



Beulah Junior School

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Attendance Policy

Approved by: Full Governing Board

Date: November 2023

Next Review due by

November 2023

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- › Promoting good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every child has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure children have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 \(Child Registration\) \(England\) 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

3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the Head Teacher to account for the implementation of this policy

3.2 The Head Teacher

The Head Teacher 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 children

- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents/carers to discuss attendance issues
- › Delivering targeted intervention and support to children and families

The designated senior leader responsible for attendance is the Head Teacher Mrs B Warwick and can be contacted via 020 8653 4921 and/or office@beulah-jun.croydon.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance (Head Teacher).
- › Working with education welfare officers to tackle persistent absence
- › Advising the Head Teacher when to issue fixed-penalty notices

The attendance officer is Hanna Ardley and can be contacted via 020 8653 4921 and/or office@beulah-jun.croydon.sch.uk

3.5 Class Teacher

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMs by 8.55am and 1.50pm each day.

3.6 School office staff

School office staff will:

- › Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents/carers to the relevant member of the leadership team when appropriate and to provide them with more detailed support on attendance

3.7 Parents/carers/carers

Parents/carers/carers are expected to:

- › Make sure their child attends everyday on time (before gates close at 8.45am).

- › Call the school to report their child's absence before 9.30am on the day of the absence and advise when they are expected to return. If the predicted return date changes parents/carers must call the school to report this change before 9.30am on the day of the additional absence.
- › **Provide the school with more than 1 emergency contact number for their child**
- › Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Children

Children are expected to:

- › Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all children 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 child 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 1 for the DfE attendance codes.

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a child is attending an approved educational activity
- › The nature of circumstances where a child is unable to attend due to exceptional circumstances

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

Children must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 8.45am will be kept open until 8.55am. The register for the second session will be taken at 1.50pm and will be kept open until 2.00pm.

4.2 Unplanned absence

The child's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the child's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent/carer notifies the school in advance of the appointment and completes a request for leave of absence form (which will be given out by the office staff).

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A child who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code

See appendix 1 for the DfE attendance codes.

Any ongoing issues with punctuality will be addressed through a letter home detailing the number of lost learning minutes acquired, a phone call to parents/carers by a member of the leadership team and if this continues, parents/carers will be invited in for a meeting.

4.5 Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, without reason, the school will:

- › Call the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the child's emergency contacts (within 3-5 days), the school may make a home visit. If this does not ascertain the safety and well-being of the child, the SPOC consultation line and/or police will be called.
- › Identify whether the absence is approved or not
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will also consider involving an education welfare officer

4.6 Reporting to parents/carers/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This will come in the form of letters, phone calls and face to face meetings sharing a concern and detailing the level of attendance and absence. Where relevant, written reports will also be shared with parents/carers.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head Teacher will only grant a leave of absence to a child during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head Teacher's discretion, including the length of time the child is authorised to be absent for.

We define 'exceptional circumstances' as:

- › Death of parent/ carer or sibling of the child
- › Life threatening or critical illness of parent or sibling of the child

Family emergencies need careful consideration, it is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with our leave of absence request form, accessible via the school office. The Head Teacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- › Illness and medical/dental appointments. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. (see sections 4.2 and 4.3 for more detail)
- › Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- › Traveller children travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision

See Appendix 3: Responses to term time holidays

5.2 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

In line with Section 23 Anti Social Behaviour Act 2007, Penalty notices can be issued by a Head Teacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- › The number of unauthorised absences occurring within a rolling academic year
- › One-off instances of irregular attendance, such as holidays taken in term time without permission
- › Where an excluded child is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

Aims

To ensure good attendance and punctuality (above 96%) is regularly promoted and supported and remains high profile across the school.

To achieve high levels and attendance and punctuality through rewarding good attendance and punctuality.

Weekly Celebration Assemblies

Celebration Assemblies are held every week on Friday. Classes with the highest attendance/punctuality receive the Attendance Cup. Classes receive extra break time if the attendance cup is awarded to them.

Additional Rewards

At the end of each term there is a special award for children who have achieved 100% attendance. The Head Teacher and Admin Officer lead in, and organise the end of term attendance awards and incentives. When focusing on specific families and children, these children will receive an attendance or punctuality reward card after an improvement has been seen over 5 consecutive days. These cards are then used for a prize draw at the end of each half term.

Table to be shared with parents

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE PUPIL?	
Half-term 1	3 ½ days off school from September until October half-term holiday will make your child a PA student.
Half-term 1-2	7 days off school from September until the Christmas holiday will make your child a PA student.
Half term 1-3	10 days of absence from September until February half-term will make your child a PA student.
Half term 1-4	Half-term 1-3 12 ½ days of absence from September until the Easter holidays will make your child a PA student.
Half-term 1-5	15 ½ days of absence from September until May half-term will make your child a PA student.
Half-term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child a PA student.

7. Attendance monitoring

Class Registers

Class registers remain open until 8.55am in the morning. At that point the teacher may submit their final register. The class teacher may submit the register as many times as they wish, e.g. if a mistake has been made or a child arrives slightly late.

From 8.45am, the school playground gates are closed. If a child is late and arrives after the register is closed, the parents/carers and/or the child enter through the school office and give details about why they are arriving late. These can be entered on the school's inventory system by the parent or child (depending on age). This is to ensure that no children are missed on the register due to late arrival. Children arriving after 8.55am are recorded as (L) late.

Afternoon Register

Registers must be submitted by teaching staff straight after lunch (by 1.50pm) before afternoon lessons commence.

School Attendance Letters

The school sends out letters to communicate with parents/carers about attendance and punctuality. Copies of all standard letter formats are included in Appendix 2 at the end of this policy.

Attendance Meetings

The Head Teacher, Admin Officer and other members of the leadership team monitor individual, classes year groups different ethnic groups SEN and FSM children. They identify patterns and trends in punctuality and absences including persistent absence. The systems and procedures are then followed to improve attendance for these individuals and groups. Phone calls are made to parents/carers of children whose attendance is below 95%. Phone calls are made and letters are sent out to parents/carers whose children's attendance is below 90% and parents/carers are encouraged to work in partnership with the school.

7.1 Monitoring attendance

The school will:

- › Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual child level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

Child-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- › Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- › Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- › Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with children and families
- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a child misses 10% or more of school, and severe absence is where a child misses 50% or more of school.

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › Hold regular meetings with the parents/carers of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- › Provide access to wider support services to remove the barriers to attendance
- › Where no signs of improvements are being seen and this is leading to persistent attendance, the school will follow Section 23 Anti-Social Behaviour Act 2007 and penalty notices may be issued to the parent or carer.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Head Teacher and Attendance Officer. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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

Code	Definition	Scenario
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Authorised absence		
C	Authorised leave of absence	Child has been granted a leave of absence due to exceptional circumstances
E	Excluded	Child has been excluded but no alternative provision has been made
H	Authorised holiday	Child has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a child will be absent due to illness
M	Medical/dental appointment	Child is at a medical or dental appointment
R	Religious observance	Child is taking part in a day of religious observance
S	Study leave	Year 11 child is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Child from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Child is on a holiday that was not approved by the school
N	Reason not provided	Child 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 child's absence
U	Arrival after registration	Child arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Child 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 child is in custody
Z	Child not on admission register	Register set up but child has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Attendance and Punctuality Letters

«address_block»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» date of birth «date of birth»- current level of attendance «percentage attendance»%

At Beulah Junior School we aim to ensure each pupil is given the best possible chance to reach their full potential. Frequent absences and lateness can adversely impact upon a pupil's progress and academic achievement.

You are receiving this letter because one or more of the following apply:

- Your child ended the previous academic year with attendance under 90%.
- Your child has recorded 3 separate periods of illness in a 6 week rolling period.
- Your child has recorded an absence of more than one day immediately preceding or following a school holiday.
- Your child has recorded an absence from school for 3 or more days.

Child's name	Attendance Percentage	Total number of days absent	Total number of days attended
«chosen_forename» «chosen_surname»			

In order for us to authorise any future absence as illness, we will now require you to provide us with supporting medical evidence. Medical evidence may take the form of a dated medical appointment card or letter, a photocopy of a signed and dated prescription note, labelled medication packaging issued by the GP/Hospital, a note or computer printout from the GP/Hospital confirming your child has been seen by them, together with the reason. Failure to provide supporting medical evidence will result in the absence being recorded as unauthorised and a referral will be made to our Education Welfare Officer.

I have enclosed a copy of «chosen_forename»'s attendance certificate for your information. If you would like to discuss «chosen_forename»'s attendance or are experiencing any difficulties you wish to make us aware of, please contact the school office on 0208 653 4921

Thank you for your attention in this matter.

Yours sincerely,

Mrs B Warwick
Head Teacher

«address_block»

<Date>

Dear «salutation»

Re:«chosen_forename»«chosen_surname», date of birth «date of birth»- current level of attendance «percentage attendance»%

Beulah Junior School is committed to ensuring all of our pupils are able to reach their full potential however, frequent absences can have a negative effect upon learning and academic achievement.

Since the start of the academic year «chosen_forename» has achieved an overall attendance of «percentage_attendance»%. This is below the school's attendance target for every pupil, which is currently set at <96%> I enclose a copy of «chosen_forename»'s latest attendance certificate for your information.

Child's name	Attendance Percentage	Total number of days absent	Total number of days attended
«chosen_forename» «chosen_surname»			

You will recall that we wrote to you on <enter date of letter> to inform you that we would now require medical evidence in order to authorise any future absence as illness. We wish to inform you that we have not received medical evidence for «chosen_forename»'s absence on <date(s) of absence> and consequently this has been recorded as an unauthorised absence. If you do have medical evidence to support this absence, we would ask that you provide this to the school now, so that we may amend our records appropriately.

Our aim is to ensure each pupil is able to reach their full potential and we ask for your support in ensuring «chosen_forename» attends school regularly.

In the meantime, we shall be monitoring «chosen_forename» attendance very closely and any further concerns will result in a referral to our Education Welfare Officer.

If you would like to discuss «chosen_forename»'s attendance or are experiencing any difficulties you wish to make us aware of, please contact the school office on 02086534921.

Thank you for your attention in this matter.

Yours sincerely,

Mrs B Warwick
Head Teacher

«address_block»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» date of birth «date of birth»- current level of attendance «percentage attendance»%

At Beulah Junior School we aim to ensure each pupil is given the best possible chance to reach their full potential. Frequent absences and lateness can adversely impact upon a pupil's progress and academic achievement.

«chosen_forename»'s overall level of attendance for this academic year has fallen below 90% and in accordance with criteria set by the Department for Education, this level of attendance classifies «chosen_forename» as a persistent absentee. A copy of «chosen_forename»'s latest attendance certificate is enclosed for your information.

Child's name	Attendance Percentage	Total number of days absent	Total number of days attended
«chosen_forename» «chosen_surname»			

In order for us to authorise any future absence as illness, we will now require you to provide us with supporting medical evidence. Medical evidence may take the form of a dated medical appointment card or letter, a photocopy of a signed and dated prescription note, labelled medication packaging issued by the GP/Hospital, a note or computer printout from the GP/Hospital confirming your child has been seen by them, together with the reason.

Failure to provide supporting medical evidence will result in the absence being recorded as unauthorised and a referral will be made to our Education Welfare Officer.

If you would like to discuss «chosen_forename»'s attendance or are experiencing any difficulties you wish to make us aware of, please contact the school office on 02086534921

Thank you for your attention in this matter.

Yours sincerely,

Mrs B Warwick
Head Teacher

«address_block»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename»«chosen_surname»date of birth «date of birth»- current level of attendance «percentage attendance»%

I note from the register that «chosen_forename» was marked absent from school for the following period and we have not yet received an explanation for the absence:

<Day(s) and date(s)> - <number of unexplained sessions>

Child's name	Attendance Percentage	Total number of days absent	Total number of days attended
«chosen_forename» «chosen_surname»			

You will be aware that it is the parents' responsibility to notify the school on the first day of a pupil's absence to explain the reasons why he/she is unable to attend school and to give an expected date of return. We would now ask that you advise the school of the reason for the absence on the slip below and return it to school within two weeks of the date of this letter, so that we may amend our records accordingly.

Should we not hear from you, the above absence will remain recorded as an unauthorised absence and this may result in a referral being made to our Education Welfare Officer.

If you wish to discuss «chosen_forename» attendance or any aspect of this letter, please contact the school office on 02086534921

Thank you for your attention to this matter.

Yours sincerely,

Mrs B Warwick
Head Teacher

Please complete this slip and return it to the school as soon as possible and within 2 weeks of the date on this letter

Pupil's name:	Date of birth:
Address:	
Class:	
Date(s) of absence:	
Reason for absence:	
Parent/Carer signature:	
Date:	
For school use:	
Date slip received:	
Absence authorised: YES/NO	
Signed:	

«address_block»
«date_of_printing»

Dear «salutation»

Re: «chosen_forename» «chosen_surname»- date of birth «date of birth»- current level of attendance «percentage attendance» % sessions late «total lates before»

At Beulah Junior School we are committed to providing high quality inclusive learning opportunities for all pupils and we believe that excellent attendance and punctuality both play a crucial part in helping our pupils to reach their full potential.

It has been noted that «forename» «chosen_surname» has arrived late to the Beulah Junior School on «total_lates_before» occasions since the start of the school year. I enclose a copy of «his_her» latest registration certificate for your information.

Child's name	Total number of sessions marked as late	Total learning time lost	Total number of days lost
«chosen_forename» «chosen_surname»			

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can have a detrimental effect on their achievement, regardless of their academic ability. They may also feel embarrassed and unprepared arriving to the classroom when everyone else is settled and ready to learn.

Furthermore, when one pupil arrives late, it causes disruption and inconvenience to the entire class and the teacher, meaning everyone's education is compromised.

The table below shows how much time can be missed over a year by arriving late to school every day:

Daily Late Minutes	Days of school lost in a year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days

20 minutes	13 days
30 minutes	19 days

We would like to remind you that our school gates open and learning starts at 8.35am. The gates close at at 8.45am.

If you are experiencing any difficulties you wish to make us aware of, please contact school office on 02086534921 to discuss how we may support you. In the meantime, we are asking for your full support in ensuring «chosen_forename» attends school each day on time.

Yours sincerely,

Mrs B Warwick
Head Teacher

«addressee»

«date_of_printing»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - date of birth «date of birth» current level of attendance «percentage attendance» % sessions late «dates of lates after»

At Beulah Junior School we are committed to providing high quality inclusive learning opportunities for all pupils and we believe that excellent attendance and punctuality both play a crucial part in helping our pupils to reach their full potential.

It has been noted that «chosen_forename» has arrived late to Beulah on «total_lates_after» occasions. I enclose a copy of «his_her» latest registration certificate for your information.

Child's name	Total number of sessions marked as late	Total learning time lost	Total number of days lost
«chosen_forename» «chosen_surname»			

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can have a detrimental effect on their achievement, regardless of their academic ability. They may also feel embarrassed and unprepared arriving to the classroom when everyone else is settled and ready to learn. Furthermore, when one pupil arrives late, it causes disruption and inconvenience to the entire class and the teacher, meaning everyone's education is compromised.

Daily Late Minutes	Days of school lost in a year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Pupils who arrive in school after the close of the register will be recorded with an “unauthorised absence” for the entire morning session (“U” code) and risk a Penalty Notice being issued.

A Penalty Notice is a fine of £60 per parent per child, if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. The Local Authority will consider taking legal action if the Penalty Notice remains unpaid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer. This is a course of action we would wish to avoid.

We would like to remind you that our school day starts at 8.45am.

If you are experiencing any difficulties you wish to make us aware of, please contact the school office on 02086534921 to discuss how we may support you. In the meantime, we are asking for your full support in ensuring «chosen_forename» attends school each day on time.

Yours sincerely,
Mrs B Warwick
Head Teacher

Appendix 3: Responses to term time holidays

«addressee»

«date_of_printing»

Dear «salutation»

Re: Leave of absence request for «chosen forename» «chosen surname» date of birth «date of birth»- current level of attendance «percentage attendance» %

I have carefully considered your request for a leave of absence during term time and on this occasion, I am not able to authorise «chosen_forename» absence, as you have not provided a reason that I consider to be exceptional circumstances.

If «chosen_forename» does not attend school during the dates you requested, <day and date> to <day and date>, the absence will be recorded as unauthorised and you may be issued with a Penalty Notice.

A Penalty Notice is a fine of £60 per parent per child if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. The Local Authority will consider taking legal action if the Penalty Notice remains unpaid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

A copy of this letter will be placed on «chosen_forename» school file.

Yours sincerely

Mrs B Warwick
Head Teacher

«address_block»

«date_of_printing»

Dear «salutation»

Re: Leave of absence request for «chosen_forename» «chosen_surname» date of birth <enter dob> - current level of attendance «percentage_attendance»%

I note from our records that «chosen_forename» was absent from school for the period «total_of_specified_codes» due to reported illness. The explanation provided by you was stated as an illness. It has since been reported to the school that «chosen_forename» was on holiday throughout this period of absence.

Amendments made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force on 1 September 2013 and prohibit a Head Teacher from granting any leave of absence unless in exceptional circumstances. The regulations do not allow retrospective approval to be given.

In accordance with our Attendance Policy, an unauthorised leave of absence could result in a Penalty Notice being issued. A Penalty Notice, which is issued per parent/carer per child, shall be for the sum of £60 if paid within 21 days rising to £120 thereafter, until the final deadline of 28 days. Non-payment of a Penalty Notice may result in prosecution and a fine of up to £1,000.

We wish to inform you that we have recorded «chosen_forename»'s absence for the period «dates_of_specified_codes» as an unauthorised holiday ("G" code) and intend to refer the matter to the Local Authority for a Penalty Notice to be issued. I enclose a copy of «chosen_forename» registration certificate for your information.

This matter has been discussed with our Education Welfare Officer and we would like to give you the opportunity to respond to this letter. Should you wish to do so, please contact the school on 02086534921 within 7 days of the date on this letter.

Thank you for your attention.

Yours sincerely

Mrs B Warwick

«address_block»

«date_of_printing»

«salutation»

Re: Leave of absence request for «chosen forename»«chosen surname» date of birth «date of birth»- current level of attendance «percentage attendance»%

I note from our records that «chosen_forename» was absent from Beulah Junior School for the period «dates_of_specified_codes» and you have not provided a reason for this absence. It has since been reported to the School that «chosen_forename» was on holiday throughout this period of absence.

Amendments made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force on 1 September 2013 and prohibit a Head Teacher from granting any leave of absence unless in exceptional circumstances. The regulations do not allow retrospective approval to be given.

In accordance with our Attendance Policy, an unauthorised leave of absence could result in a Penalty Notice being issued. A Penalty Notice, which is issued per parent/carer per child, shall be for the sum of £60 if paid within 21 days rising to £120 thereafter, until the final deadline of 28 days. Non-payment of a Penalty Notice may result in prosecution and a fine of up to £1,000.

We wish to inform you that we have recorded «chosen_forename»'s absence for the period «dates_of_specified_codes» as an unauthorised holiday ("G" code) and we intend to refer the matter to the Local Authority for a Penalty Notice to be issued. I enclose a copy of «chosen_forename»'s attendance certificate> for your information.

We have discussed this matter with our Education Welfare Officer and we would like to give you the opportunity to respond to this letter. Should you wish to provide an explanation, please contact the school office on 02086534921 within 7 days of the date on this letter.

Thank you for your attention.

Yours sincerely,

Mrs B Warwick

Head Teacher