



# ATTENDANCE POLICY

## FLITWICK LOWER SCHOOL

SEPTEMBER 19

---

REVIEW DATE: SUMMER 2020



# FLITWICK LOWER SCHOOL

## Attendance Policy

It is the right of every young person to receive full-time education. Young people who fail to attend school regularly cannot receive a coherent education programme, as absence disturbs the continuity of the curriculum and also damages social relationships. Absence from lessons also causes difficulties for teachers who may have to respond by providing individual programmes of work.

Good attendance and punctuality are vital for success and establish positive life habits necessary for future success. Regular attendance also encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. They will also inevitably miss out on essential learning and on events taking place, such as school visits.

**Flitwick** Lower School displays a positive pro-active ethos that places high value on attendance and punctuality, as well as valuing its partnership with parents/carers to promote good attendance. This policy advocates close working relationships with all stakeholders to provide a cohesive approach to tackling attendance.

The policy is produced because attendance at school is known to be a key protective factor in safeguarding children and young people.

### **Aims and Objectives**

To share responsibility for promoting school attendance amongst everyone at **Flitwick** Lower School and to develop and implement an effective attendance policy that touches all aspects of school life and relates directly to the school's values, ethos and curriculum.

Staff particularly strive to:

- encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others; to have a positive attitude to life-long learning
- value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.

This attendance policy is designed to encourage pupils to attend school more regularly by the implementation of specific measures eg.

- Registering pupils accurately and efficiently
- Setting attendance targets for pupils and the school
- Contacting parents/carers the same day when reasons for absence are unknown or unauthorised
- At least monthly monitoring of pupil attendance and punctuality
- Regularly reporting school attendance statistics to parents/carers, the local authority attendance officer and the Department for Education (DfE) as appropriate.

### **Attendance by Law**

*Section 23 of the Anti-Social Behaviour Act 2003* empowers designated Local Authority officers, head teachers (and duty/assistant head teachers authorised by them) and the police to issue Penalty Notices in cases of unauthorised absence from school.

### **When a Penalty Notice may be issued:**

In Central Bedfordshire schools and academies may ask the local authority to issue a Penalty Notice.



# FLITWICK LOWER SCHOOL

## Attendance Policy

A Penalty Notice may be issued when:

- a pupil is taken out of school during term time for a holiday which has not been authorised by the school.
- a child's school attendance has been poor and his/her school believe that the issuing of a Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents/carers fail to address the situation).

When a Penalty Notice is issued it is issued on a per child/per parent basis. This means that if a mother and father have two children and take both children out of school they may be issued with a total of 4 Penalty Notices – one to each parent of each child.

### Issuing a Penalty Notice

A Penalty Notice can be issued:

- when the number of unauthorised absences a child has had amounts to at least **10 sessions (5 days) during a 12 week school period.**

Once a Penalty Notice has been issued, there is no statutory right of appeal, although there are circumstances in which the council may withdraw the Notice, such as the parent providing satisfactory retrospective medical evidence for any absences.

### Payment of Penalty Notices

A Penalty Notice is initially for £60.

If this is not paid within 21 days from the date of issue it rises to £120.

If after 28 days of the date of issue the £120 is not paid the council will prosecute the parents/carers under *Section 444 of the Education Act 1996*. This will lead to an appearance in the magistrates' court and may result in a fine of up to £1,000.

If your child is a registered pupil at a school you are legally responsible for ensuring that they attend that school regularly and punctually. If you fail to do this you may be liable to be prosecuted by the council under *Section 444 of the Education Act 1996* and summonsed to appear in court if convicted.

There are two strands to the legislation:

*Section 444(1) of the Education Act 1996* you may be liable to a fine of up to £1,000

*Section 444 (1a) of the Education Act 1996* you may be liable to and fine of up to £2,500 and/or 3 months in prison.

### Responsibilities

#### Parents:

*Section 7 of the Education Act 1996* states it is every parents legal responsibility to ensure that their child when between the ages of 5-16 receives a full and efficient education either by attending school or otherwise.

Failure to ensure your child attends school may result in legal action being taken against you.

*Section 576 of the Education Act 1996* defines 'parent' as

- all natural parents, whether they are married or not



# FLITWICK LOWER SCHOOL

## Attendance Policy

- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

To help fulfil parents'/carers' important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents/carers are requested and encouraged, to the extent feasible:

- to ensure their child attends school regularly and punctually
- to notify the school if their child cannot attend for any reason – this is for the child's safety as well as administrative reasons.
- provide written confirmation of the reasons for an absence on their child's return to school
- to request authorisation for all 'leaves of absence', including holidays and appointments in school time
- to work with the school and Attendance Officer to resolve/alleviate any attendance problems or protracted absence
- to attend meetings as required in relation to their child's attendance
- If late, pupils must be signed in the late book
- If pupils are required to leave the premises during the school day they must be signed in and out at the school office. (This is for their safety as well as administrative purposes).

### **The School:**

The school's Governing Body is legally responsible for many aspects of the schools management, including the attendance register. It is therefore registered with the Data Protection Register under the Data Protection Act 1998. However, the Head Teacher manages the day-to-day running of the school and, in doing so, takes responsibility for the implementation of this policy. The Head Teacher will regularly update the Governing Body about attendance data issues and the Governing Body will review this policy annually.

### **The school will:**

#### **maintain two registers**

- an admissions register (known as the school roll)
- an attendance register for all pupils, including those that are not of compulsory age
- contact parents/carers if a call is not received by 09.30 on the first day of absence
- monitor attendance and punctuality at least on a monthly basis
- submit the details of the levels of absence within the school through the termly School Census
- report attendance data to parents/carers and all other appropriate bodies such as the Governors and School Attendance Improvement Officer
- ensure all staff are aware of, and know how to implement care, guidance and support policies, in order to recognise where there may be issues affecting pupil attendance and to be pro-active in dealing with issues in the appropriate way



# FLITWICK LOWER SCHOOL

## Attendance Policy

- implement strategies to support pupils and their families who have difficulties in attending school regularly and do not reach the attendance targets set.
- ensure form/class teachers are aware of their class's attendance percentage and are pro-active in addressing issues
- reward good attendance
- ensure teachers contribute to the reduction of absences by delivering interesting and engaging lessons and insist on good attendance and punctuality for themselves, colleagues and pupils
- follow the procedures regarding attendance and absence, as outlined in this policy (Appendix 1)

### Taking the register

- Registers are treated as legal documents – indeed they may be used as evidence in court cases. For this reason they are retained for a minimum of three years
- The Legal register is held on our MIS (Management Information System)
- The register will be taken twice a day: once at the start of the morning session and again at the start of the afternoon session
- For each pupil, the register must be marked either as present or absent:
- / is entered to show pupil is present in the morning session
- \ is entered to show pupil is present in the afternoon session
- blank is entered to show the pupil is absent until the reason is known
- Once the school has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the school office (Appendix 2)
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the school
- It is the policy of the school that no absences are unaccounted for.

### Understanding Types of Absence

#### Authorised Absence

- Authorised absence is absence with permission from the Head Teacher. This includes absences for which a satisfactory explanation has been provided, e.g ill health
- Even when pupils are engaged in an Approved Educational Activity off-site, they may not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency

The school may authorise absence in the following circumstances:

- Personal illness (excessive or extended absences **will require medical evidence**)
- Medical appointment (copy of appointment to be seen and copied)
- Family bereavement
- Conditions rendering attendance impossible or hazardous to a child's health and safety
- Religious observance (limitations apply)
- A travelling child's absence
- Involvement in public performance
- Approved sporting activity
- Entrance exams



# FLITWICK LOWER SCHOOL

## Attendance Policy

For periods of extended absence because of illness, the school will seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness.

### Unauthorised Absence

Unauthorised absence is absence without permission from the Head Teacher. This includes all unexplained or unjustified absences.

The school is unlikely to authorise absence in the following circumstances:

- no explanation is offered by the parent/carer
- the Head Teacher views the explanation offered as unsatisfactory (eg shopping, minding the house, refusing to attend etc)
- written confirmation of the reason for the absence is not forthcoming
- if a pupil's attendance percentage is below 90% in the first term and then 93% in subsequent terms and no medical evidence has been supplied
- leave of absence which is taken without the school's prior consent or knowledge and/or is in excess of the time agreed by the school
- special occasions such as birthdays
- minding siblings
- parent/carer or sibling illness
- treatment of head lice
- family holidays in term time

Unauthorised absence from school is considered truancy. This can take the form of absence from school for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies for effecting change may need to be different.

When parents are unaware of such absences there may be a significant danger to the young person's safety, as it is likely that their whereabouts are unknown by a responsible adult.

Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs, it is the duty of the school to work with the pupil and family to change their attitudes towards school, thus encouraging full attendance.

If a pupil has **10 sessions** of unauthorised absence during a **12 week period (equivalent to five days)**, the parents/carers can be issued with a Fixed Penalty Notice by the Local Authority.

### Persistent Absenteeism (PA)

Persistent Absentees are pupils whose attendance becomes unacceptable

While discretion may be deployed (eg in cases of long term illness), the school will refer any individual child whose attendance is 90% or below to the School Attendance Improvement Officer. At this point, legal proceedings could follow (Appendix 1).

No absence below 90% will be authorised unless in extenuating circumstances such as long term illness; all PAs will be tracked and reported to the Governing Body.



# FLITWICK LOWER SCHOOL

## Attendance Policy

### **Punctuality and Lateness**

A child will be registered as late in the morning if they arrive after 09.00.

The 'Late' will be recorded on our electronic management system and on the register as an 'L'.

Arrival after the register closes (register closes at 09.15) unless for an authorised medical reason, is automatically coded as 'U'.

Lateness can be an indication of more serious problems, as well as poor time management. We have a duty to ensure every child's safety and therefore will telephone home after 4 recorded lates.

Our level of contact will be increased if lateness continues, until after 10 lates when the School Attendance Improvement Officer may be informed.

For full details see Appendix 3 (Punctuality Protocol).

### **Temporary School Closures**

Where the school has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

### **Reporting Absence – First Day Response**

It is the policy of the school that no absence should be unaccounted for. For safeguarding purposes, on the first day of absence parents/carers are expected to contact the school office before 09.30.

The parent/carer reporting the absence should give the reason for the absence and the expected date of return.

The office staff will make a written note as to why the child is absent, including how the message was received, verbal/voicemail etc.

If the date of return is unknown, regular contact on a daily basis should be kept with the school.

If the school receives no contact a member of the office staff will:

- Check to see if the child is in the classroom. If he/she is present, the register will be marked accordingly. If he/she is absent, they will:

- Telephone the parent/carer
- If contact cannot be made, the school has a duty of care to ensure the child is safe and will continue to attempt to make contact with the parents/carers throughout the day and will attempt contact with other members of the child's emergency contact list (as supplied by the parents/carers) until a reason for absence is provided.
- If this fails, the police may be alerted that the child is missing.

When the child returns to school, even if the absence has been reported verbally, the parent/carer is expected to confirm the reason for the absence in writing, within five school days. This can be through a signed note in the pupil's home/school book but a separate note or email is preferable.



# FLITWICK LOWER SCHOOL

## Attendance Policy

The written confirmation will be placed in the child's yellow folder.

If written confirmation is not received within the expected time frame, a standard letter and form will be sent for completion. If this is still not returned within a school week, the non-compliance with the school policy will be recorded as unauthorised on the register.

Reporting an absence, verbally or in writing, does not guarantee authorisation.

### **Leave of Absence**

#### **External Appointments within school hours**

The school recognises that there are occasions when pupils need to leave school for an appointment (eg doctor, dentist, optician etc). If at all possible, all appointments should be made outside of school hours.

If an appointment is during the school day, a request for the absence to be authorised should be made at least 24 hours before the appointment to allow authorisation to be considered.

Evidence for the appointment should be provided with the request (eg appointment card/hospital letter).

The request can be made verbally or in writing through the office or class teacher who will place the request in the register which is sent to the office during morning registration. If the request is in the home/school book this will be sent to the office to be copied.

Where it is not possible before the appointment, it should be made available on the child's return to school.

Without this evidence, the absence will not be authorised.

The school acknowledges that there are occasions when requests cannot always be made in advance, as appointments at doctors and dentists etc can sometimes only be made on the actual day. Where this is the case, evidence must still be provided when the child returns to school or the absence will not be authorised. Safe guarding issues require that we must be certain where a child has been, even if they are with their parent/carer.

If the pupil returns during the school day they are also required to sign back in. We require all pupils leaving for an appointment to be collected by a parent/carer in person. We will not allow a child to leave alone. (Being told that a parent/carer is going to wait in the car etc is not sufficient for our safeguarding procedures).

#### **Holidays within Term Time**

The latest amendments to education law (September 2013) make it clear that Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances. The purpose of this change in the regulations is doubtless to highlight the crucial link between pupil's attendance and their success within school and to ensure the Head Teachers take a firmer approach towards parents/carers who remove their children from school during term time in order to go on holiday. The





# FLITWICK LOWER SCHOOL

## Attendance Policy

school will therefore consider every absence application individually, although our policy will be NOT to grant leave of absence, other than in the most exceptional circumstances.

Holidays in term time can only be agreed by the Head Teacher.

The Head Teacher will use discretion to grant authorised absence in a school year **if both the following apply:**

- i. The parent/carer the child normally lives with applies to the school in writing, with appropriate evidence, at least 4 weeks in advance of the intended holiday
- ii. There are '**exceptional circumstances**' for the holiday

Special reasons or exceptional circumstances that may be agreed to are:

- i. A dying close relative in a different country
- ii. A family funeral of a close relative in another country/part of the country
- iii. Holidays for fostering or adoption purposes
- iv. Religious observance
- v. Service personnel who are prevented from taking holidays during normal school holiday times (evidence must be provided to this effect).
- vi. When a family needs to spend time together to support each other during or after a crisis.

The school is therefore unable to authorise absence because of:

- i. Availability of cheap holidays
- ii. Availability of desired accommodation
- iii. Poor weather experienced in school holiday periods; overlap with the beginning or end of term; another sibling in another school where holidays do not coincide
- iv. A special treat for the child.

Authorisation will not be considered during assessment times for Year 1, Year 2 (end of Key Stage examinations and Phonics testing). This may also include during the preparation period leading up to the exams.

Should the application not be authorised and the holiday is taken, the Education Welfare Service, in consultation with the school, may issue a Fixed Penalty Notice.

### **Procedure in School**

On receipt of a written absence request (Appendix 4), the following will occur:

- The request will be considered according to the above criteria
- If insufficient information is received, further details will be requested from the parent/carer
- If appropriate, the parent/carer may be requested to attend a meeting to discuss the circumstances
- If special circumstances are identified, authorisation of the holiday may be granted by the Head Teacher
- Parents will be notified of the outcome in writing

### **Education of Pupils with Medical Needs**

In response to the guidance – Access to Education for Children and Young People with Medical Needs, DfES 0732/2001 – **Flitwick** Lower School recognises its responsibilities 'for all pupils unable to attend



# FLITWICK LOWER SCHOOL

## Attendance Policy

school for medical reasons. Young people should be able to access education without stigma or exclusion.' The school's aim is to ensure pupils have access to as much education as their medical condition allows.

Pupils covered by this may:

- be recovering from an illness or injury, keeping the pupil away from school during recovery
- have a long term or recurring illness
- have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days, where medical opinion states they are still unable to access mainstream school.

The Special Educational and Disability Needs (SEND) Co-ordinator will be responsible for:

- ensuring that Medical Needs Referral Forms (Request for Involvement and Request for Medical Information Forms) are completed and passed to the relevant agencies as quickly as possible.
- ensuring that the pupil is transferred to Stage Two of the SEND Register, and that, working with the relevant Class Teacher, an Individual Education Plan is drawn up.
- Arranging for the relevant member of staff to meet with the Medical Needs Team to plan appropriate work and a programme of action and review.
- ensuring details of whole school events and parents' evenings are communicated to parents/carers
- ensuring that all pupils covered by this policy have access to statutory testing
- the school will also be responsible for requesting special arrangements where necessary.

### **Parents/Carers**

Parents/carers are expected to be full collaborative partners in the process of ensuring all pupils maximise their attendance. Where difficulties arise, parents/carers must be able to access information, advice and support during a pupil's illness. Opportunities to allow the pupil to be involved in decision making and choices will also be arranged.

### **Monitoring and Protocols for dealing with Absences**

The Admin Assistant who has responsibility for attendance will monitor absences via electronic register at least once a month.

If a child's attendance falls below 90% in the first term and 93% thereafter (school target is 96%) 'Trigger Point 1' will be activated as per our System Protocol (Appendix 1).

If the attendance rate continues to deteriorate, the school will begin to follow the protocol for subsequent trigger points (Appendix 1).

All actions will be recorded electronically by the appropriate person, depending on the level of trigger point.

At the start of the Academic Year, any pupil whose attendance was a cause for concern in the previous academic year, will be expected to attend an attendance meeting with their parents/carers, class teacher and Head Teacher where an attendance contract will be completed. If attendance becomes an issue they will be fast tracked to Trigger Point 2 of the protocol.



# FLITWICK LOWER SCHOOL

## Attendance Policy

At the start of the Academic Year, any pupil who had been referred to the Local Authority School Attendance Improvement Officer (SAIO) in the previous academic year, will be expected to attend and attendance meeting with their parents/carers, Head Teacher and SAIO.

If attendance subsequently becomes an issue they will be contacted further by the SAIO.

### **Non-Compulsory Age Attendance**

Attendance is a vital foundation for a child’s learning, but to get the most benefit a child must attend regularly and promptly. These also provide good habits for the future. Nevertheless, parents of non-compulsory school age (below the age of 5) children do not have a legal duty to ensure their children receive suitable education, either by regular attendance at school or otherwise than at a school (this includes home education). However, if a child is registered at a school, parents do have a responsibility for ensuring their child attends regularly.

The school census now collects absence data in relation to pupils who are aged 4; hence the need to ensure good attendance habits with non-compulsory aged pupils is now heightened for all schools.

**\*\*All non-compulsory age pupils should be treated exactly the same as compulsory age pupils and the same protocol should be followed\*\***

### **Reward System**

Rewards for good attendance are given to class groups on a weekly basis and individuals on a termly basis. For full information see Appendix 5.

Where appropriate, attendance awards will be publicised in the newsletter.

*This policy statement has been endorsed by the Governing Body, and will be reviewed on an annual basis*

Policy reviewed and updated : Signed ..... Date .....

Policy ratified and updated : Signed ..... Date .....



# FLITWICK LOWER SCHOOL

## Attendance Policy

Appendix 1.

### School Attendance System Protocol

School Attendance Target – 96%

#### First day calling for all absences

In the event of a pupil's absence from school, the parent/carer must contact the school by 09.30.

The parent/carer should give details of the cause and indicate how long the absence is likely to last. If the absence goes beyond this, a subsequent call should be made.

If there is no contact the Admin Assistant will check with the class teacher to see if the pupil is present. If not the Admin Assistant will ring the pupil's home.

Where no contact can be made by telephone the Admin Assistant will continue to attempt to make contact with the parents/carers throughout the day and will attempt contact with other members of the child's emergency contact list (as supplied by the parent/carer) until a reason for absence is provided.

If contact is still not made, the police may be **informed that the child is missing**.

The absence will be an immediate unauthorised absence.

When the pupil returns to school, the reason for the absence should be confirmed in writing within five school days. Where this is not forthcoming, a written reminder will be sent home requesting written confirmation.

If a pupil is to be absent for more than five consecutive school days and the pupil is not hospitalised, medical proof (ie doctors note) will be requested. If this is not provided (non-engagement with the school policy), then refer to trigger points.

If a child is hospitalised for an extended period of time, hospitals often provide supervised educational activities. Evidence may be available for this.

At the start of the Academic Year, any pupil whose attendance was a cause for concern in the previous academic year, will attend an attendance meeting with their parent/carer and Head Teacher. An attendance contract will be completed. This will be reviewed after 4 weeks. If the family fails to attend or attendance becomes an issue, they will be fast-tracked to Trigger Point 2.

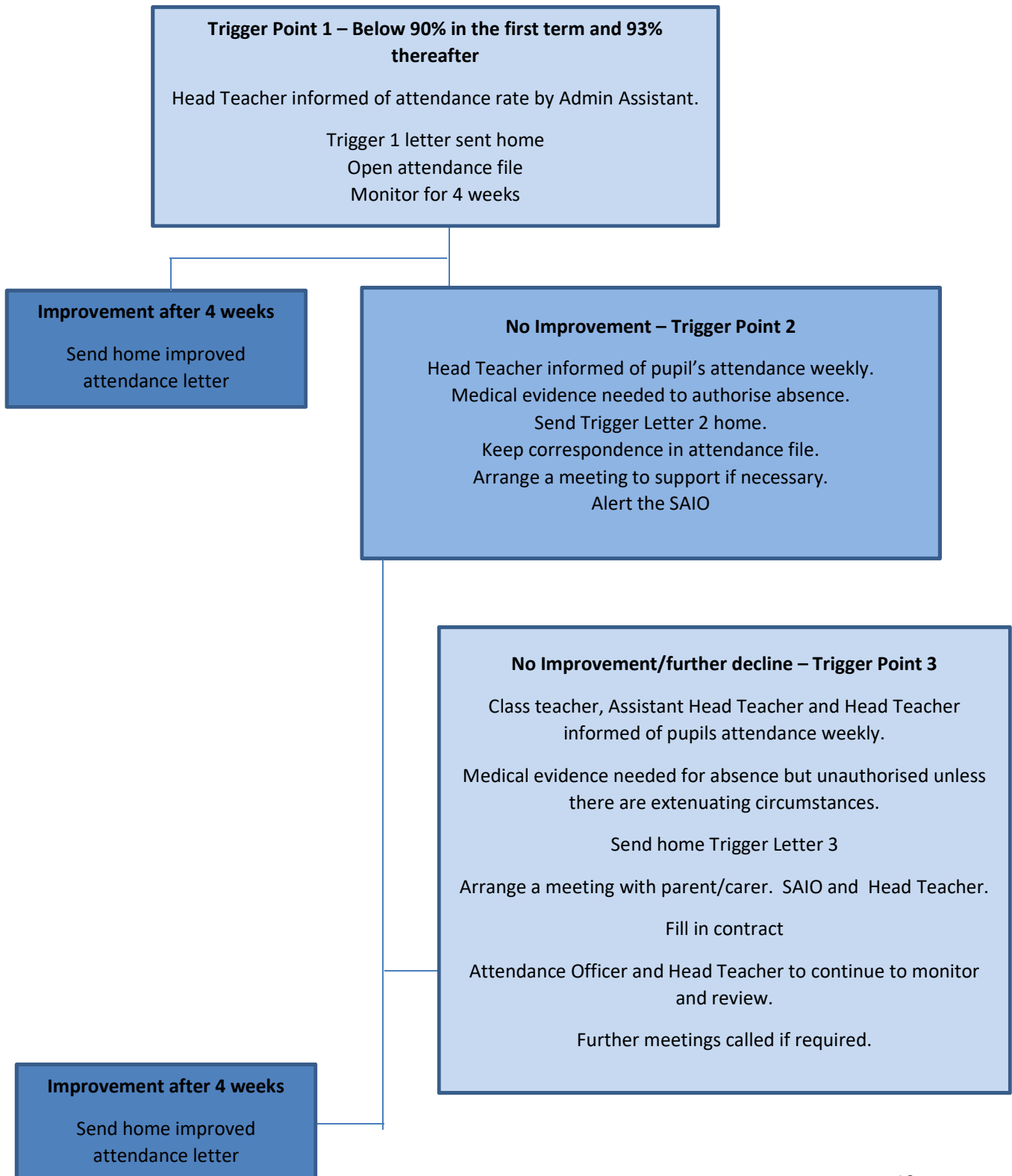
At the start of the Academic Year, any pupil who had been referred to the School Attendance Improvement Officer (SAIO) in the previous academic year, will be invited to attend an attendance meeting with their parent/carer, Head Teacher and SAIO. If attendance becomes an issue again, they will be contacted further by the SAIO



# FLITWICK LOWER SCHOOL

## Attendance Policy

### School Attendance System Protocol





# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 2.

Attendance below 90% in the Autumn Term or 93% in the Spring or Summer Terms

### Trigger Letter 1

Dear \_\_\_\_\_

#### School Attendance – Trigger Point 1

I am writing to advise you that at Flitwick Lower School we promote and encourage good attendance as it is a major contributor to good attainment. Children who attend regularly generally achieve better outcomes at school and consequently in their futures.

I am writing to alert you to the fact that \_\_\_\_\_ attendance has now fallen to \_\_%. I have attached \_\_\_\_\_ attendance certificate to date for your information.

It would obviously be preferable for children to have 100% attendance. We realise this may not be possible for all children but would appreciate your support in ensuring that \_\_\_\_\_ attendance improves to at least our minimum school target or 96%. We will be monitoring \_\_\_\_\_ attendance in the meantime.

If you have any concerns that you feel may have an impact on your child's attendance, or if we can support you in any way to help improve \_\_\_\_\_ attendance rate please do not hesitate to contact me or your child's class teacher.

Please contact us if you wish to discuss this further.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 3.

#### Trigger Letter 2

Dear \_\_\_\_\_

#### School Attendance – Trigger Point 2

I am writing to advise you that at Flitwick Lower School we promote and encourage good attendance as it is a major contributor to good attainment. Children who attend regularly generally achieve better outcomes at school and consequently in their futures.

Unfortunately your son/daughter's attendance has now fallen to \_%. His/her attendance record is attached for your reference.

In accordance with Local Authority guidelines, we are now required to ask you to provide us with medical evidence for all future medical/illness absences, including appointments. (Prescribed medicines, copies of prescriptions, documented evidence that \_\_\_\_\_ is advised not to attend school, hospital letters and appointment cards only). Unfortunately while \_\_\_\_\_ attendance is below 90%, we will not be able to authorise any further absences unless there are extenuating circumstances such as long term illness.

Of course it would be preferable for children to have 100% attendance. We realise this may not be possible for all children but would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target of 96%. We will be monitoring his/her attendance in the meantime.

If you have any concerns that you feel may have an impact on your child's attendance, or if we can support you in any way to help to improve \_\_\_\_\_ attendance rate please do not hesitate to contact me or your child's class teacher.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 3.

#### Trigger Letter 3.

Dear \_\_\_\_\_

#### School Attendance – Trigger Point 3

I am writing to you concerning the continuing problem of your child's irregular attendance at school.  
\_\_\_\_\_ current attendance is only \_\_%.

We have endeavoured to seek your support with this matter, but unfortunately your child's irregular attendance has now reached a stage where the school or Local Authority may consider taking legal action against you for failing to carry out your statutory responsibility of ensuring that your child receives an efficient full-time education at school. The action may include prosecuting you in a Magistrates court.

To avoid this possibility, I would therefore like to invite you to a meeting with me and the Local Authority School Attendance Improvement Officer to find ways of improving your child's attendance and so avoid the need for further action. This meeting has been arranged for \_\_\_\_\_.

If this date or time is inconvenient, please contact me at your earliest convenience so that a suitable time can be arranged.

Yours sincerely

J.New  
Head Teacher





# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 4.

Dear \_\_\_\_\_

As you are aware, we continue to work hard to improve our pupil's attendance levels, thus improving the life chances of your child and enabling them to achieve their full potential.

In accordance with the school's Attendance Policy we are arranging meetings with the Class Teacher and Head Teacher for all those pupils who have had attendance that is a cause for concern (at the end of the previous academic year) and who would be at risk of becoming a persistent absentee.

The aim of this meeting is to discuss the reasons for the absences and offer advice and support to enable your child to achieve a minimum of 96% attendance for the new academic year.

The meeting will be held:

On:

At:

It is very important that you attend this meeting; however if you are unable to make the above time or date please inform the school as soon as possible to make alternative arrangements.

Thank you for your anticipated co-operation.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 5.

#### Pupil/Parent Attendance Contract

School attendance is vital if a pupil is to realise his or her full potential. This contract is designed to formalise support and action plan to address school attendance problems.

Forename	Surname	Date of Birth	Class
Attendance in previous academic year	Unauthorised	Current Attendance	
Reasons for previous poor attendance/Issues raised			
Agreed Actions/Targets			
1)  2)  3)			
Signed (Parent) _____		Date _____	
Signed (Pupil) _____		Date _____	
Signed (Teacher) _____		Date _____	
Review Date (4 weeks from initial date) _____			



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 6.

#### Key to Attendance/Registration Codes

/	Present (AM)
\	Present (PM)
B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Holiday (not agreed)
H	Annual family holiday (agree)
I	Illness (Not medical/dental)
J	Interview
L	Late (before register closed)
M	Medical/Dental
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after register closed)
V	Educational visit
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstance/Non-compulsory school age absence
Z	Pupil not on roll – All should attend/No mark recorded



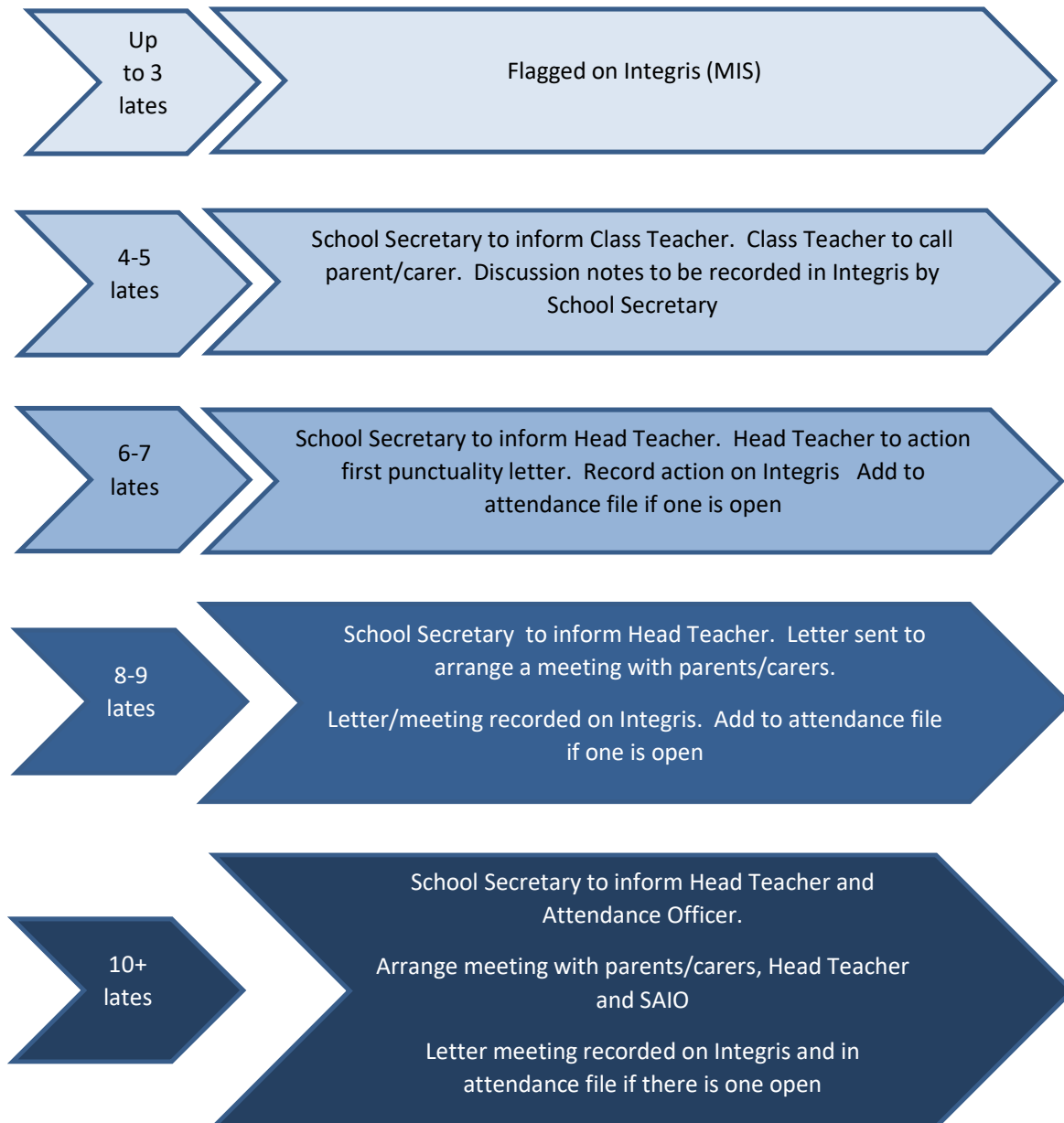
# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 7.

#### Punctuality (Lateness) Protocol

All lates to be recorded as 'L' beyond ten minutes after the register closes. Arrival after 20 minutes, unless for an authorised medical appointment, is automatically coded as 'U'.





# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 8.

Dear \_\_\_\_\_

As you may be aware, the school is working very hard to improve both attendance and punctuality. \_\_\_\_\_ has been identified as having been late on \_\_\_\_ occasions since \_\_\_\_\_(date).

It is understandable and acceptable that any child can be late on an odd occasion for any number of reasons, all of which should be verified by the parent/carer. However, I am sure you will agree that excessive lateness is unacceptable.

Lateness in school causes immense disruption and inconvenience, plus actively disadvantages the progress of pupils whose lessons are constantly interrupted by the arrival of latecomers. It is also often very embarrassing for the pupil to be constantly arriving late.

I must advise you to make certain that your child resumes a punctual attendance pattern as soon as possible. Registration is at 08.55. If a child arrives at school after the registers have closed, without an adequate reason, we have to record this as an unauthorised absence.

Please make every effort to improve this situation. We will continue to monitor your child's attendance and hope to see an improvement in the coming weeks. If there is no improvement, it is likely the Local Authority School Attendance Improvement Officer will wish to make contact with you.

If we can support you in any way to do this, please do not hesitate to contact us.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 9.

Dear \_\_\_\_\_

#### Re: Persistent Lateness

I am writing to inform you that your child \_\_\_\_\_ is persistently late for school. Between \_\_\_\_\_ (date) and \_\_\_\_\_ (date) he/she was late on \_\_\_\_\_ occasions and missed \_\_\_\_\_ hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrive late, it disrupts the entire class and the teacher – everyone’s education is compromised.

5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being served with a Penalty Notice. Parents/carers have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Meanwhile, if anything can be done to support \_\_\_\_\_ getting to school on time, please do not hesitate to contact me.

Yours sincerely

J.New  
Head Teacher

# FLITWICK LOWER SCHOOL

## Attendance Policy



Redborne Upper School and Community College



Alameda Middle School



Woodland Middle School



The Firs Lower School



Flitwick Lower School



Kingsmoor Lower School



Flitwick Lower School



Russell Lower School

### APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

If you are a parent or carer, please complete this form and return it to the school office **AT LEAST SIX WEEKS** before the date when you want the period of absence to start. Please see our Attendance Policy on the school website: [www.Flitwicklower.com](http://www.Flitwicklower.com)

Student's Full Name: ..... Date of Birth: .....

Class: .....

Period of absence for ..... days from: ..... to: ..... (inclusive)

**Reason for Absence** (if request is for a family holiday, please explain the exceptional circumstances why it **MUST** be in term time, if required please attach additional sheets with evidence from your employer)

Please indicate if your child has siblings in any of our Redborne Partnership schools

The Firs  Russell  Flitwick  Alameda   
 Templefield  Kingsmoor  Flitwick  Woodland

### Sections below to be completed by school staff only

### Decision Regarding Request For Leave Of Absence In Term Time

Number of days requested:- .....

Absence request authorised

Absence request unauthorised

Absence request can be partly authorised

Reason for decision (if appropriate) .....

Signed:- ..... Head Teacher

**Please note:** Amendments to the 2006 regulations which were enacted in September 2013, removed all references to family holidays and extended leave as well as to the threshold of 10 school days. The amendments make it clear that headteachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. For further information contact Andrew Copperwheat, Access and Inclusion Service, on 0300 300 6291.



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 11.

#### Attendance Rewards

##### **Weekly**

Each class attendance is celebrated in the weekly celebration assembly.

The class with the highest attendance percentage receive an attendance certificate.

Attendance percentages recorded on attendance display boards.

##### **Termly**

The class with the highest attendance percentage for the term earn a reward of their choice on the first Friday of the following term.

##### **Annually**

Children with 100% attendance for the whole year are recognised in the end of year celebration assembly.





# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 12.

#### Improved Attendance 90%-96% in the Autumn Term 93%-96% in the Spring and Summer Terms

Dear \_\_\_\_\_

#### School Attendance

I am writing to acknowledge that, since our previous communication regarding \_\_\_\_\_'s attendance, his/her attendance level rate has now risen to \_\_\_\_%. While it is still below our target of 96%, and therefore being monitored, I would like to take this opportunity to say we are very pleased to see that \_\_\_\_\_'s attendance level has improved.

For your reference I have enclosed a copy of his/her attendance report. As \_\_\_\_\_'s attendance is still below 96%, in accordance with school policy and Local Authority guidelines, we do still ask you to provide us with medical evidence for all future absences, including appointments. (Prescribed medicines, prescriptions, doctor's notes, hospital letters and appointment cards only).

Thank you in advance for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on children's progress and achievement.

Should you require any further information regarding this letter, please do not hesitate to contact me.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 13.

#### Improved Attendance Below 90%

Dear \_\_\_\_\_

#### School Attendance

I am writing to acknowledge that, since our previous communication regarding \_\_\_\_\_'s attendance, his/her attendance level rate has now risen to \_\_\_\_%. While it is still below our target of 96%, and therefore being monitored, I would like to take this opportunity to say we are very pleased to see that \_\_\_\_\_'s attendance level has improved. For your reference I have enclosed a copy of his/her attendance report.

As \_\_\_\_\_'s attendance is still below 90%, in accordance with school's policy and Local Authority guidelines, we do still ask you to provide up with medical evidence for all future absences, including appointments. (Prescribed medicines, prescriptions, doctor's notes, hospital letters and appointment cards only).

Thank you in advance for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on children's progress and achievement.

Should you require any further information regarding this letter, please do not hesitate to contact me.

Yours sincerely

J.New  
Head Teacher



# FLITWICK LOWER SCHOOL

## Attendance Policy

### Appendix 14.

#### Notification Letter

Dear \_\_\_\_\_

**Pupil's Name**

**DOB**

I am writing to inform you that due to your child's irregular school attendance I have requested that the Local Authority issues you with Penalty Notice.

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support your child's level of absence then I would ask that this is shared with either me or the School Attendance Officer

Yours sincerely

J.New  
Head Teacher