



# ORCHARD PARK COMMUNITY PRIMARY SCHOOL

## ATTENDANCE POLICY

JUNE 2019

<b>Attendance Policy</b>			
<b>Review Frequency</b>		<b>Review date</b>	
<b>Governing Committee Responsible</b>	Full Governing Body		
<b>Governor Approval (date)</b>		<b>Website</b>	
<b>Staff Responsible</b>	Stacey Harper	<b>Date Produced</b>	June 2019

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#### Our Mission Statement

A place where children are empowered to reach their full potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.

## Aims

- To emphasise the importance to all pupils and their families that maximum attendance at school is vital for achieving their full potential.
- Parents of all new children arriving to the school will be given a copy of the Attendance Policy and will be asked to sign to confirm that they have read it and will support the school in promoting good attendance.
- To reinforce the notion that every child has a right to access the education to which they are entitled and that parents are responsible in law for the regular and punctual attendance of their child.
- To make explicit to all (pupils, parents/carers, teachers) the school's expectations on attendance levels and support strategies to help pupils maximise their attendance.
- To stress the need for home and school to work in partnership to achieve high attendance.

## Purpose

Regular attendance at school is vital. Put simply, absence means *missed* learning; without it the learning process becomes fragmented and unsatisfactory. Orchard Park Community Primary School wants each and every child to have the best possible attendance at school to enable them to reach their full potential. There is a strong link between good school attendance and achieving good results for children. Children who frequently miss school may fall behind in their work which may affect their future prospects. Absence may also have an effect on friendships. Young people who are frequently absent from school are more likely to become involved in, or be a victim of crime and anti-social behaviour.

Under the *Education (Pupil Registration) Regulations 1995* the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning (9:00am) and the afternoon (1:15pm) sessions of the school day. This register will also indicate the reason for an absence and whether it was authorised or unauthorised.

The school sees **96% attendance or above as the target for all pupils**. Amendments to the *Education (Pupil Registration) Regulations 2006 and September 2013* make clear that Headteachers may not authorise holidays (or other leave of absence) in term time unless there are very exceptional circumstances. The school upholds these regulations and supports the use of financial penalties and court action where necessary.

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## **Promoting Good Attendance**

Good attendance will be celebrated on a weekly basis. Every Monday, pupils will be presented with a class certificate identifying their attendance percentage for the previous week. Classes will compete for the highest attendance and receive a visit from Lightning Bear as a prize. Every half term we will hold an attendance ceremony. Pupils who have achieved 100% attendance receive a certificate and a small stationery prize.

At the end of the year, any child achieving 100% attendance wins an attendance cup. If a child achieves two years attendance at 100%, they are rewarded with a £10 book voucher at the end of year service. This prize will be increased each year that the child achieves 100%.

## **Absence During Term Time**

### **Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent emails or telephones the school to explain the absence.

Only the school can authorise any absence. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. This includes children who arrive after 9:20am, when registers are closed. These absences will affect the child's overall attendance record which is monitored by the Education Welfare Service and remains on their school file.

## **Persistent Lateness and Punctuality**

It is the duty of parents/carers to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. School starts at 9:00am when the morning register is taken. Children may enter their classrooms from 8:50am when the school gates open. It is important to be on time, as the first few minutes of the school day are often used to give out instructions or organise school work for the rest of the day. If a pupil misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often unsettling for the child.

Parents who arrive after the gates and classroom doors are closed must bring their child into school through the school office reception. Parents must sign their child's name in the late book, giving a reason for the lateness. The child will be marked as 'L' (late) in the register with the reason noted and number of minutes late entered.

If a child arrives at school after 9.20am this will affect their attendance rate percentage, as they were absent at registration. This applies in all cases for being late, including travel delays. Parents must sign their child's name in the late book, giving a valid reason for the lateness. Lateness after 9:20am will be marked as 'U' (unauthorised absence) and will count towards the child's overall attendance record.

Parents of those children who are regularly late arriving to school may be invited to make an appointment with the Headteacher/Deputy Headteacher to investigate reasons for lateness and suggest solutions to enable more punctual attendance.

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The late book is monitored weekly by the school and the Educational Welfare Officer when she visits. In the case of repeated lateness (2 or more times in one week), an email will be sent home to parents notifying them of this advising them on how many occasions their child has been late that week and how many minutes of education they have missed due to this (Appendix 7). A half termly email will be sent when parents have received three or more late emails during a half term period (Appendix 7).

### **What Happens When a Child is Absent**

When a child is absent, the class teacher will record the absence in the register, using the appropriate code, or if the reason has not yet been established, recording 'N'. At 9:20am each morning, office staff will check the class registers and begin contacting parents/carers of any child who is absent but whose absence has not been reported by that parent/carer. Calls to parents/carers will be made by 10:20am.

On the first day of a child's absence, parents are asked to contact the office to give the reason for the absence before 9:30am. This may be done by phone, email, letter or in person. Parents are to contact the school office every other day if their child is absent for more than one day.

If a child has a medical or other necessary appointment, parents should contact the office prior to the day of the absence. If a child is absent due to illness for longer than 3 school days, medical evidence may be requested by the school.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The office staff will then be in contact as soon as possible with the parent or guardian, in order to check on the safety of the child. If no contact is made with the parent/carer and there are concerns about the child's well-being, a home visit may take place or contact made with outside agencies.

Should the pupil have been absent for two continuous weeks without a satisfactory explanation having been received, or should there be child protection or other immediate welfare concerns, then the school may of course make an earlier referral to the Education Welfare Officer, Parent Support or Social Care. Should the child be currently involved with Social Care, the child's social worker should be notified immediately

### **Requests for Exceptional Leave of Absence**

A minority of parents continue to cause disruption to their children's education by withdrawing them from school during term time for the purpose of a family holiday. Many of these parents mistakenly believe that they have a 10-day holiday 'entitlement'.

Children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to them. Absence during term time, as a result of term time holiday, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in schools. Orchard Park Community Primary School therefore strongly discourages holidays being taken in term time and will not authorise term time holiday.

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## Guidance for Parents

Orchard Park Community Primary School follows the DfE guidelines, which took effect from September 2013 and state that requests for leave can only be granted in 'exceptional circumstances'. Parents/carers should understand that any request for leave of absence in term time leave will be treated on an individual basis. Decisions to authorise absence will be based on individual family circumstances. The school will not, as a rule, agree to leave of absence during term time unless there are exceptional circumstances. **In all cases, absence will not be authorised unless an 'Application for Leave of Absence from School During Term Time' form has been completed (Appendix 5) and the Headteacher deems the circumstance to be exceptional.** Exceptional circumstances will not include financial restraints and making use of holiday discounts. Please see Cambridgeshire County Council's document "Absence from School for Exceptional Circumstances – A Guidance for Parents". A copy of this is available on our school website under "Information for Parents" and "Absence".

As of 18<sup>th</sup> April 2017, any parent/carer who takes a child out of school for term time leave of more than 6 consecutive sessions (3 days) over a 4 week period, not authorised by the school (under the exceptional circumstances rule), may receive a Penalty notice fine.

Orchard Park Community Primary School will communicate the details of leave of absence taken in term time through:

- the school's overall attendance policy;
- school newsletters;
- parent induction evenings/parents' evenings.

Orchard Park Community Primary School will use an "**Application for Leave of Absence from School During Term Time**" form (Appendix 5). Occasionally, parents/carers take their children on holiday without requesting a leave of absence. If the school suspect that this has happened, a 'Suspected Holiday' Letter (Appendix 6) will be sent and a Penalty notice may be issued.

## School Response

Orchard Park Community Primary School will make clear to parents/carers the likely educational impact upon their children if extended leave is taken during term time. The importance of being at school near and during SATs will also be stressed.

Should an absence be agreed, we will consider:-

- seeking to establish, and make explicit, if appropriate, the potential educational value of the visit;
- explaining what work the child will miss in school, how it can be made up upon return if necessary, and how the parents can help the child;
- asking the pupil to make notes/observations in relation to a class topic or to keep a diary;
- sharing the experience, on return, in a positive way with other children;

Should the school feel unable to comply with the request for leave, the reasons for this will be explained to the parents/carers. This explanation should show an understanding of the parents'/carers' perspective.

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## **Repeated Unauthorised Absences**

### THE 'STEPPING STONE' SYSTEM

### THE SCHOOL IS FOLLOWING THE 'STEPPING STONE' SYSTEM, AS RECOMMENDED BY CAMBRIDGESHIRE COUNTY COUNCIL.

The 'stepping stone' system is intended to enable schools and colleges to continuously and consistently monitor and address issues pertaining to poor school attendance. The system offers schools the opportunity to target non-attendance methodically and progressively up to and including the point at which a request for a penalty notice may be necessary. The system is based on a four step process which schools can follow when there are concerns about any emerging patterns of absenteeism.

It is intended to apply to any absence which is unauthorised, but with some modification it might, in certain circumstances, be used to target patterns of absence which are authorised, but which are beginning to cause concern. Schools should, however, decline to continue to authorise such absences once doubts arise as to their legitimacy.

#### **Key Features and Potential Benefits:**

- Headteacher/Deputy Headteacher can focus on the attendance of all pupils at least once a fortnight.
- Headteacher/Deputy Headteacher can quickly and easily identify those pupils whose attendance is becoming a cause of concern.
- In most cases Letter 1 brings about a rapid improvement in attendance and no further action is required.
- The system provides a clear record of the school's own efforts to improve attendance should it subsequently be necessary to request a Penalty notice or involve Education Welfare Service.
- As the Education Welfare Service 'School Attendance' leaflet is given to parents/carers during the formal Parent Contract Meeting, parents are made aware of the existence and role of the Education Welfare Service prior to any subsequent involvement should this prove necessary.
- The school can readily identify emerging attendance problems and therefore target support accordingly.
- The school builds up a consistent record of their own attendance interventions and is able to ensure that when they do need to involve the Education Welfare Service, they do this only when their own efforts have proved unsuccessful.

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## How the 'Stepping Stone' Three Step System Works:

1. The school produces a record of attendance every fortnight for all pupils whose attendance has fallen below 96%.
2. These pupils are discussed at fortnightly attendance review meetings, looking for emerging trends and patterns. Families are targeted by the Headteacher/Deputy Headteacher for additional support. A family worker is made available if lateness and attendance continues to be an issue.
3. Discussions are held with the Education Welfare Officer (EWO) on a regular basis in relation to the attendance of any pupil whose attendance has fallen below 96%. During these meetings, the EWO will challenge the school to provide evidence of interventions for any child whose attendance has fallen below 96%. The EWO will also look at all authorised absences including illness and those due to exceptional circumstances at these meetings.

### Step 1 – Letter 1

4. For those pupils who have been identified for the first time with attendance falling below 96%, a copy of **Letter 1** (Appendix 1) is sent to the parents/carers and copied to the Education Welfare Officer.
5. Should the pupil's attendance improve, but the improvement fails to be sustained, a further copy of **Letter 1** may be sent at a later date.
6. This is recorded by saving a copy of the letter in the attendance letters folder on the school network. The file name indicating Letter Type, Child's Name and Date. A record of each letter sent is kept in the attendance folder for each class.

### Step 2 – Telephone Call to Parents/Carers

7. If attendance does not improve, parents/carers will be contacted by phone to advise them of this. They will be reminded about the importance of regular school attendance and any immediate issues will be discussed.
8. The Headteacher/Deputy Headteacher will discuss barriers to the pupils' regular school attendance and identify any possible solutions.
9. A target of 96% attendance over a specified monitoring period will be set and medical evidence will be required for any further absences to be recorded using the 'I' code.
10. This call will be documented and parents will receive an email documenting what interventions have been agreed, the 96% attendance target and the monitoring period. Parents/carers will be informed that a penalty notice could be issued by county if targets are not met (Appendix 2).

### Step 3 - Letter Requesting Formal Parent Contract Meeting

11. Following the sending of Letter 1 and the telephone call, should the pupil's attendance fail to improve within an eight week period, or should it fall to a lower level, parents/carers will be sent Letter 2 (Appendix 3). They will be invited to attend a Formal Parent Contract Meeting with the Headteacher/Deputy Headteacher to discuss issues that may be affecting the pupil's attendance and identify how the school can help address this. This meeting will be formally documented (Appendix 4) and parents/carers will be reminded that it is their, "legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which he/she is registered, regularly and punctually." During the meeting, a minimum attendance target of 96% over an 8 week monitoring period will be set. The Headteacher/Deputy Headteacher will sign this formal agreement and all parents/carers present at the meeting will be asked to sign that they understand and agree to this. A copy of the Education Welfare Service 'School Attendance' leaflet will also be

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given to parents. A copy of this is available on our school website under "Information for Parents" and "Absence".

12. This is recorded by saving a copy of the letter in the attendance letters folder on the school network. The file name indicating Step 2, Child's Name and Date. A record of each letter sent is kept in the attendance folder for each class.
13. Parents/carers will be requested to contact the school within seven days receipt of the Letter 2 to arrange a date to attend a formal Parent Contract Meeting with the Headteacher/Deputy Headteacher.

#### **Step 4 – Request for Second Parent Contract Meeting or Penalty Notice**

14. Following the formal Parent Contract meeting, should the pupil's attendance fail to improve within the agreed 8 week monitoring period, or should it fall to a lower level and no satisfactory explanation for the absences has been provided, then the school may request:
  - a. A further Parent Contract Meeting to discuss extending the monitoring period
  - b. A penalty notice for non-attendance form will be completed and sent to the county's Legal Panel for discussionThe Education Welfare Officer will be informed and may write to parents/carers requesting their attendance at a Police and Criminal Evidence (PACE) meeting.

#### **15. Attendance Monitoring**

Orchard Park Community Primary School monitors attendance carefully and considers the attendance figures for other similar schools when setting their own priorities for the coming year.

The Deputy Headteacher and Headteacher monitor the attendance of children whose attendance is falling below the 96% threshold due to unauthorised absences or a pattern of regular authorised absences and implement strategies to enable attendance to improve.

Through letters, the school website, the school attendance policy document and consultation evenings, parents/carers are reminded about their responsibility to ensure their children attend school regularly and the consequences of poor attendance.

Parents will be encouraged to understand the full implications for both their children's academic progress and their social groupings when they miss school.

Class teachers are responsible for monitoring attendance in their class, and for bringing any concerns to the attention of the Deputy Headteacher. If there is concern about a child's absence, teachers will contact the school office immediately. If there is a longer-term concern about the attendance of a particular child, this will be reported to Headteacher, who will contact the parents or carer.

The Education Welfare Officer visits the school regularly and will challenge the school regarding the attendance of any child whose attendance falls below 96%, *even if this is due to authorised absences like illness*. The school needs to show that they have followed the county "stepping stone" system and put in place strategies and interventions (e.g. Red Hen, Family Worker, Blue Smile, etc.) to help improve the attendance of any child below 96%.

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## Reviewing Attendance

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that the school attendance figures are as high as they should be. The responsibility to authorise requests for absence has been delegated to the headteacher. Letters will be sent to all parents who request absence and the seriousness of unauthorised absence will be clearly explained.

The school will keep accurate attendance records.

A termly attendance report for governors and the SLT will be compiled by the Attendance Team. This will include numbers of and reasons for authorised and unauthorised absences; attendance figures for year groups and key groups with analysis of those figures and actions/review of actions for improving attendance in subsequent terms.

## Penalty Notices

Penalty notice fines will only be issued in accordance with the terms within the Code of Conduct set out for Cambridgeshire. They will only be issued in relation to absence from school, which is unauthorised. They may be issued in two circumstances:

1. **Unauthorised Absence** - Penalty notices will be issued to parents/carers if one of the criteria below is met:
  - a. At least 8 unauthorised sessions over an 8 week period with all absences recorded as unauthorised.
  - b. 90% and below mostly unauthorised over a longer period.Before issuing a Penalty notice, the school will deploy other strategies to help the family improve attendance rates. Such strategies might include:
  - First day absence phone calls/emails;
  - Step 1 – sending Letter 1 to the child’s parents/carers to remind them of their legal responsibilities;
  - Step 2 – Headteacher/Deputy Headteacher to call the child’s parents/carers and offer the help of other services agencies (i.e. Red Hen or the District Family Worker) if this has not already been done;
  - Step 3 – sending Letter 2 requesting formal parent contract meeting and set targets for improvement;
2. Step 4 – request for a second parent contract meeting or referral to the Education Welfare Service requesting a penalty notice.
3. Unauthorised Term Leave (including holidays) - **As described above, in the ‘Requests for Exceptional Leave of Absence’ section of the policy, any parent/carer who takes a child out of school for term time leave for 6 consecutive sessions (3 days) or more over a 4 week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty notice.**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
C	Other authorised circumstances	O	Unauthorised absence
E	Excluded	P	Approved sporting activity
I	Illness	R	Religious observance
L	Late (before registers closed)	U	Late (after registers closed)
V	Educational visit or trip	M	Medical/dental appointment
N	No reason yet provided for absence	X	Non-compulsory school age absence

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**APPENDIX 1**  
**Step 1 - Letter 1**

**Orchard Park Community Primary School**  
Headteacher: Stacey Harper B Ed Hons NPQH  
Ring Fort Road · Orchard Park · Cambridge · CB4 2GR · [www.orchardparkprimary.co.uk](http://www.orchardparkprimary.co.uk)  
T: 01223 438200 · F: 01223 438209 · E: [office@orchardpark.cambs.sch.uk](mailto:office@orchardpark.cambs.sch.uk)



¶  
¶

**LETTER 1 - STANDARD**

¶

DATE

¶

Dear <ParentalSalutation>.

¶

During a recent attendance review it noted that <PreferredForename>'s attendance is currently only <%Attendance>. If the absence is due to medical reasons, please ensure we have relevant doctor's notes and appointment details.

¶

I am sure you are aware that it is important that <PreferredForename> maintains regular attendance, as any absence may interrupt <his/her> academic progress and may have an effect on friendships. You should also be aware that regular attendance is a legal requirement.

¶

Please note that the Education Welfare Officer, Deborah Howard, comes into school on a regular basis to look at our attendance. She will challenge the school to improve the attendance of any pupil who falls below 96%.

¶

If there are any particular circumstances that we may not be aware of which are having an influence on <PreferredForename> attending school regularly, or if you have any questions or queries, please do not hesitate to speak to Mrs Mitchell or myself.

¶

We will continue to monitor <PreferredForename>'s attendance and we look forward to seeing an improvement. A leaflet explaining the importance of school attendance will be sent home today with a copy of <PreferredForename>'s attendance record for your information.

¶

Yours sincerely,

¶

Stacey Harper

**Headteacher**

¶

cc: Education Welfare Officer

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## APPENDIX 2

### Step 2 – Telephone Call to Parents / Carers

#### **ATTENDANCE: STEP 2 – TELEPHONE CALL TO PARENTS / CARERS**

The purpose of this call is to:

1. Establish details
2. Identify causes for absence and seek possible solutions
3. Agree actions that the parent/carer(s) and school should take to support the student
4. Set attendance target and discuss monitoring period
5. Remind parent/carer(s) of legal responsibilities regarding their child's school attendance

**To be completed by the Attendance Officer prior to the meeting:**

Student Details				
Student's Name:			Date:	
Time:		Year Group:		DoB:
Attendance %:		Unauthorised Session:		Authorised Sessions:

Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology			
Soft Letter		Attendance Phone Call	
Letter 1		Attendance Email	

People Present on Call	
Name	Role/Relationship to child

Medical Needs Protocol:		
Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?	Yes	No

Agency/Partnership Intervention		
Is there any Social Care / Health Involvement?	Yes	No
Details:		
Has and EHA been completed previously for the student?	Yes	No
Details, including whether it was successful or not:		
Does the student have an EHCP?	Yes	No
Does the student have an IAEP/part-time timetable?	Yes	No

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Planned Absence		
Do you have any plans for holiday/leave during term time this academic year?	Yes	No
Details:		

Identifying issues at school or home that may affect attendance and need support					
Issue	Yes	No	Issue	Yes	No
1. Alleged Bullying			5. Student / Staff relationships		
2. Medical			6. Academic		
3. Home related difficulties			7. Behaviour / Attitude		
4. Transport			8. Community / Other		

For every issue raised:

1. Provide details and any actions taken by the parent(s) or school to support with this issue prior to this meeting.
2. Agree actions to be taken by the parent(s) or school to support with this issue after this meeting.

Details of Issues and Agreed Actions	
1. Issue Raised	2. Agreed Action
Include details and any previous actions	Indicate Parent / School responsibility

Summary of Actions Agreed		
Parent(s) Actions		
Schools Actions	Date Completed	Evidence with Attendance Officer

EHA Offer		
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No
If declined, please give the reason(s):		

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### ATTENDANCE TARGET

Attendance should be a minimum of 96% over the 8-week monitoring period. Should your child have 8 unauthorised sessions or more during the 8-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.

**There are 2 sessions per school day, AM and PM registration.**

### 8 SCHOOL WEEK MONITORING PERIOD

<b>START DATE:</b>		<b>END DATE:</b>		<b>PARENT(S) NOTIFIED</b> Date & Method (e.g. Letter)	
"During this monitoring period, medical evidence will be required in order to authorise absence due to illness."					

***Please read both of these statements to the parent(s), before signing the contract:***

#### Legal Responsibility

"I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually."

#### Attendance Target Review

"If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning."

<b>Staff Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	
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<b>Parent/Carer Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	
<b>Parent/Carer Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	

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**APPENDIX 3**  
**Step 3 - Letter 2**

**Orchard Park Community Primary School**

Headteacher: Stacey Harper B Ed Hons NPGH

Ringfort Road · Orchard Park · Cambridge · CB4 2GR · [www.orchardparkprimary.co.uk](http://www.orchardparkprimary.co.uk)  
T: 01223 438200 · F: 01223 438209 · E: [office@orchardpark.cambs.sch.uk](mailto:office@orchardpark.cambs.sch.uk)



**LETTER 2**

**(Request for Formal Parent Contract Meeting with Headteacher or Deputy Headteacher)**

☐

DATE ☐

☐

Dear PARENTAL SALUTATION ☐

☐

I am writing to inform you that <PreferredForename>'s attendance is still causing concern. We are very worried that continued poor attendance is affecting <PreferredForename>'s progress and we would like to meet with you to discuss this. ☐

☐

Should <PreferredForename>'s attendance remain irregular, the Local Authority may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.** ☐

☐

**Please can you contact the school office to book an appointment at your convenience to meet with Mrs Mitchell or myself, that falls within seven days of receipt of this letter.** ☐

☐

During this formal parent contract meeting, we will discuss any concerns you may have, so we can continue to support <PreferredForename> in making good progress and I hope that you will work with us to improve HIS/HER attendance. If you have any queries, please do not hesitate to contact me. ☐

☐

Yours sincerely, ☐

☐

Stacey Harper ☐

**Headteacher** ☐

cc: Education Welfare Officer ☐

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**APPENDIX 4**  
**Step 3 (cont.) - Parent Contract Meeting**

**ATTENDANCE: PARENT CONTRACT MEETING**

*The purpose of this meeting is to:*

6. *Establish details*
7. *Identify causes for absence and seek possible solutions*
8. *Agree actions that the parent/carer(s) and school should take to support the student*
9. *Set attendance target and discuss monitoring period*
10. *Remind parent/carer(s) of legal responsibilities regarding their child's school attendance*

**To be completed by the Attendance Officer prior to the meeting:**

Student Details					
Venue:		Date:		Time:	
Student's Name:		Year Group:		DoB:	
Attendance %:		Unauthorised Session:		Authorised Sessions:	

Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology			
Soft Letter		Attendance Phone Call	
Letter 1		Attendance Email	
Letter 2		Student Attendance Support Meeting	
Letter 3		Parent Attendance Meeting	

People Present	
Name	Role/Relationship to child

Medical Needs Protocol:		
Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?	<b>Yes</b>	<b>No</b>

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**Agency/Partnership Intervention**

Is there any Social Care / Health Involvement?

**Yes****No**

Details:

Has and EHA been completed previously for the student?

**Yes****No**

Details, including whether it was successful or not:

Does the student have an EHCP?

**Yes****No**

Does the student have an IAEP/part-time timetable?

**Yes****No****Planned Absence**

Do you have any plans for holiday/leave during term time this academic year?

**Yes****No**

Details:

**Identifying issues at school or home that may affect attendance and need support**

Issue	Yes	No	Issue	Yes	No
2. Alleged Bullying			6. Student / Staff relationships		
3. Medical			7. Academic		
4. Home related difficulties			8. Behaviour / Attitude		
5. Transport			9. Community / Other		

For every issue raised:

3. Provide details and any actions taken by the parent(s) or school to support with this issue prior to this meeting.
4. Agree actions to be taken by the parent(s) or school to support with this issue after this meeting.

**Details of Issues and Agreed Actions**

3. Issue Raised Include details and any previous actions	4. Agreed Action Indicate Parent / School responsibility

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Summary of Actions Agreed		
Parent(s) Actions		
Schools Actions	Date Completed	Evidence with Attendance Officer

EHA Offer		
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No
If declined, please give the reason(s):		

**ATTENDANCE TARGET**

Attendance should be a minimum of 96% over the 8-week monitoring period. Should your child have 8 unauthorised sessions or more during the 8-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.

**There are 2 sessions per school day, AM and PM registration.**

8 SCHOOL WEEK MONITORING PERIOD				
START DATE:		END DATE:		PARENT(S) NOTIFIED Date & Method (e.g. Letter)
“During this monitoring period, medical evidence will be required in order to authorise absence due to illness.”				

**Please read both of these statements to the parent(s), before signing the contract:**

Legal Responsibility
“I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.”
Attendance Target Review

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**“If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning.”**

<b>Staff Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	
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<b>Parent/Carer Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	
<b>Parent/Carer Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	
<b>Parent/Carer Signature:</b>		<b>Date:</b>		<b>Print Name:</b>	

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## APPENDIX 5

### Orchard Park Community Primary School

Headteacher: Stacey Harper B Ed Hons NPQH

Ring Fort Road · Orchard Park · Cambridge · CB4 2GR · [www.orchardparkprimary.co.uk](http://www.orchardparkprimary.co.uk)

T · 01223 438200 · F · 01223 438209 · E · [office@orchardpark.cambs.sch.uk](mailto:office@orchardpark.cambs.sch.uk)



### Application for Leave of Absence from School During Term Time

Please read the following information very carefully

¶

Parents do not have any right or entitlement to take their child out of school for a term time holiday. Following government guidelines, we can only grant leave for **exceptional circumstances**. Please note that unauthorised leave of absence could result in legal action and a Penalty Notice being issued.

¶

A Penalty Notice involves a fine of £60, per parent/carer, per child if paid within 21 days, rising to £120, per parent/carer, per child if paid within 28 days. Parents/carers who fail to pay the fine will be liable to prosecution in a Magistrates Court where upon conviction, a fine of up to £2,500 or three month sentence may be served.

¶

Please note that all unauthorised absences are monitored by the school and the Education Welfare Officer. Persistent unauthorised absence will result in the involvement of the Education Welfare Officer and possible legal proceedings.

¶

Applications to the Headteacher for term time leave of absence will be considered individually using criteria as detailed in our Attendance policy.

¶

Requests for leave of absence in term time will be returned to you by the Headteacher and if your request is not authorised you shall be informed of the reasons why.

¶

I hereby request that (name of pupil) ..... be granted leave of absence from school.

¶

From: ..... (date) to: ..... (date) inclusive.

¶

For the purpose of: .....

¶

.....

¶

Signed: .....

¶

Please state relationship to child: .....

¶

Address: .....

---

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## APPENDIX 6

### Suspected Holiday Letter

#### Orchard Park Community Primary School

Headteacher: Stacey Harper B Ed Hons NPGH

Ringfort Road · Orchard Park · Cambridge · CB4 2GR · www.orchardparkprimary.co.uk

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#### SUSPECTED HOLIDAY LETTER

Date

Dear <ParentalSalutation>

I am writing with regards to <PreferredForename>'s absence from school from <date> to <date>.

From information received from other sources, we believe that the absence was due to a family holiday. This means that you have not followed the correct procedure for requesting leave of absence during term time. Government guidelines indicate that leave of absence can only be granted in exceptional circumstances. We urge that families are truthful regarding their intentions.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter, so this period can be recorded appropriately on the attendance register. However, if the absence was not due to a family holiday and it was due to illness, please provide medical evidence to support this.

If we do not hear from you within the next 7 days, <PreferredForename>'s absence will be recorded as 'G' denoting an unauthorised family holiday.

I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

If unauthorised absences are recorded a Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. A Penalty Notice involves a fine of £60, per parent/carer, per child if paid within 21 days, rising to £120, per parent/carer/child if paid within 28 days. Parents/carers who fail to pay the fine will be liable to prosecution in a Magistrates Court, where upon conviction, a fine of up to £2,500 or three month sentence may be served.

Yours sincerely,

Stacey Harper

Headteacher

cc: Education Welfare Officer

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## APPENDIX 7

### Late Letters

#### **Orchard Park Community Primary School**

**Headteacher** Stacey Harper B Ed Hons NPGH

Ringfort Road · Orchard Park · Cambridge · CB4 2GR · www.orchardparkprimary.co.uk

T 01223 438200 · F 01223 438209 · E office@orchardpark.cambs.sch.uk



#### **TO BE SENT IF CHILD IS 2+ SESSIONS LATE IN ONE WEEK**

Dear **PARENTAL SALUTATION**,

It has been noted during our weekly attendance review that **CHILD'S NAME** was late for school last week on **XX** occasions and missed **XX** hours of education.

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

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. From 8:50am, children begin responding to the teacher's marking from the previous day, preparing their books for their **maths** lesson or completing a start-of-the-day activity (SODA). Being late means that they start the day trying to catch up and this is often unsettling.

The Poppy Gates open at 8:50am every day and class registers are taken promptly at 9:00am. Any child who arrives to school after 9:00am will receive a late mark in the class register with the amount of time they are late being recorded. If a child arrives to school after 9:20am, this will affect their attendance rate percentage, as they were absent at registration. This applies in all cases for being late, including travel delays.

The Education Welfare Officer, Deborah Howard, visits our school regularly to review our attendance figures. As part of this, she looks at punctuality and will challenge us as a school if a child shows a pattern of persistent lateness.

If you are experiencing difficulties with punctuality and would like to talk to me or Mrs Bridges about supporting **CHILD'S NAME** getting to school on time, we would welcome the opportunity of meeting with you to discuss this.

Yours sincerely,

Stacey Harper

Headteacher

cc: Education Welfare Officer

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¶

¶

¶

¶

**HALF-TERMLY-LATE-LETTER -- ¶**

**TO BE SENT IF PARENT/CARER HAS RECEIVED 3 WEEKLY LATE LETTER IN A HALF-TERM ¶**

¶

¶

Dear PARENTAL SALUTATION, ¶

¶

I have noted during a recent attendance review that CHILD'S NAME has shown a pattern of persistent lateness during this Half-Term. Between DATE and DATE HE/SHE was late on XX occasions and missed XX hours of learning. ¶

¶

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. ¶

¶

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this. ¶

¶

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which HE/SHE is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered. ¶

¶

Yours sincerely ¶

¶

**Stacey Harper ¶**

**Headteacher ¶**

¶

cc: → Education Welfare Officer ¶

¶

¶

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