Attendance and Punctuality Policy

We believe that children can reach their full potential only by receiving full-time education, which requires regular and structured attendance. John Ball expects all pupils to arrive and leave school punctually and we emphasise this to parents and carers.

Date agreed by Governors	February 2026
Signed on behalf of Governors	J Wilkinson J Wilkinson (Mar 27, 2026 07:25:53 GMT)
Date for next review:	February 2027

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1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

2. Legislation and guidance

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

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (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.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The Personal, Coordinating and Finance committee is responsible for monitoring attendance. The Safeguarding Link Governor will also monitor attendance, particularly those children that are persistently absent during half termly safeguarding visits.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Making decisions regarding any leave of absence.
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Authorise referral to local authority in relation to fixed-penalty notices, where necessary
- Recording of the annual return to the Department for Education – delegated to the attendance officer in the admin team.
- Ensuring that daily monitoring of all children's attendance is taking place.
- Reports attendance figures to the Governing Body 6 times a year.

3.3 The designated senior leader responsible for attendance

The designated senior leader responsible for attendance is the Family Liaison Manager and can be contacted via the school office.

The designated senior leader is responsible for:

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

- Communicating with the Headteacher when further actions need to be taken e.g. writing letters to alert parents / carers to low attendance or poor punctuality
- liaising with the school's Leadership team when concerns arise through the weekly Safeguarding meeting
- Working with education welfare officers to tackle persistent absence

3.4 The attendance officer

The attendance officer can be contacted via the school office.

The school attendance officer is responsible for:

- Monitoring and follow up on reason for absences and analysing attendance data (see section 7) and emailing the vulnerable list daily.
- Holding a late gate daily outside of the school gates in order to speak to parents/carers about reasons for lateness and how to address that.
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular two weekly attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Advising the Family Liaison Manager (authorised by the headteacher) when to issue fixed-penalty notices
- Recording children directly onto Arbor who are late arriving and being collected late at the end of the day.
- Providing the registers for each class to the relevant class teacher during a fire drill/fire, together with any information regarding latecomers/children having left the building from the late book in order to provide the class total.
- Sending attendance returns to local authority as required.

3.5 Class teachers

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9.10am.
- Include attendance and punctuality data in termly reports.
- Complete the attendance register for the afternoon session.
- Attend and contribute to attendance review meetings when required.

3.6 School administration staff

School administration staff will:

- Take calls and receive emails from parents about absence on a day-to-day basis and record it on the school system.
- Update the register and Arbor as pupils are sent home or collected from school during the school day or arrive throughout the school day.
- recording any verbal or written reason for absence, given by an adult.

3.7 Parents/carers

Parents or carers are expected to:

- Make sure their child attends every day on time.
- Call or email the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence 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.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Go directly to the classroom having entered the school gates.

4. Recording attendance

4.1 Attendance register

We 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

See appendix 1 for the DfE attendance codes.

We will also record:

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

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

Pupils must arrive in school on time on each school day.

Start time	Register taken between	Register closes
9.00am	9.00 – 9.10am	9.20am

The register for the afternoon session will be taken within the first 10 minutes after lunch.

4.2 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 9am or as soon as practically possible by calling the school or emailing attendance@johnball.lewisham.sch.uk (see also section 7).

We will mark absence due to illness as authorised unless the school has already made a decision which has been shared with the parent/carer of the need to have medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment by either telling the school administration team or emailing attendance@johnball.lewisham.sch.uk.

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 for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Must enter via the school office.
- Before the register has closed (see table in 4.1) will be marked as late by the admin team, using the appropriate code
- After the register has closed (see table in 4.1) will be marked as a "U" code on the register by the admin team, which will mean that they will be shown as absent on the register for the morning session of that day (but present in the building in case of evacuation).
- All pupils' punctuality is reviewed every half term, with daily checks for children with particularly high levels of lateness.
- Whilst we allow 10 mins before the register is sent for the odd occasion when a family is late where we have evidence that a child is persistently arriving at school late we will contact the parent / carer to discuss this matter.

A pupil who is collected late:

- Where children are not collected from school on time at the end of the day staff take children to the school office where they are then signed in as being collected late. If we have no contact about the reason for late collection we will contact parents / carers to ascertain why they are late and what is happening.
- When a child is collected late, the adult collecting will be asked to sign children out via the Inventory system in the atrium.
- A letter will be sent to primary guardians if a child has been collected late, seen in Appendix 11.
- The school will review late collections alongside late arrivals on a half term basis and we will write to parents where we are concerned about the number of late collections, seen in appendix 12.
- The school may charge parents for late collections at a rate of £8.25 for each 15 minute period beyond the pick up time. The school will give warning to any parent or carer who may be charged due to persistent lateness. The charge will be based on the actual cost to the school.

- If the school cannot contact parents/carers regarding children not being collected then contact will be made with the recorded emergency contacts. If a child is not collected one hour after the end of the school day, we follow the Local Authority's procedures which includes informing the Local Authority Attendance and Welfare Officer and may include informing Children Social Care.

4.5 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.
- 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.
- For any child that is known to Children's Social Care, the school will inform their social worker of any unreported absence on the day of absence and attendance and punctuality will be reported at core meetings and conferences.
- If the school cannot reach any of the pupil's emergency contacts via all methods of communication that has been shared with the school, the school will carry out a home visit with a formal letter regarding the seriousness of not informing the school of the absence.
- All nursery absences should be reported to the school on the day of absence and thereafter each day with the reason. All children will be monitored as with the main school and if absences fall below 85% this could result in the place being withdrawn.

4.6 Reporting to parents/carers

- Attendance and punctuality is shared on the termly report card.
- Each half term the school will also inform parents/carers of children who fall below 95% attendance and/or are persistently late.

5. Authorised and unauthorised absence

5.1 Absence through Illness

Please see
https://www.publichealth.hscni.net/publications/do-i-need-keep-my-child-school-english-

and-translations for guidance on when to keep your child off school due to illness. This is available in different languages.

While attendance at school is important, children who are unwell should not attend:

- If they are unwell or injured such that they are unable to concentrate / participate in class activities, they should be kept at home until they feel better.
- If they may be infectious, they should be kept at home to avoid infecting other children and staff. This includes for 48 hours after the last episode of vomiting or diarrhoea.
- At John Ball we monitor pupils who are absent from school because of short-term or chronic illness, and maintain close links with parents / carers to ensure that the amount of missed school is limited. We continue to provide as much education as the child's medical condition allows to keep up the momentum of their learning. In some cases of chronic illness, individual tutoring may be instigated via the Hospital Outreach Programme or the Local Authority.
- Reintegration of children into school after a long absence through ill health is considered a high priority. The school consults parents / carers about general concerns, medical issues and the timing and pace of return. Staff, including the class teacher, Family Liaison Manager and home or hospital tutor will meet to discuss the child's return to school. Friends and other pupils are encouraged to help the child settle back in school. Extra support is provided (subject to available resources) after an analysis of the child's needs in conjunction with the Inclusion team.
- In some cases medical evidence may be requested to explain poor attendance i.e. letter from GP, copies of prescriptions, medical appointments.

5.2 Approval for term-time absence

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

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

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

We define 'exceptional circumstances' as:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Wedding of a parent
- Attendance at court
- Bereavement or serious ill health of a close family relative.

5.3 Approval for term-time absence

The process is:

1. Obtain a request form from the school office / school website.
2. Fill in the form giving reasons for request for leave and return to the school office.
3. Authorisation of time off can only be granted by the Headteacher.
4. The JB Attendance Officer will check attendance and inform the Headteacher of the request.
5. The Headteacher will then make a decision based on previous and current year's attendance and where they are with regard to their overall percentage of attendance. They will also consider the impact on the child's education, e.g. current academic picture including progress rates, proximity to SATs or other important periods. If a child has low attendance and the request will further lower the overall absence figure, the request will not be granted. If the Headteacher does not sanction the absence, any absence by the pupil will be treated as unauthorised.
6. A letter will then be sent to parents / carers informing them as to whether the request for time off has been authorised or not. If it has not been authorised and the parents / carers decide to take the holiday, the local authority may serve a fixed penalty notice. This could result in a Penalty Notice or fine of £80 per pupil and per parent if paid within 21 calendar days; £160 per parent per child if not paid within 21 days. . Failing to pay this fine could result in parents / carers facing prosecution.

5.4 Legal sanctions

See Appendix 2 for a flow chart outlining the school based, local authority based and legal actions in relation to attendance.

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 £80 within 21 days or £160 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.

6. Strategies for promoting attendance

- We communicate to parents / carers at several points during their life with the school and during each school year.
- The school **promotes good attendance and punctuality** to pupils and parents / carers by publishing attendance statistics in our school newsletter, high visibility of the Senior Leadership Team at the school gates, assemblies, and class teacher reminders.
- The importance of regular termly attendance is discussed and explained at the pre-school **induction meetings** held for children about to enter reception class.
- The **first newsletter of the year** will set out policy and expectations.
- Parents/carers are requested to arrange their family holidays within the school holidays, and not in term time so that a child's education is not disrupted.
- All parents/carers requesting a place for admission during the school year are asked to make an appointment with the Headteacher. At this meeting, the importance of regular punctuality & attendance is always highlighted, together with other school routines.

7. Monitoring Attendance

7.1 The School will:

- Monitor attendance and absence daily. If children who are on Child Protection plans or Child in Need plans are absent, their social worker will be informed.
- Monitor attendance, absence and punctuality data half-termly, termly and yearly across the school and at an individual pupil level.
- Children who have been identified as having below 90% attendance are considered as persistently absent and are sent Letter 1 (appendix 3) and monitored two weekly. If attendance doesn't improve after two weeks. Letter 2 (appendix 4) is sent out and

parents/carers are invited to meet with the Family Liaison Manager and class teacher to identify support.

- A 'Notice to improve' (Appendix 8), a Penalty Notice or a Court Warning letter will be sent out if attendance has not improved after 2 weeks.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- 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, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to the Family Liaison Manager 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Compare school attendance and punctuality data to the Local authority picture and the national picture as well as to the DfE expectations to identify where improvements need to be made.

7.4 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:

- 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

- Provide access to wider support services to remove the barriers to attendance
- The school Attendance Officer is responsible for collating attendance and punctuality records in school and notifying the Family Liaison Manager and Headteacher if there is any reason for concern.
- All pupils' attendance and punctuality is reviewed every half term, with daily checks for children with particularly low attendance.
- The Family Liaison Manager and school Attendance Officer meet regularly to review children with consecutive broken weeks of attendance or attendance below 95%. A letter is sent as a reminder to parents / carers that their child's attendance is falling below the national average and is of concern.

Parents / carers of children that **continue** to have consecutive broken weeks of attendance or attendance below 95% are sent a letter from the Family Liaison Manager to invite to a meeting to discuss attendance and engagement at school. During this meeting access to wider support services to remove the barriers to attendance will be offered as well as consideration as to whether a referral should be made to the Local Authority Attendance and Welfare Officer.

Children with attendance under 85% or where unsatisfactory reasons for persistent absence have been given for attendance may be referred to the Local Authority Attendance and Welfare Officer.

The Pastoral Care Manager and school Attendance Officer work closely with families who have persistently low attendance and/or punctuality, to help identify the causes of these issues and work together to find solutions so that the pupil can arrive at school on time and attend regularly.

Supportive referrals to Early Years Alliance, or Multi Agency Safeguarding Hub (MASH) and Family Hubs will be considered before considering legal action with fines or court warning letters.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually in line with the Safeguarding Policy by the Family Liaison Manager. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance codes

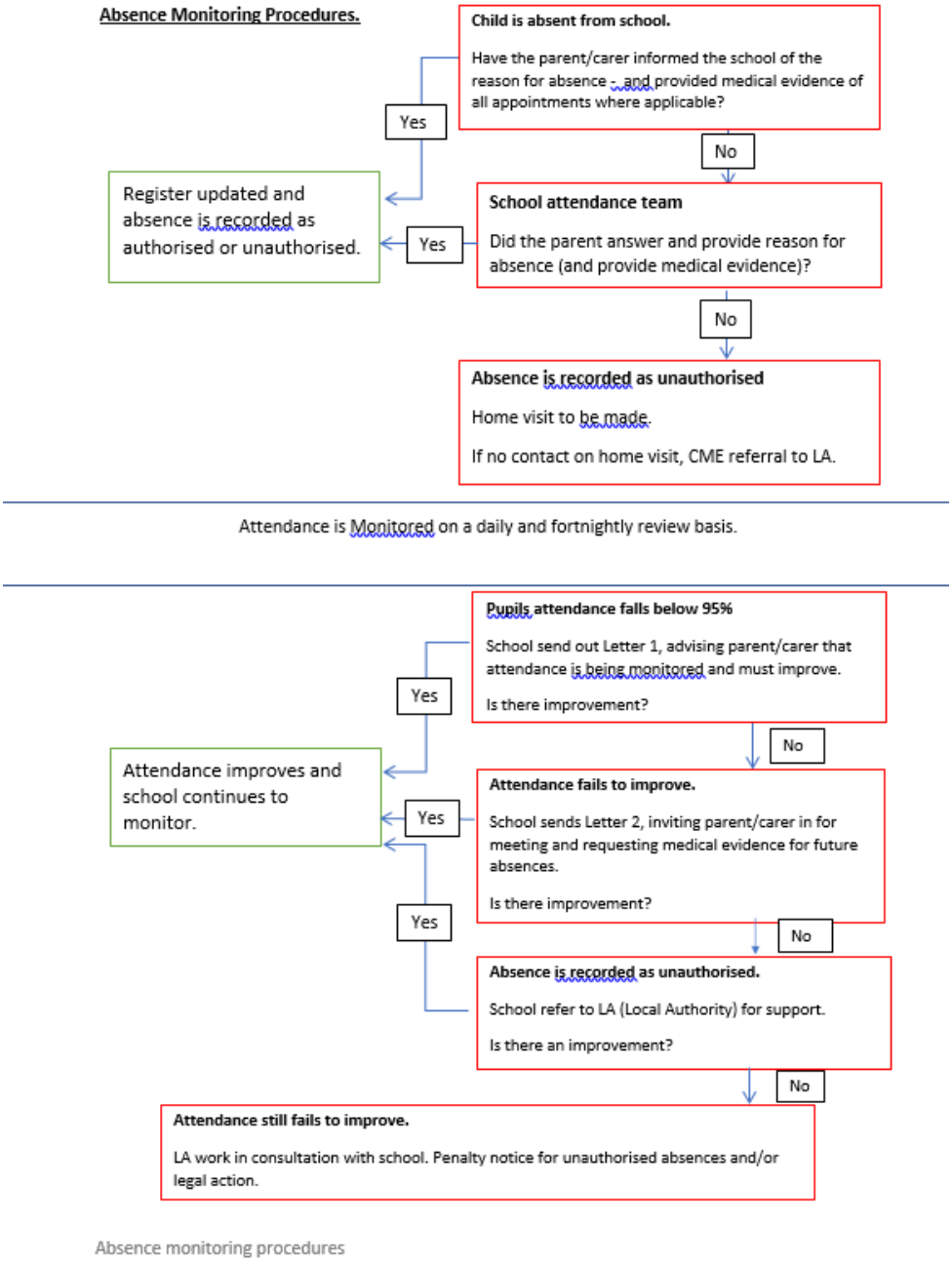
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by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

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

Appendix 2: A flow chart outlining the school based, local authority based and legal actions in relation to attendance.



Absence monitoring procedures

Appendix 3: Master Letter 1

Date ……

Dear

As part of our commitment to improving the attainment of our pupils, we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents. We are therefore writing to you due to your child's current level of attendance/absence:

Attendance	%
Lates before and after the register closes.	
Rolling year data	%

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2- week holiday in school every year can only achieve 95% attendance.
90%: 19 days absence a year The Government classes young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.
85%: 29 days absence a year It will be almost impossible to keep up with work. Parents of young people in this group are likely to face legal action by the Local Authority.

Appendix 4: Master Letter 2

Dear

Child's Name:

Since we last wrote to you, …… attendance has remained below what is expected. It is currently ……% with …… % authorised absence and ……% unauthorised absence.

To put this into perspective, 90% attendance is equivalent to missing 38 sessions or 19 school days school per year. Please be advised that any future absences for illness will only be authorised if medical evidence is produced and brought into the school office for the attention of Mrs Windham.

It is important that low attendance is addressed as early as possible to prevent poor habits forming. Therefore we would like to invite you to attend a review meeting with Mrs Parish (Pastoral Care Manager) and your child's teacher ……Please confirm your attendance at this meeting to:- attendance@johnball.lewisham.sch.uk

If after this meeting your child's attendance is still below the expected level and/or medical evidence has not been provided, we will issue with a Notice to Improve and invite you to attend a meeting with the Local Authority Attendance Officer. This is called a School Attendance Panel meeting. We prefer to work with you to help support full attendance as far as possible, however, we must warn you that the LA officer may issue a Fixed Penalty Notice or take Legal action.

We must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by the Local Authority.

Sharon Windham
Attendance Administrator

Appendix 5: Master Home Visit Letter

DATE:

Dear ……

As part of our school policy on monitoring attendance we have a protocol around asking parents and carers to call the school on the morning of each day of absence. Unfortunately, we have had no call or message from either of you today in respect of ……absence. We hope you understand how important it is that we receive a voice message, phone call or an email to let us know the reason for absence on a daily basis.

As good attendance tracking is a key part of our ongoing commitment to safeguarding our pupils, I urge you to ensure that good habits regarding your child's attendance are maintained. Information on punctuality (being in school before 9am), unauthorised absence and illness is set out in the school prospectus and the Attendance Policy. This emphasises the importance of being at school on time and **notifying us daily as early as possible if your child is absent for any reason. If no reason is given for absence then the absence will be marked as unauthorised on the register.**

Parents and carers should note if the school cannot contact them, contact will be made with the emergency contact and then if no explanation is given as to the whereabouts of the child the Local Authority Attendance Welfare Officer and possibly Social Services will be notified.

John Ball monitors the attendance of those pupils who are absent from school because of short-term or chronic illness, and close links are maintained with parents. In some cases, medical evidence may be requested due to poor attendance i.e. letter from GP, copies of prescriptions, medical appointments. Please note that antibiotics can be administered by office staff where clear instructions are provided by the Medical professional involved.

I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by the Local Authority.

Kind regards

Head teacher.

Appendix 6: Request for Medical Evidence Letter

Dear

Due to the ongoing cases of absence for illness, we are requesting that medical evidence must now be sent in for all future illness-related absences for (NAME). This is so that those absences can be authorised. Please note, that without medical evidence from a GP or details of an appointment with the nurse or other medical professional, absences cannot be authorised. These will show up as U' authorised absence' on your child's attendance certificate.

Should unauthorised absence persist, and/or medical evidence is not produced in school, a Penalty Notice may be issued by the Local Authority.

If you wish to speak to us about this please do not hesitate to contact us. We will be happy to support you wherever possible.

Thank you for your cooperation in this matter.

Yours sincerely

Appendix 7: Master Late Letter

Date/……

Dear

As part of our commitment to improving the attainment of our pupils, we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we also identify any pupils who have arrived late to school twice in one week. We are writing to advise you that …….has been late on 2 occasions.

Number of late sessions in week	
Dates of late sessions	

Being late to school can have a considerable impact over the whole school year. The table below shows you how much time can be missed over a year by being 5 minutes late to school every day.

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand the school mornings can be busy but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence".

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact Mrs Debbie Parish (Family Liaison) or Mrs Sharon Windham (Attendance Administrator) on 0208 852 1601.

Yours sincerely

Appendix 8: Master Letter for Unauthorised Absence

AUTHORISED HOLIDAY APPLICATION LETTER

DATE:

Dear Parent/Carer of ……..

Thank you for your letter regarding permission to take ……out of school to ……

I have considered your application and decided that …… has good attendance and attends …… booster classes a week.

…… is also working at a greater depth standard and you do understand and agree with the school policy. Therefore, I have agreed to authorise this absence due to exceptional circumstances.

Yours sincerely,

Appendix 9: Absence Request Master Form

John Ball - Request Form for absence during term time.

All requests for absences during term time can only be considered for exceptional circumstances and must be authorised by the head teacher in advance.

The following points will be considered:

- Your child's previous attendance history
- our child being of Statutory school age.
- Your child's academic performance.
- Reason for absence.

Child's Name:				Class	
Date of 1st day of absence:		Date of return to school:		Number of days required:	

Reasons for absence (Please include as much detail as possible):

Date:	
Signed:	
Name:	
Relationship to child:	

The school attendance officer will contact you with the outcome of the request.

FOR OFFICE USE ONLY

% Attendance			
Attainment:	R: W: M:		
Number of Days Authorised			
Number of Days Unauthorised: + Reason			
Signed:		Date:	

Appendix 10: Master Notice to Improve letter

Parent name and address Date:

Dear Parent/Carer,

School Attendance - Notice to Improve

(Please read this letter carefully)

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, **«FIRST NAME» «SURNAME»** are a parent/carer of **«Students_Name»**, **(Date of Birth**: _____ (called in this notice "the pupil") who is a registered pupil at **«School_Name»**.

The school have offered support to you and your family to try and help improve **«Students_Name»'s** attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you on _____ (date of letter(s), letting you know about **«Students_Name»'s** attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting**. The school invited you to a meeting on _____ (date of meeting) to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences

should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

4. **Other support** . School to complete i.e. referrals, sign posting.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING_START_DATE»** and **«WARNING_END_DATE»** the pupil failed to attend regularly at **«School_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) **from _____ (date) to _____ (date**) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, we will refer the matter to the local authority who may issue you with a Penalty Notice. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

If you wish to discuss this notice, or discuss what further support is available, please contact us as soon as possible:

Yours sincerely

Debbie Parish

Family Liaison

John Ball Primary School

Appendix 11: Master Late collection letter 1

Dear parents of …

We noticed that your child was collected late on (date).

We would like to remind you that school (club) finishes at (time) and we expect children to be collected promptly.

The school may charge parents for late collections at a rate of £8.25 for each 15-minute period beyond the pick-up time. The school will give warning to any parent or carer who may be charged due to persistent lateness. The charge will be based on the actual cost to the school.

The school works closely with Superkids who provide childcare beyond the school day. Children can be registered to attend regularly or on an ad hoc basis. More information for their services can be found on their website superkidsclub.co.uk

Sincerely,

Sharon Windham

Attendance Officer

Appendix 12: Master Late collection letter 2

Dear parents of …

I hope this message finds you well.

I am writing to kindly request that arrangements be made to ensure CHILD'S NAME is collected promptly at the end of the school day, which finishes at **3:15pm (3:20pm)**

On **(number) occasions last half term**, staff remained at school well beyond this time to supervise XXXXX while waiting for collection. While we understand that unforeseen circumstances can occasionally arise, this situation places considerable strain on our staff who have other commitments and responsibilities after hours.

As per our Charging & Remission policy, the school may charge parents for late collections at a rate of £8.25 for each 15-minute period beyond the pick-up time. As this is the second letter, we are now informing you that you will be charged for future late collection.

Safety and well-being of all our students is our top priority, and we ask for your cooperation in making timely pickups a consistent practice moving forward.

We would like to remind you that Superkids offer wrap-around child care beyond the school day. We encourage you to register your child with them to be able to use their services on a regular basis or when needed. For more information, please visit superkidsclub.co.uk

Thank you for your attention to this matter and for your continued support.

Debbie Parish
Family Liaison