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To be reviewed by:	Assistant Headteacher, Attendance Officer
Ratified by:	Student & Staff Welfare Committee



KING EDWARD VI
SCHOOL LICHFIELD

Attendance Policy

Our Aims & Values

We want everyone in school to develop to their full potential; it is our job to ensure that students leave us as confident, life-long learners who have a strong sense of responsibility for themselves and for others.

We are a learning community with a positive, inclusive and friendly environment where we take the time to get to know our students so we can support their learning and their personal development. We seek to develop a strong partnership between students, parents and the school to enable this to take place. We encourage all stakeholders to involve themselves in the wider life of the school and its community.

Our overriding aim is to provide the highest quality education for all students. Our commitment is to help each young person to make the most of their abilities, building their character and developing their life skills. Students are challenged to do their best and are supported to ensure that they make good progress. In return, we expect a commitment to high standards of effort and behaviour.

Attendance Matters

Government research shows that when attendance levels fall below 95% a student's academic achievement is adversely affected (see Appendix A). Taking this into consideration and in line with the school's commitment to achieving high standards of effort and behaviour, high levels of attendance are expected and a target of 96% has been set for all students.

The tables below indicate how much schooling is missed at varying levels of attendance and lateness. Even at 95% attendance a student will miss 10 days of teaching over a school year.

Attendance %	Days Absent Over a School Year
95	10
90	19
85	28
80	38

Minutes Late Every Day	Days of Education Lost Per Year
5	3
15	10
30	19

The following Attendance Policy, based on Government and Local Authority guidance and statutory requirements (see Appendix B), has been written to support school in achieving its aims, values and attendance target. It should be read in conjunction with the following policies also related to the welfare of children: Safeguarding, Behaviour for Learning and Anti Bullying.

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Principles

- There is a direct link between attendance and attainment at school. King Edward VI School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. The government regards at least 95% attendance as an expectation for all students; at King Edward VI School, all students are set a target of achieving at least 96%.
- Parents/carers have a legal responsibility to ensure that children of compulsory school age attend school regularly. Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.
- Any problems that arise with attendance are best resolved between the school, parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent/carer.
- Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Local Support Team.
- Schools are required to take an attendance register twice a day, and this shows whether a student is present, engaged in an approved educational activity off-site, or absent. If a student of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either **authorised** or **unauthorised**. The decision as to whether to authorise the absence or not is the responsibility of the school, not parents/carers. This is why information about the cause of each absence is always required, preferably in writing.

Absence Reporting

- Attendance registers and school attendance records are legal documents. Every half-day absence from school is classified as either authorised or unauthorised and a national code applied (see Appendix C).
 - Authorised absences are mornings or afternoons for which the school has given approval in advance or accepted an explanation offered afterwards as justification for the absence, for example illness.
 - Unauthorised absences are those that the school does not consider reasonable and for which no “leave” has been granted. This includes:
 - Parents keeping children off school unnecessarily
 - Truancy
 - Absences which have never been properly explained
 - Late arrival to school after registration closes without good reason
 - Where medical evidence requested cannot be provided
 - Where students have been taken out of school for family holidays

- **Unplanned Absence**

If your child is too ill to attend school, or will be absent for any other unplanned reason, please contact school **via text on 07860 034183** as follows:

Day 1	Text before 9.15am	In fewer than 200 characters confirm: <ul style="list-style-type: none"> • Name • Tutor group • Brief reason for absence (“illness”, “unwell”, “poorly”, “not feeling great” do not provide sufficient information about the absence) • Estimated length of absence
Day 3	Text before 9.15am	Update us about the absence
Day 5	Provide medical proof of the absence FAO Attendance Officer (Please note that our text system does not accept attachments/screen shots etc.)	It is a parent/carer’s responsibility to automatically provide this information. The absence will not be authorised without it. Proof could include a GP’s appointment card, copy of prescription or proof of medication taken. Please note that we are aware that doctors do not routinely provide medical certificates, but if a student is absent for 5 days or more there is an expectation that they are ill enough for you to have consulted a medical professional and therefore there should be some proof that the consultation has taken place.

1st Day Contacting System

For safeguarding reasons, school has a responsibility to ensure that all students are accounted for during school hours. If a student has been marked as absent without a reason, a text message will be sent home informing you that your child is not in school.

(If a student is in school but not in registration, it is their responsibility to make sure they get a registration mark to avoid unnecessary contact with home.)

Please respond to the text as a matter of urgency with a reason for the absence.

This contact ensures that parents/carers are aware that their child is not in school, enabling them, if necessary, to establish that they are safe.

NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date:

studentdetails@kingedwardvi-lichfield.staffs.sch.uk

Text messages should be sent from phones that are registered to parents on our student database.

Please note:

- Students who are undertaking exams will be issued with separate instructions for reporting absence on exam days and will be asked to call 01543 255714 and speak to the Reception Team.
- If you do not contact us regarding an absence, it will be recorded as unauthorised.
- Where a student's attendance is less than 90%, you may receive communication from the school requesting proof of illness for all absences; this will be required even if absences are less than 5 days. In such cases, unless attendance significantly and sustainably improves, this information will be required until a student completes their Year 11 studies.
- If a student falls ill during the school day, they should report to Student Reception for assessment by a First Aider who, if necessary, will contact parents/carers and arrange for the student to be collected from school. In accordance with policy regarding mobile phones, students must not contact home in advance of reporting to Student Reception.
- If your child has suffered from sickness and/or diarrhoea, they should not return to school before 48 hours from the last episode.
- All absences due to illness will have an impact on percentage attendance figures.

- ***Medical Appointments***

- Routine medical and dental appointments should be arranged outside of school hours wherever possible.
- Notification of appointments during any part of the school day should be communicated in advance via text. This information is requested:
 - To allow registers to be pre-populated with the information so that class teachers are aware a student will be absent from their lesson
 - To avoid time being spent trying to locate a student who is not in school for a genuine reason
 - For safeguarding purposes, to help ensure the authenticity of an appointment
- If your child needs to attend a medical appointment during the school day a note written and signed by a parent/carer will be required when signing either in or out at Student Reception on the day of the appointment. It would also be useful to have a copy of medical appointment cards/letters for a student's file to support conversations about issues relating to attendance. Please note that for safeguarding purposes, this information is required **in addition** to advance text notification.
- Students should only be out of school for the minimum amount of time necessary for the appointment; a full day's absence will not usually be authorised.
- All absences due to medical appointments will have an impact on percentage attendance figures.

- ***Leave of Absence***

- Leave of Absence must be requested at least 5 school days in advance of a non-medical/illness related absence. See Appendix D for the school Leave of Absence Policy and Leave of Absence Form.

- **Students Moving to a New School**

- Should you decide to move your child to a different school, please notify the Headteacher as far in advance as possible in writing. Please provide a leaving date and reason for the move together with the name of the new school.
- If the move is within Staffordshire, the Headteacher will need to complete Section 4 of an In-year Application Form before the new school can commence their admission process. This form can be found using the link in Appendix G.
- A clearance form will be given to the student and they should ask their teachers to sign it as they return any books/equipment that belong to the school. Parents/carers should complete and sign the back page before the form is returned by the student to their Achievement Leader to sign off on their last day. Any ParentPay debts should also be cleared.
- A student who leaves school without notification and whose parents/carers fail to provide follow on contact details/new school information will be reported to the Children Missing Education Officer in line with Staffordshire County Council Children Missing in Education Policy (see Appendix H).
- If parents/carers make the decision to home educate their child, they must notify the school in writing. School will in turn notify the Local Authority.

Please note that if a student needs to leave school for any reason during the school day, they must have a note from home, which they should ask their form tutor to sign and date. This should then be presented at Student Reception when they sign out.

Students MUST NOT leave the premises without the permission of the school. If a student is found to be absent from a lesson, having been registered for the session, parents/carers will be contacted and there will be consequences in line with the school's Behaviour Policy.

Punctuality and Lateness

- All students must be in morning registration/assembly by 8.55am. Any student arriving after that time and before the end of registration at 9.15am will receive a late mark (code L).
- ***Students who arrive in school after 9.15 must sign in at Student Reception.*** If a valid reason has not been supplied by parents/carers, preferably in writing, this will be classified as unauthorised (code U).
- Students must be in class for the afternoon session by 1.35pm. A late code (L) will be applied if they arrive after this time.
- As part of Staffordshire's Code of Conduct for Issuing Penalty Notices, which came into effect on 1st January 2018, parents/carers of any student who has had 10 unauthorised late marks (U) over a 12-week period may receive a Penalty Notice Warning which may lead to a fine.

Support for Students Who Have Difficulties Attending School

- If your child has a medical condition that may affect their attendance at school, or is likely to be off school sick, injured, following an operation or due to school refusal/phobia for a long period of time, please contact their Achievement Leader (see Contacts section) in the first instance so that arrangements can be made to minimise the effect on their education/reintegrate them into school on their return.
- Withdrawing students from school because of parental concern or complaint should be avoided and will usually not be authorised. Please contact your child's Achievement Leader at your earliest opportunity to enable any issues to be discussed and resolved as soon as possible.
- If students are experiencing difficulties and these cannot be overcome by parents/carers and representatives from the school working together, the child may be referred to the Education Welfare Worker from the Local Support Team who will try to resolve the situation by agreement. If other ways of trying to improve the child's attendance fail, a Penalty Notice may be issued or court proceedings used to prosecute parents or seek an Education Supervision Order on the child. The current maximum penalty on conviction is a fine of £2,500, a community order or 3 months imprisonment.

Parents/carers may wish to contact the EWW themselves to ask for help or information. They work independently of the school and will give impartial advice. See Contacts section for details.

Children Missing in Education (CME)

- As a school, we are concerned about any child or young person who may be missing education because in addition to their educational development their safety and wellbeing may be at risk.
- Children missing education are:
 - Children whose whereabouts are known but they do not have any educational provision in place
 - Children whose whereabouts are unknown and therefore so is their educational provision
- Anyone who is aware of a child who meets these criteria should contact:
 - Children Missing Education
Staffordshire County Council
Families First
Faraday Road
Stafford
ST16 3NQ
Tel: 01785 278999 or 895966
Email: cme.referrals@staffordshire.gov.uk
- In line with Staffordshire County Council's CME Policy (see Appendix H), any child who has not been located after 20 days will be referred to CME. If there is a concern about the immediate safety of the child, First Response will be contacted.

Monitoring Attendance

- The attendance target for all students at King Edward VI School is at least 96%.
- The Attendance Officer, Achievement Leaders and Pastoral Support Assistants review student attendance by year group on a four weekly cycle and work together to improve attendance and punctuality.
- As part of the review process, regular updates will be emailed to parents/carers regarding their child's attendance (see Appendix I)
- Communication may also be sent home if an unusual pattern of attendance has been observed either during the current academic year or over a number of years, particularly when these absences are attached to holidays and weekends.
- If attendance falls below expectation, without good reason, we may have conversations with your child and/or contact you directly to discuss and agree a way forward to support their attendance.
- If attendance continues to fall and remains below 90% (persistent absence) without good reason, a referral may be made to the Local Support Team, which may lead to the issuing of a Penalty Notice and ultimately a prosecution under the Education Act 1996 s.444 (1). In such cases, we would always seek to work with parents/carers (see Appendix J) to agree a positive way forward that supports the child back into regular attendance. As part of this process, and to enable future absences due to illness or for medical appointments to be authorised, evidence of illness/proof of medical appointments should be supplied for the attention of the Attendance Officer. Unless there is a significant and sustained improvement in attendance this will be required each academic year until the student completes Year 11.
- In line with Staffordshire Local Authority's Code of Conduct for Issuing Penalty Notices, which came into effect on 1st January 2018, any child who has had 10 days or more unauthorised absence for reasons other than holiday (O code) over a 12-week period may receive a Penalty Notice Warning, which may result in a fine. The Code of Conduct can be found at:
<https://www.staffordshire.gov.uk/education/Education-welfare/Code-of-Conduct-From-1.1.2018>

Student Achievements and Consequences

- Students will be recognised for excellent attendance and punctuality through the school's Behaviour Policy. The policy also outlines consequences for students who do not attend regularly and/or punctually.

Communication

- The Attendance Policy is communicated via:
 - The school website: www.keslichfield.org.uk
 - Attendance Matters leaflet
 - KesPress articles
 - Email
 - New Intake Parents' Evening
- Individual student attendance is communicated via:
 - The 'Switch' learning platform
 - School reports
 - Attendance emails/texts

Sixth Form Attendance and Punctuality

- On joining the Sixth Form, students and parents sign up to a Sixth Form Code of Conduct and Continuation of Study Policy. As part of this, and to ensure that students make good progress in their studies excellent attendance is essential. The attendance target for the Sixth Form, in line with the rest of the school, is 96%.
- As part of the Sixth Form Policy students are expected:
 - To attend all timetabled lessons and tutorials
 - To attend all registration sessions, tutor periods and assemblies
 - To report to any lessons where a staff member is absent unless they have been told otherwise
 - To arrive punctually for registration and lessons
 - Not to arrange routine medical appointments during lesson time
 - Not to take driving lessons in school time
 - Not to miss school for any reason related to part time work
 - To follow the procedures laid out in the school Attendance Policy with regard to lateness, absence, illness and Leave of Absence. Failure to do so may result in absences being recorded as unauthorised
- Attendance that falls below 90% is a serious concern and puts a student's place at risk.
- Students in Year 13 are expected to continue to attend lessons up until study leave for exams commences. Failure to do so may result in students being withdrawn from exam entries.

Contacts

If you are at all concerned about your child's attendance and would like to discuss it further, please use the contact details below:

Assistant Headteacher/Designated Safeguarding Lead Inclusion Manager Attendance Officer	Mr A Goodhead Mrs J Tooth Mrs J Critchley
Achievement Leader Year 7 Assistant Achievement Leader Year 7 Pastoral Support Assistant Year 7	Miss R Thomas Mrs H Ridgway Mrs L Davies
Achievement Leader Years 8 & 9 Assistant Achievement Leader Years 8 & 9 Pastoral Support Assistant Years 8 & 9	Mr J Whitehurst Mr R Bailey Mrs S Love-Wilson
Achievement Leader Years 10 & 11 Assistant Achievement Leader Years 10 & 11 Pastoral Support Assistant Years 10 & 11	Mr A Hayward Mrs Z Thompson Mr S Turner
Achievement Leader Years 12 & 13 Assistant Achievement Leader Years 12 & 13	Miss J Williamson Mr S Hensley

Reporting an absence:

Text 07860 034183

Text messages should be sent from phones that are registered to parents on our student database.
Please note that our text system does not accept attachments/screen shots etc.

Attendance queries/proof of appointments/medical evidence:

attendance@kingedwardvi-lichfield.staffs.sch.uk

Leave of Absence Forms/general school enquiries:

office@kingedwardvi-lichfield.staffs.sch.uk

Local Support Team:

Lichfield.lst@staffordshire.gov.uk

01827 782004

List of Appendices:

Appendix A - link to government research report on attendance and academic achievement

Appendix B – link to government and local authority guidance and statutory requirements

Appendix C – table of attendance codes used in schools

Appendix D – leave of absence policy and request form

Appendix E – example of letter - leave of absence not granted

Appendix F – example of letter - leave of absence granted

Appendix G – link to Staffordshire County Council in-year admissions information

Appendix H – link to Staffordshire County Council Children Missing in Education Policy information

Appendix I – attendance communication - update

Appendix J – attendance communication – persistent absence

Appendix A – Research on Attendance

Government research report “[The link between absence and attainment at KS2 and KS4](#)”, March 2016. “As overall absence levels increase the average percentage of pupils achieving different levels of attainment at the end of KS2 and KS4 decreases.”

Appendix B - Government and Local Authority Guidance and Statutory Requirements

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

<https://www.gov.uk/school-attendance-absence/overview>

<https://www.gov.uk/illness-child-education>

<https://www.staffordshire.gov.uk/education/Education-welfare/Attendance.aspx>

Appendix C – Table of Attendance Codes Used in Schools

CODE	DESCRIPTION	STATISTICAL MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration e.g. 6 th Form attending lessons at other schools)	Approved Education Activity
C	Other exceptional circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual registration (i.e. student attending other establishment e.g. pupil referral unit, hospital school)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
H	Family holiday (exceptional circumstances agreed in advance)	Authorised Absence
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence
J	Interview (with prospective employer / other educational establishment)	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/dental appointments	Authorised Absence
N	Reason for absence not yet provided	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance (for days set apart by the religious body to which the parents/carers belong)	Authorised Absence
S	Study leave	Authorised Absence
T	Gypsy, Roma, Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances

Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances
1	End of school term, early closure	KEVI generated lesson code
A	Student truanting from a lesson	KEVI generated lesson code
Q	Student on site, in exam	KEVI generated lesson code
K	Student on site, not in timetabled lessons (e.g. with Learning or Student Support teams)	KEVI generated lesson code

Leave of Absence Policy

- Leave of Absence refers to a pre-planned absence from school (single lesson, full or part day), that is for any reason other than one related to time off for medical appointments or illness and is only granted in **exceptional circumstances**. Leave of Absence requests must be made for any of the following reasons*:
 - Holidays
 - Funerals
 - External sporting fixtures/camps/tours
 - External performances/rehearsals
 - Dance exams
 - Religious observance days
 - Sixth form work experience
 - Attendance at other events

**this list is not exhaustive*

Please note that this does not apply to Sixth Form visits to universities or external music exams. In these cases please text the school to give advance notification on **07860 034183** and supply proof of the music exams for the attention of the Attendance Officer.

- Amendments to the Education Regulations 2016 make it clear that Headteachers should only grant any leave of absence during term time if there are **exceptional circumstances** to justify this. Headteachers now also determine the number of school days a child can be away from school if the leave is granted.
- There is no automatic right to any leave in term time.
- Staffordshire County Council's Code of Conduct governs how we as a school must deal with applications for Leave of Absence. Whilst we understand the challenges that some parents face when booking holidays particularly during school holidays, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
- Parents who want the school to consider granting Leave of Absence in school term time should:
 1. read the notes below carefully,
 2. complete the Leave of Absence Form below and
 3. either hand the form in at Reception or send it to the Headteacher at office@kingedwardvi-lichfield.staffs.sch.uk .

*To enable processing, emailed forms should be scanned copies of the original **not** a screen shot/photo.*

- Please include as much detail about the absence on the Leave of Absence Form as possible to enable the Headteacher to make an informed decision as to whether the absence can be authorised or not. The form should be sent to the school **at least 5 school days in advance** of the absence to allow the request to be considered, and a response to be sent in advance of the absence (see Appendices E and F).

- Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request.
- The Headteacher cannot authorise any Leave of Absence unless the request is received before the period of absence begins. If Leave of Absence is not applied for according to school policy, this may lead to an absence automatically being recorded as unauthorised and may lead to a Penalty Notice fine being issued by the Local Authority.
- Each Leave of Absence application will be considered individually and on its own merits. In considering a request, the school will take account of: -
 - The **exceptional** circumstances stated that have given rise to the request
 - The stage of the child's education, their progress and the effects of the requested absence on both elements
 - Frequency of similar requests
 - Whether the parent made the request in advance
 - Students/pupils on examination courses will **not** normally be granted leave of absence
- Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, Headteachers may choose to liaise with each other as part of their decision-making process.
- Should the Headteacher decide to grant leave of absence, but the child does not return to school when expected (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence, this absence will be recorded as unauthorised.
- Should the Headteacher decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
- Should the Headteacher decide not to grant leave of absence and a parent/carer then reports the child as absent due to illness on the dates requested, the absence will be recorded as unauthorised and a Penalty Notice fine may be issued in accordance with Staffordshire County Council's Code of Conduct.
- It is a legal requirement for schools to maintain accurate attendance records, including reasons for absence, so the school will always investigate when the reasons provided for absence contradict our understanding and records will be updated accordingly. This may then result in parents/carers receiving a Penalty Notice fine in accordance with Staffordshire County Council's Code of Conduct. To avoid putting members of staff or students in awkward and avoidable situations we would like to encourage an open and honest dialogue with regard to Leave of Absence in term time.

- In line with Staffordshire Local Authority's Code of Conduct for issuing Penalty Notices, which came into effect on 1st January 2018, any period of unauthorised leave due to holiday (G code) may result in parents/carers receiving a Penalty Notice Fine. The Code of Conduct may be found at: <https://www.staffordshire.gov.uk/education/Education-welfare/Code-of-Conduct-From-1.1.2018.pdf>
- The Local Authority will continue to monitor all school absences during term time and support Headteachers in challenging parents who ignore the law.
- If a student is taking Leave of Absence but will be in school for part of the school day, in addition to parents/carers applying for that Leave of Absence the student should also, as per school Attendance Policy, have a note from home to present to the team at Student Reception when they sign in or out of school.

* Generally the DfE states that parents include all those with day-to-day responsibility for a child.

Leave of Absence Request Form

To the Headteacher,

I request leave of absence for my child Tutor Group.....

For full school days: Date (inc.)to No. of School days

OR

For part days: Date Time from to

I have (an)other child(ren) in an(other) school(s) as follows:			
Child(ren) (full name(s))			
School(s) attended			

Please give detailed reasons for this leave of absence request:
Print Name
Signed (Parent/Carer) Date.....

Office use only:
Seen by Headteacher Y/N
Attendance - current school year to date%
Attendance - previous school year%
Number of days unauthorised absence already taken in the previous 12 months
Is student in exam year group Y/N
Date
Authorised Y/N Refer Y/N
Notification of decision: Date letter sent to parent/carers
Other outcome
.....
.....

Appendix E – Example Letter – Leave of Absence Not Granted

JJR/CAS

Date

Name
Address

Dear

Re: Student's Name Tutor Group DOB:

Thank you for the completed Leave of Absence form requesting permission for STUDENT to be absent from school from INCLUSIVE DATES, a total of NUMBER school day(s).

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The guidance is quite clear that schools are unable to authorise absence for holidays during term time.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve this leave of absence.

If you do take the decision to remove your child from school, the absence will be recorded as unauthorised.

We ask for your support in ensuring your child receives a clear message that attendance at school is important. The Education Welfare Service can take legal action against you and any other adult with parental responsibility if you fail to make sure that your child goes to school regularly and there is no legitimate reason for the absence. This action might take one or two forms:

- The issuing of a Penalty Notice
- Prosecution in the local magistrates Court

Further information can be found via the following link:

<https://www.staffordshire.gov.uk/education/Education-welfare/Code-of-Conduct-From-1.1.2018.pdf>

Please be aware that there is a very strong link between attendance and final examination results, even when those examinations are taken some time later. The school has a target to achieve attendance of 96% or higher, in order that our young people can achieve the highest level of success possible.

Thank you for your support in this matter. If you would like to discuss your child's progress and attendance further, please do not hesitate to contact the school office and arrange an appointment.

Yours sincerely

J Rutherford (Ms)
Headteacher

Appendix F – Example Letter – Leave of Absence Granted

JJR/CAS

Date

Name
Address

Dear

Thank you for the completed Leave of Absence form requesting permission to take STUDENT AND TUTOR GROUP out of school on INCLUSIVE DATES, a total of NUMBER school day(s).

I have considered your application very carefully. The circumstances you have described are exceptional, therefore I will authorise this absence.

I am sure that you will support STUDENT in catching up with any work missed.

Yours sincerely

J Rutherford (Ms)
Headteacher

Appendix G

<https://www.staffordshire.gov.uk/education/Admissions-primary/In-year/In-year-school-admissions.aspx>

Appendix H

<https://www.staffordshire.gov.uk/education/Education-welfare/Children-missing-from-education-policy.aspx#top>

Appendix I – Attendance Communication - Update

Dear

As part of our commitment to working with all students to achieve their full potential at school, and in line with our regular reviews of attendance, we would like to update you with regard to NAME's attendance, which is currently at X %. This letter is sent to all parents/carers for their information, regardless of any other separate communication about attendance.

As a school, we target all our students with achieving an attendance level of 96% and categorise attendance as follows:

96% +	achieving target
90-95.9%	below target
<90%	persistent absence, cause for concern

At 95% attendance a student has missed 10 days of school by the end of an academic year, and government research has shown that when attendance falls below this level their academic achievement is adversely affected.

We do understand that there are times when absence from school is unavoidable, particularly when a student has a pre-existing medical condition. If you need support with regard to your child's attendance or have any concerns, please contact a member of Student Support.

We look forward to continuing to work in partnership with you and your child to enable them to do their best during their time with us.

Kind regards

Mr A Goodhead

Assistant Headteacher

Appendix J – Attendance Communication – Persistent Absence

Dear

As a school we target all students with achieving 96% attendance to help them reach their full potential.

Any student whose attendance drops below 90% is classed as being persistently absent. At the end of the school year a student with 90% attendance will have missed 19 days of school; over 5 years this equates to 95 days of missed education. Government research has shown that this will have an impact on their academic achievement.

STUDENT FORENAME's attendance is currently X % and at these levels, in accordance with Staffordshire Local Authority's Code of Conduct, statutory action can be considered.

We would like to work with you and STUDENT FORENAME to avoid this happening and ask that you contact Student Support in order to discuss a way forward.

In addition to this, to enable future absences due to illness or for medical appointments to be authorised, please forward evidence of illness/proof of medical appointments for the attention of the Attendance Officer. Unless there is a significant and sustained improvement in attendance, this will be required each academic year until STUDENT FORENAME completes HIS/HER Year 11 studies.

We look forward to continuing to work in partnership with you and your child to enable them to do their best during their time with us.

Kind regards

Mr A Goodhead

Assistant Headteacher