring period                            |                |
| <p><b>Please submit all your paperwork as one combined bundle which has editing enabled if sent as a PDF.</b></p> <p><b>Ensure full details are provided.</b></p> <p><b>If either of the above is not done, the paperwork will be returned to you.</b></p> <p>The supporting information required is signed copies of all letters, LOA request/email or details of phone call/message, attendance record for the current academic year only, and copies of emails and delivery receipts (if applicable)</p> |                |          |                                                                                                                    |                |

| Details of the person completing this form |  |                   |  |
|--------------------------------------------|--|-------------------|--|
| Name                                       |  | Telephone number  |  |
| Job title                                  |  | Email address     |  |
| School                                     |  | Date PN requested |  |

| Any other relevant information (e.g. details of phone calls/text messages) |
|----------------------------------------------------------------------------|
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |

**For NCC EEO Officers use ONLY**

|                           |                         |                             |                              |                  |
|---------------------------|-------------------------|-----------------------------|------------------------------|------------------|
| <b>PN Type</b>            | <b>Leave of absence</b> | <b>Unauthorised absence</b> | <b>Unauthorised lateness</b> | <b>Exclusion</b> |
| <b>No. of UA sessions</b> |                         | <b>School name</b>          |                              |                  |
| <b>PN date period</b>     | <b>From:</b>            |                             | <b>To:</b>                   |                  |
| <b>Letter from</b>        |                         |                             | <b>Date of letter</b>        |                  |

|                                        |  |                                |  |                            |  |
|----------------------------------------|--|--------------------------------|--|----------------------------|--|
| <b>Date excluded</b>                   |  | <b>Number of days excluded</b> |  | <b>Date seen in public</b> |  |
| <b>Seen in public by who and where</b> |  |                                |  |                            |  |

|                       |               |                 |
|-----------------------|---------------|-----------------|
| <b>Checked by EEO</b> | <b>Yes/No</b> | <b>Initials</b> |
| <b>Mosaic -</b>       |               |                 |
| <b>Capita -</b>       |               |                 |
| <b>Experian -</b>     |               |                 |

## Appendix S: Improving attendance letter

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

**Improved attendance.**

| Date: | Attendance: | Date: | Improved attendance: |
|-------|-------------|-------|----------------------|
|       |             |       |                      |

**I am writing to celebrate your pupil's improved attendance.**

As you can see from the above attendance figure your pupil's attendance has significantly improved. We are really pleased with Pupil's name he/she is showing clear progress, which is linked to his/her consistence attendance in school. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Therefore, any sustained absence will hamper educational development. We believe that being in school, is important to your child's achievement, wellbeing, and their wider development.

Please pass on our congratulations to Pupil's name and the positive impact his/her attendance has had on his/her learning.

If you require any further support or information, please do not hesitate to contact us.

Yours sincerely,

(Name)

Headteacher

**Appendix T: (To be sent out to parents at the beginning of the academic year):**

**Cumulative absence example for a school year (2023-4)**

|             |                 | Sessions      68    138    194    254    310    380 |        |        |        |        |        |
|-------------|-----------------|-----------------------------------------------------|--------|--------|--------|--------|--------|
| Days absent | Sessions absent | Term 1                                              | Term 2 | Term 3 | Term 4 | Term 5 | Term 6 |
| 1           | 2               | 97.1                                                | 98.6   | 99.0   | 99.2   | 99.4   | 99.5   |
| 2           | 4               | 94.1                                                | 97.1   | 97.9   | 98.4   | 98.7   | 98.9   |
| 3           | 6               | 91.2                                                | 95.7   | 96.9   | 97.6   | 98.1   | 98.4   |
| 4           | 8               | 88.2                                                | 94.2   | 95.9   | 96.9   | 97.4   | 97.9   |
| 5           | 10              | 85.3                                                | 92.8   | 94.8   | 96.1   | 96.8   | 97.4   |
| 6           | 12              | 82.4                                                | 91.3   | 93.8   | 95.3   | 96.1   | 96.8   |
| 7           | 14              | 79.4                                                | 89.9   | 92.8   | 94.5   | 95.5   | 96.3   |
| 8           | 16              | 76.5                                                | 88.4   | 91.8   | 93.7   | 94.8   | 95.8   |
| 9           | 18              | 73.5                                                | 87.0   | 90.7   | 92.9   | 94.2   | 95.3   |
| 10          | 20              | 70.6                                                | 85.5   | 89.7   | 92.1   | 93.5   | 94.7   |
| 11          | 22              | 67.6                                                | 84.1   | 88.7   | 91.3   | 92.9   | 94.2   |
| 12          | 24              | 64.7                                                | 82.6   | 87.6   | 90.6   | 92.3   | 93.7   |
| 13          | 26              | 61.8                                                | 81.2   | 86.6   | 89.8   | 91.6   | 93.2   |
| 14          | 28              | 58.8                                                | 79.7   | 85.6   | 89.0   | 91.0   | 92.6   |
| 15          | 30              | 55.9                                                | 78.3   | 84.5   | 88.2   | 90.3   | 92.1   |
| 16          | 32              | 50.5                                                | 75.6   | 82.6   | 86.7   | 89.1   | 91.1   |
| 17          | 34              | 44.4                                                | 72.6   | 80.5   | 85.1   | 87.8   | 90.1   |
| 18          | 36              | 37.7                                                | 69.3   | 78.2   | 83.3   | 86.3   | 88.9   |
| 19          | 38              | 30.1                                                | 65.6   | 75.5   | 81.3   | 84.7   | 87.5   |
| 20          | 40              | 21.6                                                | 61.4   | 72.5   | 79.0   | 82.8   | 86.0   |

Reaching 6 days absence at any point in the year will mean overall attendance will not be over target of 97%

Reaching 10 days of absence at any point in the year will mean overall attendance will not be over 95%

Reaching 17 days of absence will mean attendance is at 90% - this is 'PERSISTENT ABSENCE'

## Appendix U: Leaflet for parents

Insert school logo here  
Right click, select 'Change  
picture' and find logo to  
replace. Resize by dragging  
corners

Part of  
**OUR LADY  
OF LOURDES**  
C of E Primary School

# Why is it important to attend school **every day**?

Having good attendance and being on time is proven to help boost your child's achievement, social development and mental health. It ensures your child feels safe and supported.

**Attendance is a priority in our school and is closely monitored.**

**You must report your child's absence to the school office.**

**DID YOU  
KNOW?**

80% attendance over 5 years == **1 whole year** of school missed.

**DID YOU  
KNOW?**

**One** day missed of school, can mean **three** days of catching up, with less learning for your child

- e** Research shows that young people with high levels of attendance have better SATs and GCSE results.
- e** Regular attendance also improves young people's social and emotional development which boost essential key life skills.
- e** Missing learning causes anxiety and missing playtimes really affects developing friendships.
- e** If your child isn't in school, it's hard for them to develop their core skills.

## How can **you** help?

**DID YOU  
KNOW?**

**160** school days in a year  
There are **175** days left for **holidays and appointments**

- e** Try to arrange planned family trips and activities during the school holidays.
- e** Schedule doctor and dental appointments either before school or after school hours.
- e** If an appointment during school hours cannot be avoided, ensure your child is in school for as much of the day as possible.
- e** Try and set good routines at home including good sleep patterns.
- e** Take an interest in your child's school work and be actively involved in school, Parents Evenings and other events.
- Contact the school if attendance is becoming a problem. We can work together to improve things.

## Appendix V: AUTHORISED REQUEST AND WARNING NOTICE

### AUTHORISED REQUEST AND WARNING NOTICE

**Child's Name:**

**DoB:**

I note your application to take your child out of Education. Schools are only allowed to agree to leave of absence during term time in exceptional circumstances. I can confirm, that on this occasion I am able to authorise your request.

However, should your child not return on the date given **A PENALTY NOTICE /FINE MAY BE ISSUED**

You, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly as per the information below:

*If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.*

*Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.*

*Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.*

*The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.*

*Therefore, your child's irregular attendance could result in one of the following actions:*

- 3. A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution*
- 4. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment*

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

If you have any queries please do not hesitate to contact me.

Yours sincerely