



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy

January 2023



Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. (*St Therese of Lisieux*)

In living out our mission we are guided by our **Catholic Virtues**. They form a common vocabulary with which we can articulate our faith in action.

Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing.

Our trust will be a place to encounter the **love** of Christ. A place that puts safeguarding, and the safety of all, at the heart of everything we do. We will **respect** the unique dignity, value and worth of each individual and empower those who lead, to lead with **humility**, and with behaviours rooted in our virtues. Our trust will be a place where we help everyone to be happy and healthy and a place where we bring healing to those in need.

Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents

Our trust will be a place for discipleship. A place of 'Outstanding Catholic Education' for all. Through an enriched curriculum, and the very best teaching, we will remove barriers to learning, and stand in **solidarity** the most vulnerable. Our trust will be a place where we celebrate achievement and where we are **attentive** to the different skills and talents in our community. A place that provides opportunities for all to grow, realise their vocation and achieve the very best outcomes.

Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. (*St Thérèse of Lisieux*)

Our trust will be a place where we form Missionary Disciples. A place where we engage in **charitable** works to support and give **hope** to those in our school, parish, and global communities. Our trust will be a place where we have a positive impact on the environment and where we instil in all, the **courage** to be an agent of change. Our trust will be a place where we celebrate 'little acts of kindness' A place where everyone feels valued, cared for and loved. We will be outward facing and work to **discern** partnerships which benefit all.

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1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution under section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

The CMAT board

Ensures that the attendance policy is updated annually and monitored through reports to the board.

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The Attendance Officer

The school Attendance Officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with the Child & Family support Worker to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices
- Liaises with external agencies regarding attendance concerns and/ or support
- Communicates with staff members and parents the support that has been implemented to improve attendance
- Conducts home visit when required.
- Ensures the safeguarding of all pupils is a priority at all times.

Class Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

School Administration staff

School administration staff are expected to take calls from parents regarding absence, recording it on the school system.

4. Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix B for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session opens at 8.40am and will be kept open until 8.55am. Pupils arriving between 8.55am and 9.25am will be classed as 'late'. Arrivals after 9.25am are classed as 'late after registration'.

The register for the second session will be taken and remain open until the times stated below within the table, for each Key stage:

Key Stage	Registration Opening Time	Registration Closing Time
Nursery (FS1)	12:30pm	12:45pm
FS2	1:00pm	1:15pm
KS1	1:15pm	1:30pm
KS2	1:30pm	1:45pm

5.

Implementation

This policy received the full agreement of the Executive Board: February 2022

6. Aims

Our Lady of Lourdes CMAT recognises that;

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

7. Expectations:

We expect the following from parents/carers:

- To ensure their children attend school regularly and punctually
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To contact their children's school whenever any problem occurs that may affect performance
- That they will inform a member of staff of any problem or reason that may prevent them from attending

We expect the following from all our pupils:

- That they attend school regularly
- That they will be on time and be appropriately equipped for the day.

Parents and students can expect the following from Our Lady of Lourdes Trust:

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us
- Rewarding good attendance
- A quality education
- Education welfare officer working across the academy trust to provide support, advice and guidance to students, parents and carers for all aspects of school attendance

8. Encouraging Good Attendance in School:

Attendance is encouraged in the following ways:

- Accurate completion of registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- Our school provides a Child and Family Support Worker who identifies and provide support, advice and guidance to pupils and their families who have attendance issues.
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the education welfare officer if necessary
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy
- Sending parents termly/weekly absence figures as appropriate including positive letters of encouragement
- An 'improved attendance' award for any students showing a significant improvement in attendance, as appropriate
- Celebrating outstanding attendance during achievement assemblies every half term in school, as appropriate

9. Punctuality

The importance of arriving at school on time:

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how students form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019). Our Lady of Lourdes recommends that the register closes 30 minutes after it is opened.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.

10. Leave of Absence and Responding to Non-Attendance.

Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Only persons with Parental/Carer Responsibility can report absences. Parents/Carers can report via their school's Gateway app/School Coms/texting or via email. CMAT Schools will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

Home visits where pupils don't attend school: When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by text message and phone calls. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

Medical Appointments: Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

Medical sick notes: where students have had on-going regular absence, medical evidence would need to be provided. Medical evidence can include:

- Screenshots of text messages from GPs for appointments
- Photographs of prescriptions

- Appointment Card/letter
- Screenshots of call logs made to medical professionals such as the GP and/or 111.

We do not require doctor's notes.

Our Lady of Lourdes CMAT has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 97% close monitoring will be put in place.

We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person – through home visits or parent meetings.

Child and Family Support Worker

The School employs a Child and Family Support Worker who works with families to overcome any barriers that may be preventing a student from attending regularly.

Attendance meetings

Parents/Carers of students with poor attendance may be invited to attend an attendance meeting. This may include a variety of professionals involved with student welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes.

Should poor attendance continue then a referral shall be made to the Local Authority for further action. The Policy for our LA is:

Nottinghamshire County Council - should a student accrue in excess of 3 days over a 6-week rolling period, a request for a Penalty Notice may be made, or a referral made to the Family Service for enforcement action.

<https://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence-truancy>

11. Leave of Absence during Term Time

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made **12 school days** in advance by completing a leave of absence request form. The application form is available from individual schools within the academy trust by request. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils on holiday during term time Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Our Lady of Lourdes Trust will not agree a 'leave of absence in circumstances such as:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the Local Authority for action. For schools within Nottinghamshire County Council, a Penalty Notice will be requested if an unauthorised holiday is taken in excess of 3 days/6 sessions (over a 6-week rolling period).

Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter may be enforced at the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.

Nottinghamshire County Council will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement may be dealt with directly by the court.

12. Truancy

Pupils who are discovered to have truanted will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents will be contacted and kept informed of events. As a punishment, the truant will be expected to make up the number of hours they have missed in school detentions. All incidents of truancy will be recorded as unauthorised.

As a follow-up the student will receive an appropriate sanction.

13. Off-Site Provision

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail/post weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from academy.

14. Children Missing in Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with '**Children Missing Education: Statutory Guidance for Local Authorities**¹
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Off-rolling:

- *Do not take a pupil off roll until you have confirmation from their destination school.*
- *If the pupil is starting a school in a different country, ensure that you have written permission, e.g. email from the LA to take them off role.*

15. Anxiety Related Non-Attendance (ARNA)

Where a student is believed to be experiencing anxiety, the school will liaise with parents/carers and make initial assessment by interview and completion of the ARNA Attendance Policy assessment documentation.

If agreed strategies fail to improve school attendance and the wellbeing of the student, further strategies will be considered. The academy will ensure that the school systems adhere to the document **Guidance to Schools: A Graduated Response to School Non-Attendance** (which must be used for SEND/SEMH needs), in order to best support early identification of anxiety related issues.

The school will ensure that the existing systems around analysing absence are able to identify the different types of unauthorised absence i.e. anxiety related, truancing or parent/carer condoned and appropriate support implemented.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the school immediately.

If a child has long term absence, the school endeavours to maintain regular communication with the student and family. School will seek support from professional outside agencies to provide additional help to the student and family.

16. Agency Liaison

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our students

- Faith in Families

¹ <https://www.gov.uk/government/publications/children-missing-education>

- Targeted Support; Family Services.
- Educational Psychologists.
- School health
- Social care
- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

17. Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

18. Stepped Approach

All letters regarding notice of penalty and actual penalty notices will be sent to both parents and or additional adults in the household as there could be a potential fine for both parents or additional adult.

Our Stepped Approach		
Beginning of term letter. School may wish to send their own versions.	Attendance Information Letter sent at the beginning of term (Appendix C) A letter (Appendix D) is sent out to parents when their child transitions from Nursery to Reception.	
Recognising and Celebrating expected and excellent Attendance		
Recognising Excellent Attendance (95% and above)	<p>A weekly Attendance Certificate is presented to the class with the highest attendance for that week.</p> <p>Weekly class winners that achieve 100% attendance will be rewarded with a non-uniform day the following week.</p> <p>At the end of each academic year, children with outstanding attendance (98% and above) receive an Amazon Voucher.</p> <p>The class with the highest attendance at the end of each Term receives a treat determined by the Headteacher.</p> <p>The class with the most weekly certificates for the highest attendance across the year will receive a Class Party Afternoon with food, drinks, treats etc.</p>	
Attendance falls below 95% due to illness or unauthorised absence		
Step 1	Letter 1 to inform of a low level of attendance.	95% is a start for concern. This letter is to inform and advise. It starts the beginning of a 4 week monitoring period. (Appendix E)****
Step 2	After 2 weeks of monitoring, attendance has still not improved, and/ or there are additional absences, Letter 2 is sent.	<p>Letter 2 explains the reasons given for absence so far, and that this has led to an unacceptable attendance level. If attendance has dropped below 90% your child is now classed as a persistent absentee.</p> <p>It also states that unless there is a significant improvement, a meeting will be held in school to form an attendance action plan.</p> <p>This is the beginning of a second monitoring period of 2 weeks. (Appendix F)</p>
Step 3	First attendance meeting.	<p>If attendance remains below 95%, a meeting is called with the Attendance Officer. At this meeting, targets are set and an attendance action plan is formed with the family.</p> <p>If the family do not attend, the plan will be made by school and sent home.</p>
Step 4	Letter to state that sickness must be evidenced.	If a child has attendance below 90% due to an unusual amount of sickness, this letter makes it clear that they will be marked as unauthorised absences unless there is a form of medical evidence. (Appendix G)
Step 5	Second attendance meeting	If attendance is still below 90% after the attendance action plan (Appendix Q), this meeting is held to make clear what the next steps are, and what letters will be issued after the meeting.
Step 6	Penalty Notice warning letter	<p>This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the LA for a penalty notice. (Appendix H)</p> <p>This begins the final monitoring period.</p>
Step 7	Penalty Notice letter	This letter states that the school has referred the attendance case to the Local Authority, and that there is to be a penalty notice issued. (Appendix I)

Unauthorised Absence Letters

	Unauthorised absence(s)	Concerns about a pupil's unauthorised absence(s) letter. To be used for periods of absence that have not been authorised by school. (Appendix J)
	Formal issue of penalty notice	Formal penalty notice linked to unauthorised absence. (Appendix K)

Holidays

Step 1	Agreeing a request	Agreeing a request for a holiday in term-time is up to the Headteacher's discretion (Appendix L) letter, however, there are guidelines within this policy and further advice in (Appendix Q)
Step 2	Declining a request	Declining a request for a holiday in term-time and warning parents that if they take the child out of school during these times, a penalty notice will be issued. (Appendix M)
Step 3	Holiday Absence	After an unauthorised holiday this letter informs parents that they may be issued with a penalty notice. (Appendix N)
Step 4	No notice holiday absence	If a family go on holiday, without informing the school this letter for a no notice holiday penalty can be issued. (Appendix O)

Other useful letters

	Punctuality letters	Appendix P
	Exceptional Circumstances	Appendix R
	Nottinghamshire Penalty Notice Form	Appendix S
	Celebrate improved attendance	Appendix T

Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.

Nottingham City Council Schools:	Nottinghamshire County Council Schools:	Derbyshire County Council:
The Trinity School St Marys Hyson Green Our Lady of Perpetual Succour St Teresa’s Aspley St Augustine’s St Anns Blessed Robert Widmerpool Clifton, Our Lady & St Edward St Anns St Patrick’s Catholic Primary and Nursery School Wilford St Margaret Clitherow Bestwood	The Becket School West Bridgford St Edmund Campion Catholic Primary Christ the King Arnold The Good Shepherd Arnold Sacred Heart Carlton Holy Cross Hucknall All Saints Mansfield St Philip Neri Mansfield St Patricks Mansfield St Joseph’s Ollerton Holy Trinity Newark	St Joseph’s Shirebrook.
Lincolnshire	North Lincolnshire	North East Lincolnshire
St Mary’s, Boston. Our Lady of Good Counsel. St Mary’s, Grantham St Hugh’s. Our Lady of Lincoln. St Norbert’s, Spalding. St Peter and St Paul. St Augustine, Stamford.	St Augustine Webster. St Mary’s, Brigg. St Norbert’s, Crowle. St Bernadette’s St Bede’s.	St Marys, Grimsby. St Joseph’s.

Appendix B: The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix C: Attendance Information Letter

Dear Parents/Carers,

The schools of the Multi Academy Trust are committed to working collectively with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children. It is important that, as parents, you know the impact of having a few occasional days off due to illness, holidays or family events can lead to a decline in children's attendance. This can have a detrimental impact on their wellbeing and development.

Below are a few ways in which you can support your child's attendance:

- Making sure your child **attends school regularly** and on time.
- **Contacting school on the first day of any absence** on 01623 489010.
- **Informing school of any problems** that may impact on your child's attendance, punctuality and learning.
- Arranging routine **medical appointments outside of school time**. If this is not possible, please bring your child into school prior to their appointment and return to school afterwards wherever possible.
- Establishing good morning and bedtime routines so your child is ready for school.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. If at any point in the school day we feel your child needs to go home, the school office will contact you.
- Ensuring that you **do not book holidays in term time**. As we follow government guidelines, holidays taken in term time are not authorised unless there is an exceptional circumstance.
- If you feel your child is too ill to come to school, please **try to provide medical evidence**. This can be prescription medication, an appointment card or a prescription.

Overleaf is a table that illustrates how school absence could affect your child's ability to access the curriculum.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95% and below	95%. Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
80% or below	80%. Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

We look forward to working with you to ensure the best possible education for your child.

Should you require further information, please see our Attendance Policy located on the school website. If you wish to speak to school regarding attendance, please contact the office.

Yours faithfully,



Mr. D. Steele
Headteacher

Appendix D: Attendance: Nursery to Reception - Attendance Policy and Procedure

We are delighted to welcome you to our school community from September. During Reception, staff will work hard to embed positive attitudes towards school, expectations for behaviour and will lay the foundations for effective learning. In order for your child to reach their full potential, it is **essential** that they attend school as regularly as possible so key learning is not missed.


It is our aim that a child's attendance throughout the year is in line with our Trust target of 97%. As parents/carers, **we ask that you do all that you can to ensure your child is present and punctual**. Please note that you may be contacted by the school's Attendance Officer should your child's attendance fall below 95%.

In joining our school, we also ask that you comply with our absence reporting procedures. In the event of an absence, this must be reported to the Office via phone call, voicemail message, Dojo and/or through the Arbor app. All absences must be reported with reasons provided, prior to 9:30am. Should an extended leave of absence be required, a **Leave of Absence Request Form** (available from the Office) must be completed prior to the absence. We also ask that medical appointments are made outside of school hours wherever possible. Should this be unavoidable, medical evidence must be provided to support the absence. (See Attendance Policy for examples of medical evidence).

Please also note that punctuality plays a key role in attendance and the development of your child. Registration opens at 8.40am; it is expected that children arrive in school before 8.55am as arrival from 8.55am onward to 9.25am is classed as 'late'. Arrivals from 9.25am onwards are classed as 'late after registration' and will be recorded as unauthorised unless a valid reason is provided.

Further information regarding our Attendance Policy can be found on the school website. Alternatively, please contact the school office if you have any further queries. We look forward to your child joining our community and working with you to ensure they reach their full potential.

Best wishes,



Mr. D. Steele
Headteacher

Appendix E: Attendance 95% Or Below

Dear Parent/ Carer,

We are writing to you to make you aware of your child's low school attendance. **CHILDS NAME** attendance is currently **. Children who do not attend school regularly often struggle to catch up with work missed or become anxious learners so it is important that school attendance is taken seriously. Attached is a copy of your child's attendance certificate. If you would like support around school attendance or would like to discuss this further, please do not hesitate to contact school to arrange an appointment.

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix F: Attendance 95% Or Under, Letter 2

Dear Parent/ Carer,

I write to express my concern at CHILDS NAME continued high levels of absence from school. Your child's current attendance records show that they have had significant periods of absence from school to date; this continued poor attendance can have an acutely negative impact on your child's education and development.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and it is our belief that regular attendance throughout the year is essential for success and fulfilment.

Please note that our Attendance Officer will closely monitor your child's attendance over the next two weeks. If there is no significant improvement in their attendance, a meeting will be held to form an attendance action plan.

We ask for your support in ensuring that your child's attendance begins to improve as a matter of priority. Please encourage and support PUPIL NAME to be present and punctual. Wherever possible, please avoid booking medical appointments during school hours; however, if this is not possible, we will require medical evidence in order to authorise the absence. Please also note that holidays will not be authorised.

If you have any further queries, please contact the school office.

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix G: Attendance 90% & Under Letter

Dear Parent/ Carer,

Upon analysing attendance data, it has come to my attention that your child's attendance has now fallen below 90% this means they are now classed as a persistent absentee.

The law on school attendance and right to a full-time education, taken from the DfE Working together to improve school attendance May 2022 states:

“School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority.”


- *The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*
- *Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.*
- *All schools have a continuing responsibility to proactively manage and improve attendance across their school community.*

Please find attached your child's registration certificate and note the number of absences. I will now be requiring medical evidence for your child's further absences. This can include:

- Screenshots of text messages from GPs for appointments
- Photographs of prescriptions
- Appointment Card/letters. ***We do not require doctor's notes.***

I urge that you understand and place importance on this matter. If you need any help to improve your child's attendance, I am only too happy to help. Please contact me to arrange a meeting. I look forward to working with you to improve your child's school attendance.

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix H: Attendance Penalty Notice Warning

Dear Parent/Carer,

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. Our data shows that, to date attendance is currently ***.

From today, DATE the child's attendance will be monitored for the remainder of this academic year. If during this time they have **6 or more sessions of absence or marks of Late and/ or Late after register over a 6 week period without sufficient medical evidence**, we will request that the Local Authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent. Due to new legislation from the Local Authority the monitoring period also covers students arriving persistently late into school. Should your child become unwell, we will require sufficient medical evidence in order to authorise further absence.

If your child arrives late to school their mark may be recorded as a 'U' code which gives an unauthorised mark for that session. Registration opens at 8.40am, it is expected that children arrive in school before 8.55am as arrival from 8.55am onward to 9.25am will be classed as late, arrival from 9.25am onwards will be classed as late after registration and will be recorded as an unauthorised mark.

The penalty notice fines are issued to each parent, for each child, and are:

- £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child. The Local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Please take immediate steps to ensure your child arrive at school on time every day and obtain medical evidence such as an appointment card, prescription label, medical letter etc, should your child become too unwell to attend. Any other reason for absence should be discussed with the school as we aim to work with you and it is at the school's discretion whether to authorise any absence that is not covered by medical evidence.

We thank you for your support in ensuring your child is not absent from school during term time in future.

Yours sincerely



Mr D. Steele
Headteacher

Appendix I: Attendance – Penalty Notice

Dear Parent / Carer,

On DATE we wrote to you to explain that St. Philip Neri with St. Bede Catholic Academy would not authorise any future absences, without sufficient medical evidence or exceptional circumstances. We also informed you that this may lead to a Penalty Notice being issued, should you incur 6 or more occasions of unauthorised absences during the Penalty Notice monitoring period. During this six-week monitoring period CHILD occurred ** session of unauthorised marks due to LATE AND/ OR LATE AFTER REGISTRATION/UNAUTHORISED ABSENCE, as well as a further ** sessions of LATE/ILLNESS/MEDICAL ETC.

I am now writing to advise that a request has been made to the Local Authority to issue you with a Penalty Notice. This is due to the exceeded sessions of unauthorised absences between DATE-DATE, CHILD has had ** days (** sessions) of unauthorised absences, where reasons for absences from you are still outstanding, unauthorised or sufficient medical evidence has not been provided to support these marks. CHILD Attendance Certificate document is attached.

In due course, the Local Authority will issue you with the Penalty Notice, which will provide details on how to pay the fine or appeal its issue. Once issued, a Penalty Notice incurs a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. The fine is issued per parent and would be payable to the Local Authority and not school. Should the fine remain unpaid, the matter may be enforced at the Magistrates Court. The maximum fine for this offence is £1000 per parent, per child.

Please be aware that a maximum of 2 Penalty Notices can be issued within a one year period. Should there be a third instance to request further action, for either an unauthorised holiday or unauthorised absence, the matter would be referred to the Magistrates Court for enforcement/prosecution and not dealt with as a Penalty Notice, in line with Nottinghamshire County Council guidelines.

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix J: Attendance: Unauthorised Absence

Dear PARENT/CARER NAME,

I am writing to express my concern regarding your child's recent unauthorised (absence/absences) from school.

(Pupil Name) has incurred a total of (number) unauthorised sessions, ([number] days) on the following dates:

[date]

[date]

[date]

We acknowledge that each family's circumstances differ and aim to work with parents/careers to ensure your child reaches their full potential. Our pupils' welfare is of paramount importance, therefore regular attendance throughout the year is essential for their success and fulfilment.

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than 6 unauthorised session within a six-week monitoring period. You can find more information about penalty notices in our school Attendance Policy. A copy of the Policy can be found on the school website.

We ask that you contact the School Office regarding the above absence/ absences so that further support can be implemented.

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix K: Attendance: Formal Notice About Unauthorised Absence

Dear (Insert Parent's names),

We wrote to you previously (INSERT DATE) to notify you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine. We are now writing to advise you that, because your child (**insert name**) has had unauthorised absences in excess of 3 days over a six week period, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

These absences occurred on the following dates:

[date]

[date]

[date]

In line with our Attendance Policy, and the Local Authority's Code of Practice, we must now request a penalty notice be issued by the Local Authority.

On receipt of the notice, you must pay:

- £60, if paid within 21 days;
- £120, if paid after 21 days but within 28 days.

If payment is not made within 28 days, the Local Authority may decide to pursue further legal action.

We would like to invite you in for a meeting with our Attendance Officer so we can discuss how we can support you to help improve (**name's**) attendance. Please contact the school office on 01623 489010 urgently so we can arrange this meeting.

Yours sincerely,



Mr. D. Steele
Headteacher



St Philip Neri with St Bede Catholic Voluntary Academy

Our Lady of Lourdes Catholic Multi-Academy Trust

Rosemary Street, Mansfield, Nottinghamshire, NG19 6AA
Tel. 01623 489010

office24@st-philipneri.notts.sch.uk
www.st-philipneri.notts.sch.uk

LEAVE OF ABSENCE REQUEST FORM

Pupil name: _____ Year/Class: _____

Home address: _____

We are requesting our child/children to be absent and **lose their learning** on the following dates:

Date of last day at school: _____ Date of return to school: _____

Total number of school days missed: _____

The **EXCEPTIONAL** reason for my child/children's absence and lost learning:

I have read and understood the information overleaf. I understand that if my request does not meet the criteria described overleaf, the request will not be authorised and you may receive a Penalty Notice (fine) from the Local Authority.

Name of parent/ carer: _____

Signed: _____ Date: _____

PLEASE RETURN TO SCHOOL GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE. PLEASE DO NOT MAKE ANY BOOKINGS UNTIL YOU ARE INFORMED OF THE OUTCOME.

FOR OFFICE USE ONLY

The decision in response to your application:			
The leave is considered to be Authorised:		The leave is be considered to be Unauthorised:	
<p>This application for leave was considered using the Trust's Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</p> <p>If you wish to discuss this decision further, please email Office24@st-philipneri.notts.sch.uk</p>			
Signed on behalf of St. Philip Neri with St. Bede, part of the Our Lady of Lourdes CMAT by:		Date:	



St Philip Neri with St Bede Catholic Voluntary Academy,

Our Lady of Lourdes Catholic Multi-Academy Trust

Rosemary Street, Mansfield, Nottinghamshire, NG19 6AA
Tel. 01623 489010

office24@st-philipneri.notts.sch.uk
www.st-philipneri.notts.sch.uk

LEAVE OF ABSENCE REQUEST FORM

Below are the only reasons that **may be considered** for authorised absence.

Please check before requesting leave of absence:

- Medical appointments that cannot be arranged outside school hours – we must see an appointment card.
- Leave due to exceptional circumstances e.g. death of parent, grandparent or sibling.
- Critical illness of parent, grandparent or sibling.
- Attending a family wedding or a funeral.
- Travel abroad to an exceptional event such as religious occasion or important medical appointment – 3 days maximum with evidence provided.
- Observance of a Religious Festival.

Leave of absence **will not be authorised** for the following reasons and you may be issued with a Penalty Notice (fine):

- Holiday in term time.
- Holidays booked prior to starting school.
- Poor weather.
- Day trips for birthdays etc.
- Minor coughs and headaches, head lice and conjunctivitis.
- Being on medication – school can administer medication prescribed by a doctor.
- Lack of evidence provided.

The above will be considered by the Headteacher in consultation with the Attendance Officer and Governing Body, and a response will be sent to you.

PLEASE COMPLETE THE FORM OVERLEAF DETAILING WHY YOUR CHILD/CHILDREN NEED TO LOSE THEIR LEARNING FOR THE PERIOD OF TIME REQUESTED.

Further information on attendance can be found in the Academy's Attendance Policy.

Section 444 (1) of the Education Act 1996 states: If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school the parent is guilty of an offence.

**Appendix L: RESULT OF APPLICATION BY PARENT / CARER FOR CHILD'S
LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name: *****

Tutor Group / Class: *****

Attendance to Date: **%

Date: *****

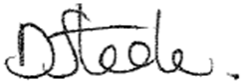
Thank you for your request to take (child) out of school between (date) and (date).

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,



Mr D. Steele
Headteacher

**Appendix L: RESULT OF APPLICATION BY PARENT / CARER FOR CHILD'S
LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name: *****

Tutor Group / Class: *****

Attendance to Date: **%

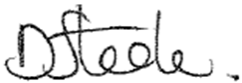
Date: *****

After carefully considering your Leave of Absence application, we have decided to authorise ** days for _____, but are sorry to inform you that we are unable to authorise the other ** days and should you endeavour to take this Leave, we would be left with no alternative but to register your child with unauthorised absence for ** days.

Please note that an unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

We would like to take this opportunity to assure you of our continued commitment to your child, their education and wellbeing and to you as parent.

Yours sincerely,



Mr D. Steele
Headteacher

Appendix M: RESULT OF APPLICATION BY PARENT / CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name: *****

Tutor Group / Class: *****

Attendance to Date: **%

Date: *****

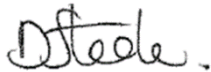
I note your application to take (child) out of education for (number of days) days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) or the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

Please note that a request will be made to the Local Authority to issue a penalty notice if you do remove (child) from school for the period stated in your application.

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix N: After an unauthorised holiday

Dear PARENTS/ CARER NAME,

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. Our data shows that, to date attendance is currently ***.

We are writing today regarding the leave of absence request for the following **dates ******. Due to the **circumstances/ reasoning** for the absence and your child's current attendance, this leave of absence was **DECLINED/ PARTLY AUTHORISED**, a letter was provided to yourself on DATE. Within this letter we wrote explaining that the **(insert school name)/ Academy** would not authorise **(child name)** absence from school for **(insert number of days)** days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

This absence has been classed as unauthorised, therefore a request for penalty notice has been made to the local authority. The notice can be issued to both parents/carers for each child whose absence is persistent.

The penalty notice fines are issued to each parent, for each child, and are:

- £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

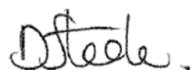
When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £1000 per parent, per child.

The Local Authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

We wish to offer continued support in order to improve attendance. Should you feel that further support and actions can be implemented please do not hesitate to contact us.

Please take immediate steps to ensure your child arrive at school on time every day and obtain medical evidence such as an appointment card, prescription label, medical letter etc, should your child become too unwell to attend. Any other reason for absence should be discussed with the school as we aim to work with you and it is at the school's discretion whether to authorise any absence that is not covered by medical evidence.

Yours sincerely



Mr D Steele
Headteacher

Appendix O: Penalty Notice Warning Following Unauthorised Leave Of Absence

Dear PARENTS/ CARER NAME,

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

As our school policy states, a Leave of Absence must be made 12 school days in advance by completing a Leave of Absence Form. (Child) absence was not authorised and therefore I have requested the Local Authority issue a Penalty Notice.

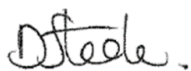
All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that St. Philip Neri with St. Bede Catholic Voluntary Academy notify the Local Authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close.

Penalty Notices are issued by the Local Authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carer. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty.

A Penalty Notice can lead to a fine of £60 per child/parent if paid within 21 days or £120 per child/parent if paid within 28 days. If leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely



Mr D. Steele
Headteacher

Appendix P: Attendance: Punctuality

Dear parent/ Carer of PUPIL NAME,

We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.

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

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We will continue to focus on this area with children through class work and school assemblies.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself or your child's progress leader (if you have one in school).

Yours sincerely,



Mr. D. Steele
Headteacher

Appendix Q: Action Plan for supporting positive attendance.

Name(s) of pupil(s):			
Date:	Attendance:	Number of Lates:	Year Group:

Known barriers to attendance:	
Child's view (if appropriate):	
Parents view:	
School's view:	
Agreed actions:	
Date of next review: -----	If my child's attendance continues to decline without reason or medical evidence, I am aware this may be escalated for discussion with Education Welfare Service from the Local Authority.

Parent/Carer

I/we confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the school office if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £60 if paid by 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed (Parent(s)/Carer(s)) Date

School

Staff member

- I/we agree to the above attendance improvement plan
- I/we will monitor attendance, which will be reviewed regularly
- If I/we have any concerns, I or someone on my behalf will contact you, the parent/carer immediately
- I/we will keep you informed of the result of any attendance reviews

Signed Date

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Appendix R: Exceptional Circumstances

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The number of days to be agreed with the headteacher.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the DPS team prior to any authorisation being given to the parent.

What are NOT considered 'exceptional circumstances'

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.
- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child's birthday)

Appendix S: Nottinghamshire County Council Penalty notice request form.

PENALTY NOTICE REQUEST



NB: Please note that if full details are not provided your request cannot be processed.

Parent / Carer's Details		Parent / Carer's Details	
Title:	Mr/Mrs/Miss/Ms	Title:	Mr/Mrs/Miss/Ms
Forename:		Forename:	
Surname:		Surname:	
Full address:		Full address:	
Postcode:		Postcode:	

Childs Details:		Childs Details:	
Forename:		Forename:	
Legal surname:		Legal surname:	
Chosen surname:		Chosen surname:	
DOB:		DOB:	
Full address:		Full address:	

Please select only ONE of the options below

Option 1: Complete below for a penalty notice for a Leave of Absence in Term Time			Option 2: Complete below for a penalty notice for Unauthorised Absences		
Parent request for leave of absence: (please tick (✓) one box only)	Phone call		Attendance this academic year:	Overall Attendance %	
	Text/Dojo message			Authorised %	
	Email			Unauthorised %	
	LOA request				
	No LOA request				
Have you done the following:			Have you done the following:		
1. Sent a letter in response to the above	Yes / No		1. Sent 1 st letter warning of possible penalty notice due to the number of	Yes /	

Appendix T: Improving attendance letter

Dear Parent/Carer,

Appendix T: Improved Attendance

Date:	Attendance:	Date:	Improved attendance:

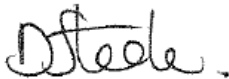
I am writing to celebrate your child's improved attendance.

As you can see from the above attendance figure your pupil's attendance has significantly improved. We are really pleased with Pupil's name he/she is showing clear progress, which is linked to his/her consistence attendance in school. Learning is a progressive activity; each day's lessons build upon those of the previous day(s). Therefore, any sustained absence will hamper educational development. We believe that being in school, is important to your child's achievement, wellbeing, and their wider development.

Please pass on our congratulations to Pupil's name and the positive impact his/her attendance has had on his/her learning.

If you require any further support or information, please do not hesitate to contact us.

Yours sincerely,



Mr. D. Steele
Headteacher