

**Warren Wood Primary School**

# **Attendance Policy**



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## 1. Introduction

- 1.1. The right of children and young people to an education is enshrined in the UN Convention on the Rights of the Child and in UK Law. The opportunities provided by education are fundamental to enabling children and young people to reach their potential and lead happy and rewarding lives.
- 1.2. Evidence shows that there is a clear link between low levels of school attendance and poor outcomes for children and young people. This is not just in relation to academic achievement. Poor attendance also leaves children and young people at greater risk of neglect, social isolation and offending in later life.
- 1.3. At Warren Wood Primary School we believe that it is vital that attendance problems are followed up at an early stage, and we are committed to doing so, in partnership with parent/carers and the Local Authority. We will work with families to address any barriers to attendance and ensure support is offered which addresses any underlying issues.
- 1.4. Warren Wood Primary School recognises that the causes of poor attendance are diverse and that all responses to absence must take account of the specific needs and circumstances affecting the pupil concerned. We pride ourselves on knowing our families and will support each family accordingly.

## 2. Legal Framework for School Attendance

### 2.1 Legal Duties on Parent/carers

- 2.1.1 Parent/carers are responsible for making sure that their children of compulsory school age receive a suitable full-time education. Children are of compulsory school age from the beginning of the term following their 5<sup>th</sup> birthday until the last Friday in June in the school year in which they reach the age of 16.
- 2.1.2 Under section 576 of the Education Act 1996 (EA 1996), the definition of parent/carer includes natural parent/carers or other people with legal parent/carer responsibility (whether or not they live with the child), and anyone who has care of the child.
- 2.1.3 For children receiving full time education at a school, parent/carers must ensure that attendance is regular. Regular attendance means attending at every timetabled session required by the school. Non-attendance will not go unchallenged and parent/carers are accountable for any sessions that their children miss from school for **any** reason.
- 2.1.4 If a child of compulsory school age fails to attend regularly at the school at which they have been registered the parent/carers may be guilty of an offence and can be prosecuted by the Local Authority.

## 2.2 Legal Duties on Schools

Warren Wood Primary School is required to:

- 2.2.1 Maintain and preserve accurate registers as required by regulations (Education (Pupil Registration)(England) Regulations 2006) and make them available for inspection by the Local Authority. This includes:
- Monitor pupils educated Off-Site and ensuring that the school register mirrors the attendance information held by the off-site provision.
  - Have clear procedures for the closure of registers during each session.
- 2.2.2 Comply with legal requirements regarding adding or removing pupils' names to or from the school roll including ensuring that:
- Pupils' names are added to the school roll on the expected date of attendance.
  - Pupils' names are removed from roll only when one of the legal grounds in the Education (Pupil Registration) England Regulations 2006 is satisfied.
  - All removals from roll are reported to the Local Authority.
  - Information is shared and enquiries made jointly with the Local Authority in order to locate missing pupils.
- 2.2.3 Report pupils who fail to attend regularly to the Local Authority via regular meetings with the Education Welfare team. This includes both authorised and unauthorised absences. (In the case of pupils on part-time timetables, the Local Authority also requires a part-time timetable Notification Form to be completed).
- 2.2.4 Report Missing Pupils (pupils who are continuously absent for 10 days or more without reasonable explanation) to the Local Authority via the Children's Services Contact Centre.
- 2.2.5 Carry out all their functions with a view to safeguarding and promoting the welfare of all pupils at the school.
- 2.2.6 Promote good attendance and identify patterns of poor attendance at an early stage.

### 3. Absence from School

3.1 All absences must be recorded in the school register and categorised as either authorised or unauthorised.

#### 3.2 Authorised absence from school

- 3.2.1 Authorised absences are those which the school has determined are for a justifiable reason. This could be because a child is ill, or because of other exceptional circumstances. It is for the Headteacher, not the parent/carers, to determine whether an absence should be authorised.
- 3.2.2 Illness - Parent/carers are asked to contact school on every day that their child is unable to attend school, except where a doctor's report has been provided indicating an expected return date.
- 3.2.3 Where pupils miss a lot of school due to illness, Warren Wood Primary School will seek medical evidence before authorising absences. Where this arises we will write to parent/carers to inform them of this requirement. If medical evidence is not produced the absences will not be authorised, and this could result in a referral to the Local Authority.
- 3.2.4 Where pupils are likely to miss more than 15 days of school, they may be entitled to educational provision from the Education of Sick Children Service, and it is the school's responsibility to ensure that a referral is made in appropriate cases. Warren Wood Primary School will work in partnership with parent/carers and health professionals to identify and refer pupils entitled to such provision in line with the Education for Sick Children Policy.
- 3.2.5 Medical/Dental appointments - Parent/carers are requested wherever possible to make medical or dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day, and whenever possible return to school after the appointment. The appointment card should be submitted to school as evidence.
- 3.2.6 Leave of absence may be given in exceptional circumstances such as family bereavement, or for other legitimate reasons such as an interview at another school or college. The absence should be restricted to the minimum time required and parent/carers are asked to request permission in advance by writing to the headteacher. Outcomes will be decided on a case by case basis.
- 3.2.7 Family Holidays - Parent/carers should be aware that there is no right to time off school for a family holiday. Leave of absence for any reason is only granted in exceptional circumstances and is very unlikely to be granted for the purpose of a holiday. Request forms can be obtained from the school office.

### 3.2.8 Other examples of authorised circumstances include:

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package.
- Where a pupil is absent from school due to an exclusion.
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parent/carers belong, including religious festivals.
- When traveller families are known to be travelling for occupational purposes and have agreed this with school, but it is not known whether the pupil is attending another school. In order to fulfil legal requirements, in such cases, pupils must attend school for at least 200 sessions in every 12 months.

## 3.3 Unauthorised Absences from School

3.3.1 Unauthorised absences are absences from school for which the school has not given permission, including arriving late at school after the registers have closed. Absence will not be authorised unless parent/carers have provided a satisfactory explanation that has been accepted as such by the school.

3.3.2 Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Illness where parent/carers have been asked to produce medical evidence but have failed to do so
- Leave of absence for holidays or other reasons taken without the authorisation of school
- Waiting for a place at a new school

### 3.4 Late Arrival at School

3.4.1 AM Registration begins at 8:50am. Registers will be marked at 9am. Pupils arriving after 9.05am will be marked as present but arriving late (L). The register will close at 9.25am; pupils arriving after the close of register will be marked as late (U). This will not be authorised and will count as an absence for that school session.

3.4.2 On arrival after the close of register, pupils must sign in on Inventory at reception.

## 4. Roles and Responsibilities

4.1 Warren Wood Primary School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parent/carers, pupils and the wider school community.

4.2 As such, the Governing Body will:

4.2.1 Support and hold to account the leadership team regarding its obligations in relation to attendance.

4.2.2 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.

4.2.3 Ensure that the importance and value of good attendance is promoted to all school staff, pupils and their parent/carers.

4.2.4 Identify a member of the governing body to lead on attendance matters who will, as part of this role, review attendance reports at least termly.

4.2.5 Monitor the school's attendance through termly reporting at governing body meetings.

4.2.6 Ensure that there is a named senior manager to lead on attendance and ensure that that manager is allocated sufficient time and resources.

4.3 The leadership team will:

4.3.1 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.

4.3.2 Return school attendance data to the Local Authority and the Department for Education as required.

- 4.3.3 Respond to requests for information and recommendations from the Local Authority in relation to specific compliance issues.
- 4.3.4 Actively promote the importance and value of good attendance to pupils and their parent/carers and the wider staff team.
- 4.3.5 Ensure that there is a whole school approach which reinforces good school attendance.
- 4.3.6 Ensure good teaching and learning experiences that encourage all pupils to attend and to achieve.
- 4.3.7 Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- 4.3.8 Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- 4.3.9 Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance.
- 4.3.10 Ensure that attendance data is collected and analysed each half term to identify causes and patterns of absence.
- 4.3.11 Attendance Team to monitor the implementation of the Attendance Escalation Procedure (See Appendix One).
- 4.3.12 Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- 4.3.13 Develop a multi-agency response to improve attendance and support pupils and their families.
- 4.3.14 Ensure all interventions around attendance are accurately recorded and documented.

#### 4.4 Administration and Pastoral Support Staff will:

- 4.4.1 Actively promote the importance and value of good attendance to pupils and their parent/carers.
- 4.4.2 Contribute to a whole school approach which reinforces good school attendance.
- 4.4.3 Contribute to the provision of good teaching and learning experiences that encourage all pupils to attend and to achieve.



- 4.4.4 Ensure that the legal duties in the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation are complied with.
- 4.4.5 Implement the Attendance Escalation Procedure in relation to individual pupils (See Appendices 1 & 2).
- 4.4.6 Actively work with the Education Welfare team to identify pupils with poor attendance and agree strategies to improve attendance.
- 4.4.7 Work with other agencies such as Stockport Family and Social Care to implement strategies to improve attendance and to support pupils and their families.
- 4.4.8 Contribute to the evaluation of school strategies and interventions.
- 4.4.9 Accurately record and document interventions and meetings around attendance. (See Appendix 11)

#### 4.5 Parent/carers will:

- 4.5.1 Ensure their child attends regularly as required by law.
- 4.5.2 Ensure school has up to date contact information (reviewed annually using data collection roll outs for recording purposes) including:
  - Parent/carers' and pupils' addresses
  - Parent/carers' telephone numbers and email addresses
  - Telephone numbers for emergency contacts
  - Details of new addresses and schools in the event of a move away from the area
- 4.5.3 Comply with the school's absence procedures by:
  - Telephoning school on every day that their child is unable to attend school due to illness (except where a doctor's report has already been provided indicating an expected return date).
  - Requesting leave of absence only in exceptional circumstances using the official form.
  - Providing medical or other evidence in relation to absence if required by the school.
  - Arranging medical or dental appointments to take place outside school hours wherever possible.
  - Not taking family holidays in term time.
  - Not taking leave of absence for any reason without prior agreement.
  - Raise any issues or concerns which may impact on attendance with school staff at the earliest opportunity.
  - Attend meetings with school staff to discuss concerns if requested by the school.
  - Work in partnership with school and other agencies to address any attendance problems.

- Encourage good routines at home to ensure children have good sleep patterns and are prepared for school each day.
- Take an active interest in their child's educational progress and instil the value of education and good attendance.

## 5. Managing attendance in school

- 5.1 Warren Wood Primary School recognises that poor attendance is often a sign of wider difficulties in a child's life whether at home or at school. Parent/carers should make school aware of any difficulties or changes in circumstances which may affect their child's attendance or behaviour at school, such as bereavement, divorce/separation, or incidents of domestic abuse. This will help the school identify any additional support which may be required.
- 5.2 Warren Wood Primary School will use the Attendance Escalation Process (Appendices 1&2) to ensure that every pupil with attendance concerns receives a red, amber or green rating and that an appropriate response is made to address the situation.
- 5.3 Warren Wood Primary School recognises that some pupils are more likely to require additional support to attain good attendance – for example, pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- 5.4 Warren Wood Primary School will implement a range of strategies to identify cases requiring support including:
- 5.4.1 Half-termly attendance monitoring meetings between Headteacher, Deputy Headteacher, Administration Officer and Pastoral Manager and, at agreed periodic intervals, with the school's designated Education Welfare team member.
- 5.4.2 Regular analysis of attendance data by the leadership team and governing body.
- 5.5 Warren Wood Primary School will implement a range of strategies to provide support to pupils and families including:
- 5.5.1 Early contact with parent/carers by telephone – school will attempt to make immediate contact with parent/carers whenever a child is absent without explanation. First day calling will take place to check in on families who have not let us know of any expected absences.
- 5.5.2 Attendance letters – Warren Wood Primary School will notify parent/carers in writing if there are attendance concerns and offer support. Where the offer of support is not taken up and/or those concerns persist, school will notify parent/carers in writing that absences will only be authorised if medical evidence is provided.

- 5.5.3 Team Around the School – After appropriate action by school, and where internal interventions have not been successful, pupils and families requiring further support around attendance will be referred to the Team Around the School (TAS). The TAS includes representatives from services working with children and families in Stockport so that appropriate support can be allocated. This will be done with consent from the family as we seek to work alongside our families.
- 5.5.4 Referrals to the Education Welfare team – the school will refer cases to the Education Welfare team who offer a range of measures to improve attendance including Parent/carer Contracts and Education Penalty Notices.
- 5.5.5 Coronavirus (Covid-19) Attendance Guidance  
When managing attendance data and absences in relation to Covid 19, the school will take the latest guidance from the Stockport MBC Coronavirus (Covid-19) Attendance Guidance.

## 6. Legal Sanctions

- 6.1 Regular school attendance is a legal duty on parent/carers and carers. If a parent/carer fails to ensure their child attends school regularly, they are guilty of an offence under section 444(1) or (1A) Education Act 1996.
- 6.2 A parent/carer who commits this offence may be liable to prosecution in the Magistrates' Court and, depending on which offence they are convicted of, may be liable to a fine of up to £2500 or a term of imprisonment of up to three months.
- 6.3 Although school will offer support in addressing attendance issues, it will also refer pupils whose attendance fails to improve, or who take leave of absence from school without agreement, to the Education Welfare team within Stockport Council. This can take several routes:
- 6.3.1 Education Penalty Notices – Education Penalty Notices are fixed penalty notices issued by Stockport Council of £60 per parent/carer per child. These are payable within 21 days and rise to £120 if paid between 22-28 days. If unpaid after 28 days, the parent/carer will be prosecuted for the offence of failing to ensure regular school attendance. Penalty Notices are issued in accordance with Stockport Council's Code of Conduct.
- 6.3.2 Education Penalty Notices for Irregular Attendance  
Before being issued with an Education Penalty Notice, parent/carers will receive a written warning. This gives them an opportunity to avoid a fine by ensuring that no unauthorised absences – including lateness after registers have closed – are recorded against their child during the next 15 school days.

The minimum criteria for sending such a warning is 10 sessions of unauthorised absence in a three month period.

6.3.3 Education Penalty Notices for unauthorised leave of absence

Education Penalty Notices may also be issued where a pupil is taken out of school for five days or more without the school's consent – such as for a term time holiday. In these cases, the fine is sent by the Council without an initial warning being issued.

6.3.4 Parent/carer Contract referrals – a Parent/carer Contract is an agreement which usually involves the school, parent/carers, members of the Local Authority Education Welfare team and, in some cases, the pupil. The agreement sets out the actions required by all parties to overcome the barriers to improved attendance. Compliance with the contract and the progress of improving attendance are reviewed regularly at Parent/carer Contract Review Meetings. Should a parent/carer fail to participate and/or fail to ensure that attendance improves, prosecution in the Magistrates' Court is likely to ensue.

# **Appendices**

**Appendix 1** : Attendance Escalation Procedure : Parent/Carer Flow Chart

**Appendix 2** : Staged Attendance Process Flowchart

**Appendix 3** : Pre-referral letter 1

**Appendix 4** : Pre-Referral LETTER 1 – Initial attendance contact letter (other reasons)

**Appendix 5** : Pre-Referral LETTER 2 – Medical evidence required / legal duties

**Appendix 6** : Leave of Absence Request Form

**Appendix 7** : Refusal of leave of absence: no referral

**Appendix 8** : Refusal of leave of absence: referral

**Appendix 9** : Authorised of leave of absence

**Appendix 10** : Other Attendance Related Issues

**Appendix 1 : Attendance Escalation Procedure : Parent/Carer Flow Chart**

**Attendance Escalation Procedure: Parent/Carer Flow Chart**

**Attendance is above 95% and child has no unauthorised absences.**

Your child's attendance is excellent or good and there are no concerns. Your child is receiving their full educational entitlement.

**STAGE 1**



**Attendance has fallen below 90%. Child has no unauthorised absences and school is aware of reasons for non-attendance.**

Your child's attendance has fallen below 90%. If this were to continue over the full year, your child would miss nearly 4 weeks of schooling. You will be informed of this by letter, handed to you by the class teacher. The school will look into the circumstances surrounding the absences and may offer support if needed. Where attendance improves beyond this point, no further action is necessary.



**Attendance has fallen below 90%. Child has unauthorised absences or frequency of authorised absences needs monitoring.**

Where attendance remains a concern, school will contact you by letter / phone to discuss any support that can be given. Attendance plans may be put into place to help get attendance back on track.



**Attendance is a cause for concern. Following contact and support from school, attendance is not improving.**

**STAGE 2**



**School Attendance Meeting**

School will invite you in for a formal attendance meeting to put support in place, including an individual attendance plan.



**Following a 'school attendance meeting', support plans have been put in place but attendance is not improving.**

The school have looked into individual circumstances and offered formal support, but these measures are not improving attendance. The school will work with you to review the situation and offer further support where possible.

**STAGE 3**



**School has held an initial attendance meeting and put support plans in place which have been reviewed at a review meeting/meetings. There remains no improvement in attendance.**

The school will make a referral to 'Educational Welfare Services'. We will discuss this process and its implications with you in detail at this point.

## Appendix 2 : Staged Attendance Process Flowchart

### STAGE 1 – attendance cause for concern

### Staged Attendance Process - Flowchart

School identifies barriers to attendance with parents and pupil. Support put in place. Offer of early help (EHA) if appropriate

Q - Lead professional / Social Worker already working with family? Discuss concerns & address in child's plan

Q - Are medical absences a concern? Consider using a medical action plan at Stage 1 or 2

Continue to monitor attendance and offer support. Where parents have not engaged, continue to contact to discuss concerns and identify barriers to attendance, repeating offer of early help where appropriate

Attendance improved?

Y

Acknowledge improvement. End staged process

N

Move to Stage 2

### STAGE 2 – School Attendance Meeting (SAM)

School sends Stage 2 letter and invite to a School Attendance Meeting (SAM) to parents. Continue to offer support/early help

SAM – discuss absences, reasons and strategies to improve attendance. Early help to be offered again if previously refused. Agree a clear, personalised plan with actions and targets. **Set review for 4-6 weeks.** Continue to monitor and offer support to parents

Review meeting. Significant improvement in attendance?

Y

End staged process and monitor for agreed period

N

Remain at Stage 2 for agreed period. Arrange another review

Y

Attendance improving and agreed plan of support in place?

N

Attendance not improving despite personalised plan or insufficient engagement from parents?

AND

More than 10 or more sessions of unauthorised absence in the preceding 3-month period?

**Make attendance enforcement referral to EWS – leading to (if accepted)**

### STAGE 3(a) – Formal Warning (FW)

OR

### STAGE 3(b) – Parent Contract Meeting (PCM)

FW issued. Attendance reviewed at end of 15-day period. EPN issued if appropriate. Attendance monitored for 3-month period

EWO undertakes initial assessment and arranges PCM. PC agreed and review set for **4 weeks.**

Attendance continues to meet threshold for enforcement?

N

Case closed by EWS. End of staged process

Review meeting. Significant improvement in attendance?

Y

PC closed. EWO monitors for agreed period

N

Attendance improving but still concerns?

Y

Remain at Stage 3. Review meeting arranged for **4 weeks**

N

Attendance not improving despite personalised plan or insufficient engagement from parents?

Review meeting. Significant improvement in attendance?

Y

PC Review arranged for 2 weeks

EWO will advise on further review period or prosecution

Attendance not improving despite further review/plan or insufficient engagement from parents?

### **Appendix 3 - Pre-Referral LETTER 1 – Initial attendance contact letter (genuine illness)**

Pre-Referral Letter 1 will be sent to parents at Stage 1 of the Attendance Procedures Flow Chart.

Date

Dear

**Re: Name of child**

I am writing to you with reference to [forename of child]'s attendance record.

The school's average percentage of attendance is 96.6%. When a child's attendance drops below 90%, we inform parents/carers of this. We also look into the reasons for which a child's attendance has dropped to this level.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance now stands at [] %.

Please be aware that where pupils have a substantial amount of absence from school, we will investigate the reasons for the absences.

**We are aware that in this case the absences have been due to genuine illness** and the school has no cause for concern based on our investigations and prior attendance being good. Therefore, we are simply bringing this to your attention at this time.

Yours sincerely,

**Headteacher**



**Appendix 4 - Pre-Referral LETTER 1 – Initial attendance contact letter (other reasons)**

Date

Dear

**Re: Name of child**

I am writing to you with reference to about [forename of child]'s attendance record.

The schools average percentage of attendance is 96.6%. We become concerned when a child's attendance drops below 90%.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance now stands at [] %.

I am aware that the absences have been due to ..... Therefore, I wish to bring this to your attention.

School will continue to monitor your child's attendance until there is an improvement. Please note that if your child's attendance does not improve and we are still concerned, you will be contacted by a member of the school leadership team.

Please support your child's achievement and success in school by ensuring he/she attends school every day. Attendance of 90% means that your child is missing the equivalent of 1 half day each week. This equates to nearly 4 weeks every school year which in turn would equate to more than 1 school year missed over a child's school career. If you wish to discuss your child's attendance further or we can support you to improve your child's attendance, please contact school on

Tel: 0161 456 8171.

Yours sincerely,



Headteacher

## **Appendix 5 - Pre-Referral LETTER 2 – Medical evidence required / legal duties**

Pre Referral Letter 2 will be sent to parents at Stage 2 of the Attendance Procedures Flow Chart.

Date

Dear

**Re: Name of child**

I am writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up to date copy of the registration certificate. You will see that [forename of child]'s attendance remains concerning and now stands at [] %.

Please be aware that where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

[I have also arranged a School Attendance Meeting to discuss the reasons for [forename of child]'s attendance problems and to look at how it can be improved. The meeting has been arranged for [Time and date] and it is important that you attend. If you are not able to attend at that time please contact school as soon as possible so that we can rearrange the meeting for a mutually convenient time.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

Yours sincerely,



Headteacher

## Appendix 6 – Leave of Absence Request Form



Headteacher  
Mrs Erica Reyes

Warren Wood Primary School  
Turnstone Road, Offerton, Stockport SK2 5XU  
Tel: 0161 456-8171  
Email: [headteacher@warrenwood.stockport.sch.uk](mailto:headteacher@warrenwood.stockport.sch.uk)  
Website: [www.warrenwoodprimaryschool.com](http://www.warrenwoodprimaryschool.com)  
Twitter: W\_W\_P\_S

Name of child:		Year Group and Class:	
Name of parent / carer:		Telephone number:	
Home Address:			
Start date of proposed absence:		End date of proposed absence:	
Number of days requested:		Date of return to school:	
Reasons for request: 			
Supporting evidence provided: Yes / No		Date of request:	
Signature:		Print Name:	
Office use only			
Current attendance percentage:		Previous academic year attendance percentage:	
Number of previous requests (approved):		Number of previous requests (refused):	
Approved: Yes / No			
Reason for refusing leave of absence:			
Form completed by:		Date form received:	
Signature:		Print Name:	

This form should be completed and returned to school giving as much advance notice as possible for all proposed leave of absence. A separate form should be completed for each child the leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority of up to £120 per parent / carer per child.

Parents are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted save in the most exceptional circumstances.

**Appendix 7 – Refusal of leave of absence: no referral**

Date

Dear

**Request for leave for (name) during the period Date to Date inclusive**

Thank you for your request for leave of absence for the purpose of a family holiday.

Under current legislation, schools are now only allowed to authorise leave of absence if satisfied that exceptional circumstances exist.

Having considered your request I was not able to give permission for the proposed leave of absence. However, I would like to advise that on this occasion, due to the nature of the request, I will not be referring (name's) absence to the Local Authority for a Holiday Education Penalty Notice.

I would also like to take this opportunity, to thank you for completing an Application for Absence during Term Time so that we have an awareness of where (name) will be for the above dates.

(Name's) absence will be recorded on the Register as an unauthorised holiday.

Yours sincerely,



**Headteacher**

## **Appendix 8 – Refusal of leave of absence: referral**

Date

Dear

### **Request for leave for (name) during the period (date) to (date) inclusive**

Thank you for your request for leave of absence for the purpose of a (family holiday to visit Grandparents and to attend a family wedding etc).

Under current legislation, schools are now only allowed to authorise leave of absence if satisfied that exceptional circumstances exist and unfortunately your request does not meet the criteria.

Having considered your request, I am not able to give permission for the proposed leave of absence. I must also advise that due to the length of the absence, I am obliged to refer (name's) absence to the Local Authority for a Holiday Education Penalty Notice.

I would however, like to take this opportunity, to thank you for completing a Leave of Absence Request Form because we will now have an awareness of where (name) will be for the above dates.

(Name's) attendance at school during the above period is therefore required and I must advise you if he/she does not attend school during this period, his/her absence will be recorded on the Register as an unauthorised holiday.

Yours sincerely,



**Headteacher**

**Appendix 9 – Authorised of leave of absence**

Date

Dear

**Request for leave for (Name) during the period (date) to (date) inclusive**

Thank you for your request for leave of absence for (name) to go away with ..... For the following reasons.....

I have considered your request and can advise that on this occasion, due to the circumstances surrounding the request, I am willing to grant leave for (name) to be absent between the above dates.

Please note that term times are for education and this is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Headteacher and Senior Management Team at School will rightly prioritise attendance.

(Name) will therefore be expected to return to school on **(date)**.

Please be aware that should your child fail to return to school on that date, any further absence from school will be unauthorised and this could result in an Education Penalty Notice. If the Local Authority issue an Education Penalty Notice, the fines are £60 (rising to £120) per parent per child.

In the event of unforeseen problems arising which prevent your child's return on the above date, please contact school immediately to discuss the position.

Yours sincerely,



**Headteacher**

## **Appendix 10 - Other Attendance Related Issues**

### **Missing in Education**

On the 10<sup>th</sup> consecutive day of absence the designated attendance officer will report this to the Pastoral Manager, who will subsequently report the pupil as Missing from School to Stockport Children's Services Contact Centre.

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

All requests for Leave of absences will be dealt with by the administrative assistant with approval being given by Headteacher.

### **Referrals to the Education Welfare Team**

All referrals to the Education Welfare Team will be made by the Pastoral Manager, after consultation with Headteacher / Deputy Headteacher.

### **Referrals to the Education of Sick Children Service**

All referrals to the Education of Sick Children Service will be made by the Pastoral Manager following a report from the administrative assistant.

### **Notification of Removal from Roll**

Notification of Removal from Roll will be made by the Pastoral Manager following consultation with Headteacher / Deputy Headteacher.

## Appendix 11 – Individual Attendance Plan format

Warren Wood Primary School

Turnstone Road, Offerton, Stockport SK2 5XU

Tel: 0161 456-8171

Email: [headteacher@warrenwood.stockport.sch.uk](mailto:headteacher@warrenwood.stockport.sch.uk)

Website: [www.warrenwoodprimaryschool.com](http://www.warrenwoodprimaryschool.com)

Twitter: W\_W\_P\_S



# Individual Attendance Plan

This form is to be updated periodically. No information should be deleted; supplementary information should be added as necessary.

<b>Name of pupil</b>	
<b>Year group/class</b>	
<b>Staff supporting with attendance plan and roles</b>	
<b>Date plan was agreed</b>	
<b>Attendance history</b>	
Include details of attendance figures and relevant codes used. Are there any trends in attendance figures? Does the parent/carer of the child wish for anything to be added in this section?	
<b>Current risk factors/current barriers to attendance</b>	
To help with this, it might be useful to carry out an <a href="#">individual attendance audit</a> . There is an editable template that can be used in conjunction with this plan.	



Attendance targets	Milestones	Date each milestone achieved
Target 1 - add specific target here	For each target provide a number of measurable milestones •	
Target 2 - add specific target here	•	
Target 2 - add specific target here	•	

### Strategies to be implemented by the school

Details of strategy (including date commenced)	Purpose of implementing strategy	Member of staff responsible
E.g. Allowance into breakfast club	E.g. to establish an effective morning routine	E.g. Attendance Lead

### Expectations of the pupil

Details of expectations	How this has been communicated to the pupil?	Monitoring arrangements (who by and when?)
E.g. set an alarm for 7 a.m. every day	E.g. discussion with Attendance Lead and ongoing reminders	E.g. Attendance Officer will monitor this daily

### Expectations of the family

Details of expectations	How this has been communicated to the pupil's family?	Monitoring arrangements (who by and when?)
E.g. for parents to phone school before 9 a.m. to report the reason for any absence	E.g. expectations explained during face-to-face attendance meeting and agreed by parents	E.g. Attendance Officer will monitor this daily

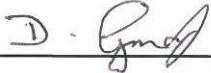
External support		
Details of agency/partner	Support being offered	Date support commenced
E.g. social care	E.g. Early Help referral has been made as mother is reporting that she feels overwhelmed	E.g. referral made 2 <sup>nd</sup> November - currently awaiting first contact

Record of attendance reviewing meeting	
Date of review	
Individuals present	
Situation since last review	
Milestones achieved since last review	
Areas discussed	
Outcome of meeting (tick as appropriate)	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage
Date of next review	

**Ratification**

This policy was agreed and adopted by our full Governing Body

Date: 4<sup>th</sup> February 2022

Signed:  \_\_\_\_\_

Chair of Governors

Date for Review: 4<sup>th</sup> February 2025 – To be reviewed with staff and parents annually.