
SAWSTON VILLAGE COLLEGE

ATTENDANCE POLICY

THIS POLICY WAS APPROVED:	5 DECEMBER 2023
THIS POLICY WILL BE REVIEWED:	AUTUMN 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MRS C GREANEY

Sawston Village College

Attendance Policy

1. Aims

Attendance at school is vital and it is our belief that regular attendance means 100% unless the absence is unavoidable or leave is required for exceptional circumstances. Absence during term time interrupts continuity of teaching and learning, disrupts the educational progress of individual children and fragments learning. Therefore, we take the issue of attendance very seriously and do all we can to obtain very high attendance from all our pupils.

Attendance is a national priority. Research shows that pupil attendance of less than 95% can impact on pupil attainment by as much as a grade or level. If a child is taken away for a two-week holiday every year, and has the average number of days off for sickness and appointments, by the time they leave at 16 they will have missed a year of school.

The College attendance team will be monitoring attendance closely and contacting parents where their child's attendance is seen to be of concern below 90% in the first half term, rising to below 95% as the year progresses. The vast majority of our pupils achieve over 95% attendance and this is what we expect as a minimum.

We are committed to meeting our obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. In particular the College seeks to:

- raise levels of achievement, welfare and development by promoting the highest possible levels of attendance, punctuality and involvement in the College life;
- reduce absence, including persistent and severe absence;
- ensure that every pupil has access to the education to which they are entitled;
- make explicit to all relevant parties, including staff, governors, parents and pupils, the expectations around attendance;
- build strong relationships with families to ensure pupils have the support in place to attend school;
- be proactive to address early patterns of absence;

2. Legislation, guidance and the national context

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.

Under Section 6 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure that their children receive full-time education and to ensure the regular attendance and punctuality of that child at the school where he/she is a registered pupil. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

Amendments to the Education (Pupil Registration) Regulations 2006 make clear that Headteachers may not authorise holidays in term time unless there are exceptional or unavoidable reasons for the absence. Penalty Notices may be issued to each parent for single event absences of at least six consecutive school sessions (a session being a morning or afternoon) where the absences are unauthorised because they are neither exceptional nor unavoidable.

Pupils who have absence of 10% or more are classified as persistent absentees and pupils who have absence of 50% or more as classified as severe absentees.

3. Roles and responsibilities

3.1 The local governing body

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure College 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 Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school, and in particular the Attendance Team comprising the Attendance Officer, Year Leads, the SENDCo, the senior member of staff responsible for Pupil Premium and the Inclusion Manager
- Supporting the Attendance Team to fulfil their duties as outlined in this policy
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes of intervention and reward
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Providing regular attendance reports to senior staff and governors
- Ensuring that this policy and the College's leave of absence position are clearly accessible on the College website

The designated senior leader responsible for attendance is Mrs C Greaney and can be contacted via 01223 712777 or cgreaney@sawstonvc.org

3.4 Year Leads

The Year Leads are responsible for:

- Giving attendance a high profile at assemblies and school events
- Meeting every two weeks as part of the Attendance Team to analyse data (for the whole school, focus groups and individuals) and take action to address attendance concerns and acknowledge position progress or achievement
- Looking for patterns of absence that may be affected by factors in and out of school
- Implementing the College system of interventions and rewards, including letters, telephone calls, meetings and celebration assemblies and events
- Arranging calls and meetings with parents to discuss attendance issues; keep records of these on the Telephone Meeting Record and Attendance: Action Plan respectively
- Delivering targeted intervention and support to pupils and families
- Referring to the Local Authority if attendance does not improve for a particular pupil, despite targeted intervention and support
- Supporting teachers and mentors on issues of non-attendance and with internal truancy, seeking to remedy causes and applying sanctions as appropriate
- Ensuring work is provided for pupils subject to a suspension and long-term unavoidable absence

3.5 The Attendance Officer

The school attendance officer is responsible for:

- Overseeing the administration of the SIMS register system
- Taking calls from parents about absence on a day-to-day basis and recording it on SIMS
- Transferring calls from parents to the Year Lead in order to provide them with more detailed support on attendance
- Ensuring the correct attendance codes are used
- Monitoring daily attendance; alerting Year Leads to unexplained absence and, in some cases, explained absence
- Implementing the unexplained and explained absence processes, texting or calling parents as agreed in the Attendance meeting; and informing Year Leads as appropriate
- Overseeing completions of registers and following up with staff as needed; keeping the senior member of staff responsible for attendance informed of inaccurate marking of staff registers
- Providing data (for the whole school, focus groups and individuals) in advance of the weekly Attendance meetings
- Implementing the intervention and rewards system
- Requesting the issue of fixed-penalty notices for qualifying leave of absence requests

The attendance officer is Deborah Chapman and can be contacted via 01223 712623 and attendance@sawstonvc.org.

3.6 Teachers and mentors

Teachers and mentors are responsible for:

- Recording attendance during a given lesson or mentor time, using the correct codes, and submitting this information, via SIMS, within 10 minutes of the start of the lesson or mentor time.
- Giving attendance a high profile and being a good role model
- Praising pupils for arriving on time
- Taking prompt action where pupils are late or absent without explanation, ensuring that the Attendance Officer and Year Lead are informed in a timely manner
- Informing the Year Lead when the absence of a particular pupil is causing concern

3.7 Parents and carers

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 8:25am on the day of the absence and each subsequent day of absence, advising when they are expected to return; all unexplained absence will be unauthorised, and the unauthorised mark will be changed permanently if, after a week, there is no forthcoming explanation of absence.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Endeavour not to take children out of school in term time; complete an online leave of absence request form in advance for all absences save medical appointments
- Provide the school with more than one emergency contact number for their child
- Attend supportive telephone and in person meetings, at the request of the College, to discuss their child's attendance, working with the College to seek improvements
- Provide evidence to support absence if required

3.8 Pupils

Pupils are expected to:

- Be in their mentor base by 8:25am ready for formal morning registration at 8:30am; and in their Period 4 lesson at 12:10pm ready for formal afternoon registration
- Be on time for mentor time and all lessons
- Sign in at the Attendance Office if arriving after 8:50am
- Sign out at Attendance Office if leaving before 3:05pm
- Tell their mentor or Year Lead if they are having any difficulties attending school

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 again 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 A 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 by 8:25am on each school day.

The register for the first session will be taken at 8:30am and will be kept open until 9am. The register for the second session will be taken at 12:10pm and will be kept open until 12:40pm.

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 8:25am or as soon as practically possible by calling the Attendance Officer.

The Attendance Officer can be contacted on 01223 712623 or via attendance@sawstonvc.org.

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, or if attendance is lower than 90%, the school may ask the pupil's parent/carer to provide 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.

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.

The Attendance Officer can be contacted on 01223 712623 or via attendance@sawstonvc.org.

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:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

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:

- Text 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 call the parent, make a home visit or share their concern with the Local Authority or the Police
- 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 the Local Authority or the Police.

When a pupil is absent without explanation for 10 consecutive days, and no contact has been possible with the family, the Local Authority will be informed. This is a legal requirement and could be an indicator that the pupil may be classified as a Child Missing in Education. For a pupil who is considered at risk the timeframe is reduced and the Local Authority can be informed immediately.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via the termly report. Attendance and absence levels are also available, one day in arrears, via Go4Schools.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Principal 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 Principal'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, before making any travel arrangements and, where possible, at least 10 days before the absence, and in accordance with the leave of absence request form, accessible via the College website. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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
- Attendance at a funeral.

5.2 Legal sanctions

The 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 a suspended 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

The College promotes the value of attendance to parents and carers through the Principal's weekly communication, the website, parent letters and telephone and in person meetings. The College promotes the value of attendance to pupils through the pupil planner, assemblies, visible recognition of collective attendance achievements in mentor time and through a weekly attendance ticket prize draw.

Where there is a concern about a pupil's overall attendance this academic year, parents will be informed by letter from the Attendance Team. If the attendance continues to be a concern, further letters may be sent as well as requests for supportive telephone or in person meetings. The purpose of such meetings is to work together to find solutions to the absence and therefore improve attendance.

At an in person meeting, an Attendance Action Plan would be formulated and agreed between the pupil, parent or carer and the College. This would be reviewed regularly and new plans

made. If there is no improvement in attendance, despite this support, the College may then make a referral to the Local Authority legal team. This would be a course of last resort.

Templates of letters, telephone meeting records and attendance action plans can be found in Appendix C. These are indicative and may be amended to a particular circumstance.

7. Attendance monitoring

7.1 Monitoring attendance

The College will:

- Monitor attendance and absence data fortnightly across the whole school, particular focus groups and at an individual pupil level
- Identify whether or not there are particular groups of pupils 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 College 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The College will:

- Provide regular attendance reports to mentors and Year Leads 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

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

8. Monitoring arrangements and links to other policies

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the senior leader responsible for attendance. At every review, the policy will be approved by the full local governing body.

This policy links to the Safeguarding and Child Protection, and Behaviour and Discipline, policies.

<i>Policy approved by the Local Governing Body on 5 December 2023</i>
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<i>Review: Autumn 2024</i>

Appendix A: Department for Education Attendance and Absence 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 B: Cambridgeshire Local Authority Penalty Notice Guidance

PENALTY NOTICES

NON-SCHOOL ATTENDANCE

CAMBRIDGESHIRE COUNTY COUNCIL

LOCAL AUTHORITY CODE OF CONDUCT

Introduction

1. Under Section 23 of the Anti-Social Behaviour Act 2003 local education authority officers, headteachers and the police have the discretionary power to issue Penalty Notices in cases of unauthorised absence from school.
2. The new power provides an alternative to prosecution of parents under Section 444 of the Education Act 1996 and enables parents to discharge potential liability for conviction for that offence by paying a penalty of £60 if paid within 21 days or £120 if paid within 28 days.
3. Should the Penalty Notice remain unpaid or have been paid only in part at the end of the 28 day period Cambridgeshire County Council must prosecute the parents for the offence to which the notice relates, or, in specified circumstances (see section 29 below), withdraw the notice.
4. Penalty Notices may only be issued in Cambridgeshire in accordance with the terms of this Code of Conduct. The purpose of the Code of Conduct is to ensure that the power is applied fairly and consistently across the County Council and that suitable arrangements are in place for the effective and efficient administration of the scheme.
5. In implementing this Code of Conduct the County Council will liaise when appropriate with neighbouring education and police authorities.
6. This Code of Conduct has been drafted in accordance with the Education (Penalty Notices) (England) Regulations 2004: Statutory Instrument 2004 No 181 and guidance issued by the Department for Education and Skills.
7. In preparing this Code of Conduct the County Council has consulted with Cambridgeshire headteachers and the Chief Officer of Cambridgeshire Constabulary. This complies with The Education (Penalty Notices) (England) Regulations 2007.

Appendix C: College templates

The following pages contain templates of attendance letters that may be sent to parents or carers as well as templates of telephone meeting records and attendance action plans:

- Attendance: Update Letter
- Attendance: Concern Letter
- Attendance: Telephone Meeting Letter
- Attendance: Meeting Letter
- Attendance: Referral Letter
- Attendance: Leave of Absence Requests Letters
- Telephone Meeting Record
- Attendance Action Plan (Initial)
- Attendance Action Plan (Review)

A copy of the important information attached to each of these documents is also listed.

<DATE>

<PARENT NAME>
<PARENT ADDRESS>
<PARENT ADDRESS>
<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Update

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

We are writing to advise you of <PUPIL FORENAME>'s attendance. As of <DATE> <PUPIL FORENAME>'s overall attendance this academic year is <PERCENTAGE>. The College target is 95% or better.

Schools are expected to promote good attendance, to ensure that every pupil has access to the full-time education to which they are entitled, and to act early to address patterns of absence. We are keen to work in partnership with parents, carers and pupils to achieve this.

If there are particular circumstances that the College is not aware of which may be having an impact on <PUPIL FORENAME> attending regularly, please do not hesitate to contact us. We regularly monitor the attendance of all pupils and will contact you again if we remain concerned.

Thank you for your continued support.

Yours sincerely

The Attendance Team
attendance@sawstonvc.org

<DATE>

<PARENT NAME>
<PARENT ADDRESS>
<PARENT ADDRESS>
<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Concern

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

We are writing to advise you that we have noticed a drop in <PUPIL FORENAME>'s attendance. As of <DATE> <PUPIL FORENAME>'s overall attendance this academic year is <PERCENTAGE>. The College target is 95% or better.

The breakdown is as follows:

Summary	Sessions	%
Attendances Authorised absences Unauthorised absences Possible Attendances		
Including Approved Ed. Activity Lates before registration closed Lates after registration closed Unexplained absences		

Schools are expected to promote good attendance, to ensure that every pupil has access to the full-time education to which they are entitled, and to act early to address patterns of absence. We are keen to work in partnership with parents, carers and pupils to achieve this.

If there are particular circumstances that the College is not aware of which may be having an impact on <PUPIL FORENAME> attending regularly, please do not hesitate to contact us. We regularly monitor the attendance of all pupils and, if we remain concerned, we may ask you to attend a supportive telephone meeting with <PUPIL FORENAME>'s Year Lead.

Thank you for your continued support.

Yours sincerely

The Attendance Team
attendance@sawstonvc.org

<DATE>

<PARENT NAME>
<PARENT ADDRESS>
<PARENT ADDRESS>
<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Telephone Meeting

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

I am writing to advise you that there is a concerned concern about <PUPIL FORENAME>'s attendance. As of <DATE> <PUPIL FORENAME>'s overall attendance this academic year is <PERCENTAGE>. The College target is 95% or better.

The breakdown is as follows:

Summary	Sessions	%
Attendances		
Authorised absences		
Unauthorised absences		
Possible Attendances		
Including		
Approved Ed. Activity		
Lates before registration closed		
Lates after registration closed		
Unexplained absences		

Schools are expected to promote good attendance, to ensure that every pupil has access to the full-time education to which they are entitled, and to act early to address patterns of absence. We are keen to work in partnership with parents, carers and pupils to achieve this.

At this stage I would like to invite you to a supportive telephone meeting with me on <DATE> at <TIME>. During this call we will be able to discuss any particular circumstances that the College is not aware of which may be having an impact on <PUPIL FORENAME> attending regularly, and to formulate a plan of action together to help <PUPIL FORENAME> attend more often.

Thank you for your continued support.

Yours sincerely

Year Lead Name

[Year Lead Name]
[Year Lead Email]

<DATE>

<PARENT NAME>
<PARENT ADDRESS>
<PARENT ADDRESS>
<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Meeting

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

I am writing to advise you that there is a continued concern about <PUPIL FORENAME>'s attendance. As of <DATE> <PUPIL FORENAME>'s overall attendance this academic year is <PERCENTAGE>. The College target is 95% or better.

The breakdown is as follows:

Summary	Sessions	%
Attendances		
Authorised absences		
Unauthorised absences		
Possible Attendances		
Including		
Approved Ed. Activity		
Lates before registration closed		
Lates after registration closed		
Unexplained absences		

Schools are expected to promote good attendance, to ensure that every pupil has access to the full-time education to which they are entitled, and to act early to address patterns of absence. We are keen to work in partnership with parents, carers and pupils to achieve this.

At this stage I would like to invite you to a supportive in-person meeting with me on <DATE> at <TIME>. At this meeting we will be able to discuss any particular circumstances that the College is not aware of which may be having an impact on <PUPIL FORENAME> attending regularly, and to formulate a plan of action together to help <PUPIL FORENAME> attend more often.

Thank you for your continued support.

Yours sincerely

Year Lead Name

[Year Lead Name]
[Year Lead Email]

<DATE>

<PARENT NAME>

<PARENT ADDRESS>

<PARENT ADDRESS>

<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Referral

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

Thank you for attending the review meeting for <PUPIL FORENAME>'s attendance action plan with me on <DATE>. As we discussed at the meeting <PUPIL FORENAME> has not shown a significant improvement in <PRONOUN> overall attendance. As of <DATE> <PUPIL FORENAME>'s attendance since we started the attendance action plan is <PERCENTAGE> and <PROBOUN> overall attendance this academic year is <PERCENTAGE>. The College target is 95% or better.

The breakdown for the academic year is as follows:

Summary	Sessions	%
Attendances		
Authorised absences		
Unauthorised absences		
Possible Attendances		
Including		
Approved Ed. Activity		
Lates before registration closed		
Lates after registration closed		
Unexplained absences		

At this stage, and as a last resort, we have had no choice but to make a referral to the Local Authority Attendance Support Team where this case will be considered by a legal panel.

Yours sincerely

Year Lead Name

[Year Lead Name]

[Year Lead Email]

<DATE>

<PARENT NAME>

<PARENT ADDRESS>

<PARENT ADDRESS>

<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Leave of Absence Request

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

Thank you for completing the online Leave of Absence Request Form for <PUPIL FORENAME>. The Attendance Team has considered your application and have agreed that, on this occasion, the absence does not meet with our exceptional absence guidelines. It will therefore be unauthorised.

Dates of absence requested: <DATES>

Number of sessions: <NUMBER> (each school day consists of two sessions)

Attendance this academic year: <PERCENTAGE>

We are obliged to inform you that, if you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, the Local Authority may: issue you with a Penalty Notice of £60 per parent per child (if paid within 21 days) or £120 per parent per child (if paid within 28 days); or make you the subject of court proceedings that could result in a fine of up to £2,500 and/or a jail sentence of up to 3 months.

Yours sincerely

The Attendance Team

attendance@sawstonvc.org

<DATE>

<PARENT NAME>
<PARENT ADDRESS>
<PARENT ADDRESS>
<PARENT ADDRESS>

Dear <PARENT NAME>

Attendance: Leave of Absence Request

Pupil Name: <NAME>

Date of Birth: <DATE OF BIRTH>

Thank you for completing the online Leave of Absence Request Form for <PUPIL FORENAME>. The Attendance Team has considered your application and have agreed that, on this occasion, the absence does meet with our exceptional absence guidelines. It will therefore be authorised.

Dates of absence requested: <DATES>

Number of sessions: <NUMBER> (each school day consists of two sessions)

Attendance this academic year: <PERCENTAGE>

Yours sincerely

The Attendance Team
attendance@sawstonvc.org

Attendance: Telephone Meeting Record

Pupil Name:

Date of Birth:

Attendance this academic year:

Who was part of the telephone meeting?	
Name	Role or relationship to pupil

What was discussed?

What next steps were agreed? And who will do these?

When will the attendance be reviewed again?

Attendance: Action Plan (Initial)

Pupil Name: <PUPIL NAME>

Date of Birth: <DATE OF BIRTH>

Attendance this academic year	
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Who was part of the meeting?	
Name	Role or relationship

What are the concerns or issues continuing to affect attendance?

What next steps were agreed?	
Name	Actions agreed
[Pupil name]	
[Parent or carer name(s)]	

[Staff name(s)]	
[Other professional(s) name]	

When will the attendance be reviewed again?

What is the expected attendance between now and the review?

I commit to this agreed plan	
Name	Signature
[Pupil name]	
[Parent or carer name(s)]	
[Staff name(s)]	
[Other professional(s) name]	

If the expected attendance is achieved, then this plan will be reviewed and attendance monitored. However, if the expected attendance is not achieved parents or carers will be at risk of legal proceedings without further warning. More details on this are outlined on the next page.

Attendance: Action Plan (Review)

Pupil Name: <PUPIL NAME>

Date of Birth: <DATE OF BIRTH>

Attendance this academic year	
Attendance since the last meeting	
Attendance since the start of the plan	

Who was part of the meeting?	
Name	Role or relationship

What were the next steps agreed last time and what happened?		
Name	Actions agreed	Outcome
[Pupil name]		
[Parent or carer name(s)]		
[Staff name(s)]		
[Other professional(s) name]		

What are the concerns or issues continuing to affect attendance?

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What next steps were agreed?	
Name	Actions agreed
[Pupil name]	
[Parent or carer name(s)]	
[Staff name(s)]	
[Other professional(s) name]	

When will the attendance be reviewed again?

What is the expected attendance between now and the review?

I commit to this agreed plan	
Name	Signature
[Pupil name]	
[Parent or carer name(s)]	
[Staff name(s)]	
[Other professional(s) name]	

If the expected attendance is achieved, then this plan will be reviewed and attendance monitored. However, if the expected attendance is not achieved parents or carers will be at risk of legal proceedings without further warning. More details on this are outlined on the next page.

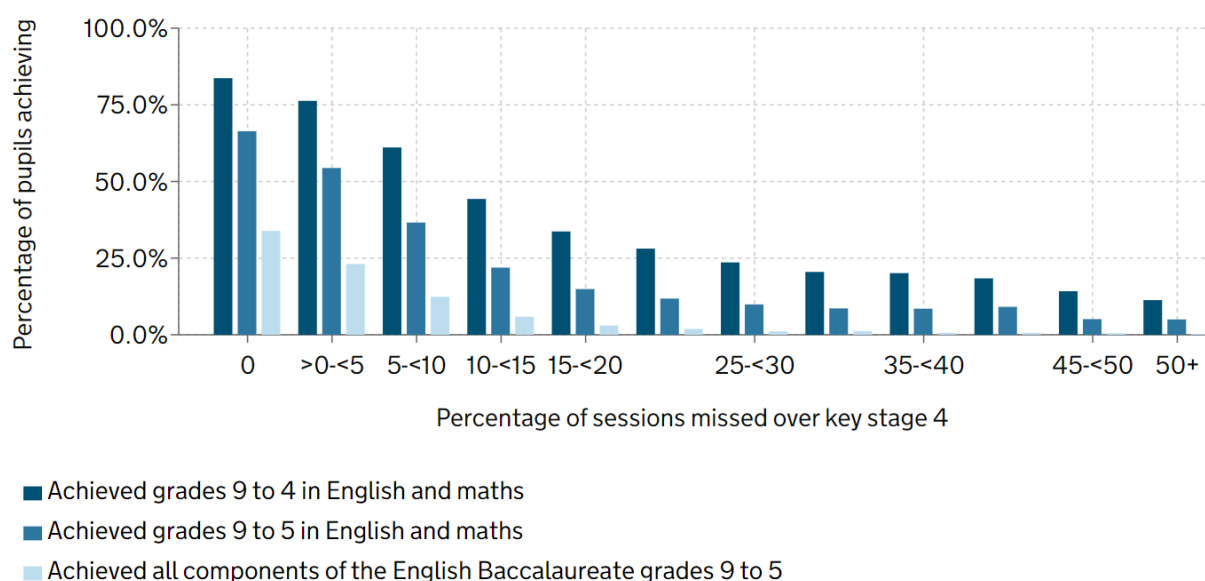
Important information

Our shared commitment to supporting good attendance

At Sawston Village College we are committed to seeing pupils attend school regularly and we are grateful that we share this commitment with the vast majority of parents, carers and pupils. We all recognise that good attendance promotes good outcomes for pupils, both academically and in terms of their broader welfare and development. We also know that, in rare cases, attendance to school is challenging and, at such times, would want to work in close partnership with parents, carers and pupils to shape the best support and plan of action. Please do contact us if you have concerns.

The impact of absence

The Department for Education has been researching the impact of absence on pupil attainment at the end of Year 11 for several years. Their latest report is [The link between absence and attainment at KS2 and KS4](#) and refers to the Academic Year 2018-19:



If a pupil misses 10% or more sessions they are then, in Department for Education terms, classified as persistently absence. 10% of sessions is equivalent to missing one day a fortnight i.e. one day in every timetable cycle.

Attendance and the law

Parents are encouraged to refer to this Local Authority webpage:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/non-attendance-and-the-law>

All parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. The Education Act 1996 considers each responsible adult as a parent. This includes a family friend or relative if the child lives with them and they provided day-to-day care.

As the school at which your child is registered are obliged to make you aware of the following:

Failure to ensure a child's regular attendance at school is a criminal offence. If, with support from the College and/or the Local Authority, your child's attendance does not improve, and as a last resort, the Local Authority may be requested to, and consider, taking more formal action.

This could result in: (i) a Penalty Notice; (ii) prosecution under Section 444 (1) of the Education Act 1996 through the Single Justice Process, and a fine of up to £1000; and/or (iii) prosecution under Section 444 (1A) of the Education Act 1996 through open court, and a fine of up to £2500, a community order and/or a jail sentence of up to 3 months applied; a parenting order may also be issued. Offences would apply to each child individually, and all parents are liable.