



Attendance Policy

Statement of Intent

Meadowfield School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Good attendance is fundamental to a successful and fulfilling school experience and the school will ensure that every pupil has access to the full-time education to which they are entitled.

Each pupil is welcomed, valued and respected and encouraged to respect themselves and others. The school aims to empower all pupils to gain the essential skills both academic and social that will equip them for the future.

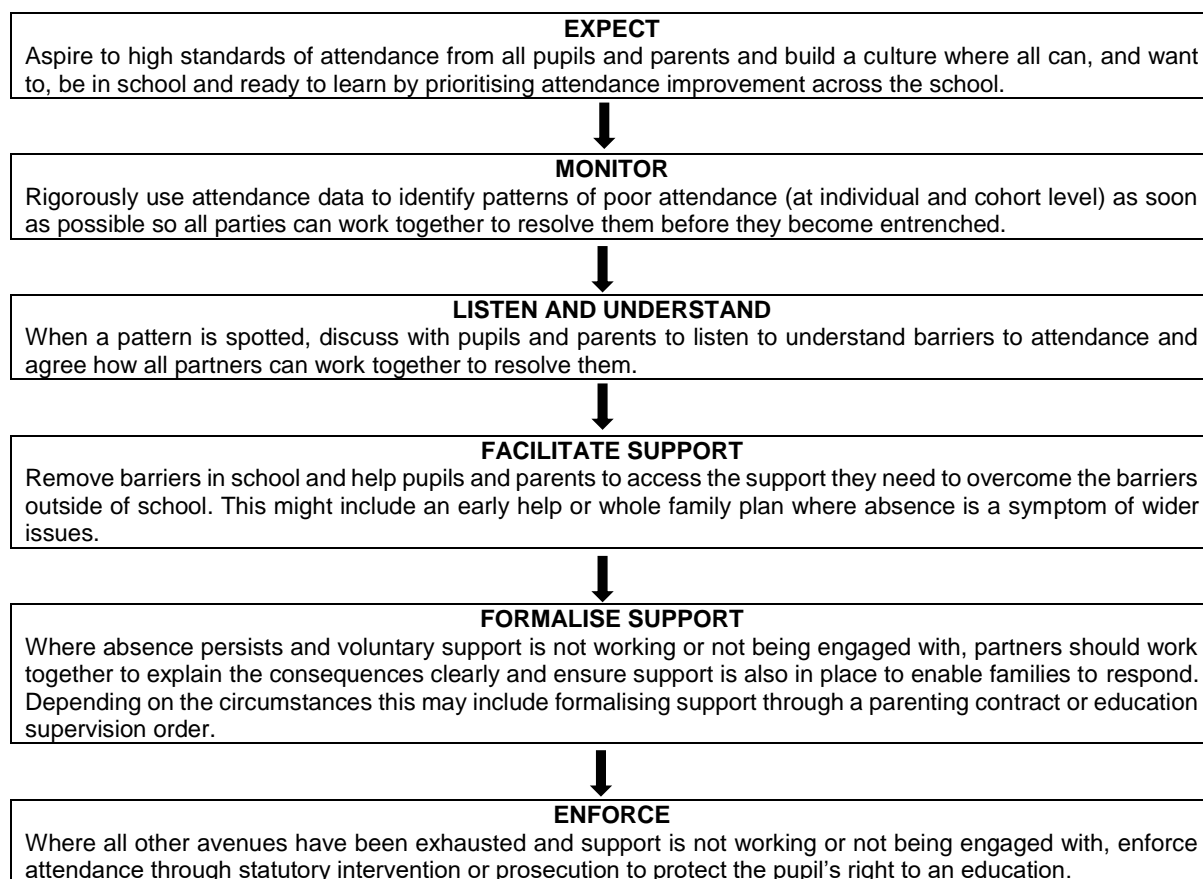
Meadowfield School believes that by working together we can improve attendance. Through the school values we promote a positive, strong ethos to attendance – every day counts! We have our attendance expectation poster displayed in public areas alongside our safeguarding poster.

All our procedures and monitoring protocols are designed to ensure that – every child and their family matters.

The Governors, Executive Principal, Principal and Staff in partnership with parents and outside agencies have a duty to promote good attendance at Meadowfield School and offer the necessary support and guidance for families to remove any barrier to school attendance.

We believe that education is essential for all. To achieve their full potential pupils need to attend regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken. The school will follow its attendance and monitoring protocols to reduce absence, including persistent absence and lateness.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) published on 6th May 2022, and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

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

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

Roles and Responsibilities

At Meadowfield School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Liz Hymus, Deputy Principal, Ginny Cosstick, Office Manager, Emma Parrish, Attendance Officer and Kathryn Plowman, Office Support (6th Form) have overall responsibility for monitoring attendance issues, working with the Department Principals to support families and improve attendance.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late.

It is the responsibility of any staff member to report any attendance concerns to Liz Hymus and/or Ginny Cosstick/Emma Parish.

The Governing Board

The governing board is responsible for:

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

The governor linked to attendance is Di Simms. The link governor will meet with the Attendance Officer to review attendance and procedures and report to the governors termly.

The Executive Principal and Principal

The Executive Principal and Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data with the attendance officer
- Working with the Deputy Principal, Liz Hymus to report on attendance and reporting to governors
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ginny Cosstick and can be contacted via the school office, 01795 477788 or email, office@meadowfield.kent.sch.uk.

The Attendance Officer

The school attendance officer is responsible for:

- Maintaining daily registers
- Arranging calls and meetings with parents to discuss attendance issues
- Monitoring and analysing attendance data with the senior lead
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Principal (authorised by the principal) and senior lead when to issue fixed-penalty notices

The attendance officer is Emma Parrish and can be contacted via the school office, 01795 477788.

6th Form attendance is managed on a daily basis by Kathryn Plowman, monitored by the senior attendance lead.

Class Teachers

Class teachers are responsible for recording attendance on a twice daily basis and submitting this information to the school office. The register is taken morning and afternoon.

School Office Staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the appropriate staff in order to provide them with more detailed support on attendance

Parents/Carers

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress, emotional and social development and, sometimes, puts pupils at safeguarding risks.

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9.00am on the first day of the absence. If the pupil is to be absent for more than 1-day parents are requested to contact the school regularly and provide and update on the pupil's condition and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Contact the school to discuss any concerns or issues

Pupils

Pupils are expected to:

- Attend school every day on time
- Engage with staff and other pupils
- Seek assistance from staff if they are worried or concerned, to give the school the opportunity to support the pupil to resolve the issue and break down any barriers to attending school

Recording Attendance

Attendance Register

Meadowfield School will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

We will also record:

- For pupils of statutory school age whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

All attendance data is stored on our MI system, SIMS using the following codes:

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

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

Pupils must arrive in school by 9.00am on each school day.

The register for the first session will be taken at 9.05am and will be kept open until 9.30am. The register for the afternoon session will be taken at 1.00pm and will be kept open until 1.15pm.

The School day is:

Monday – Thursday 9.00am to 3.00pm & Friday 9.00am to 1.30pm – Meadowfield School

Monday – Thursday 9.00am to 3.10pm & Friday 9.00am to 1.30pm – 6th Form Centre

Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office telephone 01795 477788 (6th Form ring 01795 342147), using the school's home/school communication system – Weduc or emailing the school office, office@meadowfield.kent.sch.uk

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

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

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

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

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

The pupil's parent/carer must also apply in writing for other types of term-time absence as far in advance as possible of the requested absence.

Requesting Absence from School, Authorised and Unauthorised Absence

Only the Principal can authorise absence using a consistent approach. The Principal is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

Any request for absence must be made in writing with an explanation of why the absence is being requested, the start and end dates and the reason for the absence. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

From 1 September 2013, principals have been unable to agree leave of absence during term time unless they are satisfied there are exceptional circumstances and authorised absence cannot be given retrospectively. Please give 4-weeks written notice for your request to be considered or the absence will be unauthorised.

The school understands that many of our pupils have complex needs which mean that for families to enjoy a holiday and benefit from quality time together it is sometimes necessary for the holidays to be requested outside peak times. However, although the school sympathise with holiday requests of this nature unless these are supported by the pupils diagnoses not all holiday requests will be authorised; please ensure your request is supported with evidence of your child's diagnoses and why the term-time absence is required. Not all disabilities require holidays to be taken during term-time and careful consideration of your written request will be taken by the Principal.

Authorised Absences include:

- genuine illness
- medical appointments that are not routine appointments that could be arranged outside of school hours
- religious observances - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveler pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- direct family member bereavement
- absence previously agreed with the school

Unauthorised absences include:

- holidays and family outings, unless agreed with the school under 'exceptional circumstances'
- traffic
- unable to get child to school
- birthday celebrations
- oversleeping
- parent appointments or ill health
- Sibling appointments or ill health
- waiting for a delivery
- waiting for a builder, plumber, electrician
- no uniform or uniform not ready
- shopping.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Principals can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)

- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Principal may authorise absence in “exceptional circumstances” but this must be requested in advance and agreement to each request is at the discretion of the Principal, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Principal’s decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L code)
- After the register has closed will be marked as absent, using the appropriate code (U code)
- Punctuality is monitored within our monitoring procedures, see Recording and Monitoring

The school hours are:

- Monday – Thursday 9am – 3pm and Friday 9am – 1.30pm (Register closes at 9:30am)

Following up Unexplained Absence

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

- Call the pupil’s parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil’s emergency contacts, the school may text or email the parent/carer.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer, carry out a home visit or contact the police
- A letter will be sent home requesting the parent/carer to contact the school or return the reply slip on the pupil’s return.

Legal Sanctions

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

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

Failure to pay the penalty in full by the end of the 28-day period could result in prosecution by the Local Authority.

Children Missing Education

No child should be removed from the school roll without consultation between the Principal and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate them.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Children out of School for Long Periods due to Ill-health

When a child is absent for long periods of time the school will maintain regular contact with the family to offer support and dependant on the child's health:

- Upload work to SeeSaw
- Provide printed work packs
- If possible, provide other support requested by the family

A return to school meeting will be arranged once the child is well enough to return to school. At this meeting a plan of action and support will be agreed with the parents/carers and the school, together with the nursing team, if appropriate.

Reporting to Parents

The school will provide a copy of pupil attendance 3 times per year to parents/carers. The letter will be colour marked:

- Green – Excellent/Good
- Orange -Monitor
- Red – Improvement required

This will give parents/carers a visual understanding of their child's attendance.

Celebrating and Rewarding Achievement

Due to the nature of our cohort and that many of our pupils have complex medical conditions and in some cases degenerative conditions, the school is mindful that some pupil's attendance will always be a challenge both for the pupil and their families due to these complex and severe needs.

However, the school will celebrate and reward all improvements and excellence in attendance and although the school holds regular celebration assemblies, attendance will not be included in these assemblies as they are to be inclusive to all pupils and for some of our pupils improving their attendance is simply not possible due to the nature of their medical conditions and therefore we do not wish to highlight their challenges or make them feel excluded. As a consequence of this decision, the school will send post cards home highlighting and rewarding improvements and excellent attendance to all pupils on a bi-termly bases.

The post cards will be sent to the pupil's home address and will be addressed to the whole family to try and encourage both pupil and parental engagement.

Monitoring, Recording and Action Procedures

The school has robust monitoring procedures in place;

- Daily recording of attendance on SIMS and in tracker logs
- Dedicated Attendance line for absence reporting via both telephone and our home/school communication system, Weduc. The office email is provided to all parents/carers and absence can be reported on this email
- First day contact with parents/carers where a pupil is not in school and there has been no contact with the family
- Contact letters where communication has not been possible over the telephone, text or email
- Termly attendance is reviewed with the Attendance Officer, Attendance Lead and Assistant Principals for all pupils but particularly those below 95%.
- Where pupils are below 95% attendance, depending on the reason for the fall in attendance, the following procedures are followed:
 - **Stage 1** - Standard letter sent home alerting parents that the pupil has fallen below the expected level and advising that an improvement in attendance is expected together with an invitation to contact the school to discuss the level of attendance and any support that may be needed..
 - **Stage 2** - If there has been no improvement in attendance a second letter is sent home advising that medical evidence is required for all further absences. The letter will include an invitation to contact the school to discuss the level of attendance and any support that may be needed.
 - **Stage 3** – The Assistant Principal will telephone the family to discuss attendance and expectations and offer any support necessary to facilitate better attendance.
 - **Stage 4** – Parents/carers are sent a letter requesting their attendance at a meeting with the Attendance Officer and Assistant Principal. The LA School Liaison Officer will be invited if appropriate.
 - **Stage 5** – Either referral to Early Help or LA School Liaison Officer, dependant on the reason why attendance has not improved. A Pathway 5 will be completed by the Attendance Officer.

At all these stages the school will work with and support families and pupils to ensure that help, support and guidance are being offered to facilitate school attendance. Depending on the reasons why attendance is below the expected level or is not improving, the stages of attendance action protocols can change to benefit the pupil.

For persistent absence pupils, those below 90% or severally absent pupils, those below 50% we will work with families, school staff and the KCC School Liaison Officer to remove barriers for attendance at school.

We understand that some pupils have complex medical conditions and these will always be taken into consideration with regards to attendance.

The school will send out its Attendance leaflet at the end of every term to ensure that attendance remains a visibly seen priority and is actively being encouraged, whilst providing families with the information necessary to seek assistance or support wherever required.

Our link governor meets with the Attendance Officer termly to review attendance and procedures and reports back to the governing body.

The Attendance Lead will provide a report to the governors three times per year, Term 2, 4 and 6, summarising the school's overall attendance.

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

Meadowfield School believes that by working together we can improve attendance and our monitoring, recording and action procedures are designed to put strategies and support in place to ensure we are proactive in maintaining, encouraging and reducing persistent and severe absence. Through the school values we promote a positive, strong ethos to attendance – every day counts!

All our procedures and monitoring protocols are designed to ensure that – every child and their family matters!

Analysing Attendance

The school will:

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

Using Data to Improve Attendance

The school will:

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

Reducing Persistent and Severe Absence

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

The school will:

- Follow its monitoring, recording and action procedures and protocols
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

Review Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Ginny Cosstick, Attendance Lead. At every review, the policy will be approved by the full governing board.

Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Wellbeing policy



School Policy Approved by Leadership

Policy Adopted	Date: September 2023
Policy Approved	Date: 29 th November 2023
Next Review	Date: Academic Year 2024/25

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter – Stage 1

Appendix 4 Absence Letter – Stage 2

Appendix 5 Invitation to School Meeting – Stage 4

Appendix 6 School Letter Warning Pathway 5

Appendix 7 Response for leave request (not authorised)

Appendix 8 Response for leave request (authorised)

Appendix 9 School Referral Pathway

Appendix 10 School Expectation Attendance Poster displayed in public areas

Appendix 1 Late letter (Code L)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

We have noticed that your child, has on a number of occasions been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before»

For your information, the school register is taken at 9:15am and at 1:00pm; therefore, pupils should be at school at 9.00am for the start of the school day.

A pupil's lateness will seriously disrupt their learning and the learning of the class as a member of staff must leave the classroom to collect your child from reception.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way to support you or your child, please do not hesitate to contact us.

Yours sincerely

Principal

Appendix 2 Late letter (Code U)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

We have noticed that on a number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after».

For your information, the register is taken at 9:15am and is closed at 9:30am for the morning session and taken again at 1:00pm and closed at 1:30pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance. Arriving late also disrupts the learning of the class as a member of staff must leave the classroom to collect your child from reception. When your child arrives late at school, he/she misses breakfast and social time with the class staff and their peers. They may miss the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

Persistent late arrival may lead to a referral to the Local Authority School Liaison Officer for further action.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school. If we can help in any way to support you or your child, please do not hesitate to contact us.

Yours sincerely

Principal

Appendix 3 Absence Letter – Stage 1

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

During our attendance and monitoring protocols we have noticed that <forename's> attendance has slipped below 95% attendance. I attach for your information a summary of attendance indicating the days «forename» was absent together with the current attendance percentage.

We understand that some pupils have complex medical conditions and these will always be taken into consideration with regards to attendance.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return and this can also impact on their friendship groups, social and emotional development.

If we can help in any way to support you increase <forename's> attendance, please do not hesitate to contact us.

Yours sincerely

Principal

Appendix 4 Absence Letter – Stage 2

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

During our attendance and monitoring protocols and our previous letter we have highlighted concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent and their current attendance percentage, which has not improved since our previous letter.

We understand that some pupils have complex medical conditions and these will always be taken into consideration with regards to attendance.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return and this can also impact on their friendship groups, social and emotional development.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance, however as we have seen no improvement in attendance all absences must be supported with medical evidence, such as letters, text, email or appointment cards. If we can help in any way to support you or your child, please do not hesitate to contact us.

Yours sincerely

Principal

Appendix 5 Invitation to School Meeting – Stage 4

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

During our attendance and monitoring protocols we have highlighted concern that your child's attendance at school is below the expected level. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorised_absences» half day sessions for authorised absence and «total_unauthorised_absences» half day sessions for unauthorised absence. This will have an impact on your child's education, friendship groups, social and emotional development.

I am therefore inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you attend this meeting for us to explore the issues around poor attendance and to put a plan in place to support <forename> and your family to improve attendance. The meeting will be attended by:

?? (Assistant Principal name, Attendance Officer, Attendance Lead) & LA School Liaison Officer if appropriate.

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

It is important that you meet with us to put strategies in place to support an improvement in attendance and if you do not attend and «forename»'s absence continues to deteriorate; a referral may be made to the Local Authority School Liaison Officer for further action.

Thank you for your co-operation and I look forward to meeting with you and supporting you to improve <forename>'s attendance.

Yours sincerely

Principal

Appendix 6 School Letter Warning Pathway 5

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

As you are aware of our previous communications, we consider attendance to be of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions and we have completed a Pathway 5 and the LA School Liaison Officer will contact you to discuss your child's attendance.

Your child's overall attendance is currently <xxxx>.

I refer you to legislation regarding Penalty Notices.

'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the LA.

Should you wish to discuss this matter further please do not hesitate to contact me so that we can work together to avoid further action and support you to improve your child's attendance.

Yours sincerely

Principal

Appendix 7 Response for leave request (not authorised)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

Further to your letter/email dated xxxxx requesting absence during term time and advising that <foremane> would not be in school due to a family holiday from xxxx to xxxx inclusive, I write to advise you that following consideration this will be recorded as unauthorised absence.

The Department for Education introduced changes to the Education (Pupil Registration) (England) Regulations 2006, in September 2013 which made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, for example:

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

Absence from school can severely disrupt a child's education and all requests for leave of absence are looked at individually. A decision to authorise may be made according to:

- whether the request meets the exceptional circumstances criteria above, and
- the pupil's individual attendance record.

Although I understand and sympathise with your request I regret to inform you that I am unable to authorise<forename>'s absence from school for x days as you do not meet the criteria above.

There are 13 weeks' school holiday and the expectation is for family holidays to be taken within these periods as absence from school can severely disrupt a child's education and their peer relationships. I must advise you that an absence of 10 or more unauthorised sessions (ie 5 whole days) could result in a Penalty Notice

Yours sincerely

Principal

Appendix 8 Response for leave request (authorised)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time

Further to your letter/email dated xxxxx requesting absence during term time and advising that <foremane> would not be in school due to a family holiday from xxxx to xxxx inclusive, I write to advise you that following consideration this will be recorded as authorised absence.

The Department for Education introduced changes to the Education (Pupil Registration) (England) Regulations 2006, in September 2013 which made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, for example:

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

Absence from school can severely disrupt a child's education and all requests for leave of absence are looked at individually. A decision to authorise may be made according to:

- whether the request meets the exceptional circumstances criteria above, and
- the pupil's individual attendance record.

Your request and reasons explained in your letter meet exceptional circumstances criteria and therefore the register will be recorded as authorised absence for x days.

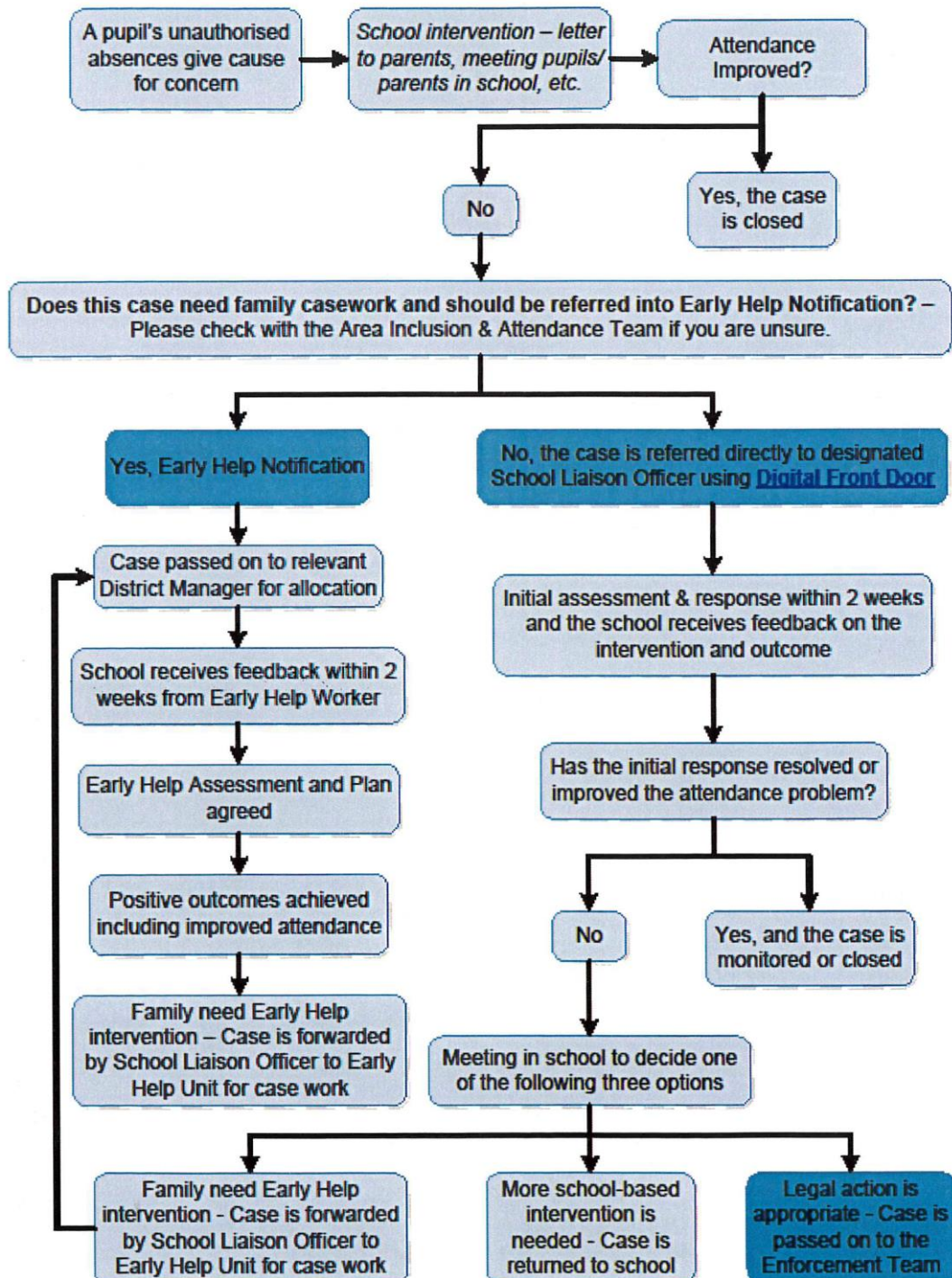
I hope you and <forename> have a wonderful time in xxx.

Yours sincerely

Principal

Appendix 9

Kent School Referral Pathway – Pupil Attendance



MEADOWFIELD SCHOOL ATTENDANCE EXPECTATION

**Pupils are expected to attend every day that the
school is open**

Attendance Matters



**Every day counts, every child & their family
matter!**



MEADOWFIELD

