

Liskeard School and Community College



PUPIL ATTENDANCE AND PUNCTUALITY POLICY

AND RELATED REFERENCES

NOVEMBER 2016

Related policies and documents:

The Behaviour for Learning Policy

Health and Safety Policy

Achieving High Attendance – Guidance for Schools (2015) and Pupil Referral Units

Revised by RRQ/DRP Jan 2008, May 2012, Sept 2013, Nov 2014, Nov 2015, Nov 2016

Reader Information and Asset Registration

Title	Attendance and Punctuality Policy
Rights of Access	Public
Type of Formal Paper	Policy
Subject	Attendance and Punctuality
Document Purpose and Description	Attendance and Punctuality Policy
Author(s)/Editor(s)	Donna Bryant, Roger Quaintance, Student Council
Ratification Date and Group	Full Governors: July 2012
Publication Date	September 2012
Review Date and Frequency of Review	September 2016, Every year
Job Title of Person Responsible for Review	Assistant Head Teacher – Inclusion
Target Audience	Staff, Parents, Pupils
Circulation List	Available to all stakeholders via website
Consultation Process	Staff, Pupils, Governors
Equality Impact Assessment	Yes
References/Source	Achieving High Attendance Guidance (Sept 2011)
Author Contact Details	roquaintance@liskeard.cornwall.sch.uk

Document Review History

Version No.	Type of Change	Date	Originator of Change	Description of Change
2	Major update to style and current numbering system	May 2012	RRQ, DRP	Revision of document including appendices
3	Minor updates	Sept 2013	RRQ, DRP	Clarification and amendments to regulations re holiday absence, home visits and intervention of the EWS
4	Minor updates	Oct/Nov 2014	RRQ, DRP	Update re attendance Manager role in absence of EWO service
5	Minor updates	Nov 2015	RRQ, DRP	Updated to Attendance & Punctuality, appendix 1; lates and return to school meetings.
6	Minor updates	Nov 2016	RRQ, DRP	Appendix 1
7	Minor updates	Nov 2016	RRQ, DRP	Inclusion of Appendices 11 & 12: letters sent to GP surgery where pupil's absence is a cause of concern & follow-up letter.

Contents

1. Background	4
2. Attendance Policy	5
3. Leave of absence.....	10

APPENDICES:

Appendix 1: Attendance Targets	11
Appendix 2: Absence coding processes	12
Appendix 3: Reporting absence.....	13
Appendix 4: Attendance Codes, Descriptions and Meanings	14
Appendix 5: Late Procedure Chart.....	15
Appendix 6: Letter sent where pupils have an unacceptable level of lates	16
Appendix 7: Letter sent on first day of absence where contact has not been made	17
Appendix 8: Letter sent after three days of absence when no information has been received.....	18
Appendix 9: Letter sent where pupils have unexplained absences	19
Appendix 10: Letter sent where pupils have poor (less than 85%) attendance	20
Appendix 11: Letter sent to GP surgery where pupil's absence is a cause for concern.....	21
Appendix 12: Follow-up letter sent to GP surgery where pupil's absence continues to be a cause for concern.....	22
Appendix 13: 95+% attendance letter	23
Appendix 14: 100% attendance letter	24
Appendix 15: 100% attendance certificate	25
Appendix 16: Leave of absence request form	26
Appendix 17: Letter sent where leave of absence has been approved.....	27
Appendix 18: Letter sent where leave of absence has been refused.....	28
Appendix 19: Letter of confirmation that an Attendance Concern Meeting has been arranged	29
Appendix 20: Procedure to be followed for home visits	30
Appendix 21: Avoidable absence in term time.....	31

Attendance & Punctuality

1.0 Background

- 1.1 By law, all children of compulsory school age (between 5 and 16) must receive a proper full-time education and it is the parents' responsibility to make sure their child attends school regularly. It is the responsibility of the Local Authority to ensure that parents meet these responsibilities.
- 1.2 This Policy is written in conjunction with Cornwall Council's Partnership Services for the Department for Education's "Achieving High Attendance" Guidance 2015.
- 1.3 The school is responsible for monitoring and controlling school attendance through the maintenance of two registers:
 - 1.3.1 An admission register (known as the school roll – this ensures a child is legally registered at an educational establishment)
 - 1.3.2 An attendance register (which must be taken at least twice a day; once at the start of the morning)
- 1.4 Registers are legal documents which may be required to be produced in a court of law. Additionally, the admission register (1.3.1) and the attendance register (1.3.2) of every school must be available for inspection during school hours by:
 - 1.4.1 Her Majesty's Inspectors of Schools
 - 1.4.2 Local Authority officers
 - 1.4.3 Other individuals as appropriate
- 1.5 Liskeard School and Community College uses an e-reg system (Lesson Monitor) to complete both session (legal) registers (1.3.2) and lesson attendance. This means that pupils are registered for every lesson in addition to the two legally required registrations.
- 1.6 To illustrate that Liskeard School and Community College meets its legal obligation, it has a clear policy on attendance, which is known to staff, pupils and parents. The policy is reviewed regularly with relevant stakeholders. Staff, pupils and parents are reminded of this policy's contents and their obligations.
- 1.7 Attendance information for each student is maintained using SIMS Lesson Monitor software. Teachers use this to complete registers and reasons for any absences are stored on the comments log for each student. Therefore a database showing all session and lesson attendance and a log detailing any absence and the reason is maintained. This ensures that we meet our safeguarding obligations in progress checks and/or letters.
 - 1.7.1 Each term the school is required to complete a return to the Department of Education (DofE) detailing the level of authorised and unauthorised absence within the school. The school must also report on the level of persistent absence which is currently defined as a student with less than 90% attendance. This information contributes to local and national absence tables and is an indicator of performance used to compare schools. Schools are challenged to ensure that Persistent Absence does not exceed 5% of the student roll.
 - 1.7.2 Each term attendance details are provided to parents. There is particular emphasis on excellent (100%) and good (97%) attendance. Rewards and Certificates will also be provided to pupils with full attendance each term.
 - 1.7.3 The school maintains a high profile of the importance of Attendance for students and the relationship between good attendance and high attainment. Pupil Assemblies are used to

promote attendance on a regular basis. Each week posters are used to publicise attend for each tutor group. There are also occasion promotions and prizes given to pupils or tutor groups who achieve good attendance. The school has a dedicated Head and Assistant Head for each year group. These year teams meet every two weeks with the Attendance Manager to discuss students with attendance issues (normally those with attendance below 93%). A course of action to address each case is agreed at these meetings

- 1.7.4 Parents/carers and/or pupils with poor attendance will be the subject of a range of intervention measures to deal with the issue. Measures include arranging immediate Back to School Interviews for pupils returning after an absence. Holding a formal Attendance Concern Meeting in school with the parent/carer/pupil, these are useful in addressing any barriers to individual attendance. Arranged and unannounced home visits are also agreed in some cases.
- 1.7.5 Escalation measures do include undertaking further home visits (by members of the year and pastoral teams – see Appendix 18). Finally, if matters cannot be resolved, the school will follow the authority's legal processes which include the issue of penalty notices or hosting Education Planning Meetings and the progression, if necessary, through the formal legal process which may result parents/carers being required to appear at Court.
- 1.7.6 Parents/carers of pupils with poor attendance will also receive details of their child's attendance each term.
- 1.7.7 The school has an annual target for attendance. (The year's targets are identified in Appendix 1.)
- 1.7.8 The school employs an Attendance Officer, who is responsible for the day to day activity to implement this policy. This work is overseen by the Assistant Headteacher with responsibility for Inclusion. The school also jointly employs an Attendance Manager with overall responsibility for attendance. The Attendance Manager also has responsibility for attendance in a number of primary schools under the school's EWO SLA.
- 1.7.9 Attendance with alternative providers is communicated between the provider and the school on at least a weekly basis and any urgent concerns addressed daily.

2.0 Attendance Policy

- 2.1 Monitoring good school attendance and punctuality are key elements of our drive towards 'Achieving more together'. Liskeard School seeks to ensure that all its pupils receive an education which maximises opportunities for each pupil to realise his/her potential.
- 2.2 Statement of Intent
 - 2.2.1 The school provides a welcoming, caring environment, whereby each member of the school community is noticed, feels valued for who they are and what they may become.
 - 2.2.2 All staff work with external partners, pupils and their families/carers to ensure each pupil attends school regularly and punctually.
 - 2.2.3 The school has an effective system of incentives and rewards which acknowledges the efforts of pupils to maintain high levels of attendance and punctuality and the efforts of pupils to improve their attendance and punctuality.
 - 2.2.4 Pupils and parents who give a low priority to attendance are challenged and held accountable.

- 2.2.5 Staff at Liskeard School have established an effective and efficient system of communication with pupils, parents and external partners to provide mutual information, advice and support.
- 2.3 In particular at Liskeard School:
- 2.3.1 pupils are registered accurately and efficiently.
- 2.3.2 attendance targets are set for individual pupils, for each session and lesson, tutor and year groups and whole school.
- 2.3.3 A special, dedicated telephone line is maintained to allow parents to report any absence 24/7, parents/carers of a pupil who is absent and a reason has not been given will be contacted by the school each day asking for a reason. All reasons for absence are recorded on SIMS Lesson Monitor comments log. Where contact cannot be established each day a voicemail message will be left and a letter will be sent home. Where absence is suspicious, unscheduled home visits will be undertaken to gain further information and to provide appropriate support and advice.
- 2.3.4 school attendance information is reported to all staff each day. Weekly attendance is reported to each tutor group. Detailed reports are published every two weeks to year team staff and members of the school's Senior Leadership Team and governing body.
- 2.3.5 Each term, details of attendance are provided to parents. There is particular emphasis on excellent and good attendance (Over 97%). Rewards and Certificates will also be provided to pupils with full attendance each term. Parents/carers of pupils with poor attendance (Less than 90%) will be the subject of a number of intervention measures to deal with the issue. These include attending an Attendance Concern Meeting, home visits (Appendix 20) and the hosting of Back to School Interviews, Attendance Assemblies and surgeries in school for pupils. Parents/carers of pupils with poor attendance will also receive details of their child's attendance each term.
- 2.3.6 In accordance with the Education (Pupil) (Registration) (England) regulations 2006, the school will consider requests for leave of absence during term time under exceptional circumstances. Parents/carers are advised to discuss possible absences with the school in advance. Parents/carers must request any leave of absence in advance using the appropriate request form (Appendix 16). A decision will normally be made within two working days and the response provided in a letter to parents/carers. Where a request for leave of absence is refused the letter will constitute a first warning (Appendix 18). In situations where unauthorised leave of absence is taken on the second or subsequent occasions this may lead to a penalty notice being issued to the parent/carer.
- 2.4 Implementation of attendance – guiding principles
To promote and implement our intention to continually improve school attendance and reduce absence levels, there are ten key principles underpinning the management of attendance. These principles are used by senior managers and governors as evaluation criteria during annual reviews.
- 2.4.1 To improve the overall percentage attendance of pupils at school
- i. Set annual targets for attendance.
 - ii. Apply the Whole School Attendance Policy consistently.
 - iii. Establish and maintain a high profile for attendance and punctuality.
 - iv. Relate attendance issues directly to the school's values, ethos and curriculum.
 - v. Monitor progress in attendance using measurable outcomes at individual, tutor group and year group level.
- 2.4.2 To make attendance and punctuality a priority for all those associated with the school including pupils, parents, staff and governors
- i. Use staff handbook to clarify staff responsibilities.

- ii. Produce termly reports to the governors.
- iii. Hold an induction Year 7 evening for parents/pupils where importance of attendance punctuality is stressed.
- iv. Make attendance/punctuality and the links to progress and attainment a key element of each student's progress check/report and a feature within the school newsletter.
- v. Provide training for all staff.
- vi. Display materials at focal points – tutor rooms etc. Year teams maintain a Year display board containing regularly updated figures.
- vii. Discuss attendance issues in Heads of Year (HOY) meetings and/or in relevant staff meetings.
- viii. Implement reward systems, including letters to parents/guardians, certificates, end of year/term incentives.
- ix. Include attendance in the annual review process as a measurable outcome for HOY.
- x. Send letter to every parent/guardian of pupils with good and poor attendance each term.

2.4.3 To implement a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

- i. Maintain unambiguous procedures for statutory registration – staff must be clear who is responsible for what and when.
- ii. Make telephone/letter contact, using designated school staff, on first day of absence where reason is unknown. (See Appendix 8)
- iii. Ensure clearly defined late registration procedures (30 minute rule) and ensure latecomers are dealt with. (See Appendix 5)
- iv. Respond swiftly to lateness or truanting.
- v. Define clearly the roles and responsibilities within the school handbook.
- vi. Timetabled Head of Year (HOY) to meet with the Attendance Manager/Officer at least once per fortnight.
- vii. The Attendance Manager/Officer to raise attendance issues of specific vulnerable students with partners attending the Additional Needs Meeting held each fortnight.

2.5 To have clear procedures to address students with poor attendance– threshold figure agreed (85-90% trigger). Attendance Concern Meetings, Attendance surgeries, etc.

2.5.1 To have clear procedures to deal with pupils where action plans have been agreed (targets, dealing with future absence, etc.)

2.5.2 Be familiar with the Cornwall Council's Education Welfare Service attendance policy and practices.

2.5.3 Encourage partners and school professionals to work closely together (Careers South West Community Hospital Education Service, Caradon Alternative Provision Academy and other alternative providers) working to support pupils with attendance issues.

2.6 To provide support, advice and guidance to parents and pupils

2.6.1 Highlight attendance via:

- i. PSICHE lessons
- ii. Assemblies/Posters in school
- iii. School nurse and TICTAC
- iv. Curriculum areas
- v. Making use of available resources such as Breakfast Clubs and Homework Clubs and the extended school agenda in general to support improved attendance

2.6.2 Private support offered parents who require it.

2.6.3 Set aside area/time for parents to speak to staff.

- 2.6.4 Seek improved communication with parents e.g. when parents ring in, having a named member of staff to deal with all communication.
- 2.6.5 Provide accurate and up-to-date contact information for parents.
- 2.6.6 Involve parents from earliest stage.
- 2.7 The implementation of a systematic approach in gathering and analysing attendance-related data
 - 2.7.1 Standardise recording of:
 - i. authorised/unauthorised absence (two week deadline for receipt of an explanation for absences)
 - ii. lateness (See Appendices 5 and 6)
 - 2.7.2 Ensure staff are fully aware of meanings of codes (See Appendix 4)/processes.
 - 2.7.3 Be consistent in the collection and provision of information.
 - 2.7.4 Decide what information, if any, is provided for:
 - i. governors
 - ii. pastoral staff
 - iii. other school staff
 - iv. parents
 - v. pupils (individual or groups)
 - vi. education welfare statutory service agreement
 - vii. use of comments log to record all information on attendance
- 2.8 Identify developing patterns of regular absence and lateness and take strategic action.
- 2.9 To develop positive and consistent communication between home and school
 - 2.9.1 Undertake first-day absence contact for all pupils who are absent
 - 2.9.2 Make full use of computer-generated letters. (See Appendices 6-14 and 16-18)
 - 2.9.3 Promote expectation of absence information letters/telephone calls from parents
 - 2.9.4 Continue the wide range of opportunities for parental partnerships, i.e. Attendance Concern Meeting (ACM)
 - 2.9.5 Provide information in a user-friendly way (may include languages other than English, and non-written)
 - 2.9.6 Encourage all parents into school promoting a supportive partnership
 - 2.9.7 Contact parents for attendance issues (absences) or marked improvements in attendance.
- 2.10 Implementation of a system of rewards and sanctions
 - 2.10.1 Provide finance for a system of rewards through the school's Pastoral budget.
 - 2.10.2 Actively promote attendance and associated rewards.
 - 2.10.3 Ensure fair and consistent implementation.
 - 2.10.4 Involve pupils, Student Council, in system initiation and evaluation.

- 2.10.5 Make use of imaginative and immediate sanctions.
 - 2.10.6 Take action which accords with objectives agreed between school, parents and other professionals
 - 2.10.7 To use Patrol and Assistant Head of Year (AHOY) to routinely check in-school truancy through spot checks and apply sanctions as required.
 - 2.10.8 AHOY to make regular spot checks of known truancy hotspots on the edge of the school site and the immediate vicinity and apply sanctions as required.
- 2.11 To promote effective partnerships with the Education Welfare Service (EWS) and with other services and agencies
- 2.11.1 Designated key staff liaise with the Attendance Manager and other agencies.
 - 2.11.2 Undertake preventative and intervention processes to address attendance issues at the earliest stage (Unscheduled home visits, Assemblies, AHOY interview and Back to School Interviews).
 - 2.11.3 Gather and record relevant information to assist completion of home visits (Appendix 18).
 - 2.11.4 Raise issues at the school's Additional Needs Meeting leading to multi-agency liaison meetings as appropriate. These may be instigated from the Common Assessment Framework (CAF).
 - 2.11.5 Establish and maintain a list of named contacts within the local community, e.g. community police liaison officer.
 - 2.11.6 Encourage active involvement of other services and agencies in the life of the school.
 - 2.11.7 Develop understanding of agency constraints and operating environments.
 - 2.11.8 Give careful consideration to Children in Care, children with Special Educational Needs and Disabilities, young carers and sick children.
- 2.12 To recognise the needs of the individual pupil when planning reintegration following significant periods of absence
- 2.12.1 Be sensitive to the individual needs and circumstances of returning pupils.
 - 2.12.2 Involve/inform all staff in/or reintegration process.
 - 2.12.3 Provide opportunities for counselling and feedback.
 - 2.12.4 Consider peer support and mentoring.
 - 2.12.5 Involve parents as far as possible.
 - 2.12.6 Agree timescale for review of reintegration plan.
 - 2.12.7 Include parents, pupils and other agencies as appropriate in a reintegration plan.
 - 2.12.8 Utilise Access into the Learning Support Department if appropriate.

3. Leave of Absence

- 3.1 It is at the discretion of the Headteacher to authorise any leave of absence during term time. Permission is usually only granted in exceptional circumstances. As a general rule leave of absence WILL NOT BE GRANTED.
- 3.2 Parents/Carers have no right to demand that absence is authorised.
- 3.3 An absence which has been refused will not be authorised and will lead to a warning/penalty notice being issued (Appendix 18).
- 3.4 Each application for leave of absence is treated individually (Appendix 17).
- 3.5 The pupil's current and past attendance record will be taken into account along with the necessity of the absence leave requested.
- 3.6 The effect of the pupil's ability to catch up on "lost" learning will also be taken into consideration.

4. Procedures in the event of an emergency

In the event of an emergency which requires the building to be evacuated the Attendance Officer or delegated reserve obtains the most up-to-date registers and distributes them to heads of year in the allocated safe area assembly point. Any missing students are then reported immediately to the Headteacher.

Appendix 1

ATTENDANCE TARGETS

The school has an annual target for attendance.
This year's targets are identified below:

<input type="checkbox"/> Attendance	- 96.0%
<input type="checkbox"/> Authorised absence	- 4.1%
<input type="checkbox"/> Unauthorised absence	- 0.1%
<input type="checkbox"/> Persistent Absence	- 8.61% of school roll

Appendix 2

Absence coding processes

Introduction

Good tutoring involves the oversight of pupil attendance and absences, looking out for changes and considering the overall welfare and pastoral care of each child.

1) Acceptable Situation **Parents contact the school by phone**

Parents should contact the school to record all absences on a daily basis

Procedure

Action	Internal Action	By
Parent calls 325730 (Absence Line)	Details are recorded on call log	Attendance Officer
	Copy of all calls received sent to all staff	Attendance Officer
	Absences coded onto system as they come in	Attendance Officer

Appendix 3

(This procedure applies only where an absence has not already been fully explained using the direct telephone line.)

Parents will traditionally use these methods to advise school of the reasons for any absences

Parents write separate notes or add notes in pupil planners

Procedure

Action	Internal Action	By
Pupil returns to school after an absence	Pupil hands note to the attendance officer detailing reasons for absence or has a note in the planner	Tutor to check
Every two weeks	A Letter with reply slip sent to parents covering any unexplained absence.	Attendance Officer
Two weeks later	Reply slips returned and coded onto SIMS. All remaining absences which are not explained are then subject to individual consideration by the Attendance Manager in partnership with the HOY.	Attendance Officer

Register signed off as fully coded.

Appendix 4

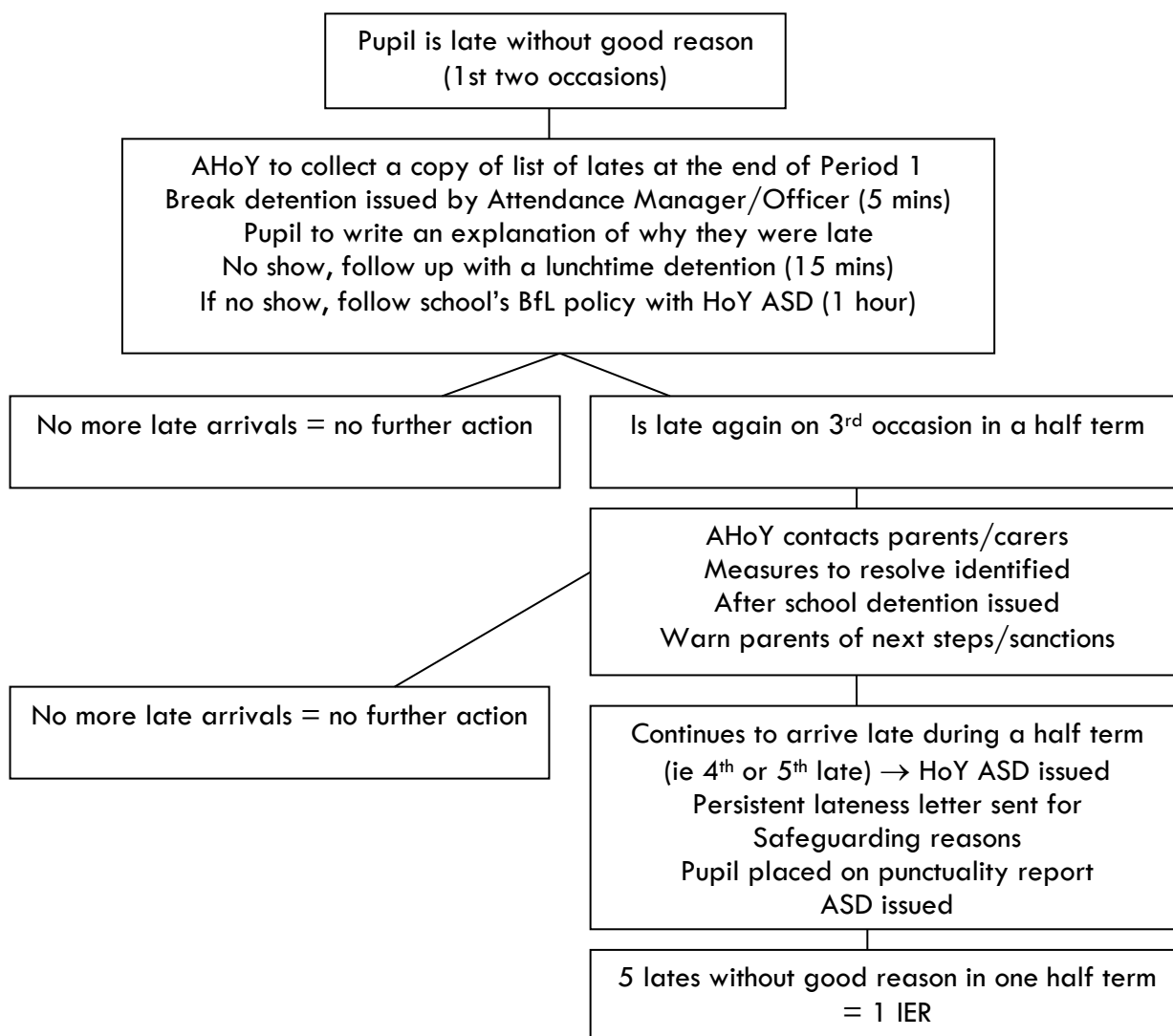
Attendance Codes

Code	School meaning	Statistical meaning
/	Present (AM)	Present
\	Present (PM)	Present
A	Present in another lesson in school	Present
B	Educated off site (not dual reg)	Approved Educational Activity
C	Other authorised circumstances	Authorised absence
D	Dual registration (attending other estab)	Attendance not required
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (not agreed or days in excess)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (not medical/dental appointment)	Authorised absence
J	Interview	Approved Educational Activity
L	Late (before registers closed)	Present
M	Medical/dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence not covered by other codes	Unauthorised absence
P	Approved sporting activity	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
#	Planned whole or partial school closure	Attendance not required
Y	Unable to attend due to exceptional circumstances	Attendance not required
X	Non-compulsory school age absence	Attendance not required
Z	Pupil not on roll	No mark
-	All should attend/no mark recorded	Unauthorised absence
@	Do not use	Unauthorised absence

Appendix 5

LATE PROCEDURE CHART

- If students arrive after the 8.45am bell they must sign in with the Attendance Manager/Officer who is located in the late office next to the Old Hall
- The Attendance Manager/Officer will register the student and provide him/her with an acknowledgement slip
- The Senior Leadership Team/Head of Year will support this procedure on a duty rota basis
- If student arrives late to Period 1 without a slip, subject teacher must send him/her back to the late office
- Persistent excessive lateness, i.e. pupils regularly arriving after 9.15am, will be followed up by the Attendance Manager/Officer with parents/carers for safeguarding reasons
- For PM registration lates will be monitored by the tutor. Late slip issued for the following day's break detention



Appendix 6

Letter sent where pupils have an unacceptable level of lates

«address_block»

“date”

Dear «salutation»

Late arrival at School –«forename» «surname» «year_reg»

According to my records «forename» has arrived late for school on «total_lates_both» occasions over the past half term since September. As pupils receive a mark for each morning and afternoon session, the late arrivals detailed may refer to a combination of late arrivals for both morning and afternoon sessions.

Pupils who arrive late for school not only miss part or some of their lessons, they also cause disruption and inconvenience to other pupils and their teachers. This is also a potential safeguarding issue.

«forename» should attend school regularly and punctually.

As responsibility to ensure regular and punctual attendance is achieved lies with parents, I would appreciate your co-operation in this matter. Should you wish to discuss the matter further then please contact «forename»'s head of year.

Yours sincerely

Derek Potts
Attendance Manager

Appendix 7

Letter sent to parents/carers on the first day of absence where contact has not been made.

«salutation»

«address_block»

Date

Dear «salutation»

Non attendance at School – «chosen_forename» «chosen_surname»

I wish to bring to your attention that «chosen_forename» has been absent from school today.


On occasions where absence is unavoidable (for example – where your child is too ill to come in) we should always be advised of this daily by 1100 if possible.

On this occasion it appears that no information about this absence was received.

As you will appreciate, Education is vitally important in helping to optimise «forename»'s opportunities in later life. To ensure this is achieved, it is essential that regular attendance at school is maintained.

For your information, «chosen_forename»'s attendance for this year to date is «percentage_attendance»%.

I would be grateful if you could contact me at the school (Direct Line 01579 325730) and complete the section below to provide the reasons for the above absence.

Dates	Add the Reasons against each date 

Your Signature _____

Please return this letter to the school Attendance Officer when completed.

I regret having to bring this matter to your attention by letter however, the school did endeavour to call you to discuss this matter earlier in the day without success.

Yours sincerely

Derek Potts
Attendance Manager

Appendix 8

Letter sent after three days of absence when no information has been received

«address_block»

Date

Dear «salutation»

Non attendance at School – «forename» «surname» «year_reg»

I wish to bring to your attention that «forename» has been absent from school since «continuously_absent_since».

This is a matter of significant concern. As you will appreciate, education is vitally important in helping to optimise «forename»'s opportunities in later life. To ensure this is achieved, it is essential that regular attendance at school is maintained. This is also a potential safeguarding issue.

On occasions where absence is unavoidable (for example – where your child is too ill to come in) please advise us of this on the first day of absence by 1100 if possible.

On this occasion it appears that no information about this absence has been received.

I would be grateful if you could contact me at the school (Direct Line 01579 325730) to provide the reasons for the above absence.

Yours sincerely

Derek Potts
Attendance Manager

Appendix 9

Letter sent where pupils have unexplained absences

«address_block»


“date”

Dear «salutation»

Outstanding Absences –«forename» «surname»

«forename»’s Head of Year has asked me to write to you. «forename»’s records contain the under-mentioned absences.

According to our records you have not explained these absences by providing a letter. If you have already sent a letter into school, then I apologise but this has not reached me. I would be grateful if you could complete the “**Reasons**” section and return this letter to me for processing.

Dates	Add the Reasons against each date 
«periods_of_absence»	

The total number of unexplained absences is «total_unexplained_sessions» half days.

I hereby note the above absences and have written the reasons for these in the space provided

Signature_____ Date_____

*Please note the school now operates an e-reg system in lessons and therefore any absences are automatically checked against lessons before sending this letter to you. **Please return this letter duly completed within 14 days of the date shown.***

Yours sincerely

Derek Potts
Attendance Manager

Appendix 10

Letter sent where pupils have poor (less than 85%) attendance

«salutation»
«address_block»

Date

Dear «salutation»

Important information
- Your Attendance Statement for «chosen_forename» «chosen_surname»

For your information, according to school records «chosen_forename»'s attendance at school from September for the last half term is just «percentage_attendance»%. You may already be aware of this and doing your best to address the situation, if this is the case please accept my apologies for advising you again.

The attendance figure includes all absences from school including those you have told us about and those where an explanation is currently awaited. Reasons for absences can include medical and for exceptional reasons. A detailed summary is attached.

What we would like you to do next

«chosen_forename»'s attendance during this year has varied, a summary is shown below

Date Point >>	Period one	Period two	Period three	Period four
Attendance level was >				

It has not improved since I wrote to you in April and remains a concern to the school.

As an illustration, attendance of 80% equates to «chosen_forename» missing one day from school every week. This equates to a whole year missed during 5 years of compulsory education. We know that pupils succeed best when regular attendance is achieved. Your help is requested to do what you can to improve «chosen_forename»'s attendance.

Please consider contacting «chosen_forename»'s head of year to discuss the matter further.

As you are aware, it is your responsibility to ensure regular and punctual attendance is achieved. «chosen_forename»'s attendance will be closely monitored on a regular basis. Should the situation not improve, the school may have to contact you again.

Yours sincerely

Derek Potts
Attendance Manager

Appendix 11

Letter sent to GP surgery where pupil's attendance is of cause for concern

To Practice Doctor
Surgery

Dear Doctor

Student name «forename» «surname» Date of birth «date of birth».
Their address is «address block»

I am writing to inform you that the above student's attendance is of cause for concern which is affecting their progress in school. Currently «forename»'s attendance is just «percentage_attendance»%. Please see the attached attendance certificate. This includes comments from the parent/carer about the reasons for any absence.

An Attendance Concern Meeting was held on xx to discuss and address these concerns. See notes enclosed.

For the greater good of the child, Liskeard School and Community College feels that this matter should be brought to your attention. «forename»'s parents/carers are aware that we have written to you.

You may choose to discuss the contents of this letter with the parent/carer concerned.

Please do not hesitate to contact me if you wish to discuss this matter further, my direct contact number is 01579 342344 ext 174.

Yours sincerely

Derek Potts
Attendance Manager
Liskeard area schools

Appendix 12

Follow up letter sent to the GP surgery where pupil's attendance continues to be a cause for concern

To Practice Doctor
Surgery

Dear Doctor

Student name <firstname> <surname> Date of birth <date of birth>.
Their address is <address block>

Further to my letter on xx, I am writing to inform you that <firstname>'s attendance continues to be of increased cause of concern and we feel that an appointment is required with <firstname>'s GP.

<firstname>'s attendance has now fallen to <percentage_attendance>%, despite xxxx intervention here>>.

<firstname>'s parents/carers are aware of this letter and have agreed to contact you for an appointment.

It would be appreciated if a brief report could be written to help inform us of your thoughts.

Please do not hesitate to contact me if you wish to discuss this matter further, my direct contact number is 01579 342344 ext 174.

Yours sincerely

Derek Potts
Attendance Manager
Liskeard area schools

Appendix 13

95+% attendance letter and lateness where appropriate

«address_block»

“date”

Dear «salutation»

«forename» «surname» «year reg»

I would like to take this opportunity of writing to you to congratulate «forename» who has achieved **«percentage_attendance»**% attendance for the Autumn Term to [date of end of term].

This is an impressive achievement especially as during this term many students have been affected by a spate of stomach complaints and other short term illnesses. «forename» is now so close to achieving full 100% attendance next term provided that «he_she» keeps up this excellent commitment. I would like to think that this could be achieved.

On behalf of the School and the Governors, I would like to extend our thanks and appreciation to you in supporting «forename»’s education by prompt and good attendance. **One issue however, which I wish to raise is «forename»’s punctuality to school. I note that «he_she» has been late arriving at school on a large number of occasions.** This does cause disruption to others and detracts from the prompt start to each lesson. I would be grateful if you would address this issue.

Could you bring the contents of this letter to «forename»’s attention and thank «forename» for «his_her» commitment to the School.

With kind regards

Yours sincerely

Roger Quaintance
Assistant Headteacher (Pupils)

Appendix 14

100% attendance letter

«address_block»

“date”

Dear «salutation»

«forename» «surname» «year_reg»

I would like to take this opportunity of writing to you to congratulate «forename» who has achieved 100% attendance for the Autumn Term to [date of end of term].

On behalf of the school and the Governors I would like to extend our thanks and appreciation to you in supporting «forename»'s education by full attendance.

One issue however, which I wish to raise is «forename»'s punctuality to school. I note that «he_she» has been late arriving at school on a large number of occasions. This does cause disruption to others and detracts from the prompt start to each lesson. I would be grateful if you would address this issue.

Could you please bring the contents of this letter to «forename»'s attention and thank «forename» for «his_her» commitment to the school. I have also enclosed a certificate for «forename» in recognition of this achievement.

With kind regards

Yours sincerely

Derek Potts
Attendance Manager



Certificate of attendance

*This is to certify that «chosen_forename» «chosen_surname» of «year_reg» has achieved
100% attendance for the Summer Term 2015*

Congratulations!

For Senior Management Team

Attendance Coordinator

Head of Year

Dated Wednesday, 21 December 2016

Appendix 16

Leave of absence request form

Student's Name _____ Tutor Group _____

About the absence you are requesting;

I request absence -From _____ To _____

My child will return to school on _____

Reason for absence _____

Your Signature _____ Date _____

What happens next?

- Please return this form when completed to Reception OR the Attendance Officer.
- The Headteacher will consider this request making a decision in accordance with the current policies and procedures of the school. This decision is made quickly, normally within five days. We will advise you of the outcome by letter.
- You can check the progress of your application by contacting the Attendance Officer (01579 325730).
- Please do not make any bookings until you have received a reply.

Things you need to know about requesting leave

- Please provide a minimum of 10 days' notice to the school for each leave request.
- The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.
- Please note leave will NOT normally be granted for any student attending year 10 or year 11. Leave will also not be considered for students due to, undertaking or preparing for External Examinations in Year 9.
- Leave of absence is normally refused for students who have unacceptable attendance.

WARNING

If a request for leave is refused and you still take your child/ren out of school this will be recorded as an unauthorised absence. The reply letter will constitute a formal warning to you. Any further absences which are then taken which have not been authorised by the school may result in you being issued with a penalty notice. Failure to pay this may result in legal action being taken against you.

FOR OFFICIAL USE

Att Level	DTTY	App	By
-----------	------	-----	----

Appendix 17

Leave of absence approved

«salutation»
«address_block»

Date

Dear «salutation»

Student Name «chosen_name» «chosen_surname»

Thank you for your leave of absence request form dated xx.

I have pleasure in advising you that the Headteacher has taken account of the special circumstances which you describe. Accordingly, your application for xx days' leave of absence between the xx and xx (dates inclusive) has been approved.

«chosen_forename»'s attendance record will be updated accordingly.

Should your plans change at any time, I would be grateful if you could advise me of this.

Yours sincerely

For Senior Leadership Team

Appendix 18

Leave of absence request has been refused

«salutation»

«address_block»

Wednesday, December 21, 2016

Dear «salutation»

Student Name «chosen forename» «chosen surname»

Thank you for your leave of absence request form dated xx.

To confirm, your leave request is for xx days between the xx and xx (Dates Inclusive).

Unfortunately, I regret to advise you that the Headteacher is unable to approve your application for leave. The reasons for this are as follows;

Currently, Government rules dictate that leave of absence can only be approved in special circumstances and then only for a short period with the prior approval of the Headteacher. Your request does not meet this criteria.

The examination process has changed significantly. Many subjects now involve the completion of course work throughout the year. Accordingly, the school no longer authorises any avoidable leave of absence for year 10 or 11 students.

«chosen_forename» has already had xx days leave of absence this year and we are only prepared to approve x days of your request. If you wish to go ahead with your planned absence, can I request that you consider obtaining some work for «chosen_forename» so that this may be completed during this period, this will ensure that «chosen_forename» does not miss out too much on work at school.

«chosen_forename»'s level of attendance is below an acceptable figure, further absence may impact on your child's learning opportunities in the future.

As you are aware, the school places particular emphasis on full and regular attendance at school. Young people progress best when learning has the minimum of disruption. Under the circumstances I would be grateful if you would reconsider your plans in the light of this letter.

Important please note

If you decide to take the above leave of absence this letter will constitute a formal warning. Any further absences which are taken which are not approved beforehand by the school may result with you being issued with a penalty notice, failure to pay this could result in legal action being taken against you.

Should you wish to discuss this matter further then please do not hesitate to contact me.

Yours sincerely

For Senior Leadership Team

Appendix 19

Letter of confirmation that an Attendance Concern Meeting has been arranged

«address_block»

Date

Dear «salutation»

Attendance Concern Meeting «forename» «surname».

Further to our telephone conversation, I wish to invite you and «forename» to a meeting to discuss the issues concerned.

This meeting will be held at Liskeard School and Community College, Luxstowe, Liskeard at “time” on “date”. The meeting has been arranged to discuss a number of issues relating to «forename»’s level of attendance at school. A member of the pastoral team and I will be present. The Education Welfare Officer has also been invited.

Our major concerns

For your information, as of 21 December, 2016, «forename»’s attendance is just «percentage_attendance»%. This equates to missing xx days of school each week, «forename» last completed a full week at school on xxx. «forename» has been late at registration on «total_lates_both» occasions this year. I enclose a detailed registration certificate.

The meeting will give «forename» an opportunity to address any issues, set targets and generally get back on track leading to improved attendance.

I look forward to seeing you at the meeting, I must advise however, that failure to attend this meeting will lead to the school taking decisions in your absence which may have consequences on you. Clearly the current situation cannot continue.

Yours sincerely

Derek Potts
Attendance Manager

CC RRQ HOY PT

Appendix 20

Procedure to be followed for home visits

PRIOR TO VISIT

Wherever possible make an appointment beforehand with parent/guardian.

1. Make parent/guardian aware of the purpose of a home visit and who you wish to see.
2. Advise parent/guardian of who will be attending (If possible)
3. A minimum of 2 people must attend (only one of whom should be from the core year team previously involved with the case/family).
4. Link Head/HOY to be aware of the details of the visit beforehand.

THE VISIT

1. Staff attending to wear current photo ID, and have mobile phone.
2. If access has not been possible a visit attempt letter must be left detailing response arrangements.
3. Make parent/guardian aware of the purpose of the visit and remind them of the process, procedure which will be followed.
4. You must see the people you wanted to see, for safeguarding purposes you normally must see the student involved.
5. Notes of the visit must be taken to include
6. Visual appearance of dwelling, parent/guardian, student and any other relevant safeguarding factors.
7. Staff to complete a visit report note (Follow framework) and action plan sending copies to Link/HOY, any referred agencies and upload copy onto student file.

POST VISIT

1. Follow up action plan
2. Monitor the plan against the milestones set
3. Liaise with parent/guardian as appropriate

Appendix 21

Avoidable absence in term-time

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Cornwall maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly detrimental if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>
<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days