



## Mary Hare Policy: SCH013

### Attendance and Punctuality Policy

**Policy Owner:** Vice-Principal  
(Pastoral)

**Date Approved:** Spring 2024

**Approved by:** Care and Education  
Committee

**Next review date:** Spring 2026

## Contents

Introduction .....	4
Aims of the Policy.....	4
Expectations.....	5
The Governing Board .....	5
The Principal and Senior Leadership Team .....	5
The Attendance Officer .....	6
School Staff .....	7
Parents/Carers .....	7
Pupils.....	8
Recording Attendance .....	8
Lesson Registers - Secondary School Only .....	9
Modified Timetables .....	9
Types of Absence .....	9
Unplanned Absence .....	9
Planned Absence.....	10
Lateness and Punctuality .....	10
Following up Absence .....	10
Reporting to Parents.....	11
Reporting to Local Authorities .....	11
Authorised and Unauthorised Absence .....	11
Authorised Absence .....	11
Unauthorised Absence.....	11
Attendance and Safeguarding.....	12
Approval for Term-time Absence.....	12
Strategies for Promoting Good Attendance .....	13
To promote good attendance.....	13
Celebrating Good Attendance and Punctuality .....	14
Term Dates.....	14
Pupils Leaving Site During the School Day .....	14
Changing Schools .....	14
Legislation and Guidance .....	15
Links with Other Policies .....	15
Appendices.....	16
Appendix 1 .....	16



Codes taken from the DfE’s guidance on school attendance..... 16

Authorised absence: ..... 16

Unauthorised absence: ..... 17

Appendix 2 ..... 17

Request for Leave of Absence during Term Time ..... 17

Appendix 3 ..... 19

Letters to parents reporting attendance. .... 19

Appendix 4 ..... 21

Is my child too ill for school?..... 21

Policy Version Detail ..... 23

## Introduction

1. Mary Hare School is committed to providing an educational experience of the highest quality for all pupils. We believe that if pupils are to benefit from education and reach their potential, good punctuality and attendance is crucial and we expect pupils to be present every day the school is open unless the reason for the absence is unavoidable. The routines pupils develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance. We strive for our pupils to achieve as close to 100% attendance as possible.
2. This policy outlines the responsibilities for the school, pupils and parents/carers in ensuring that punctuality and attendance is the best it can be. We believe in working in partnership with our parents/carers to support good attendance and therefore facilitate success in learning. It also outlines the strategies used by the school to support and improve punctuality and attendance, in conjunction with Local Authorities.
3. The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, suitable to their age, ability, aptitude and special needs they may have either by regular attendance at school or otherwise. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll and schools are responsible for recording pupil attendance twice a day, once at the start of the morning session and once during the afternoon session. For pupils over 18 we are obliged to record registration marks for funding authorities as well as to keep our pupils safe.

## Aims of the Policy

4. This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and promotes high levels of attendance and punctuality of pupils at the school, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly, punctually or go missing.
5. Mary Hare School aims to meet its obligations with regard to school attendance and punctuality by:
  - Promoting good attendance and reducing absence, including persistent absence.
  - Implementing the 'children missing from education' protocol where necessary.
  - Ensuring every pupil has access to the full-time education to which they are entitled.
  - Acting early to address patterns of absence.
  - Provide accurate and prompt information on attendance to relevant stakeholders as required.
  - Ensure effective and supportive interventions take place to enable pupils to maintain good attendance/return to lessons.
  - Support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

- Have an attendance lead on the leadership team.
- Have a clear attendance policy published on our website.
- Have robust day to day processes for recording, monitoring and following up attendance.
- Analyse data regularly and prioritise families to work with to understand and address reasons for absence, including any in-school barriers to attendance.
- Work jointly with the LA on an agreed approach/plan for any severely absent pupil.
- Develop strategies for cohorts of pupils with poorer attendance than their peers (including groups of vulnerability)
- Inform a pupil's social worker if they have an unexplained absence or leave the school roll.
- Work with their LA to formalise support where voluntary help hasn't been effective, through use of parenting contracts or other forms of legal intervention.
- Share data electronically with the department and continue to inform the LA of pupils not attending regularly or being added to or removed from their roll.
- Celebrate where attendance and punctuality are exemplary.

## Expectations

### The Governing Board

6. The governing board is responsible for:
  - Promoting the importance of school attendance across the school's policies and ethos.
  - Making sure school leaders fulfil expectations and statutory duties.
  - Regularly reviewing and challenging attendance data.
  - Monitoring attendance figures for the whole school.
  - Making sure staff receive adequate training on attendance.
  - Holding the headteacher to account for the implementation of this policy.

### The Principal and Senior Leadership Team

7. The Principal and Senior Leadership Team are responsible for:
  - The implementation of this policy at Mary Hare School.
  - Monitoring school-level absence data and reporting it to governors.

- Supporting staff with monitoring the attendance of individual pupils.
  - Issuing fixed-penalty notices, where necessary.
  - Implementing the correct training for all staff.
  - Agreeing whether an absence should be authorised.
  - Working actively to maximise attendance rates, both in relation to individual pupils and the pupil body as a whole.
  - Ensuring that all staff adopt a consistent approach in dealing with absence and lateness.
  - Implementing a system for all parents to report a child's absence.
  - Reporting to the governing body the attendance figures.
  - Reminding all parents of their commitment to this policy.
  - Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable culture.
8. In addition, the Designated Senior Leader (Vice Principal Pastoral) for monitoring attendance is responsible for:
- Leading attendance across the school
  - Offering a clear vision for attendance improvement
  - Evaluating and monitoring expectations and processes
  - Having an oversight of data analysis
  - Overseeing specific strategies to address areas of poor attendance identified through data.
  - Building relationships with parents/carers to discuss and tackle attendance issues.
  - Overseeing intervention reintegration plans in partnership with pupils and their parents/carers
  - Overseeing targeted intervention and support to pupils and families

## **The Attendance Officer**

9. The school attendance officer is responsible for:
- Responding to calls or emails from parents/carers about absence on a day-to-day basis and recording it on the school system.
  - Transferring calls or emails from parents/carers to the Head of Year or Pastoral Team in order to provide them with more detailed support on attendance.
  - Monitoring and analysing attendance data.

- Contacting parents to request reason for absence where a pupil's absence is unexplained.
- Maintaining records of absence
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing parents/carers with their child's percentage attendance at regular intervals throughout the academic year.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence.
- Advising the Headteacher/ VP Pastoral when to issue fixed penalty notices.

## School Staff

10. School staff are responsible for:

- Ensuring that registers are taken promptly at the beginning of the registration period at the start of the day and after lunch.
- Working with parents/carers when there are concerns over a pupil's lack of regular attendance.
- Setting an example of punctuality and good attendance
- Implementing the policy
- Monitoring class and individual attendance patterns, Informing the attendance team of any concerns.
- Emphasising with children the importance of punctuality and good attendance
- Delivering clear messages about expectations, routines and consequences to pupils

## Parents/Carers

11. We expect that all parents/carers will:

- Ensure that they are fully aware of the school's punctuality and attendance policy, their legal responsibilities with regards to their child's education and the requirement to ensure their child's regular attendance at school.
- Ensure their child attends school every day throughout the academic year unless school has approved a leave of absence.
- Ensure their child is returned to school prepared for the school week.
- Communicate with school each day their child is unable to attend due to illness or any other unavoidable circumstance to the [absence@maryhare.org.uk](mailto:absence@maryhare.org.uk) email address, providing any medical evidence when requested.

- Avoid where possible to make medical, dental or other appointments during the school day.
- Advise school immediately of any changes to contact details.
- Notify school of any issues that may affect their child's attendance, seeking school support where needed.
- Not book holidays during term time.
- Ensure an absence request form is completed if a period of absence during the school week is being sought for a reason other than illness or medical appointment.
- Actively support the work of the school and proactively engage with any support offered.

## Pupils

12. We expect that all pupils will:

- Attend school every day for the entire duration of the academic year unless there is a good or agreed reason for their absences.
- Arrive at school on time and be appropriately prepared for the day.
- Bring to the attention of their form tutor, Head of Year or Pastoral Team and issues that might affect their school attendance or punctuality.

## Recording Attendance

13. All pupil attendance is recorded electronically. We will take our register twice: once at the start of each school day and once during the second session after lunchtime has finished. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

14. We will also record whether the absence is authorised or not and the reason or nature of the absence. Codes used to record attendance can be found in Appendix 1.

15. Any pupil who does not attend registration will be marked as an unauthorised absence.

16. The school will follow up any absences to ascertain the reason for the absence and establish whether the absence is approved or not so that the correct attendance code can be recorded.



## Lesson Registers - Secondary School Only

17. In addition to morning and afternoon registrations, we take an electronic register during each lesson. Where a pupil is absent from a lesson, and there is no recorded reason for that absence, the teacher will raise an alert and a member of staff will verify the pupil has not signed out or gone to another area of the school. If the pupil cannot be found on site after a reasonable search, then parents will be contacted, and police advised if the child's whereabouts remain unknown. Where a child has identified vulnerabilities and/or special educational needs, then the school may decide to call parents immediately. Similarly, the school may take the decision to contact the police directly if there is a risk of significant harm to the pupil, in line with our Safeguarding policy.

## Modified Timetables

18. In some situations, a pupil may be put on a Modified (part-time) Timetable. This will happen as part of a formal process agreed with the family. The Modified Timetable will be reviewed regularly and will be time limited. Where pupils are on agreed modified timetable, the school has agreed to the pupil being absent for part of the week or day and therefore will record it as authorised absence.

## Types of Absence

### Unplanned Absence

19. The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling or emailing the relevant school office (Secondary: 01635 244200, Primary: 01635 573800 or email for both: [absence@maryhare.org.uk](mailto:absence@maryhare.org.uk)) Parents/Carers are requested to leave a voicemail message if the phone is not answered first time.
20. 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.
21. 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.
22. If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.
23. Work will not be set whilst a pupil remains off school for a medical reason.

## Planned Absence

24. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and is able to provide proof of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible.

## Lateness and Punctuality

25. It is crucial that pupils arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of other pupils in the class. It also means that essential audiology checks are not able to be completed. It is paramount, therefore, that all pupils arrive at school on time.
26. A pupil who arrives late:
- Before the register closes will be marked as late, using the appropriate code.
  - After the register has closed, will be marked as an unauthorised absence for that session using the appropriate code.
  - Pupils who arrive after the register has closed must sign in at reception or will be marked as absent.
27. Lateness to form or lessons will be dealt with in line with the school's Behaviour Policy. Consequences may include detention, loss of privilege, school report or reporting to a member of SLT. Staff will try to work with pupils to overcome issues with punctuality and may implement an agreed support plan with the pupil.
28. The SLT and Headteacher monitor punctuality. For pupils who are persistently late, the school may:
- Speak to parents/carers directly.
  - Contact parents/carers by telephone.
  - Send a letter.
29. If punctuality does not improve then parents/carers will be invited into school to discuss the concerns with staff and plan a way forward.
30. If lateness does not improve following the meeting, the local authority will be contacted.

## Following up Absence

31. Where any child we expect to attend school does not attend, or stops attending, the school will:
- Follow up their absences with their parent/carer to ascertain the reason, by phone call or through home visit if deemed appropriate.
  - Ensure proper safeguarding action is taken where necessary.
  - Identify whether the absence is approved or not.
  - Identify the correct attendance code to use on SIMS.

## Reporting to Parents

32. Each child's attendance is reported to parents in a number of ways throughout the school year. For pupils at Mary Hare, it will be a topic of discussion at each parent consultation, will form part of their annual review paperwork, will be sent termly as part of a report and their final attendance figure will also be reported in their annual end of year report. Attendance and punctuality data can be sent on request.
33. When concerns arise about a pupil's attendance and punctuality, parents will be directly contacted.

## Reporting to Local Authorities

34. Attendance information is shared with LAs at annual reviews, we respond to LA requests for information which varies by local authority policy but could be weekly, monthly, termly or annually. Where concerns arise about a pupil's attendance and punctuality we will engage directly with local authorities.
35. West Berkshire EWO visit us termly to look at our data and discuss plans or actions needed for pupils with persistent or severe absence.

## Authorised and Unauthorised Absence

### Authorised Absence

36. Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
37. Valid reasons for **authorised absence** may include:
  - 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 parents belong. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.

### Unauthorised Absence

38. Unauthorised absences are when the school has not received a reason for absence or has not approved a leave of absence from school after a parent's request. This may include:
  - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
  - truancy before or during the school day.

- absences which have not been explained.
39. A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers.

## Attendance and Safeguarding

40. It is recognised that poor attendance may be a sign or symptom of a wider safeguarding issue that requires further support (this could include but is not limited to domestic abuse, mental health difficulties, substance misuse, or financial strain). Where there are concerns about a child's welfare, action will be taken in line with the School's Safeguarding Policy.

## Requests for Term-time Absence

41. We believe term time absences should be actively discouraged. Our purpose is to ensure pupils flourish and achieve their full potential. There is a clear link between poor attendance and underachievement. However, we also recognise that there may be occasions when a parent/carer considers there are extenuating or compassionate reasons for such absence.
42. From 1 September 2013, the regulations governing the granting of leaves of absence to pupils in term time changed. Leaves of absence can now only be granted in "exceptional circumstances" at the Headteacher's discretion, which includes the length of time a pupil will be absent for.
43. For the avoidance of doubt, going on holiday during term time does not constitute exceptional circumstances, and a leave of absence during term time will not be granted to parents for this reason unless there is some other "exceptional reason" for doing so (for example, the holiday is to visit a terminally ill relative who lives in another country).
44. The school may, in some circumstances, grant a leave of absence to attend a funeral or wedding of a close relative, namely a parent, sibling and, in cases where there was regular contact, grandparents.
45. We will consider each application individually taking into account the specific facts, circumstance and relevant context behind each request.
46. Parents should submit requests for a leave of absence to the school office no less than 15 days before the first date of the proposed absence using the form available from the school website or by requesting from the school office. This will outline in detail the reason for the request for leave of absence, the number of days that the pupil/pupil would be absent, and any consequences should the leave of absence not be granted. Parents should not assume that a request for leave of absence will be granted, and no arrangements (for example, travel tickets or accommodation) should be booked before the request has been considered and authorised.
47. The school will endeavour to respond to requests for absences within 5 working days of receipt.
48. The school will not accept any responsibility for any losses incurred in consequence of the refusal of a request.

49. If a request for leave of absence is refused and the pupil/pupil is subsequently absent on any of the days that the request related to, the school will notify the local authority, which is likely to result in the issue of a penalty notice to each parent for each day of the absence for each child. This is also the case if a request is authorised, but the pupil/pupil is absent for longer than agreed.
50. A one-off period of irregular attendance, such as an unauthorised period of leave in term time, can result in a referral being made to the Education Welfare Service and this may result in the issuing of a Penalty Notice in accordance with Local Authorities regulations. The amount payable on issue of a Penalty Notice is £60 per parent/carer, per child if paid within 21 days of receipt of the Notice, rising to £120 if paid between 22 and 28 days (Figures correct as of September 2023)
51. If a Penalty Notice remains unpaid after 28 days the matter may result in each parent/carer being liable for prosecution in the Magistrates Court for failure to ensure their child's regular attendance at school contrary to Section 444 of the Education Act 1996.

## Strategies for Promoting Good Attendance

52. Mary Hare School collects attendance and absence data daily and weekly from the registers. This information is forwarded to the Local Authority and the Department for Education biannually for the census. This collection of data also enables us to identify those pupils whose attendance is giving cause for concern prompting support and outreach for children or families in need. We regularly monitor cases where attendance is below 90% for authorised absences and 95% for unauthorised absences. In cases where absences are increasing, actions are taken which aim to prevent children becoming or remaining a 'persistent absentee' (below 90%)
53. Where this applies, their form tutor or Head of Year will write to parents to make them aware of the concern. If a child's attendance does not show an improvement parents will be invited to attend a meeting with the Head of Year and attendance lead, to agree an Attendance Action and Support Plan. The Education Welfare Service If a child's Attendance Action and Support Plan fails to bring about the required improvement in attendance, the school may consider making a formal referral to the Education Welfare Service which works to support schools.

## To promote good attendance

54. The school will:
- Ensure regular communications between home and school.
  - Remind pupils of the importance of attending school, through reflection and assemblies.
  - Raise the profile of attendance – regularly remind parents about the procedure for reporting absence.
  - Require all parents/carers to complete a request for leave of absence form.
  - Supportive conversations and/or regular check-ins with the pupil (where appropriate)
  - Put individual support plans in place for pupils.
  - Engage with relevant external agencies involved.

## Celebrating Good Attendance and Punctuality

55. We celebrate excellent attendance and punctuality throughout the year in a number of ways, for example:

- Attendance figures shared across the pastoral team and staff body.
- Class or house awards in assembly on a termly basis.
- Individual pupil Certificates for excellent and improved attendance and punctuality

## Term Dates

56. School term dates are published in advance and can be found on the school website. Staff training days (INSET) are included in the term dates schedule. Parents/carers will receive notification of any changes in term dates.

## Pupils Leaving Site During the School Day

57. Pupils are not allowed to leave the premises without prior permission from the school. Parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency.

58. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time.

59. Pupils must be signed out at reception on leaving the school and sign back in on their return.

60. When a pupil is being collected from school, parents/carers must report to Reception before the pupil is allowed to leave the site.

61. If a pupil leaves the school site without permission their parents/carers will be contacted.

62. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services.

## Changing Schools

63. It is important that if parents/carers decide to send their child to a different school that they inform us in writing as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school

- A new home address, if appropriate, is supplied.

64. The pupil's school records will then be sent to the new school.

65. In the event that the school has not been informed of the above information, the family will be referred to their Local Authority and the Education Welfare Service and after four weeks the pupil will be registered a Pupil Missing Education.

## Legislation and Guidance

66. This policy meets the requirements of the [working together to improve school attendance](#) 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](#)

67. It also refers to:

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

## Links with Other Policies

- Behaviour Policy
- Safeguarding and Child Protection Policy

## Appendices

### Appendix 1

Codes taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (AM)	Pupil is present at morning registration
\	Present (PM)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer / educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organized, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence:

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but not alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school



Unauthorised absence:

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if not reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2

### Request for Leave of Absence during Term Time

68. This is an application for you to request permission for your child to be absent from school during term time.

**Before completing the form, please read these notes carefully.**

- The law states that parents **do not** have the right to take their child out of school during term time. The school works closely with the Local Authority to ensure children attend school regularly.
- If you wish to take your child out of school during term time, you must apply for permission in writing using the form below in advance. The Head of School will authorise such absences only in **exceptional** circumstances.
- Department for Education guidelines are clear that family holidays cannot be authorised.
- A request for leave of absence during term time may trigger some form of investigation from the school and / or a referral to Children's Social Care if we have safeguarding concerns.
- If the school refuses your application and you still take your child out of school, the absences will be unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons for irregular school attendance because poor attendance puts your child's academic and social progress at risk.
- This application form and subsequent letters sent to you by the school may be forwarded to your child's Local Authority if we have concerns about your child's attendance at school.

Having read these notes, if you still wish to apply for leave of absence, then please complete the application and return **at least 15 days in advance** of the requested dates.

**Pupil name/s:** \_\_\_\_\_ **Class:** \_\_\_\_\_

I request permission for my child to be absent from school between the following dates:

**Dates of absence:** \_\_\_\_\_ **Total number of days missed:** \_\_\_\_\_

**Reason for absence from school:**

---

---

---

I understand that if this absence is not agreed then it will be treated as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.

**Name of Parent/Carer making application:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For the School Office to Complete**

Attendance year to date: \_\_\_\_\_%      Previous year's attendance: \_\_\_\_\_%  
Number of previous absence requests this year: \_\_\_\_\_

**For the Head of School to Complete**

Leave of absence authorised: YES / NO / PARTIAL

Reason: \_\_\_\_\_

Issue accept / partial accept / decline letter: YES / NO

Inform Local Authority: YES / NO

Signature of Head of School: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3

Letters to parents reporting attendance.

**Attendance Concern – Letter 1**

Dear [Parent/Carer]

**Name:**

**Date of Birth:**

**Current Attendance:**

**Unauthorised Absence:**

**Number of Sessions Missed:**

I am the Attendance Officer for Mary Hare School. Part of my role involves monitoring pupil's attendance and working with children and their families to overcome any difficulties affecting regular school attendance.

Following a review of attendance across all year groups, [Student name]'s attendance is currently [XX]%. I enclose a registration certificate for you to look at.

Where attendance falls below 93% or a pupil has a high number of broken weeks, this becomes a concern. Research has shown that there is a strong link between attendance and achievement.

We want to work in partnership with you to ensure that every pupil can meet their potential, therefore it is important that [Students name] attends school every day.

Please ensure where possible, that medical and dental appointments are made outside of school hours unless specialist hospital appointments must be kept, or it is a medical/dental emergency.

If your child is experiencing difficulties in attendance matters, please contact the school at the earliest opportunity and talk to your child's tutor or Head of Year/Head of House, it may be helpful to meet with them so that support can be discussed.

I will monitor [Students name] attendance for a period of 2/4 weeks and look forward to seeing an improvement.

Please do not hesitate to contact me if you wish to discuss this letter.

Yours sincerely

Attendance Officer/Head Teacher

Enc

**Attendance Concern – Letter 2**

Dear [Parent/Carer]

**Name:**

**Date of Birth:**

**Current Attendance:**

**Unauthorised Absence:**

**Number of Sessions Missed:**

Further to my letter dated [Insert Date] I am concerned that [Students name] attendance is continuing to show cause for concern. I have enclosed a registration certificate for you to look at.

Whilst I am aware that there may have been legitimate reasons for a number of [Students name] absences, I am concerned that he/she has missed [XXX] of their education so far, this academic year. Research has shown that there is a strong link between attendance and achievement.

I want to work with you to ensure that [Students name] can meet his/her potential, therefore it is important that [Students name] attends school every day.

As such we would like to invite you to a meeting on [XXXX] at [XXX] where we can discuss any difficulties and implement a support plan.

If this is not convenient to you please contact me as soon as possible so that we can arrange an alternative day and time.

Yours sincerely

Attendance Lead/Head Teacher

Enc

### Punctuality Concern – Letter 1

Dear [Parent/Carer]

**Name:**

**Date of Birth:**

**Current Attendance:**

As the Attendance Officer for Mary Hare School, I am writing to you regarding [Students Name] punctuality at school. [Students Name] has been late for school on XX occasions this academic year, and on XX of the occasions s/he arrived after school registers had closed. This resulted in these occasions being recorded as Unauthorised Absence.

Being so late for school is very disruptive to your child, and to the Teacher and class in general, and can impact greatly on the learning experience in school.

We remind you that the school gates open at XXam and registration is at XXam. Registers close at XXam and arrivals after this time are recorded as Unauthorised Absences.

We hope to see an improvement in [Students Name] punctuality. If there is no improvement we will contact you to arrange a meeting so that we can discuss the situation and work together to improve [Students Name] punctuality.

If, in the meantime, you would like to contact me with any issues that are preventing [Students Name] from attending school on time, please contact me on the number above.

Yours sincerely

Insert name and title

### Punctuality Concern – Letter 2

Dear [Parent/Carer]

**Name:**  
**Date of Birth:**  
**Current Attendance:**

I wrote to you on [insert date of letter] about [Students Name] punctuality to school. Since I wrote to you, I have been monitoring [Students Name] registers and can see that they have been late on a further XX occasions. The time they have missed amounts to XX days off school. Under the Education Act 1996, parents have a duty to ensure that their children attend school regularly and punctually.

As I explained in my previous letter regular lateness to school can have a significant impact on engagement with learning and if there was no improvement, we would be inviting you to a meeting in school to discuss ways in which this could be improved. As such I would like to meet with you on XXXX at XX am/pm.

*If this time is not suitable, please contact me to arrange another appointment.*

Yours sincerely

[Insert name and title here]

Appendix 4

Is my child too ill for school?

- 69. [www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school](http://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school))
- 70. **It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.**
- 71. There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.
- 72. If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.
- 73. If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know. Please see the table below for further guidance.

<b>Coronavirus (COVID-19)</b>	<p>Your child should try and stay at home and avoid contact with other people if they have symptoms of COVID and they either:</p> <ul style="list-style-type: none"> <li>• Have a high temperature</li> <li>• Do not feel well enough to go to school or do their normal activities</li> </ul> <p>If they have mild symptoms and they feel well enough, they can still go to school.</p>
-------------------------------	--

<b>Coughs and colds</b>	It's fine to send your child to school with a minor <a href="#">cough</a> or <a href="#">common cold</a> . But if they have a fever, keep them off school until the fever goes Encourage your child to throw away any used tissues and to wash their hands regularly.
<b>High temperature</b>	If your child has a high temperature, keep them off school until it goes away.
<b>Chickenpox</b>	If your child has <a href="#">chickenpox</a> , keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
<b>Cold sores</b>	There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
<b>Conjunctivitis</b>	You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
<b>Ear infection</b>	If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
<b>Hand, foot and mouth disease</b>	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
<b>Head lice and nits</b>	There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.
<b>Impetigo</b>	If your child has <a href="#">impetigo</a> , they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.
<b>Ringworm</b>	If your child has <a href="#">ringworm</a> , see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.
<b>Scarlet fever</b>	If your child has <a href="#">scarlet fever</a> , they'll need treatment with antibiotics from a GP. Otherwise, they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
<b>Slapped cheek syndrome (fifth disease)</b>	You don't need to keep your child off school if they have <a href="#">slapped cheek syndrome</a> because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.
<b>Sore throat</b>	You can still send your child to school if they have a <a href="#">sore throat</a> . But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.
<b>Threadworms</b>	You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

<p><b>Vomiting and diarrhoea</b></p>	<p>Children with diarrhoea and vomiting should stay away from school until they have not been sick or had diarrhoea for at least two days (48 hours).</p>
--------------------------------------	---

*NHS information last reviewed 1 April 2021; next review due 1 April 2024*

## Policy Version Detail

Reviewed Date:	Version:	Details of change:
	0.1	<ul style="list-style-type: none"> <li>• New policy</li> </ul>
	0.2	<ul style="list-style-type: none"> <li>•</li> </ul>