

Student Attendance Policy

INTRODUCTION

Epinay Business and Enterprise School is committed to providing outstanding educational opportunities for all our pupils. We recognise the importance of regular attendance in maximising the benefit of any educational opportunity. Encouraging and supporting excellent attendance is a crucial part of supporting our pupils and students to learn effectively.

This policy is written with reference to DfE Legislation Working Together to Improve Attendance for maintained schools, academies, independent schools and local authorities', 'Keeping Children Safe in Education' and 'Children Missing Education'.

INTRODUCTION AND PURPOSE

The purpose of this policy is to ensure that all school pupils and parents/carers understand the importance of regular attendance at school and their roles and responsibilities regarding attendance. Research has shown that there is a direct correlation between school absence and overall achievement. Poor attendance also affects young people's ability to make and sustain friendships and can interrupt the routine of school life, making it hard to settle when they do attend.

Epinay Business and Enterprise School aims to raise the achievement of all its pupils and to ensure that it meets the following aims:

- To encourage learners to adopt healthy lifestyles.
- To ensure learners feel safe and adopt safe practices.
- To ensure learners enjoy their education.
- To encourage learners to make a positive contribution to the community.
- To aid learners to prepare for their future economic wellbeing.
- To prepare our learners for adulthood

Epinay Business and Enterprise School attendance target for all students is 94.5% whilst recognising that the attendance of SEND students is complex and multifaceted.

This policy takes into account the following Government documents:

Working together to improve school attendance, 19th August 2024

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Summary table of responsibilities for school attendance, Sept 2022

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

OBJECTIVES

- To improve the overall attendance of students at Epina Business and Enterprise School.
- To create an environment in which pupils look forward to attending school and lessons.
- To make attendance a priority for pupils, parents, staff and governors.

- To create a framework which defines roles and responsibilities and promotes consistency in carrying out designated tasks.
- To create a rigorous system for monitoring and analysing attendance across School.
- To provide support and advice to parents.
- To recognise the needs of individual pupils when planning reintegration following significant periods of absence.

To ensure that attendance data is accurate and regularly generated so that:

- Pupils can be praised/rewarded for their attendance.
- Parents/carers can be quickly informed of any attendance and punctuality issues.
- Individual pupils and groups can be monitored.
- Targets for individual pupils, groups of students and Epina Business and Enterprise School can be set and regularly reviewed.

ROLES AND RESPONSIBILITIES

Epina Business and Enterprise School Attendance Officers are Emma Henderson and Laura Burns.

Epina Business and Enterprise School Attendance Champion is Kate Lamb.

The Governing Body will:

- Meet regularly and review attendance figures and monitor progress against national SEND targets.
- Ensure implementation of this policy.

The Head Teacher takes overall responsibility for the implementation and monitoring of the Policy by:

- Developing and monitoring policies that create an environment in which all pupils feel valued and safe and in which they are encouraged and able to achieve success.
- Meeting with the governing body and reporting on attendance figures.
- Giving attendance a high profile with pupils, staff and parents/carers.
- Identifying clear roles and responsibilities and ensuring that staff have the time and resources to fulfil them.
- Ensuring that there is sufficient funding to support reward systems.
- Analyse the attendance data to ensure that students with low attendance are detected early and appropriate action is taken.
- Ensure that tutors make contact with families and record and pass on information to relevant staff.
- Direct tutors to make subsequent contact for students with repeated absences.
- Be the very best of role models in terms of attendance

All Staff will :

- Ensure that attendance has a high profile within their year groups.
- Ensure that attendance and punctuality procedures are followed across their year groups.
- Monitor for internal truancy. Look for patterns of absence and consider the impact of the curriculum upon attendance alongside other causes.
- Ensure that pupils on long term absence/exclusion access the curriculum and are supported on their return.

- Assist the attendance officer in meeting with parents and pupils within their year whose attendance is low and/or below 90%.
- Ensure that attendance is regularly discussed in Year Group Assemblies and that pupils with high levels of and/or improved attendance are praised and rewarded regularly.
- Be aware of school priorities with regard to attendance, persistent absence and punctuality, and plan interventions to secure improvements for targeted groups.

The Attendance Officers will:

- Monitor registers daily.
- Organise office staff to ensure 1st day contact with parent/carers of pupils with unexplained absence.
- Mark the attendance register with the appropriate code and forward information as necessary.
- Inform the DSL of any students who on the school vulnerable list and are absent by 10.00am
- Liaise with Attendance Champion on a fortnightly basis.
- Send appropriate letters to parent/carers of students to update them on the child's attendance in liaison with Attendance Champion.
- Refer for Penalty Notices to the Local Authority's Attendance Team as per their Code of Conduct.
- Monitor the attendance register, alerting the relevant staff when concerns arise.
- Provide weekly attendance data to Attendance Champion.
- Provide data to the governing body and external agencies, as required for the census etc.

Attendance Lead will

- Monitor the attendance register, alerting the relevant staff when concerns arise.
- Contact parents with concerns regarding attendance.
- Conduct home visits where appropriate.
- Liaise with Attendance Officers on a fortnightly basis.
- Oversee the sending appropriate letters to parent/carers of students to update them on the child's attendance in liaison with Attendance Officers.
- Provide data to the governing body and external agencies, as required for the census etc.

Teachers will:

- Support Epinay Business and Enterprise School in giving attendance a high profile.
- Ensure that the register is taken daily at the correct time.
- Liaise closely with their Attendance lead and the Attendance Officer with regards to attendance issues.
- Ensure that pupils who have been absent from Epinay Business and Enterprise School are made to feel welcome on their return.
- Ensure that students who have been absent for a length of time for whatever reason have support to catch up with missed work.
- Use data provided to comment weekly on attendance levels both as a group and on an individual basis, ensuring that pupils with high levels of attendance and improved attendance are appropriately praised.
- Contact parents with concerns regarding attendance and the impact on attainment, as directed by their Attendance Champion.

- Ensure that issues of bullying, difficulties with work/peers/travel etc. are dealt with effectively and that relevant SLT staff are informed.
- Be the very best of role models in terms of attendance.

PARENTAL RESPONSIBILITY

Parents/carers have the primary responsibility for ensuring that children of compulsory school age (5- to 18-year-olds with an Education, Health and Care Plan) attend an establishment authorised by their Local Authority (LA). This includes a legal obligation to ensure children attend regularly and on time. Ensuring regular attendance is essential; permitting absence from school without good reason is an offence by law and may result in prosecution.

School will always seek to work collaboratively with families in order to support regular attendance.

AUTHORISED AND UNAUTHORISED ABSENCES

An absence is classed as authorised when a child is away from school for a legitimate reason and the school has received notification or a request from a parent/carer, e.g. if a child has been unwell. Evidence may be required in order to authorise an absence, e.g. hospital appointment letter. There may be other occasions where the school will authorise an absence e.g. bereavement; any requests of this type must be made in writing to the Head Teacher.

Unauthorised absences are those which the school does not consider essential and for which no authorisation has been given. This type of absence can lead to the Local Authority becoming involved. Support will be offered initially but if unauthorised absences continue, the LA has the right to apply a fine or legal proceedings.

Examples of unauthorised absence include:

- Parents/carers keeping children off school to go shopping, to care for a sibling, for a family birthday.
- Refusal by the student to attend an allocated session.
- Absences that have never been explained.
- Children who arrive too late to get a mark.
- Illness without medical evidence.
- Holidays in term-time.

If a child is reluctant to attend school, parents/carers must communicate this as soon as possible to school in order that support strategies can be put in place.

Parents/carers can support their child's attendance by:

- Ensuring regular and early bedtimes, appropriate to the age of the child.
- Having uniform and equipment prepared the night before.
- Reporting any academic or social concerns promptly.
- Retaining open and honest communication with the school.
- Having a positive attitude towards school attendance.

ILLNESS AND MEDICAL APPOINTMENTS

When a pupil is unwell, parents/carers should contact the school before morning registration on the first day of absence. A call must be made for each day of absence. When a pupil is absent due to illness or a medical appointment, evidence must be requested e.g. appointment card, letter, prescription, prescribed medication packs or boxes with the pupil's/student's name printed on them.

Should school staff become concerned about the amount of school missed due to illness, information may be shared with external agencies such as Children's Services (see 'Safeguarding' below).

Parents/carers should ensure that every effort is made to make or arrange medical appointments outside school hours or come into school for morning or afternoon session either side of appointment.

Epinay Business and Enterprise School recognises that pupils' additional needs may include significant health concerns and involve regular or unexpected medical support e.g. admission to hospital or attendance at specialist clinics. We will always seek to work with our pupils and their families to support good attendance and, where this is not possible, to support continued learning through initiatives such as Medical Tuition.

HOLIDAYS

Absence during term time can seriously disrupt pupils' continuity of learning.

Parents/carers should avoid booking family holidays in term time. Parents/carers do not have an automatic right to withdraw pupils from school for a holiday and must apply in writing for permission in advance. Holidays in term time will only be authorised in exceptional circumstances and this must be started with a completed Leave of Absence request. The rules for term-time holidays have changed. Penalty notices can now be issued for 10 sessions of unauthorised absence within a 10-week period, even if those sessions are not consecutive. So, 10 individual days of unauthorised absence within this timeframe, would meet the criteria for a penalty notice.

ABSENCE AND EXCEPTIONAL LEAVE POLICY

At Epina Business and Enterprise School we believe that leave of absence during term time should be avoided as it can have a damaging effect on a pupils' education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave. The Education (Pupil Registration) (England) Amendment Regulations 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher will determine the number of school days a child can be away from school if the leave is granted. With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form. (Available from the school office) Requests cannot be made orally.
3. This must include the reason why parents/carers feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate.
4. On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to the applying parent/carer within 7 days.

LEAVING DATE FOR YEAR 11, 12 AND 13

Following Department of Education guidance, year 11, 12 and 13 last academic day is the last Friday in June. Students who will remain at Epina Sixth Form for year 12 or 13 in the next academic year will return in July until the Summer holidays for a transition period (dates to be arranged annually).

LOOKED AFTER CHILDREN

Attendance officers undertaking attendance recording will email the Virtual School details of any non-attendance by LAC children.

SCHOOL CLOSURE

If a class or the school is closed the MAKW and DSL will inform that LA of the names of any vulnerable pupils affected.

PUNCTUALITY

Epinay Business and Enterprise School expects all pupils and pupils to arrive on time. Epina Business and Enterprise School appreciates that local authority transport can have implications on punctuality. Late is disruptive and can lead to pupils missing out on important work and information.

At Epina Business and Enterprise School, the pupils' day starts at 8:50am and students are expected to be in school in preparation for this start time. Afternoon register takes place at 1.10pm. Students arriving after 9.15am, which is during first lesson and after 1.30pm, which is lesson 4, will receive a late mark (L).

Persistent lateness after the register has closed (30 minutes after registration) may lead to a fixed penalty notice being issued by the Local Authority.

SAFEGUARDING

Epinay Business and Enterprise School has a duty to effectively safeguard all pupils and pupils attending School/Academy. Supporting regular attendance is part of this safeguarding duty. Poor attendance and unexplained absence can indicate a possible safeguarding concern including (but not limited to) physical, emotional or sexual abuse, neglect, female genital mutilation (FGM), child sexual exploitation, radicalisation, substance misuse or peer on peer abuse.

Epinay Business and Enterprise School staff will always seek to work with families to minimise absence and ensure clear communication regarding any absence that might occur. Where safeguarding concerns are raised, these will be managed in accordance with Epina Business and Enterprise School Safeguarding Policy and Procedures.

STUDENTS ON TRANSITION VISITS

Any students attending Epina Business and Enterprise School on transition visits or taster days are accompanied by the school staff they are on-roll with. Their staff member is responsible for the student at all times including informing the office of arrival/departure and evacuating incase of emergency.

CHILDREN MISSING EDUCATION

Safeguards in place to prevent children missing education at Epina Business and Enterprise School include:

- Where reasonably possible, Epina Business and Enterprise School hold more than one emergency contact number for each pupil or student.
- Any child going missing from education will always get immediate attention from the Designated Safeguarding Lead (DSL). Staff are trained to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.
- When a pupil is absent without notification, the attendance officer will record the absence in the register and the school will endeavour to contact the parents/carers and other emergency contacts in order to determine the reason for the absence. This will happen for every day of non-attendance where no call has been received informing the school of absence and reasons why.
- Any unexplained absence of a pupil with a Child Protection Plan will be reported to the pupils' social worker within one day.
- Where a pupil does not present for school as expected, the school will endeavour to ascertain that pupil' whereabouts and wellbeing without delay, using all available parent/carer and secondary/emergency contact details. Where no contact can be made with either the pupil or any named emergency contacts, a member of school staff should generally attend the pupils' home. If the pupil or a named contact still cannot be contacted, the school must report this to relevant personnel in the Local Authority and, where deemed necessary, the police. However, it is acknowledged that in some exceptional, local circumstances, such action may be counter-productive and it is for the school to risk assess such a scenario on the first day. Regardless of this, if a pupil is absent for a second consecutive day without notification from a named contact, the school must report this to relevant personnel in the Local Authority and, where necessary, the police.
- Staff at school will attempt to get eyes on any pupil missing for over 10 school days where no professionals have had contact and parents have not supplied medical evidence for their absence but have been in contact with school
- Staff will always report to the Local Authority the name of any child who has been newly registered to attend the school but does not arrive on the expected day.
- Staff will always report to the Local Authority Attendance Monitoring Team the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

- Epinay Business and Enterprise School maintains accurate attendance and admissions registers (all pupils are on both), in line with statutory requirements. This includes paying careful attention to off-rolling pupils in association with the Local Authority and knowing, and recording, pupil destinations consistently on the admissions register. Where a pupil destination is unknown, and unable to be established after significant follow-up, the Local Authority Attendance Monitoring Team and/or Social Care Services will be informed.
- Pupils will not be deleted from the admissions register. Staff will alert the child's Local Authority immediately if:
 - o the pupil has been taken out of school by their parents/carers and is being educated outside the school system e.g. elective home education.
 - o the pupil has ceased to attend school.
 - o the pupil has been certified as medically unfit to attend school or is in custody.

Keeping Local Authorities up to date is crucial so that they can check if children of compulsory school age are missing education and might therefore be in danger of not receiving an education and be at risk of abuse or neglect.

When pupils are designated as *Children Missing Education* and have exceeded 10 days with no contact, Epinay Business and Enterprise School follows South Tyneside LA's Good Practice Guidance for Identifying and Safeguarding Children Missing from Education (CME). In line with these processes and following the statutory guidance set out in DFE 2016 we are in regular contact with the LA and provide them with information on changes to the roll as required. No child is removed from the school roll without first notifying the local authority and receiving their approval. Information on transferring files is contained within the Safeguarding and CP policy. In line with practices agreed with the LA and the guidance first set out in DFE-00261-2016 'Children Missing Education' (September 2016), the Attendance Officer will inform the LA's Attendance Monitoring Team of any pupil who has been absent from school for 10 consecutive days to report the student as missing from education. In addition, the attendance officer will inform the School/Academy's Designated Safeguard Lead. The DSL will then make an assessment of the child's vulnerability and, where appropriate, a CFCS referral to social care for that child. A Team Around the Child (TAC) meeting will be arranged by the DSL, if appropriate, in case of continued non-attendance. Appropriate staff will be informed of the outcome of the meeting by email from the Attendance Officer.

On the rare occasions that School/Academy pupil are excluded for a fixed term, the school will confirm this in writing to both the family (and the placing Local Authority where this exclusion exceeds five days). While the school will provide the pupil with work to complete during their external exclusion (and mark it), Epinay Business and Enterprise School is not responsible for the pupils' safety and welfare during their time at home.

PENALTY NOTICES

Continuous absences will affect a student's overall attendance. When attendance falls below 85% (with 50% or more of the absences being recorded as unauthorised for any 6-week period, our procedures for persistent absence (see below) will be followed. This could result in parent(s)/carer(s) being issued with a Penalty Notice and further legal action.

UNEXPLAINED CONTINUOUS ABSENCE 1st Day of Absence

All pupils not seen at registration should be marked as an unexplained (N) absence, unless tutors have prior knowledge and proof of the reason for the absence – which should be advised to the Attendance Officer immediately.

The administration team guided by the Attendance Officer will phone home on the first day of absence if no explanation has been received.

An absence letter will be sent via SchoolComms on each day of absence if reason for absence is not provided and there is no contact from the family.

3rd Day of Continuous Absence

The attendance officer will phone home to follow up on the absence and a communication will be sent via SchoolComms, requesting explanation for the absence. If **no contact** with family is made to obtain a reason for absence on the third day of absence, the school will call all contacts listed on the child's profile to raise concern and obtain information of student whereabouts. If DSL has concerns the Attendance champion, MAKW or a nominated member of staff will make a home visit or conduct a video call to see the pupil in person/on screen.

A reintegration plan will be made. The parent/carer will be offered additional support as appropriate and/or requested. The seriousness of the situation will be stressed including notification of the possibility of a penalty notice. Should there be no-one at home or no response, a letter will be hand delivered noting the visit outlining the possible next steps as above and requesting urgent contact with Epina Business and Enterprise School.

5th Day of Continuous Absence

If no contact with the family has been made for 5 consecutive days and no information was obtained following home visit(s) the school will refer to the student to LA Attendance Monitoring Team.

10th Day of Continuous Absence

If the student has been absent for 10 consecutive days and no update provided to school in all the steps above the child will be referred to 'Children Missing in Education' to South Tyneside Local Authority. No child is removed from the school roll without first notifying the local authority and receiving their approval. For children where there are concerns regarding wellbeing or welfare, or for children who are subject to any safeguarding plan, we may conduct a home visit at any time to ensure that the child remains safe.

INTERMITTENT ABSENCE

It is also recognised by Epina Business and Enterprise School that pupils will on occasions be ill but expects pupils to achieve 94.5% attendance for the year. We understand some of our pupils may be undergoing periods of medical ill health due to aspects of their SEND. When there are periods of sustained illness it is expected that these will be supported through submission of medical evidence. For example, hospital admission letters.

For this reason, a number of measures are taken to minimise intermittent, short-term absences.

- Phone calls are made daily to inform parents of their child's absence and request information to support it.
- End of term reports to contain attendance percentage to update parents and carers on their child's attendance record.
- Rewards for pupils with 100% attendance, improving attendance and tutor groups with the best attendance.
- Bespoke programmes led by the Attendance Champion, Attendance Officer to tackle persistent issues with individuals and groups.

Letters will be sent out to the parents of all pupils where attendance has been identified as below schools target. In occasional circumstances it may be deemed appropriate to not send out the letters outlined above although we expect the instances in which this to be the case to be minimal. Throughout this process it is possible that a pupil may be identified as being persistently absent in which case the process below will be followed.

PERSISTENT ABSENCE

'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.' (Education Act 1996). From September 2015, Persistent absence has been defined by the Department for Education as all attendance falling below 90%.

Where a student has intermittent attendance and the Attendance Champion deems it necessary, the Continuous Absence process will be followed for each day the student is absent.

The parent/carer will be sent a Warning Letter stating the reason for the warning being issued. The student's attendance will be monitored for a ten-week period (minimum of 100 school sessions)

If no sustained improvement has been made the details will be forwarded to the Attendance Monitoring Team at South Tyneside Local Authority (LA) who will make arrangements for a Penalty Notice to be issued. If there has been an improvement, the parent/carer will be informed. Penalty Notices issued by South Tyneside LA will be sent to each parent/carer of pupil/s at Epinay Business and Enterprise School where pupils' attendance meets the criteria for the issuing of a Penalty Notice warning.

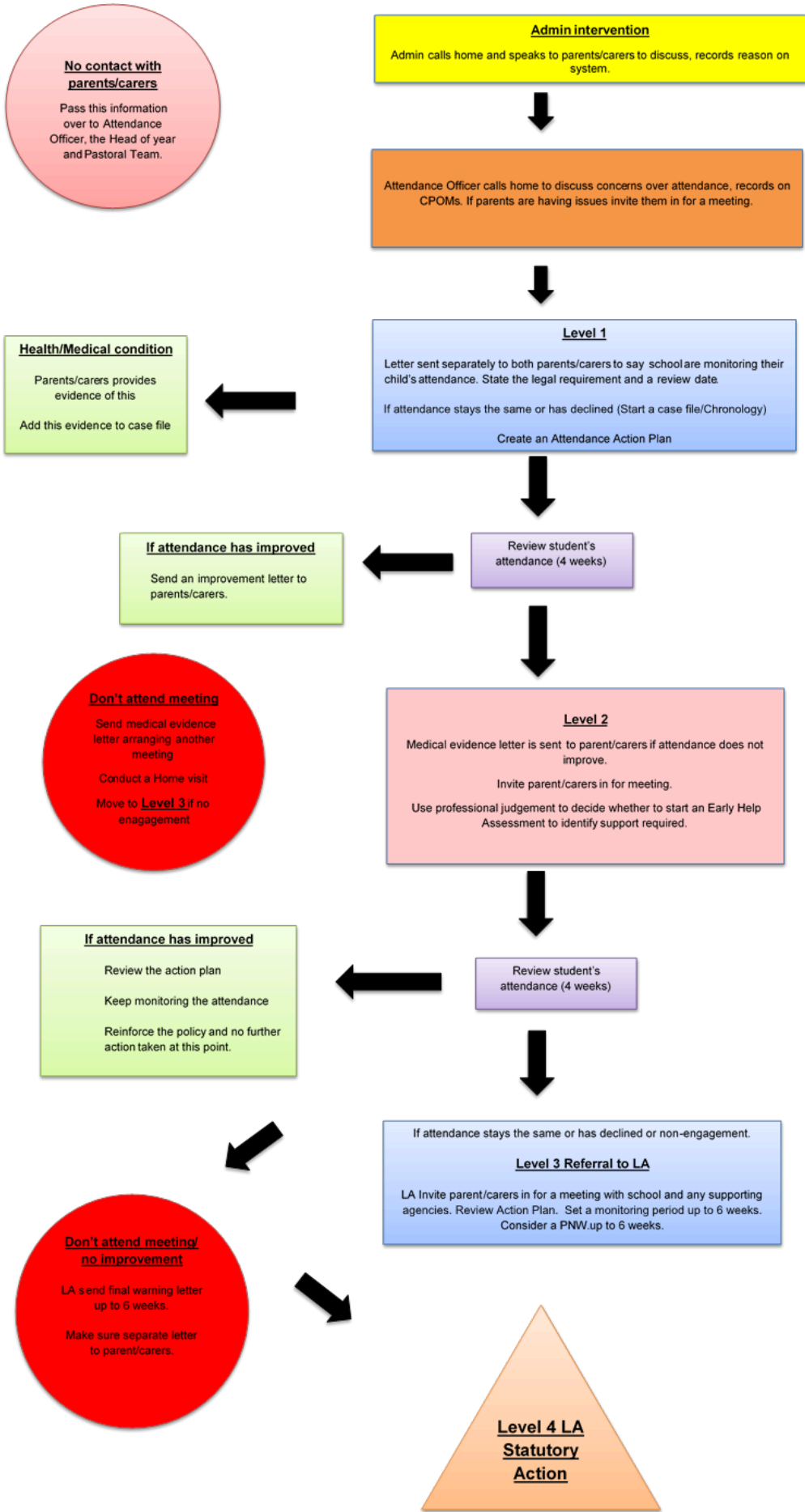
The parent/carer will be sent a Warning Letter stating the reason for the warning being issued. The pupil's attendance and punctuality will be monitored for a period of between three and six weeks. If insufficient improvement has been made the details will be forwarded to the Attendance Monitoring Team (LA) who will make arrangements for the Penalty Notice to be issued.

If there has been sufficient improvement, the parent/carer will be informed. All Epinay Business and Enterprise School staff must enter each contact made with the parent/carer of the student as a record on CPOMS. This record will then be used as part of the evidence provided to South Tyneside LA in the event of a Penalty Notice being issued. Staff must continue to follow the Continuous Absence and Requests for Leave of Absence procedures in the event of a Warning Letter being sent to a parent/carer.

SEVERE ABSENCE

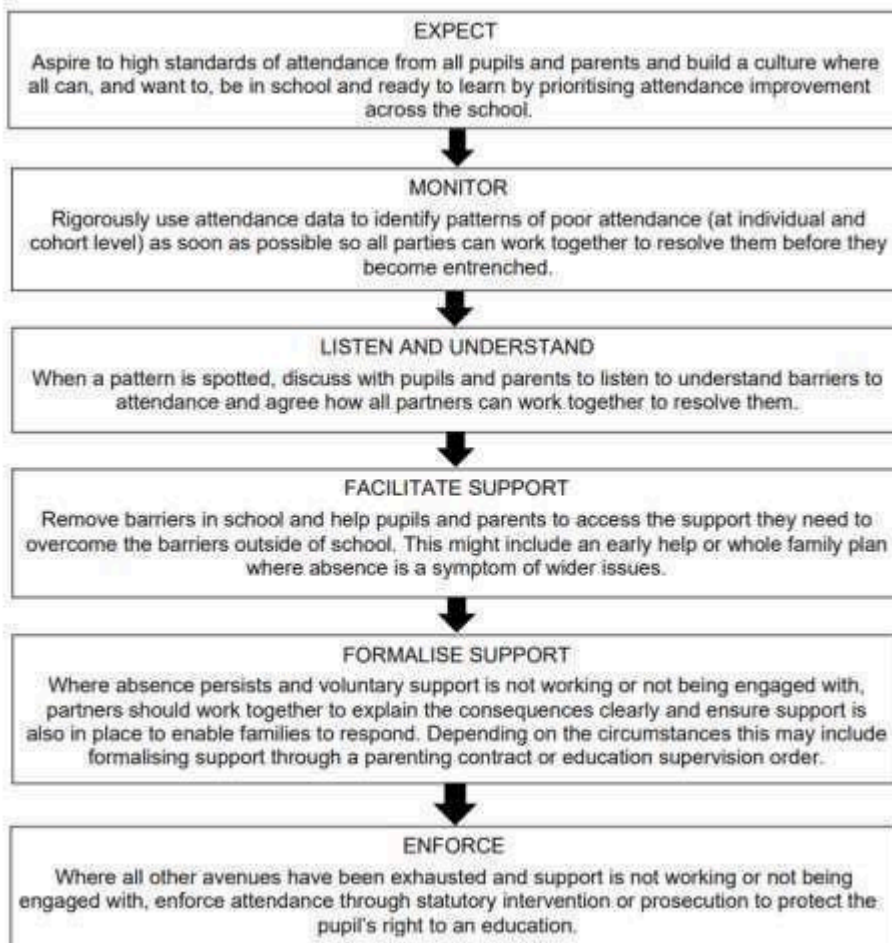
Severe absence is classified as those pupils missing 50% or more of school (Working together to improve attendance, 2024). A concerted effort will be made by all partners to prioritise support for these pupils in order to improve their attendance. If all avenues of support have been facilitated by schools, local authorities and other appropriate education support has been provided but severe absence for unauthorised reason continues, it is likely to constitute neglect and be referred to South Tyneside Local Authority.

RESPONSE TO ATTENDANCE CONCERN



WORKING TOGETHER TO IMPROVE ATTENDANCE

In order to improve attendance, we aim to work with external partners and families in order to treat the root cause of poor attendance. We will analyse attendance data and implement the following:



The following codes are 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 (approved by the school/supervised)	Pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity (approved by the local authority/supervised)	Pupil is at a off-site educational activity approved by the local authority/supervised
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
J1	Leave of absence - Employment interview or admission to another educational institution	Pupil has an employment interview or started at another 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 organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence - regulated performance or employment abroad	Pupil has been granted a leave of absence due to performance or employment abroad
C2	Leave of absence - part time timetable	Pupil has been granted a leave of absence due to part time timetable
E	Excluded	Pupil has been excluded but no 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
Q	Unable to attend due to lack of access arrangements	Pupil is unable to attend due to lack of access arrangements
Unauthorised absence		
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 no 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
Y1	Unable to attend due to lack of transport	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y2	Unable to attend due to widespread disruption to travel	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Y3	Unable to attend due to part of the school premise being closed	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y4	Unable to attend due to the whole school site being unexpectedly closed	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y5	Unable to attend as the pupil is in criminal justice detention	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y6	Unable to attend in accordance with public health guidance or law	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y7	Unable to attend because of any other unavoidable cause	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

Attendance letters

Example of letter inviting parents for meeting



{Date}

Dear Parent / Carer

**(Name) – Attendance check
X Term 202X**

Having checked through the school's attendance data for last half term, I note that **X's** attendance was X%. The Government has set a target that each child in the country should achieve **at least 90%** attendance throughout the academic year. Our school is also measured against this benchmark. We wrote to you in X about X's attendance level and we are disappointed that this has not improved.

If a child of compulsory school age is registered at a school it is essential that they attend school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Below are just some of the key reasons why it is so important children attend school:

To learn; to have fun; to make new friends; to experience new things; to develop awareness of other cultures, religion, ethnicity and gender differences; to achieve; to gain qualifications; to develop new skills; to build confidence and self-esteem; to have the best possible start in life.

In line with Local Authority and Government guidelines, as **X's** attendance is not at an appropriate level, I would like to invite you in to a meeting on **XXX** at **XXX** at Epinay School. This meeting will be to offer support to help get **X's** attendance over 90%.

Thank you for your co-operation in this important matter.

Yours sincerely

**Kate Lamb
Assistant Head Teacher**

Example of first attendance letter sent to parents



|
(Date)

Dear Parent / Carer

**(NAME) – Attendance check
(INSERT) Term 202X**

Having checked through the school's attendance data for last term, I note that **XX's** attendance was **X%**. The Government has set a target that each child in the country should achieve at **least 90%** attendance throughout the academic year. Our school is also measured against this benchmark.

If a child of compulsory school age is registered at a school it is essential that they attend school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential.

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To learn; to have fun; to make new friends; to experience new things; to develop awareness of other cultures, religion, ethnicity and gender differences; to achieve; to gain qualifications; to develop new skills; to build confidence and self-esteem; to have the best possible start in life.

In line with Local Authority and Government guidelines, I will be asking you to attend an attendance review meeting if attendance does not improve over the coming half term.

Thank you for your co-operation in this important matter.

Yours sincerely

**Kate Lamb
Assistant Head Teacher**

Example of second attendance letter sent to parents



Date

Dear Parent / Carer

(Name) – Attendance check XTerm 202X

Having checked through the school's attendance data for last half term, I note that **X's** attendance was X%. The Government has set a target that each child in the country should achieve **at least 90%** attendance throughout the academic year. Our school is also measured against this benchmark. We wrote to you in X regarding X's attendance level and we are disappointed this has not improved; it has infact decreased by X%

If a child of compulsory school age is registered at a school it is essential that they attend school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Below are just some of the key reasons why it is so important children attend school:

To learn; to have fun; to make new friends; to experience new things; to develop awareness of other cultures, religion, ethnicity and gender differences; to achieve; to gain qualifications; to develop new skills; to build confidence and self-esteem; to have the best possible start in life.

In line with Local Authority and Government guidelines, I will be asking you to attend an attendance review meeting if attendance does not improve over the coming half term.

Thank you for your co-operation in this important matter.

Yours sincerely

**Kate Lamb
Assistant Head Teacher**

No answer during home visit - example letter

Date ____/____/____

Dear Parent/Carer

School have attempted to contact you via telephone and a home visit to discuss your child's progress.

Please can you contact me as a matter of urgency on 01914898949 between the hours of 09:00 – 17:30 to discuss this further.

If the matter remains unresolved school will escalate the matter further with the local authority and children's services.

I look forward to hearing from you.

Kind Regards

Attendance Team

Epinay Business & Enterprise School

Pupil Absence Form

Parental request for leave of absence from school during term time

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning and progress.

Authorisation will only be granted in **EXCEPTIONAL CIRCUMSTANCES AND NOT FOR THE PURPOSE OF A FAMILY HOLIDAY. YOU MAY BE ISSUED WITH A PENALTY NOTICE OR PROSECUTION IN THE MAGISTRATES COURT SHOULD THE UNAUTHORISED ABSENCE GO AHEAD. WITH EFFECT FROM 19.08.24 NEW LEGISLATION STATES:**

Two penalty notice limit and escalation in cases of repeat offences.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent time) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued, but in most cases, it would not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

For the escalation process, previous penalty notices include those not paid (including where prosecution was taken forward and the parent pleaded or was found guilty) but not those which were withdrawn. Notices cannot be paid in instalments.

Should you wish to apply for your child's absence from school you are requested to complete the section below and return the form at least 1 month prior to the planned absence to the Head Teacher.

Pupil Name		Class	
Absence from (first day of absence)		To (last day of absence)	
Return to school date			
Reason for this request:			
<p>I / We request permission for my child to be absent from school on the above dates. I / We understand that this absence will disrupt my child's learning. I / We will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.</p>			

Signed: (First parent / guardian)		Date:	
Signed: (Second parent / guardian)		Date:	

School Use Only:

Date Received:			
Attendance % to Date over last 3 years:	Year 1	Year 2	Year 3
Previous requests: (please delete as appropriate)	Year 1	Year 2	Year 3
	Yes / No	Yes / No	Yes / No
Request approved / denied:			
Date parent(s) informed or decision:			
Signed:			
Date:			

Leave of absence declined letter



Head Teacher: Mr C Rue



A Co-operative Trust School



Date:

Dear **Parent Name**

Term-Time Leave – Request Declined

Pupil Name (DOB)

You submitted a request for term-time leave to be taken between **start date** and **end date**.

Schools are expected to authorise term-time leave only in exceptional circumstances and where taking leave is unavoidable.

In line with statutory guidance, your request for leave is not considered to be exceptional and cannot be authorised.

If this leave is taken those absences will be marked as unauthorised term-time leave and a penalty notice will be considered if the national threshold for penalty notices is met.

Please be aware that:

- the national framework for penalty notices allows each parent of a child to be issued with a penalty notice in relation to unauthorised absence from school,
- each parent may receive a maximum of two penalty notices in relation to a child within a three-year period,
- if the threshold is met for a third (or subsequent) times, the Local Authority will be required to consider alternative measures, which may include prosecution.

Further information about penalty notices can be found on our school website.

Yours sincerely

Student Attendance Plan

Student Name:		DOB:	
Attendance Zone	Less than 90%	91 – 96%	97 – 100%
Review 1			
Review 2			
Review 3			

What are the reasons for absence? Tick all			
Genuine Medical		Illness	
Parent mental health		Truancy / lesson avoidance	
No reason provided		Student mental health	
Behaviour / exclusions		Bullying	
Historic attendance issues		Peer / relationship issues	
Poor parenting		Dislike of school	
Other:			

What actions have been taken? Tick all

Internal monitoring		Part time hours	
Early Help / family partner		Referral to internal unit	
Telephone calls home		Attendance report	
Meeting with parent / carer		Curriculum / class changes	
PSA / Attendance Officer referral		Peer mediation	
Parent contract		Rewards & recognition	
Legal action		Group work	
Referral to outside agency			
Other:			

Attendance barriers (in & out of school)

Action

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Support offered / actioned

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Date Approved: January 2026

Date of next review: January 2027