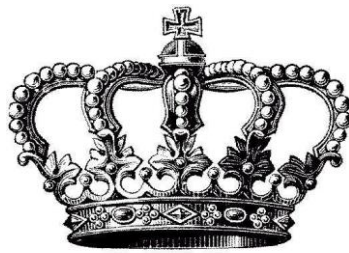


QUEEN'S DRIVE INFANT SCHOOL



ATTENDANCE POLICY

SEPTEMBER 2017

Queen's Drive Infant School

ATTENDANCE POLICY

September 2017

QUEEN'S DRIVE INFANT SCHOOL believes in the fundamental right of the pupil to be educated to his or her full potential and to participate fully in the life of the school community.

AIM

This policy has been written to support school procedures for the management of pupil absence. We aim to encourage good attendance for all children. Improving attendance is the responsibility of everyone in the school community, including parents, staff and governors. Governors will always aim to achieve the national average.

In particular this school aims to:

- Provide all pupil with the opportunities to achieve their full academic potential
- Enrich the life of all pupils through full participation in the spiritual and community life of the school
- Prepare all students for the world of work and further study by promoting excellent working practice within the school
- Reward good attendance and punctuality
- Maintain and improve the attendance at school of all pupils

PUPILS are expected to attend school and all of their lessons regularly and punctually. The expectation is that children will achieve an attendance figure of 100%. Pupils who achieve 100% attendance will be rewarded at the end of each term. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

PARENTS are legally responsible for ensuring that their child attends school regularly, punctually and is properly dressed and equipped for the school day. Parents are required to notify school of any absence promptly.

We expect attendance at school to be 100%. Pupils should therefore attend on every day that the school is open, unless there are exceptional circumstances which lead to an absence being authorised.

SCHOOL staff will endeavour to encourage good attendance and punctuality through personal example. Parents will be informed of their child's attendance rate for the year in the end of year Annual Progress Report. The school will encourage good attendance and liaise closely with parents and investigate all absenteeism in a firm and consistent manner. Parents whose first language is not English will be offered support should this be appropriate. An attendance leader will co-ordinate this work and ensure that this policy is consistently applied throughout the school. A Governor linked to attendance will monitor attendance procedures termly.

DAILY PROCEDURES

Registration

1. Registers will be kept in accordance with government regulations.
2. Any pupils arriving after 9.00am will be deemed as late. Pupils arriving after 9.30am will be marked as unauthorised absence, thus affecting the students overall attendance.

Absence

3. Parents are required to notify the school on the first morning of the child's absence by telephoning 01733 343 914 to advise that their child is absent and the reason why.
4. The school will operate a First Day Contact system whereby the parents of pupils who are absent and no notification has been received will be contacted and asked for the reason for absence, however, school prefer parents to make contact in the first instance.

Concern relating to attendance

5. This school has an allocated Local Authority Attendance Officer (LA AO) who regularly visits the school and supports the attendance procedures. All pupils of whom the school has concerns in relation to their attendance will be discussed with the LA AO.
6. School staff will work with pupils, parents and other agencies to resolve school related issues which are impacting on a pupil's attendance. On the first instance of low attendance being identified, the Parent/Carer will be informed by letter. If there continues to be a decline in the attendance, the Parent/Carer will be requested to attend a meeting in the school to discuss the issue.
7. If after school based initiatives the level of attendance continues to be unsatisfactory, the school will request the involvement of the Local Authority Attendance Service. Parents/Carers will be requested to attend a meeting in school with the LA AO together with school staff. It is hoped that following this meeting an action plan to prevent any further decline in the attendance will be agreed by all.

Persistent Absence (PA)

8. A pupil becomes a 'Persistent Absentee' when they miss 10% or more schooling across the school year for **whatever reason**. Absence at this level may cause considerable damage to any child's education prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of this is given priority and you will be informed of this immediately. All PA pupils are tracked and monitored carefully by the attendance leader particularly where absence affects attainment.

It is worthy of note that this school supports the work of the Local Authority Attendance Service (LA AS) in respect of legal proceedings against Parents/Carers being initiated should it be deemed appropriate. Penalty notices can therefore be issued in cases of unauthorised persistent absence.

Period of Absence During Term Time

9. This school actively discourages any absence taken during term time. It is considered that each student should attend regularly and punctually in order to avoid disruption and maximise their educational achievement.
10. Parents/Carers are required attend a meeting with the Headteacher and to complete a Request for Period of Absence Form. This form is to be completed four weeks in advance of the date of travel. Parents must detail the exceptional circumstances causing them to temporarily withdraw their child from education.
11. The school will assess each application on its individual merits and respond in writing with the decision. Only in exceptional circumstances the school may agree to authorise a period of leave during term time. It is worthy of note that any request for the purpose of a holiday during term time will not be deemed as exceptional circumstances and therefore not authorised.
12. It is hoped that by following this policy the school will work in partnership with parents, pupils and external agencies to promote maximum attendance as a priority. There are circumstances where

absence is unauthorised and penalty notices can be issued by the LA (see Circumstances where a PN may be issued ~ Annex A).

Circumstances where a Penalty Notice may be requested from the LA by the school.

13. A Penalty Notice can be issued if one of the following criteria can be met
- Level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a period of any 8 school weeks (A maximum of 2 penalty notices may be issued in any academic year);
 - A single unauthorised absence event of at least 2 consecutive days (4 consecutive sessions);
 - Persistent late arrival at school after the register has closed contribute to a level of unauthorised absence at **10%** or above (registers close at 9.30am);
 - Lack of adherence to the dates agreed for any authorised leave of absence without reasonable justification;
 - Pupils identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

For further information regarding Penalty Notices please refer **Peterborough City Council Code of Conduct** which is available on the Peterborough City Council Website.

Supporting Documents:

Annex A

Annex A ~ Circumstances where a Penalty Notice may be issued by the LA
Request for Period of Absence During School Term Time
Letter 1 to Parent – period of absence – authorised / part authorised
Letter 2 to Parent – period of absence – request refused / unauthorised
Letter 3 to Parent – further evidence required suspected holiday
Letter 4 to Parent – No request received – unauthorised

Annex B

Penalty Notice for Unauthorised Absence
Schools Request for Penalty Notice to be issued by LA
Schools Request for Penalty Notice Checklist

Leave of Absence Request FormName of School **QUEENS DRIVE INFANT SCHOOL**

Child's Name:		DoB:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		First Name:	
Surname:		First Name:	
Address and Postcode:			
First written language if not English:			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different):			
Parent/Carer 2 (Please complete if parents live separately)			
Surname:		First Name:	
Address and Postcode:			
Telephone contact Nos:			

Start date of absence:	
Date of return to school:	
Exceptional/unavoidable circumstance resulting in this request for absence, WITH EVIDENCE:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

(All parents/carers to sign where appropriate)

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Total number of days requested:	
Leave of absence AGREED / DECLINED for the following reason/s:	
Date of decision letter sent to each parent/carers:	
Headteacher:	
Signed:	Date:

Annex A - letter 2 to Parent – period of absence – authorised / part authorised

Queen's Drive Infant School
Queen's Drive West
Peterborough
PE1 2UU

Telephone: 01733 343914
e-mail :- office@queensdrive.peterborough.sch.uk

Headteacher:
Sarah Skinner
Deputy Headteacher:
Julie Kane



Dear (parent/carer's full name)
Address

Date

Re: Leave of absence authorised/part authorised (please delete as appropriate)

Child's Name: **Date of Birth:**

I note your request to take your child (insert name of child), (dob:.....) out of school during term time between the dates.....to

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

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

DELETE PARAGRAPH AS APPROPRIATE

EITHER:

After carefully considering your application I have decided to **authorise** your request in full as I am satisfied that the exceptional/unavoidable circumstances criteria has been met.

OR:

After carefully considering your application, I have decided to **authorise only part of** the period requested – from xxxx to xxxx. Absences outside of this period may be unauthorised and leave you liable to the possibility of receiving a penalty notice from the local authority.

The reason(s) for this is:

If you do not adhere to the agreed dates it will be recorded as an unauthorised absence unless medical evidence is provided. I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

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

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence. I ask that you work with the school to ensure that your child attends school every day.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

Yours sincerely
Headteacher

Annex A - letter 2 to Parent – period of absence – request refused / unauthorised

Queen's Drive Infant School

Queen's Drive West
Peterborough
PE1 2UU

Telephone: 01733 343914

e-mail :- office@queensdrive.peterborough.sch.uk

Headteacher:

Sarah Skinner

Deputy Headteacher:

Julie Kane



TO BE SENT TO EACH PARENT INDIVIDUALLY for each child/ren's

Date

Dear (parent's/carer's full name)

Address

Re: Leave of absence not authorised

Child's Name:

Date of Birth:

I note your request to take <Child(ren)'s Name> out of school during term time between the dates.....to

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

- An application has been made in advance to the Head Teacher by a parents/carers with whom the pupil(s) normally live(s) with; and
- The proprietor (Head Teacher) or person authorised by the Head Teacher considers that leave of absence should be granted due to the exceptional/unavoidable circumstances relating to that application.

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

The reason(s) for this is:

<Child's Name> is expected to attend school during these dates and any absence will be considered **unauthorised** absence unless medical evidence is provided.

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

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

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

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

Yours sincerely

Headteacher

Annex A - Letter 3 to Parent – further evidence required – suspected holiday

Queen's Drive Infant School

Queen's Drive West
Peterborough
PE1 2UU

Telephone: 01733 343914

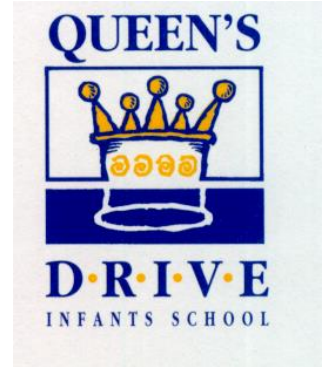
e-mail :- office@queensdrive.peterborough.sch.uk

Headteacher:

Sarah Skinner

Deputy Headteacher:

Julie Kane



«Parents name»

«Address 1st line»

«Address 2nd line»

«Address 3rd line»

«Postcode»

«Date»

Dear «Parents name»

Ref: «Pupil name» Date of Birth: «D.O.B»

I am writing about «Pupil name»'s absence from school from «Date» to «Date».

From information received, the school believes that this was due to a family holiday. You have not followed the correct procedure for requesting a leave of absence during term time.

Please confirm the reason for the absence by «Date» so that this period can be recorded appropriately on the attendance register. If the absence is due to illness, please provide medical evidence to support this.

If the school does not hear from you by «Date» you are warned that «Pupil name»'s absence will be recorded as 'G', denoting an unauthorised family holiday.

You will be aware that Queen's Drive Infant School discourages all student absence for holidays during term time. If a holiday is taken and is not agreed by the school, the absence will be recorded as unauthorised.

A Penalty Notice may then be issued by the Local Authority to each parent/carer in respect of each child who is absent from school.

Yours sincerely

Annex A - Letter 4 to Parent – No request received - unauthorised

Queen's Drive Infant School
Queen's Drive West
Peterborough
PE1 2UU

Telephone: 01733 343914

e-mail :- office@queensdrive.peterborough.sch.uk

Headteacher:

Sarah Skinner

Deputy Headteacher:

Julie Kane



TO BE SENT TO EACH PARENT INDIVIDUALLY for each child as soon as possible after the child(ren)'s return

Dear (parent/carer's name)

Address

Date:

Re: Leave of absence without request

Child's Name: Date of Birth:

I am aware that your child was absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful.

As you will be aware, as of 1st September 2013 Head Teachers are no longer able to grant any leave of absence unless there are exceptional/unavoidable circumstances. It is also stated in our School policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As you did not submit a request, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide evidence to this effect no later than (Date – allow one week) and I may reconsider my decision.

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

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

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please refer to the school's attendance policy and the PCC Code of Conduct for further information – available on the relevant websites and in hard copy upon request.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely,
Headteacher

Penalty Notice Request Form

School:			
Pupil Name:		Date of Birth:	
Address: (checked with pupil if appropriate)			Postcode:
Sibling Name(s)	School(s) Attended		Contacted?
			Y / N
			Y / N
			Y / N
Main Parent(s)/Carer(s)			
Surname and Title:		Surname and Title:	
First Name:		First Name:	
FPN No: (Attendance Use Only)		FPN No: (Attendance Use Only)	
First language incl. dialect:		Details of any Previous FPN No:	

Parent/Carer 2: Full Name including title		FPN No: (Attendance Use Only)	
Address: (if different)	Details of any Previous FPN No:		
	Postcode:		
First language incl. Dialect:			

Reason for Request: (Please tick appropriate box)

<input type="checkbox"/>	Unauthorised absence of 10% or more with at least 8 sessions of unauthorised absence in any 8 week period.
<input type="checkbox"/>	Single absence event in term time of at least 2 consecutive days which has not been authorised by the school.
<input type="checkbox"/>	Delayed return from authorised leave of absence without prior agreement between parent and school and without justified reason, leading to unauthorised absence level of 10% or more
<input type="checkbox"/>	Persistent late arrival to school after register has closed (Code U), causing unauthorised absence to be 10% or more.
<input type="checkbox"/>	Pupil identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification.

Is the pupil's attendance certificate attached:	YES / NO		
Has the parent been previously warned that a penalty notice could be issued?	YES / NO	Date of Warning:	

As the Headteacher/Deputy Headteacher (please indicate designation), I confirm that the details above are true to the best of my knowledge and belief.

Name:	
Designation:	
Signed:	
Date:	

Between (1 st Date)			and (2 nd Date)		
Possible sessions:		Actual :		Authorised sessions:	
				Unauthorised:	
Approved by LA Attendance Officer	Signed		Date		
Approved by Line Manager :	Signed		Date		
Approved by Service Manager	Signed		Date		

Please return this form to: The Attendance Service (**FAO your AO**), 3rd Floor Bayard Place, Broadway, Peterborough, PE1 1FB or hand to your Attendance Officer.

Penalty Notice Request Checklist

Please note that in all cases where Penalty Notices have to be withdrawn by the Local Authority due to material errors or incorrect procedures followed or caused by the school, an administration charge as per current scale of charges (see Appendix 11*) will be levied.

Before completing the form:

- Has the period for which the Penalty Notice is requested been recorded as unauthorised?
- Are there any missing marks or coding irregularities?
- Does coding on the register accurately reflect the dates for which the Penalty Notice is being requested?

Documentation to accompany the request:

- Completed Penalty Notice Request Form (**see Appendix 6a**)
- Attendance certificate: ensuring all absences are coded as unauthorised e.g. no 'N' codes
- Copies of all letters issued, notes of meetings held etc.

(If Leave of Absence Request Form has been completed by parent/carer)

- Copy of request for leave of absence received from parent/carer and signed by all relevant parent/carers and any letter pertaining to that request.
- Copy of letter that school have informed parent/carer in writing that absence will be unauthorised and that this could lead to a Penalty Notice(s) being issued.
- Reasons for not authorising the absence should be clearly stated to parent/carer.

(If Leave of Absence Request Form has not been completed by parent/carer)

- Up to date attendance certificate showing the period of absence as unauthorised 'G', 'O' or 'U'.
- Evidence as to why the school believe that the absence was for the purpose of a leave of absence without exceptional circumstance.
- Signed copy of the letter to parent from the Headteacher (**see Appendix 6a**) stating that the absence will be coded as unauthorised as it is believed to be for the purposes of a leave of absence without exceptional circumstances and that this could lead to a Penalty Notice being issued.

Completing the Penalty Notice Request Form:

- Parents/carers' full name and language
 - Each child must have an individual request, please do not put siblings on one request;
 - If there are two parents, details of both parents should be completed;
 - Address should be checked with the student, if age appropriate;
 - A Penalty Notice will be issued individually to both parent/carers;
 - Details of previous PN's issued (if relevant).

Please Note: All Documentation provided by the school in relation to the issue of Penalty Notice(s) by the Local Authority, may be used as evidence. It may form the basis upon which any legal action will be taken should payment of the Penalty Notice(s) not be received. This should include a chronological evidence trail of actions taken e.g. letters issued, minutes of meetings held etc. and must be included with the request.

Any PN requests received that are not completed fully or do not include the relevant supporting evidence will be returned to the school