

## THE WHITE ROSE FEDERATION

### PUPIL ATTENDANCE GUIDANCE

Document Status			
Date of adoption by the Governing Body		Date of next review	
Spring 2025		Spring 2026	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	Guy Bird

Links to Other Policies	
Child Protection Policy	Missing in Education Guidance
DfE Attendance Guidance	Access to Education for Primary age Pupils with Medical Needs policy.
Pathfinder Attendance Policy	

North Yorkshire Council		
Role / Agency	Name and role	Contact Details
Attendance and Enforcement	Queries relating to attendance	Victoria Nightingale Tel: 07989 727550 <a href="mailto:victoria.nightingale@northyorks.gov.uk">victoria.nightingale@northyorks.gov.uk</a>
Elective Home Education (EHE)	Queries around Elective Home Education	<a href="https://cyps.northyorks.gov.uk/electivehome-education">https://cyps.northyorks.gov.uk/electivehome-education</a>
Children Missing Education (CME)	Referrals for children missing education	01609532477 <a href="mailto:CME.Coordinator@northyorks.gov.uk">CME.Coordinator@northyorks.gov.uk</a>
Education Safeguarding Team	Advice /Training/ Safeguarding Audit	<a href="https://cyps.northyorks.gov.uk/safeguarding">https://cyps.northyorks.gov.uk/safeguarding</a>

This guidance reflects how the school operationally implements the new *National Framework for Penalty Notices* and *Working together to improve school attendance*, August 2024. DfE

It is a supplementary document to the Trust Attendance Policy and is intended to be used as a guidance document for parents.

## **Introduction**

Good attendance at school is essential for pupils at The White Rose Federation to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Nationally, and at The White Rose Federation, children's attendance has not yet returned to the levels it was before the COVID pandemic. The impact of children missing school is recognised nationally: pupils with the highest attainment at the end Key Stage Two have higher rates of attendance compared with those with the lowest attainment. At The White Rose Federation, children who miss school, or are late arriving to school, are likely to miss key areas of the curriculum with which they may struggle to catch up.

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

*Working together to improve school attendance 2024, DfE.*

We recognise that some children may have medical conditions which mean their attendance is likely to be lower than others, or that some children may struggle with anxiety about coming to school. We are committed to working supportively with our children and families to help them achieve the highest attendance possible.

The school follows the Pathfinder Attendance Policy and this guidance has been written to support parents and families to understand how the attendance process is implemented at each school. When implementing the policy, The White Rose Federation will always consider the individual needs of pupils and their families who have specific barriers to attendance. When considering the implementation of this guidance, The White Rose Federation will consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

***'Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn'.***

*Working together to improve school attendance 2024, DfE.*

The Headteacher and the Local Governing Committee are responsible for the strategic approach to attendance in school. The School's Attendance Lead is Ms Sam Maud. Our LA Attendance and Enforcement Officer within North Yorkshire Council is Mrs Victoria Nightingale.

## **Attendance at School**

Parents are legally obliged that, unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive on site from **8.45am** each morning. ***Please note children should not be on site prior to this time unless they are attending Breakfast Club as there is no supervision available. Any child arriving before 8.45am will be charged for Breakfast Club.***

## **Parent/Carer Responsibilities**

- Let the school know as soon as possible, if your child is unable to attend that day, giving a reason for the absence so the appropriate attendance code can be used in the register.
- Wherever possible, make routine medical and dental appointments outside school time; if this is not possible, parents must get the school's agreement in advance by providing appointment evidence in the form of a letter, email or text. The pupil should only be out of school for the minimum time necessary. If the pupil is present at registration and then leaves for the appointment, no absence is recorded.
- Do not allow your child to have time off school unless it is essential.
- Talk to the Head of School if your child develops any medical condition which may affect their attendance in the future. Support from the NHS school nurse or the LA Medical Education Service may be possible.
- If you would like support with your child's attendance, please contact their class teacher in the first instance.

## **Reporting Absence**

In September 2024, the DfE extended their range of attendance codes for schools to use in the register. The table below shares the most appropriate ones you may see on your child's attendance report.

Code	Description	Category
/ or \	Present at registration time	Attending school
L	Not present at registration time but in school before the registers closed at 9.10am	Attending school
V	Attending a school trip or a residential	Attending school
P	Attending an approved educational sporting activity	Attending school
B	Attending a taster day at another school	Attending school
M	Leave of absence for a medical or dental appointment	Authorised absence
X	Non-compulsory school age absence for nursery children who do not attend full-time	No impact on attendance
C2	Leave of absence subject to a part-time timetable	Authorised absence
C	Leave of absence for exceptional circumstances	Authorised absence
I	Illness	Authorised absence
E	Suspended or permanently excluded	Authorised absence
Y2	Unable to attend school due to widespread disruption to travel	No impact on attendance
Y3 or Y4	Unable to attend as the school is unexpectedly closed	No impact on attendance
G	Leave of absence for a holiday is not granted or the parent did not apply for leave of absence in advance	Unauthorised absence
O	No reason for the absence is established	Unauthorised absence
U	Arrived in school after the registers have closed at 9.10am	Unauthorised absence

**Parents are asked to inform the school office by telephone or email by 9.00am each day if a child is unwell and will not be attending school and must provide a full and clear reason for the absence. This procedure is the same for pupils who may arrive late.**

The Head of School will then decide, using the criteria above, whether to authorise the absence. If authorisation is refused, for instance because a child was kept off school for a birthday or a very minor ailment, then parents will be informed of the reason for not authorising the absence.

## **Illness**

- A child who has been given antibiotics should be kept away from school for the first 48 hours of treatment.
- A child who has been sick or who has diarrhoea should also be kept away from school until the child has been clear of the problem for 48 hours.

Please contact the office for further guidance on specific illnesses & required length of absence.

We have vulnerable adults and children in our schools. Adhering to these procedures supports their safety and well-being.

## **Punctuality**

Our doors open at 8:45am. We ask that all children arrive at school, by 8.55am at the latest, ready for a prompt 9:00am start. A member of staff will be at the school gate from 8.45am to greet our families, and you may leave your child under our supervision from this time.

Being late to school is embarrassing for children and arrival after the start of the school day means they are likely to miss vital learning e.g. phonics, maths and reading which are often taught at the beginning of the school day. Pupils who are consistently late are disrupting not only their own education but also that of others.

School will monitor the punctuality of all children each week. We will contact families to question why a punctual start has not been attained, offer support, and monitor over a two-week monitoring period, during which we expect punctuality to improve. We will also seek to support a family in these circumstances e.g. with embedding morning routines. Parents will be contacted by letter should lateness persist, as per DfE and Local Authority guidance.

**Please note that it is a parent/carers responsibility that their children arrive at school punctually and it is the responsibility of the parent/carers to inform the school of potential lateness before 9:00am.**

## **Registration and Lateness Procedures**

**The law requires that all schools maintain an attendance register which is taken twice, once at the start of the school day and once during the afternoon session.** Registers provide the daily legal record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They also contribute to pupil's end of term reports and to records of achievement. For these reasons, registers are required to be marked accurately.

- Registers are taken at **9:00am** and **1:00pm** and are submitted electronically.
- A 'Late' mark (Code L on the register) will be made in the register for any child arriving between **9.01am and 9.10am**. Pupils arriving after this time should report to the front door only as they will be required to sign in and provide a reason for the lateness.
- This is the same for the afternoon session. Pupils arriving after 1:10pm are marked as unauthorised.
- If a child arrives after registration closes (**9.10am** for all pupils) they will be marked as **'Arrived after registers have closed - Unauthorised' (Code U for Unauthorised Absence)** as per the guidance from the Local Authority and the DfE.

- ***Note – this is based on the Education (Pupil Registration) (England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.***

### **Absences for part of the day**

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses can quickly spread. Guidelines for the return of recovering pupils are detailed in the school's Access to Education for Primary age Pupils with Medical Needs policy.

### **Following Up Unexplained Absence**

When a child fails to attend school for one or more sessions, this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Admin Team will phone home from 9.00am on the morning that a child is not in school.

When absences are unaccounted for, school will telephone all numbers and email all contacts provided as emergency contacts on the Child Record Form to try to ensure all absences are explained. If, by 9.40am, we have had no contact from the family, this will trigger our 'Missing in Education' procedure as a safeguarding concern – this involves informing the Local Authority and Social Care & Early Help Services. On occasion this may involve a home visit from school and a police welfare check.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

### **Long Term Absences**

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures with each family for re-integrating these pupils as the need arises. Please contact the school if your child would benefit from such an arrangement.

### **In the event of School Closure**

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. **If this closure takes place at the start of the day, you will receive a text from school.** If the weather or other conditions mean that a decision is taken to close school during the school day, parents and guardians will be texted or telephoned and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

### **Leave of Absence During Term Time**

Parents are strongly urged to avoid booking a leave of absence during term time. Parents **do not have the right to take their child out of school for a holiday**, but the Head of School may choose to grant leave of absence in exceptional circumstances.

An 'APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME' form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. (See Appendix 1)

**Please note that the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. A reduced holiday cost does not constitute an exceptional circumstance. Examples of an exceptional leave requests that may be granted are funerals, competing in sporting events for GB, music exams.**

Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised. Appendix 2 details the exceptional circumstances in which leave of absence may be applied for and the issuing of fixed penalty notices.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, but they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which school, parents, and carers must seek to avoid. Unauthorised absence during term time may lead to a fine from the Local Authority. Appendix 3 provides a summary of the changes to penalty notices.

## **Concerns Procedure**

Every pupil's attendance is monitored day-to-day by the school office, and half-termly and termly by the school Attendance Lead.

Where attendance becomes a concern, school will make individual contact with the family. Each term, **early interventions attendance letters** are sent to families where pupils are late or where attendance is below 95%. The letters are standard letters from North Yorkshire Council. Families will receive the letter and a copy of their child's attendance register (See Appendix 4a and 4b).

Schools have a duty to share attendance data with families although individual circumstances are always considered. A child's attendance could decrease considerably due to one genuine period of illness, but the Headteacher would expect that attendance to increase again after the period of illness.

The DfE defines attendance below 90% as persistent absenteeism and attendance below 50% as severely persistent absenteeism. Absences due to minor ailments/illness, regular absences and unexplained absences are potential concerns and it is always the school's intention to identify issues and intervene early. Support is always offered and by working together, parents and school can improve the situation. Should a child's attendance fall below 90%, an **early intervention letter** (Appendix 5) is sent to families and a meeting **may** be offered to provide support for the family to help identify areas of need. **Attendance is then monitored in school through school monitoring processes.**

Early intervention plays a vital role in improving attendance for pupils. This is an in-school process, and strategies of support are effective.

On the rare occasions where attendance does not improve through early intervention, the school will consider moving the attendance process to Stage 1, which is a formal Local Authority fast track

attendance procedure (See Appendix 6a and 6b). This happens when attendance continues to be a significant concern and when patterns of absence are identified which are not improving. At this point we follow the NYC formal attendance monitoring process.

Please see Appendix 7 for further information regarding how the school responds to attendance concerns.

## **The Role of the Governing Body**

*'Improving attendance requires constant focus, and effective whole school approaches require regular ongoing support, guidance, and challenge. We therefore expect all trusts and governing bodies to:*

- *Recognise the importance of school attendance and promote it across the school's ethos and policies*
- *Ensure school leaders fulfil expectations and statutory duties*
- *Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most*
- *Ensure school staff receive adequate training on attendance'*

*Working together to improve school attendance 2024, DfE.*

The governing body at The White Rose Federation will review attendance data at each meeting. This will include:

- Overall attendance as well as attendance for groups including Pupil Premium children, children with SEND
- Data on persistent absenteeism and, when appropriate, severe persistent absenteeism
- Data on punctuality including any school actions to improve the punctuality of families who are regularly late

**Date of guidance review: October 2024**

**Next Review: Autumn 2027**

Signed \_\_\_\_\_ (Headteacher)

Signed \_\_\_\_\_ (Chair of Governors)

## APPENDIX 1

### **APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and preferably at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

**No parent/carer can demand leave of absence as of right.** The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

**Please note: Head teachers would not be expected to class any term time holiday as exceptional**

This is not an exhaustive list and Head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head teacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.



**APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN  
EXCEPTIONAL CIRCUMSTANCES**

Name of pupil(s):

School:

Class(es):

Address:

Telephone No:

Siblings (if different school)

Schools attending:

I request permission for my child to be absent from school

From.....To.....Total school days.....

**Exceptional circumstances for request:**

*(this section must be answered in full and against stated criteria)*

Signature of parent/carer.....Date.....

**For school use only**

Seen by Head teacher (signature).....Date.....

.

Decision reached.....

Date reply returned to parent (s).....

## APPENDIX 2

### Term Time Leave of Absence- FAQs for Parents- from September 2024

This document has been updated to reflect changes from September 2024 in the law and information from the new National Framework for the issuing of penalty notices for unauthorised absence from school.

#### **1. Who can make the decision not to agree / authorise the requested leave of absence?**

The headteacher at the school makes the decision about whether to authorise term time leave requests. **However, statutory regulations make it clear that headteachers are not allowed to class any term time holiday as exceptional.**

Therefore, headteachers can only grant leave in 'exceptional circumstances'. There is no statutory criteria for exceptional circumstances but some of the following reasons may apply:

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

Leave is only authorised where such 'exceptional circumstances' apply and cannot be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school. The potential savings made by travelling on holiday during term time are also not a factor which can be considered.

#### **2. What evidence is required for meeting the criteria for 'exceptional circumstances'?**

Supporting evidence **must** be submitted if parents wish the headteacher to consider their application as an 'exceptional circumstance'. This would be in the form of a letter ( must be dated and on official headed paper) or email from a verified email account. Examples may include:

Deployment records

Correspondence from an employer stating that no other dates are available for their employee to take leave during any of the 13 week school holidays available

Medical records or a letter from a medical practitioner

This evidence forms part of the legal record for authorising absence. The headteacher reserves the right to independently verify the source of the source of the evidence and may make contact with employers, if required.

If the request for leave of absence does not have supporting evidence then leave of absence will be unauthorised and a Penalty Notice may be issued if the leave is taken without the permission of the Head teacher.

### **3. Can a leave of absence be agreed/ authorised retrospectively?**

No. If parents/carers have not applied to the school in advance then the request cannot be agreed / authorised retrospectively and should be coded as unauthorised absence. Leave of absence cannot be applied for retrospectively. Parents must apply for leave of absence at least 6 weeks prior to the first date of absence. Parents must obtain permission from the school before making any arrangements for leave.

### **4. When are penalty notices (fines) issued by the Local Authority? (This has changed from September 2024)**

Penalty notices will be issued when the threshold is met. The threshold is:

**10 sessions of unauthorised absence in a rolling period of 10 school weeks.**

A school week means any week in which there is at least one school session. A session is a morning or afternoon- each school day consists of 2 sessions.

**This can be met with any combination of unauthorised absence :**

e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.

These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).

The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

### **\* NEW From September 2024 \* Two penalty notice limit and escalation in cases of repeat offences**

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution.

From the start of the autumn term 2024, **only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:**

**8. Does the school or the LA make the decision to pursue the issuing of a penalty notice?**

Following parents/carers taking the child/ren on an agreed/ unauthorised leave of absence which meets the criteria for the issuing of a penalty notice i.e. 10 school sessions within rolling 10 school weeks, the Headteacher must submit relevant documentation to the LA as follows:

- Certificate of absence for an agreed leave of absence for the period in question
- Witness statement written and signed by the Head teacher
- Copy of leave of absence application form from parent/carer including reason for request and the Head teacher's reply (if possible)

The LA will then determine whether a penalty notice should be issued.

**9. What if I take my child out of school without completing prior a written application?**

No request for leave of absence can be granted retrospectively so in such circumstances, leave would be unauthorised.

**10. Is the Penalty Notice issued per parent per child?**

A penalty notice of £80/ child is payable within the first 21 days and rises to £160 thereafter. The Local Authority will consider taking legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

Legislation indicates that the LA can issue penalty notices per parent per child. However, current NYCC policy is to issue penalties per child per family. The authority will determine on a case by case basis which option is most suitable based on information received but can still exercise its legal right to issue penalties per child per parent.

**11. If the Penalty Notice is not paid, what happens next?**

The LA would consider progressing the case to the magistrates' court under the Education Act 1996 Section 444 (1). An officer of the Education Social Work Service would present the case initially but, if a not guilty plea is entered by the parent, then the initial hearing would be adjourned to prepare for a full trial.

## APPENDIX 3

# Attendance is Changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued after the 19<sup>th</sup> August 2024

### Per Parent(s) per Child – Leave of absence

A Penalty Notice is issued for each child that was absent, to the parent or parents who took them on the Leave.

For example: 3 siblings absent for term time leave, would result in the parent(s) receiving 3 fines in total.



### 5 days (10 sessions) or more of term time Leave of absence

Penalty Notices will be issued for Term Time Leave of 5 or more days in a block or over a 10-week period.

### 10 sessions of unauthorised absence in a 10-week period for Irregular attendance

Penalty Notice Fines will be issued by the Local Authority when there have been 10 sessions or more of unauthorised absence in a 10-week period. This will be part of a joint formal attendance procedure including a three week 'Notice to Improve' having been issued and not complied with.



### First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be £160 per child paid within 28 days.

Reduced to £80 per child if paid within 21 days.



### Second Offence (within a rolling 3-year period)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

A flat £160 per child paid within 28 days.



### Third Offence and Any Further Offences (within a 3-year rolling period)

The third time an offence is committed for Term Time Leave or Irregular Attendance a 3<sup>rd</sup> Penalty Notice cannot be issued to the same parent for the same child. The case will be presented straight to the Magistrates' Courts. Magistrates' fines can be up to £2500 per parent, per child.

**Cases found guilty in a Magistrates' Court can show on the parent's future DBS Certificate as it is a criminal offence to fail to ensure a child's regular attendance at the school where they are a registered pupil.**

## **APPENDIX 4a**

Letter 1 - Lateness

Date:

Dear Mr/Mrs/Ms

Name: D.o.b:

School:

Please find enclosed a copy of your child's registration certificate. There are concerns regarding the amount of times your child is registered as late for school.

Please note that arrival after the close of registration (time) is classed as an unauthorised absence. Under the Education (Pupil Registration) (England) Regulations 2024 these absences can be used as evidence against you if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important instructions for the day and can lead to feelings of isolation and disengagement from learning.

I hope that you will make the necessary arrangements to ensure that your child arrives at school on time in the future.

Yours sincerely,

School Staff

## **APPENDIX 4b**

Letter 2 – Under 95% Percentage

Date:

Dear Mr/Mrs/Ms

Name : D.o.b:

School :

I wish to draw your attention to the enclosed registration certificate for your child.

He/she has only achieved .... % attendance so far this academic year. As an acceptable level of attendance is a minimum of .....%,(school target) the school are concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You as parent are legally responsible to ensure that his/her regular and punctual attendance is maintained.

We understand there may at times be unavoidable and genuine reasons for your child's absence. The school should be informed of this as soon as possible.

However, if your child continues to have absences from school, you may be requested to provide medical or other evidence before any further absence can be authorised. Medical evidence can be in the form of a doctor's note, appointment card or prescription.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

School Staff

## **APPENDIX 5**

Letter 3 – Meeting to discuss persistent absentee. Under 90%

Date:

Dear Mr/Mrs/Ms

Name: Dob:

School:

There are concerns regarding your child's attendance this current academic year, which currently stands at .....%. This level of attendance is below the threshold by which the Department for Education (DfE) defines a pupil as being a persistent absentee (90% and below). This can seriously affect your child's academic progress if allowed to continue.

All parents who have children of compulsory school age have a legal responsibility to ensure that they receive an efficient education.

Parents whose children are registered at this school are therefore responsible for ensuring that they attend regularly, punctually and stay in school during school hours. Failure to do so is an offence under Section 444 of the Education Act 1996.

I would like to meet with you to discuss this matter further and look at ways we can work together to improve the situation. Would you therefore please contact school on the above telephone number to arrange a mutually convenient time. Thank you.

Yours sincerely,

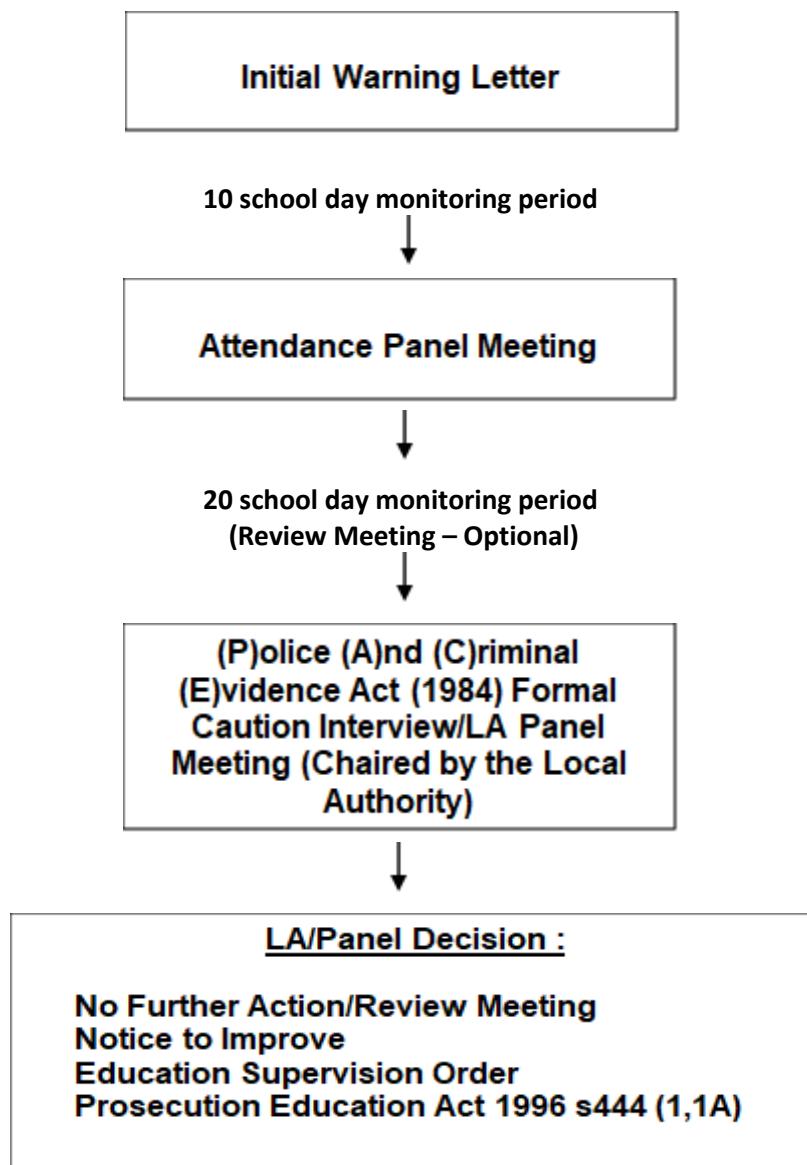
School staff



## APPENDIX 6a

### Flow Chart of School/LA Attendance Procedure – Time restricted

The following procedure will be undertaken by the school should there be no significant improvement in your child's attendance and unauthorised absence continues to be recorded.



If, at any stage in the above procedure, your child's attendance improves significantly, the school will not proceed to the following stage.

However, your child's attendance will continue to be monitored by the school and should there, at any time in the future, become further concerns the above procedure will be continued onto the next stage or recommenced from the first stage depending on the severity of the situation.

## APPENDIX 6b

### LA Initial Warning Letter

Date :

Dear Mr/Mrs/Ms

Initial Warning Letter

Re:.....D.o.b:.....

School:.....

As your child's current attendance stands at .....%, it falls below the threshold of a persistent absentee as defined by the Department for Education (90%) The absences also include unauthorised absences under the Education (Pupil Registration) (England) Regulations 2024.

Your child's attendance will now be closely monitored by the school for the next 10 school days. Should ..... 's attendance continue to be of concern, it will become necessary to arrange an Attendance Panel Meeting in accordance with the next stage of the School Attendance Procedures. You will be expected to attend this meeting, bringing your child with you when requested.

Any further absence your child may have due to illness must now be supported by medical evidence before authorisation is possible by the school and it remains your responsibility to provide this evidence.

May I remind you that it is the legal duty of parents/carers to secure the regular and punctual attendance of their child at school or other educational placement.

Failure to do so is an offence under the Education Act 1996 Section 444 and, following referral to the Local Authority for statutory intervention, may be dealt with by the following:

- A Prosecution in the Magistrates Courts under s444 (1) or (1A) of the above Act.
- The issue of a Notice to Improve which may result in a Penalty Notice. For the first offence in a three year rolling period, a penalty notice is charged at £80 rising to £160 if not paid within 21 days of issue. For a second offence the penalty notice is charged at a flat rate of £160. For a third offence a penalty notice cannot be issued and a Prosecution will be considered. More information regarding the national framework for penalty notices and possible legal intervention can be found in the North Yorkshire Council Code of Conduct for the use of Penalty Notices. (A Penalty Notice can be issued before the end of the 15-day monitoring period if there are further unauthorised absences or no immediate improvement is achieved).
- An application made to the Family Courts for an Education Supervision Order under Section 36 of the Children Act 1989.

You have the right to pursue your own legal advice or representation regarding any of the above.

Should you wish to discuss this matter further, please do not hesitate to contact me on the school telephone number.

Yours sincerely,

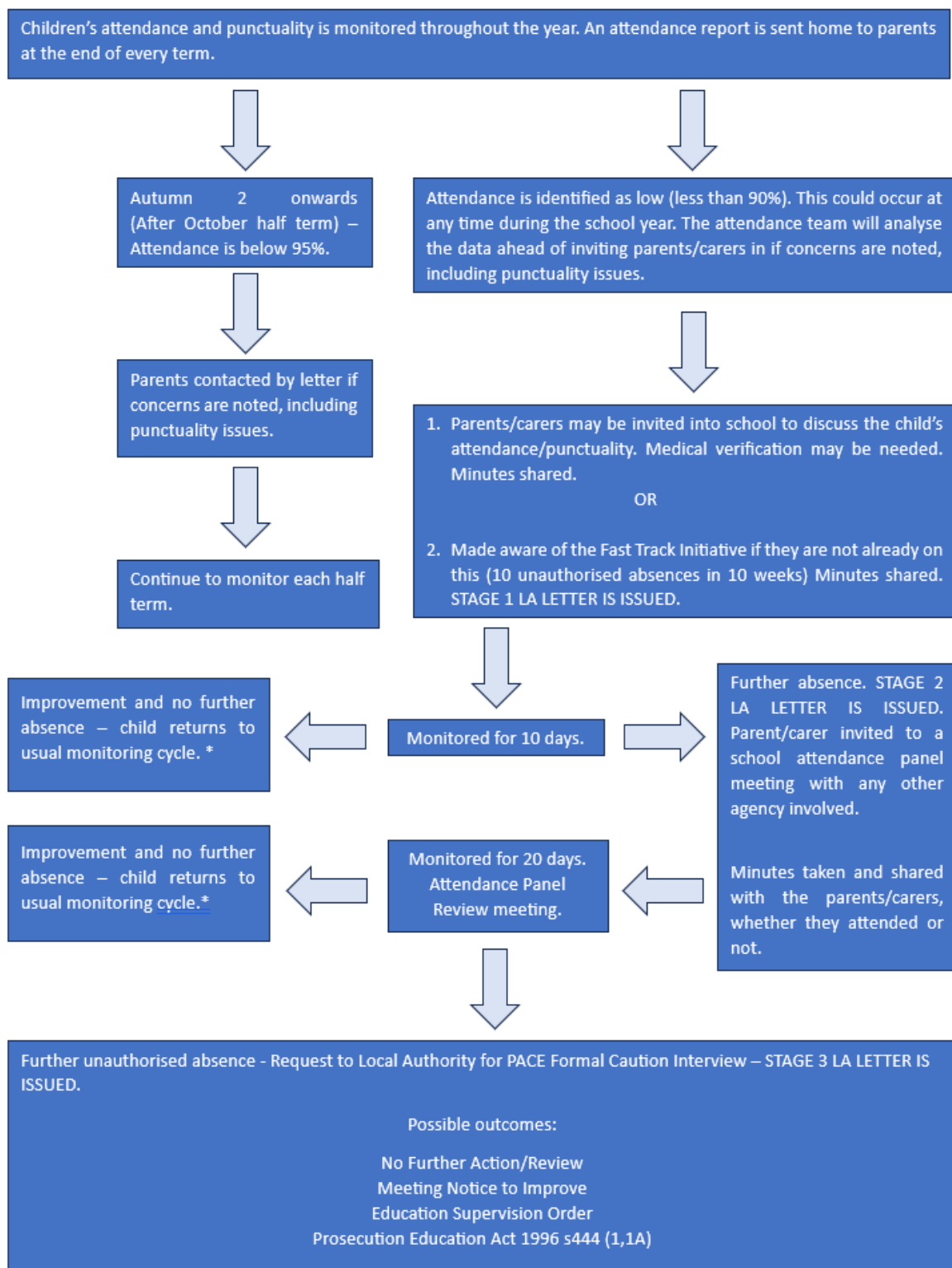
Head teacher

Encl: School Attendance Procedure – Flow Chart

Information for Parents/Carers – Rights and Responsibilities

## APPENDIX 7

### Responding to Absence



\*However, your child's attendance will continue to be monitored by the school and should there at any time in the future become further concerns the above procedure will be continued onto the next stage or recommenced from the first stage depending on the severity of the situation.