



Attendance and Punctuality Policy

Responsibility	Parents, Students and Community	
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1 Linked Policies and documents

The policy links closely with guidance on:

- Attendance (DfE guidance)
- Child Protection and Safeguarding
- Looked after pupils
- Special Educational Needs and Disabilities
- Supporting students with medical needs
- Behaviour for Learning
- Home-School Agreement

2 Statutory Framework

Regular attendance at the School is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for this School.

A successful school is a partnership between the School, the students, their parents/carers and the wider community. This document sets out below what is expected of the partners, the responses that the School will make to attendance issues, and the specific roles and responsibilities of staff within the School:

- The Government's goal of "raising educational standards for all young people" requires that students attend school as a prerequisite to engaging with the curriculum and learning
- It is the Local Authority's responsibility in law to enforce the regular school attendance of registered students of statutory school age
- The Richmond upon Thames School may serve attendance orders on parents/carers and may institute proceedings against parents/carers of a child who is in breach of a school attendance order or who are failing to secure the regular attendance of their child at the School, having first considered whether to apply for an **Educational Supervision Order with respect to the child (Sections 437, 443 and 444 of the Education Act 1996)**
- The Richmond upon Thames School has a legal duty to maintain Admissions and Attendance Registers and to record learner attendance or absence from school
- The School also has a duty to have effective systems in place to track and manage student attendance by developing clear whole school policies and procedures and by engaging with parents/carers, other agencies and the wider community
- Parents/carers have a duty to ensure that their child/children receive a full -time education and that children registered at a school attend regularly and punctually

3 Purposes and intentions of the Attendance Policy

3.1 Promoting attendance and avoiding absence from school

The purposes underpinning the School's attendance policy are to:

- encourage 100% attendance and punctuality;
- ensure all those associated with the School understand the expectations in relation to attendance and punctuality;
- to ensure relevant attendance information is shared effectively with parents/carers, students, staff, local authority and outside agencies where appropriate. This will be led

by the School Office / Attendance via data exchanges, trustee reports, letters home and School newsletters;

- produce regular information about class and individual attendance and punctuality which will enable the School to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance;
- Absence from school, whether **authorised** (valid reason) or **unauthorised** (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school.

Each child's attendance can be summarised as:	
99%+	Excellent Attendance at this level will help your students to enjoy and achieving along with their peers.
97-98%	Good This level of attendance may be impacting a student's learning. You can work with the school to improve this attendance.
95%	Average The cumulative effect of this level of absence will now impact on your child's overall attainment.
91-95%	Below Average / Cause for concern A student is now at risk of "Persistent Absence". This is a cause for concern and will be having a significant impact on their attainment. Parents can work with the school to improve the attendance.
Below 90%	Well-below Average / Unacceptable A student is 'persistently absent' (*see guideline below.) Their poor attendance is affecting attainment and progress and may lead to parents' prosecution for failing to ensure their child's regular attendance at school. Parents may have to provide medical evidence for absence due to illness.

4 What do we expect of our students?

Students will:

- regularly attend school according to the published session times - ensuring they arrive at School in time to be registered at the beginning of the morning session (which begins at 08:35)
- if they arrive late to school, but before the end of the registration period, be signed in at reception. The member of staff on duty will have a discussion with students regarding their punctuality and may be marked as late. Students arriving late to school will receive a lunchtime detention (on the same day).

If absent for a valid reason, students must remind their parent(s)/carer(s) of their responsibility to inform the School on the first day of absence, and to provide a written note explaining the absence upon the child's return to School.

If absent, students should make every effort to access and complete any work they have missed available in Google Classroom.

5 What do we expect of parent(s)/carer(s)?

Parents/carers will:

- uphold the Home-School Agreement to ensure regular attendance;
- discharge their legal and moral responsibility to ensure their child attends School according to the published dates and session times, and that they are equipped for all lessons
- when a valid absence occurs, endeavour to contact the School on the first day of absence and provide a written explanation of any period of absence when their child returns;
- avoid any absence from School or routine medical appointments during term time. Students having medical or dental appointments must bring an appointment card or note from their parents/carers, which should be authorised by the Attendance Administrator. Where possible, every effort should be made to arrange appointments outside of core School hours, especially for on-going treatment;
- not arrange holidays or leave of absence. If there is a need for a student to take time off during term time then the student's parents/carers should complete and return the 'Request for leave of absence' form to the Head Teacher who will decide whether leave should be granted. The School will only grant leave during term time in exceptional circumstances, in line with statutory regulations.
- **Note:** Parents/carers who remove their child during term time without authorisation from the Head Teacher risk losing their child's place on the School roll resulting in parents/carers having to reapply for enrolment of their child.

6 What can students and parents expect of the School?

Government guidance states schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it onto the school register the School will:
 - Accurately record the attendance, and any sessional absence, of a student; through a system of registering students in teaching groups, and regular spot checks, identify any post registration truancy - informing parent(s)/ carer(s) immediately should that occur; this may also be via text.

- Respond to any sessional absence for which no parental explanation has been received within the first day of absence. A telephone call or a letter will be sent to the student's home address informing parent(s)/carer(s) of the absence;
- In the case of known long term absence: where appropriate, provide work for the student at home; take action to achieve the successful reintegration of the student on their return. In these cases a home visit may be required.

7 Definitions

7.1 Authorised Absence from School

Authorised absence means that a school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

7.2 Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

7.3 Persistent Absence

The current persistent absence (PA) threshold, of around **10%**, means a student has to be absent from the School for around 19 days or more to meet the classification, running the risk of students with potentially troubling absence below this level not being systematically identified. Therefore if your child has an attendance percentage of 90% or less they will be defined as persistently absent.

7.4 Missing from Education

If a student is absent from the School (unauthorised) for 5 consecutive days we may take measures to ensure the students safety and establish their whereabouts, this may involve letters, phone calls and texts home, home visits and contact with outside agencies. If we cannot locate the student or a parent/carer has not been in contact with the School we will notify Children's Services and the Education Welfare Service of any child missing education for five consecutive days via a SPA (Single Point of Access) referral where there has been no communication from the parent/carer or if the absence is unauthorised. The school will also continue to make contact the parent/carer to establish the location, safety and well-being of the child.

[DfE Children Missing Education guidance](#)

7.5 Removal from the school roll

The school will inform Achieving for Children of any student who is going to be removed from the admissions register where they:

- Have been taken out of the school by their parents/carers and are being educated elsewhere e.g. elective home education
- Have ceased to attend school and no longer live within reasonable distance of the school

- Are in police custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Has been permanently excluded

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the student can be removed from the admission register. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause. We will inform Achieving for Children on the fifth day of absence.

7.6 Students in less than 25 hours education

The Local Authority, Achieving for Children, supports the government's policy intention that all children should receive a good education regardless of their circumstances or setting to help shape their own futures.

The local authority needs to collate current information on students who are in receipt of less than 25 hours per week to inform Ofsted. The School therefore keeps a termly log of students who fit this definition and this information is collated via the local authority data exchange.

The log is regularly monitored and updated by the School Office / Attendance.

7.7 Elective Home Education

Parents/carers have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

A child is of compulsory school age from the school term after his/her 5th birthday until the last Friday in June of the academic year in which they reach the age of 16. Additionally, the Government has now risen to 18 the age at which a young person must participate in education or training, which can include home education. There is no requirement for parents/carers to obtain consent from the school or Achieving for Children to educate their child at home but they are required to put their intentions in writing to the Head Teacher and the Education Welfare Service.

7.8 Support for students with medical conditions

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parent(s)/ carer(s) feel confident that schools will provide effective support for their child's medical condition and that student's feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice

The school has trained professionals within the student well-being team who can work with students, parent(s)/ carer(s) and other professionals in devising healthcare plans with a focus on supporting school attendance.

8 How will the School respond to attendance issues? (see flowchart)

- When problems of attendance arise the School will involve the Academic Tutor in the first instance. He/she may then involve the School Attendance Administrator. If this is unsuccessful in addressing attendance issues.
- The School will, through the pastoral system and Head of Year seek to provide support for students and parent(s)/ carer(s) when attendance problems occur. The student and family welfare officers can also make appropriate referral to supportive services and complete Early help assessments to identify needs at an early stage and work with the student and family in a child centred way to plan and review appropriate interventions.
- The School will recognise and reward the good attendance of individuals/tutor groups, and will seek the support of organisations in the wider community in such schemes. Individual student, form group and year groups will have their attendance achievements displayed in the school entrance and letters of congratulations and certificates may be provided throughout the year. Students who have achieved excellent attendance will also be able to attend the reward activities trips at the end of term.
- Through good classroom practice and breadth of courses, the School will seek to provide a curriculum suited to the interest, needs and capabilities of students.

9 Roles and Responsibilities of staff

The School uses Arbor to record attendance. A member of the school's leadership team has overall management responsibility for the system.

9.1 Academic Tutors

The role of the Academic Tutor is crucial to the successful operation of the computer registration system, and to the success of the attendance strategy. It is the responsibility of the Academic Tutors to:

- arrive early for registration and call the register by 8.40am. Complying with this instruction is vital to the successful operation of the system;
- ensure absence notes are received from parents/carers and recorded for all absences;
- monitor closely student attendance, keeping relevant staff/Head of Year informed of any attendance problems in their tutor group.

9.2 All staff

All staff, as subject teachers, play a crucial role in monitoring and responding to post - registration truancy. It is the responsibility of the subject teacher to:

- lead by example by being punctual to lessons;
- register their teaching groups every lesson, ensuring certainty on the part of the students that any absence from a lesson will be noted and recorded. This is essential to the School's truancy control system;
- when suspicions arise as to the reason for absence from a lesson, send a request for information to the Attendance Office. Any truancy should be reported immediately to the Attendance Administrator/s. If problems persist, relevant staff/Head of Year should be informed;

- reward good attendance;
- share data with students and parents/carers so that they can understand trends of attendance and be proactive in plans for improvement.

9.3 Head of Year

Head of Years have the responsibility to:

- monitor the attendance of their Year group, using the electronic registration data;
- make regular spot checks for post registration truancy, informing parent(s)/carer(s) immediately if this occurs;
- monitor punctuality to the School, ensuring appropriate sanctions are given for persistent lateness by a formal detention;
- through their assemblies, ensure that attendance and punctuality issues have a high profile and that good attendance and punctuality are recognised and rewarded.

10. Punctuality

Punctual arrival at School registrations in the morning, as well as to lessons, is important as this instils good working practices in students both inside and outside of the School. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

11. Student punctuality

- All students should arrive at 8.30am every day to begin with a prompt start
- All students to arrive promptly for lesson for afternoon lessons
- All students to arrive promptly at each lesson to enable maximum learning
- Sanctions will be applied to students who are continually late to the School or class as this disrupts the learning of others as well as themselves

11.1. Punctuality procedures

Academic Tutors should arrive at their form bases punctually for registration and lessons to set a professional example to students.

The following actions will be taken if a student is late:

- Tutors will be aware of latecomers and instigate appropriate action (detention)
- Subject teachers and subject leaders will take appropriate action with persistent latecomers to lessons
- Parents/carers will ensure that their child leaves home in sufficient time to arrive punctually
- Parents/carers will be informed by Tutors/Head of Year of students arriving persistently late to lessons
- Parents/carers will be required to meet with the Head of Year where there is no sustained improvement

12. Sanctions

12.1. Late to registration

- 15 minute detention at breaktime

- No attendance to this detention will incur a longer detention with the Head of Year

12.2. Repeatedly late to class:

- 1 hour detention; weekly detentions by the Senior Leadership team if persistently late to class.

13. Links with other policy areas

This policy is central to all aspects of learners' well-being. It should be rigorously observed by all staff and in particular by SLT and School Administrators.

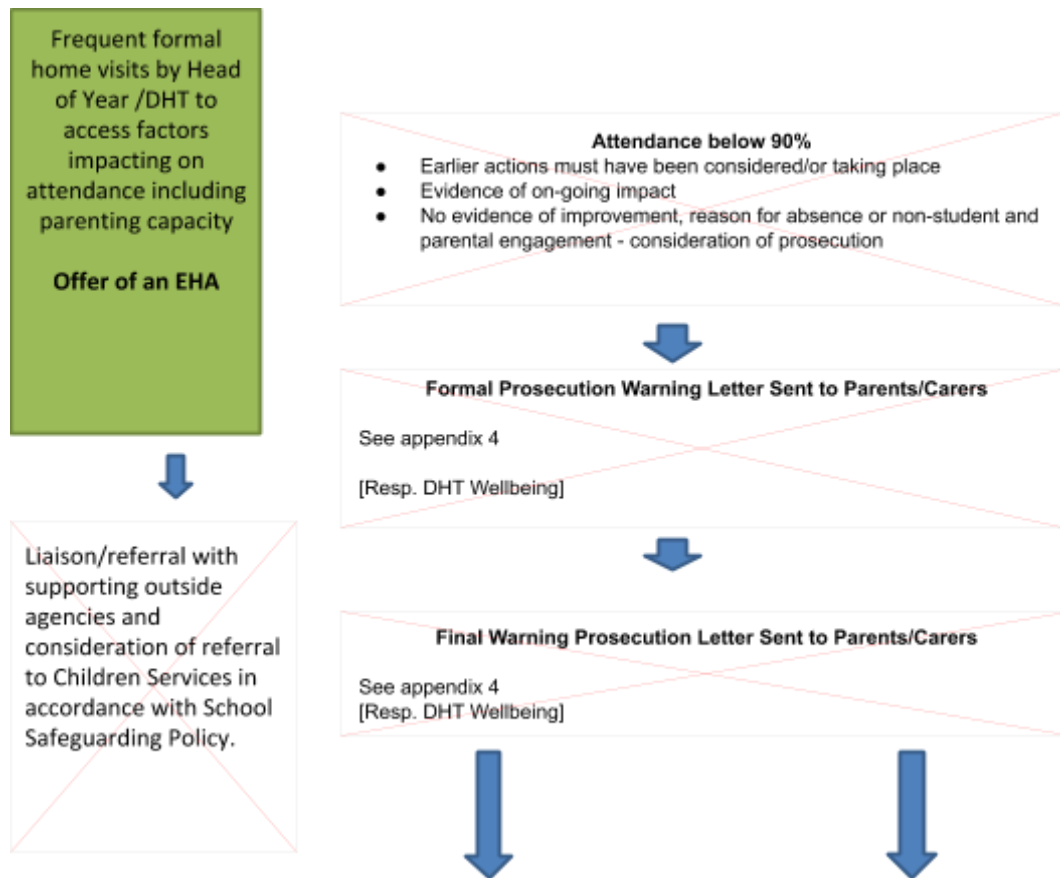
For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the School website.

For parents/carers, further information is published in the induction guidance and Home – School contract and in the relevant sections of the School website.

Appendix 1: Attendance Intervention Flowchart



Appendix 2: Persistent Absence Flowchart



Persistent Absence

Monitor and document improvements made over a full term

Case referred to the Local Authority for prosecution if no evidence of improvement

- All actions/strategies taken in school in supporting improved attendance are in accordance with Local Authority and legal Guidelines
- Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances.

Each intervention at every stage is monitored by the Attendance Administrators each half term between week 2-6 therefore parents should expect letters/interventions to occur every half term. The senior leadership team will monitor the impact of the interventions and overall policy

Appendix 3: Parental request form for leave of absence



PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE

Leave of Absence may only be granted by the Head Teacher

Name of Student: _____

Academic Tutor Group: _____

Address: _____

Telephone Number: _____

Email address: _____

I have read the accompanying letter and understand the impact that this Leave of Absence request will make upon my son/daughter.

I have enclosed all documentary evidence to support my application i.e. evidence of participation in sporting competition.

I would like to request a Leave of Absence for my son/daughter.

From: _____ **To:** _____ **(inclusive)**

Total number of days the student would be absent from the School: _____

(If more than 10 days, please make an appointment with the Head of Year before submitting this form)

Please detail the exceptional reason for requesting a Leave of Absence during term time:

Name of Parent/Carer with whom the student resides:

Signature of Parent/Carer with whom the student resides:

Date: _____

Appendix 4: Home Visit Protocol / Risk Assessment

(in conjunction with The Richmond upon Thames School Lone Working Policy)

Initial Risk Assessment

Date:

Staff Name and Role:

Academic Tutor Group:

Address and Telephone No:

	Yes	No
Have any risks been identified by any other agency (see Head of Year / DHT Wellbeing)		
Are the entrances/exits accessible		
Are there any dangers/hazards associated with this property		
Are you aware of any intimidating/threatening people who may live or are likely to visit this address		
Are there any pets of concern at this address		
Do you think contact should be made at school in the future		
Are there any hazards/risks in the parking of your vehicle		
Does the student have any behavioural or mental health issues		
Detail of concerns and action to reduce risk:		
Risk assessment passed to DSL and Senior Education Welfare Officer to be shared with staff members attending subsequent visits		

Date Complete:

Signed

Appendix 5: Record of Home Visit

Student Name	
Parent /Carer Name	
Address and phone number	
Date of Visit	
Contact made with parent/Carer to arrange date and time	
Home Visit Authorised by	
Purpose of Visit	
Did you see the child?	
Brief Outline of Discussion and actions agreed:	
<p style="text-align: right;">Please record and file with Head of Year / DHT Wellbeing on day of Visit Signed</p>	

Appendix 6: School Attendance Panel Format

Student Name:

Present:

Apologies:

Begin by introducing everyone and explaining their role in the meeting.

Head of Year to speak of the correlation between attendance and achievement and how it can affect:

- Student achievement
- Self esteem
- Classroom promotion
- Reduction of students' chances of exam success
- Could also impinge on finding gainful employment/college courses

School trustee informs parent and student that it is the trustees' responsibility to ensure the school supports all students to achieve their potential and if a child is not in school this will not happen.

Discussion about the statutory powers that is available:

Parenting contracts, parenting orders and penalty notices provide a balanced package of support and sanctions to reinforce parental responsibility for school attendance.

Parenting contracts – for truancy and misbehaviour, are a supportive measure that enables formal agreements between parent and school or parent and the Local Authority. Each side sets out the steps they will take to secure an improvement in the child's attendance.

Parenting orders – can be used in cases of truancy, exclusion and serious misbehaviour in schools.

Penalty notices – can be used in cases of truancy and the whereabouts of excluded students. Failure to secure regular attendance of a registered student is already a criminal offence for parents. Provisions under the Education and Inspections Act 2006 place a duty on parents to ensure that their excluded child is not found present in a public place during school hours, without a reasonable excuse, during the first five days of any exclusion. If a child is found in such circumstances, the LA or School can issue a penalty notice to the parents.

Failure to pay a fixed penalty notice could lead to a prosecution.

Designated LA officers (typically education welfare officers), Head Teachers (and authorised deputy Head Teachers and assistant Head Teachers), police officers and community support officers can issue fixed penalty notices (FPN). All prosecutions must be brought by the LA. All schools, including academies, can ask an LA to begin a prosecution.

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 increased the current amounts of penalty notices payable by parents from 1 September 2012.

These will apply to any parent who fails to ensure the regular attendance of their child of compulsory school age (5-16) who is registered at a state school or fails to ensure that their excluded child is not found in a public place during schools hours with a justifiable reason.

The amounts stated on the penalty notices £60 for those who pay within 28 days; and £120 for those who pay with 42 days.

Senior Education Welfare Officer to explain the attendance summary data and any relevant data.

Appendix 7: Record of Attendance Panel

Targets:

Actions:

(Referral to Head of Year/ DHT Wellbeing for appropriate support and consideration of support from external agencies)

Early Help Assessment agreed and date to complete: Parent View:

Students View:

These targets will be reviewed on **<Date>**. Hopefully there will be significant improvement to enable us to congratulate **<name>** and continue to support her. If there is a decline or no further progress we will have no alternative but to take the next step toward legal proceedings.

Parent Signature:

Student Signature:

Appendix 8: Standard Letter 1 - Below 97% Letter

Date

Address

Dear Name

Student

As of DATE, STUDENT's FIRST NAME is xx%.

We are contacting you with regards to your child's current attendance percentage. This percentage has now dropped below 97% (please see attached attendance report).

As a School we set high expectations to ensure all students are able to reach their full potential, therefore the attendance target for all students is 97% (in line with government guidelines). This may sound high, however it is equal to a young person missing one half day per fortnight of schooling.

All students are informed of their attendance by their Academic Tutors each week, and provided support through the pastoral team where needed.

We ask that you do all that you can to ensure that your child's attendance returns to above 97% providing them with the best opportunity in their studies.

If you have any queries or concerns, please do not hesitate to contact the School Office in the first instance.

Yours sincerely

Attendance Officer

Appendix 9: Standard Letter 2 - Below 94% Letter

Date

Address

Address

Address

Dear Name

Notification of Targeted Intervention

As of DATE, STUDENT's FIRST NAME is xx%.

We are writing to you in relation to your child's attendance percentage. You will have received a letter via Arbor and phone calls from our attendance officer highlighting our concerns in relation to its decline. Your child's attendance has dropped below 94%.

As we will be monitoring each student's attendance closely, we ask that you call the School on the first day of any further absence to discuss with one of our School Attendance officer.

Due to your child's current attendance percentage they will be closely monitored by their Academic tutor and head of year. If your child is not in school, and we have not had any parental/carer contact with a valid reason for absence, then the School Attendance officer will call at home in person to support your child in returning to school. Should your child's attendance percentage fall even further you will be invited in to school for a meeting with the head of Year and attendance officer.

As a School we set high expectations to ensure all students are able to reach their full potential, therefore the attendance target for all students is 97% (in line with government guidelines). This may sound high, however it is equal to a young person missing one half day per fortnight of schooling.

If you have any queries or concerns, please do not hesitate to contact the Head of Year or School Office in the first instance.

Yours Sincerely

Attendance Officer

Appendix 10: Standard Letter 3 - Below 92% Letter

Date

Address

Address

Address

Dear Name

As of DATE, STUDENT's FIRST NAME is xx%.

We are writing to you in relation to your child's attendance percentage. You will have received a letter via Arbor and phone calls from our attendance officer highlighting our concerns in relation to its decline. Your child's attendance has dropped below 92%. This is a major cause for concern and is impacting on academic progress and social development. Due to your child's current attendance percentage you will be invited in for an attendance meeting by our attendance officer, who will make contact with following this letter.

If your child is not in school, and we have not had any parental/carer contact with a valid reason for absence, then the School Attendance officer will call at home in person to support your child in returning to school.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) of the same Act states that where a parent of a child, fails to ensure regular attendance of a registered pupil at school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, start legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should your child's attendance percentage drop below 90% your child will be categorised as a persistent absentee and will be automatically referred to the Educational Welfare Service. In school they will be closely monitored by the pastoral team. In accordance with the School Attendance Policy and the Education Act we will be monitoring attendance for 15 days. If there is no improvement we will consider the following action.

- Medical evidence letter
- Consent to contact GP regarding absence

As a School we would also like to offer further support by completing a pupil support plan which can identify any additional needs or support required through school or external agencies. If you would like to book an appointment for this assessment please contact the School Office/Attendance at the School.

If you have any queries or concerns, please do not hesitate to contact the Head of Year or the School Office/Attendance.

Yours sincerely

Attendance Officer

Appendix 11: Standard Letter 3 - 90% and below Letter

Date
Address
Address
Address

Dear Name

As of DATE, STUDENT's FIRST NAME is xx%.

We are writing to you in relation to your child's attendance percentage. You will have received a letter via Arbor and phone calls from our attendance officer highlighting our concerns in relation to its decline. Your child's attendance has dropped below 90%. This is a major cause for concern and is impacting on academic progress and social development. Your child's attendance is now categorised as a persistent absentee and has been referred to the Educational Welfare Service.

If your child is not in school, and we have not had any parental/carer contact with a valid reason for absence, then the School Attendance officer will call at home in person to support your child in returning to school.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) of the same Act states that where a parent of a child, fails to ensure regular attendance of a registered pupil at school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, start legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

In accordance with the School Attendance Policy and the Education Act we You will be required to provide the following documentation for any absence from this date forward.

- Medical evidence letter
- Consent to contact GP regarding absence

The school is currently working with the Educational Welfare service in relation to a possible fine and you will be contacted in relation to your attendance at a trustee attendance panel by the attendance officer following this letter. At the Attendance Panel, the decline in attendance will be discussed and an action plan will be agreed and monitored for 6 weeks.

As a School we would also like to offer further support by completing a pupil support plan which can identify any additional needs or support required through school or external agencies. If you would like to book an appointment for this assessment please contact the School Office/Attendance at the School.

If you have any queries or concerns, please do not hesitate to contact the Head of Year or the School Office/Attendance.

Yours sincerely

Attendance Officer

Appendix 11: Standard Letter 4 - 10+ Day Absence Letter

Date

Address

Address

Dear Parent

Student – Year group

I am writing to you regarding <Insert name> attendance at the School.

<Insert name> has been absent on the following days <insert days>.

The School has tried to contact you about this matter but has not received an explanation from you.

Under the law, every child must attend school regularly up to sixteen years of age. When your child is absent, you as the parent must let the School know the reason for the absence every time.

You must contact the School immediately to discuss this absence otherwise we may be left with no alternative but to issue a penalty notice with support of the London Borough of Richmond local authority.

Thank you for your co-operation in this matter.

Yours sincerely

Attendance Officer

Appendix 12: Home visit letter 1

Name

Address

Dear

Re: Child

As of DATE, STUDENT's FIRST NAME is xx%.

Members of the School Office / Attendance have called at your home today because we are concerned that your child's attendance has now reached unacceptable levels.

Please be reminded that you have a responsibility to contact school each day that your child remains off. You also have a responsibility to contact us if you no longer need a place at our school.

We will be returning tomorrow at _____

You must contact the School immediately to discuss this absence otherwise we may be left with no alternative but to issue a penalty notice with support of the London Borough of Richmond Local Authority.

Yours sincerely

Head Teacher

Appendix 13: Home visit letter 2

Name

Address

Dear

Re: Child

Members of the School Office / Attendance have called at your home today as per the letter you received yesterday. We are disappointed that you were not at home and have made no further contact with the School to discuss your child's attendance.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) of the same Act states that where a parent of a child, fails to ensure regular attendance of a registered pupil at school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, start legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

We will now be issuing you a fixed penalty warning letter.

Yours sincerely

Head Teacher

Appendix 14: Persistent Late letter

Address

Address

Dear

Student – year group

We have serious concerns regarding **child's** punctuality, because he/she is persistently late to School. He/she has been late **(Insert)** times out of a potential **(Insert)** mornings this year. Please speak to **child** regarding this, as he/she is missing valuable learning time. There are important messages and information given out at Academic Tutoring time and by missing these, **child** is significantly disadvantaged.

Under the new Positive Discipline system, each time **child** is late, he/she receives a one hour detention after school. These register as negatives and will also prevent **Child** from achieving rewards in school.

If there are significant issues which are preventing **child** from arriving on time, please ring the School to discuss this with **child's** Head of Year.

Many thanks for your support in this matter.

Yours sincerely

Head of Year

Appendix 15: Attendance Standards Setting Letter

Date

Dear Parent/Carer

School Attendance: your responsibility as a parent

Whilst we accept in some cases there will be genuine reasons for your child's absence within the school year, as a School we set high expectations to ensure all students are able to reach their full potential. For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

You must notify us on the FIRST day your child is unable to attend school due to illness. We reserve the right to record this absence as 'unauthorised' if we are not fully satisfied of the authenticity of the illness. We may also ask you to provide medical evidence to support the illness before authorising any absence. This medical evidence may take the form of prescriptions, appointment cards etc. rather than formal doctors' notes.

We endeavour to work together with students, staff and parents to improve whole school attendance and know you will support us in doing this. Therefore if your child is persistently absent from school (attendance is below 90%) we may not automatically authorise this absence without evidence as outlined above.

Holidays will only be authorised by the Head teacher in exceptional circumstances, and we request that you make every possible effort not to take holidays during term time.

If your child has a significant amount of unauthorised absence we WILL be taking further action including referring the case to the Local Authority for prosecution when other supportive in house actions fail to show improvement.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1) of the same Act states that where a parent of a child, fails to ensure regular attendance of a registered pupil at school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, start legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you require to discuss this further, please do not hesitate to contact the School Office / Attendance here at the School on 020 8891 2985.

Yours sincerely,

Name

Deputy Head Teacher

Attendance Procedure

Day 1 of no contact from a parent for an absent child	Phone call home or Text	Record in communication in Arbor
Day 2	Text home	Recorded in Arbor
Day 3	Phone call home	Record in communication in Arbor
		Attendance Officer shares list of day 3 students for information only with DHT and AHT Student Wellbeing
Day 5	Phone call home If no one answers send the 'Safe & Well' text	Record in Roll Call on Arbor Recorded in Arbor
	Send 5 day letter home	Share Attendance Officer and DHT a list of the day 5 students.
	FPN warning letter (monitoring for 15 days)	Attached letters in Arbor
Day 8	Home visit (take appointment letter with you). Put through letterbox if no one answers.	Attached letters in Arbor Log on Fixed Penalty Notice (FPN)
	Complete home visit record	
Day 9	Home visit for the appointment, take failed appointment letter – post if no answer	Attached letters in Arbor
	Complete home visit record	Log on Fixed Penalty Notice (FPN)
Day 10	Ring non-emergency Police to ask for a 'Safe & Well' check	Log on Fixed Penalty Notice (FPN) Record on Arbor
	Wait for Police response if taken	
Following the procedures laid out and still no contact or sightings of the child you may be required to refer to Social Care.		