

St John's Church of England School

'I can do everything through Christ, who gives me strength'

Philippians 4:13



Attendance and Absence Policy

Reviewed: July 2023

To be reviewed: September 2025

Vision

‘.....I can do everything through Christ who gives me strength’. Phil 4:13.

Our ethos is deeply rooted in the Bible, underpinned by **faith** and committed to educational excellence. In our community we respect that everyone is uniquely made in the image of God. We grow together in **wisdom, compassion, strength** and instil a sense of **hope** for all to flourish.

‘We make a difference’

Core Values

Faith – Is being sure of what we hope for and certain of what we do not see.

Strength – Faith is God presents us with the strength to build and progress in our life and the lives of others.

Compassion – We are fair, we care and show understanding towards others.

Wisdom – Building confidence, discipline and knowledge to fully develop our talents in all areas of our lives.

Hope – Coping wisely with situations that will help guide us into fulfilling our aspirations.

Statement of Aims

We are a Christian School working together to inspire and empower each child to lead a happy and fulfilling life.

Our aims are to:-

- **Work together and be the best we can.**
- **Care for and support one another.**
- **Respect and value one another and the environment.**



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INTRODUCTION

St John's Church of England School is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to strive for excellence and research has proven that good attendance has a positive effect on a child's academic and social skills. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning. For your child to gain the greatest benefit from their education, including academic success, it is vital that they attend regularly. Your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. This Policy sets out how we will achieve this together

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Being in school is important to your child's achievement, wellbeing, and wider development. Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law by the parent that can result in legal action by the Local Authority.

Safeguarding:

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter. Your child may be at risk of harm if they do not attend school regularly.

The Government expects:

- Parents to perform their legal duty by ensuring their children of compulsory school age are punctual and attend school regularly.
- Schools and Local Authorities to:
 - Reduce absence, including persistent absence
 - Ensure that every pupil has access to full-time education, to which they are entitled
 - Act early to address patterns of absence

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

PROMOTING REGULAR ATTENDANCE

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of school staff.

Each school has to agree an attendance target which all children should aim for, and at St John's our whole school target is 96% for attendance and 100% for punctuality.

To help everyone to focus on this, we will:

- Give you details on attendance in our newsletters
- Report to you twice yearly on how your child is performing in school and for children with low attendance we will share their attendance and punctuality rate and how this relates to their attainments
- Celebrate good attendance by displaying class achievements
- Weekly reward for classes with the best attendance
- Reward good or improving attendance through class competitions and certificates
- At the end of the year, children are recognised and presented with awards for 100% attendance.
- The school will monitor all attendance below 96% regularly. Families with low attendance will be informed by a reminder letter (see Appendix 3a). A reminder letter will be sent if the attendance is below 96%. A reminder letter will also be sent out if the school has serious concerns in the first term regarding a child's attendance. This is in line with the school's attendance escalation plan (see appendix 5)
- If attendance does not improve, families will be invited into school by letter (see Appendix 3b) to discuss strategies to improve attendance. A referral for (Early support or other agencies) may be required and an attendance officer from Harrow may also be involved. An 'Individual attendance Plan' may be started at this stage.
- Persistent absentees will be placed on a Record of Concern* and future absences will only be authorised with medical verification (see Appendix 3d and 5)
- Attendance is reported in the child's report for the end of year

Attendance and Punctuality Comment	
Exceptional	Attendance is 99% or higher. Always in school on time.
Good	Attendance is 95% or higher. Very rarely late to school.
Room for Improvement	Attendance falls below 95% or occasionally late to school.
Cause for Concern	Attendance is below 90% or frequently late to school which has had a direct impact on their learning

2. Legislation and guidance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause them to receive efficient full time education suitable:-

- to age, ability and aptitude and
- to any special educational needs he/she may have either by regular attendance at school or otherwise

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. **Persistent absence (PA)** - *pupils are identified as a persistent absentee if they miss 10% or more of their possible sessions. 10% of sessions translates to around 7 days of absence across the autumn term.*

The table below gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half term	10%
Half Term 1	7 or more sessions
Half Term 1-2 (Autumn term)	14 or more sessions
Half Term 1-3	20 or more sessions
Half Term 1-4 (Autumn and Spring term combined)	25 or more sessions
Half Term 1-5	31 or more sessions
Half term 1-6 (full academic year)	38 or more sessions

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic interventions where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include allocation of additional support through local authority services and in school monitoring by members of the senior leadership team.

All PA cases are also automatically made known to the Harrow Attendance Officer.

3. Roles and responsibilities

Parents have a responsibility to bring their children to school every day the school is open. In addition, schools have their own role to play. Members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals have.

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

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- 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
- Issuing fixed-penalty notices, where necessary
- Making referrals to the Local Authority School Attendance Officer
- Liaise with the school's Attendance Officer to discuss attendance data
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Leading on staff training, ensuring staff are kept updated on school processes for attendance
- Implementation of this policy at the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Providing reports and background information to inform discussion with the SLT
- 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 Mrs. Allen and can be contacted via the office email office@stjohns.harrow.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 6)
- 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 the designated senior leader to tackle persistent absence
- Advising the headteacher/designated senior leader responsible for attendance (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer can be contacted by phone on 0208 954 3978 or via the office email office@stjohns.harrow.sch.uk

3.5 The class teacher

The class teacher is responsible for:

- Accurately and promptly recording any absences on the class register
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/
- Informing the Senior Leadership Team where there are concerns and acting upon advice given
- Providing background information to support referrals
- Following up absences with immediate requests for explanation which should be noted on the register or through notes
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance issues at parents evenings where necessary or on a more regular basis
- Commenting on attendance in the annual report to parents

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child **attends every day** the school is open to them and **on time**.
- Call the school to report their child's absence before 8:30 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

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:

- For pupils of compulsory 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

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 no later than 8:50am on each school day.

The register for the first session will be taken between 8:50 and 9:00am and will be kept open until 9:20am. Pupils will be marked as late after 9:00am and unauthorised absence after 9:20am. The register for the second session will be taken at 1:00pm (for KS1 and 1:15pm for KS2).

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 8:30 or as soon as practically possible by calling the school staff 0208 954 3978 or via the office email office@stjohns.harrow.sch.uk (see also section 7).

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 prescription, doctor's note 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 and attendance is above 90%. Parents should request leaves of absence by calling the school on 0208 954 3978 or via the office email office@stjohns.harrow.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

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons for others, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts with registration at 8.50am for KS1 children and 8.50am for KS2 children. We expect your child to be in their class at that time. If your child arrives later than this they will need to enter the school through the main office where s/he will be recorded as late. Registers are marked by 9.00am (KS1) and 8:50am (KS2) and your child will receive a late mark if they are not in by that time. At 9.20am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence (unless an authorised absence has been agreed). This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Headteacher and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as unauthorized absent, using the appropriate code (N). Should the child arrive after this, the code will be changed to (U) and the number of minutes late will be recorded.
- The school's *attendance escalation plan* (appendix 5) further details the school's procedure for handling lateness and punctuality issues.

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. If the school cannot reach any of the pupil's emergency contacts, the school may (if appropriate), contact another agency involved with the family.
- 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 LA attendance team or members of the senior leadership team may arrange a home visit.
- If school absence exceeds 10 days, and there is no contact from parents to explain why this is, the school should refer to the LA's Children Missing from Education team.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels.

The school reports to parents/carers twice yearly during consultation evenings on how your child is performing in school and for children with low attendance we will share their attendance and punctuality rate and how this relates to their attainments.

Your child's end of year report will also record their attendance for the year.

Where there are concerns regarding a child's attendance or punctuality, we will follow the stages outlined in our *attendance escalation plan* (see appendix 5). Additional correspondence and/ meetings will take place in an attempt to improve this. Attendance for these pupils will be closely monitored closely by the attendance officer, the attendance lead and members of the leadership team.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

It is a popular misconception that parents have the right to take their children out of school for a family holiday of up to 10 days during term time. This is not the case. By law, there is no right for parents to demand leave of absence for a child for the purpose of going on holiday or other social reason. The legal position is that only the school has the (discretionary) power to authorise any leave during term time. It is not possible for the school to authorise absences for shopping, looking after other children, minding the house, birthdays, day trips etc. Leave may, however, be granted in an emergency or for genuine pastoral reasons (e.g. after the death of a close relative).

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 **in writing** as soon as it is anticipated, before the absence. The headteacher 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
- Other valid reasons for authorized absence can be found in the School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/104422/school-attendance-guidance-may-2022.pdf)

5.2 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 will be issued by the local authority, when requested by the Headteacher

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 will proceed to prosecution.

Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](https://www.harrow.gov.uk/education/penalty-notices)

6. Attendance monitoring

6.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level. For class teachers, this monitoring will be happening on a weekly basis as they spot patterns in pupils absences, and report this to the attendance lead and the senior leadership team.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern. Alongside this, the attendance lead will monitor weekly attendance of individual pupils at risk of or currently known to be persistent absentees. This information will be shared during weekly senior leadership meetings.

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.

6.2 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers 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

6.4 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
- Send out the relevant letters informing parents of concerns
- 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

7. Monitoring arrangements

This policy will be reviewed if guidance from the local authority or DfE is updated, and as a minimum every two years by the attendance lead or the headteacher. At every review, the policy will be approved by the full governing board.

8. Links with other policies and plans

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- The attendance escalation plan

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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 – (9.20am)
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
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
I	Illness	Pupil is too ill to attend school

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
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 (after 9.20am)

Appendix 2

AIM - Attendance Intervention Model for irregular attendance				
Phase	School Actions		LA Children's Services	LA Education Services
Phase 1 Week 1-3 minimum	First day response – log of texts / calls 1 st School Warning letter including offer of support if difficulty 2 nd School Warning letter, offering opportunity to discuss in school if required Home visit – if school based worker			
Phase 2 Week 4 -5	Meeting / School Attendance Panel with parents Consider options: 1. Consider PSP / Parenting Contract 2. Complete CAF with parental agreement for Early Support or referral to other services 3. Refer to LA School Attendance Liaison (SAL) Officer 4. Consider issuing an Education Penalty Notice 5. Refer to Pre Court Panel (if complex / long standing) If parents do not attend meeting, consider options 3 – 5		2.MASH team receive CAF & consider for Early Support, worker allocated;	3.SAL officer contacts family, agree support plan / identify options / support; Up to 6 weeks intervention, no progress, refer to school to follow options 3-5
Phase 3 Week 5-8	4. Education Penalty Notice Send Penalty Warning letter & specify monitoring period	5. Pre Court Panel Send School Warning letter re possible referral to LA pre court panel & specify monitoring period		
Phase 4 Wk 9-12	If no progress & further unauthorised absences, send Request to LA to issue EPN	If no progress & further unauthorised absences, send Chronology for Pre Court Panel to LA		LA determines to issue EPN / arrange PCP
Phase 5 Wk13-16	EPN payment period	Attend Pre Court Panel meeting with LA		EPN issued or PCP meeting arranged
Phase 6 Wk 17+	If unpaid, LA may withdraw EPN Complete witness statement if required and if parent pleads not guilty, may need to attend court.	If no progress or engagement at PCP, LA to pursue court action		Monitor EPN payment, review PCP and actions, refer to legal if court action, attend court as lead

Appendix 3: Attendance Letters

APPENDIX 3a- 1st Reminder letter (attendance below 96%)

Re: [CHILD NAME] – [CLASS]
Attendance REMINDER LETTER –

I am writing to you to raise my concerns with [CHILD NAME]'s attendance. [CHILD NAME]'s current attendance figure is ____% which is below expected levels of school attendance. Whilst the school has accommodated the reasons for absence since September, as you can appreciate [CHILD NAME]'s attendance is now becoming cause for concern.

Highlighting the importance of an excellent attendance record is something school sees as very important. I believe that by working together we can improve the attendance. By law, all children of compulsory school age should receive suitable education, either by regular attendance at school or through other arrangements. If a child is registered at school, parents have a primary legal responsibility for ensuring that their child attends regularly.

Please inform the school of the reasons for any absences not yet provided. [DELETE IF NOT APPLICABLE] It is vital that you contact the school on the first day of absence and keep us updated if any absence is to continue for more than one day.

Please do contact me if you would like to discuss this further or if the school can do anything to support you with a plan for improvement.

Yours sincerely

Mrs J Hester

Headteacher

APPENDIX 3b- 1st Warning Letter (between 90% - 93%)

Re: [CHILD NAME] – [CLASS]

FIRST ATTENDANCE WARNING LETTER

I notice that despite my reminder letter dated [DATE OF FIRST LETTER], [CHILD NAME]'s attendance continues to be of concern. [CHILD NAME]'s attendance is currently ____%.

Non-attendance at school for any reason is an important issue and something we take very seriously. I would like to invite you into school to discuss the current situation on [DATE/TIME OF MEETING]. At this meeting, we will create an Individual Attendance Plan to address this situation.

Regular school attendance is the responsibility of parents/carers. There is a risk that if [CHILD NAME]'s attendance remains at the current level a referral may be made by the school to Harrow's Early Intervention Service (EIS) who may need to start legal proceedings.

I hope that we see [CHILD NAME]'s attendance improve dramatically. Please return the slip below to confirm you will be attending the meeting. If you are unable to attend but would like to re-arrange for an alternative date/time, please contact the school office.

Yours sincerely

Mrs J Hester

Headteacher

Slip to be returned to the school office by [return date]

ST JOHN'S CHURCH OF ENGLAND SCHOOL

Re: [CHILD NAME] – [CLASS]
FIRST ATTENDANCE WARNING LETTER

Name of child: Class:

I/We will/ will not be attending the meeting regarding my child's attendance on [date and time for meeting].

Signature of Parent/Guardian:..... Date:

APPENDIX 3c – 2nd Warning Letter (90% - 93% attendance)

Re: [CHILD NAME] – [CLASS]
SECOND ATTENDANCE WARNING LETTER

I am writing to now formally express concern over the **continuing** irregular attendance of your child, [CHILD NAME].

A record of his/her attendance accompanies this letter.

I would like to invite you into school to discuss the current situation on [DATE/TIME OF MEETING]. We will use this opportunity to **further update the Individual attendance Plan (IAP)** and discuss any agencies which may need to be involved in supporting improved attendance.

The Harrow School Attendance Liaison (SAL) officer will also be present at this meeting.

Please note under the Education Act 1996, parents have a responsibility to ensure their children attend school regularly and punctually. It is my duty to give you warning that if further unauthorised absences are recorded, you are at risk of receiving an **Education Penalty Notice**.

The Education Penalty Notice fine is £60 if paid within 21 days and £120 if paid within 28 days. If the fine is not paid it may lead to a court hearing.

Please contact me with any queries regarding this letter.

Yours sincerely

Mrs J Hester

Headteacher

Slip to be returned to the school office by [return date]

ST JOHN'S CHURCH OF ENGLAND SCHOOL
Re: [CHILD NAME] – [CLASS]
SECOND ATTENDANCE WARNING LETTER

Name of child: Class:

I/We will/ will not be attending the meeting regarding my child's attendance on [date and time for meeting].

Signature of Parent/Guardian:..... Date:

Persistent Absentees
APPENDIX 3d (below 90% attendance)

3rd Warning Letter

Re: [CHILD NAME] – [CLASS]
THIRD ATTENDANCE WARNING LETTER

Despite my previous formal warning dated [DATE OF LAST LETTER], your child, [CHILD NAME], is still not attending regularly and further unauthorised absences have been recorded.

A record of his/her attendance accompanies this letter.

Medical certification is now required if illness is the reason for future absences.

It is my duty to give you warning that if further unauthorised absences are recorded, you will be receiving an **Education Penalty Notice**.

The Education Penalty Notice fine is £60 if paid within 21 days and £120 if paid within 28 days. If the fine is not paid it may lead to a court hearing.

Please contact me with any queries regarding this letter.

Yours sincerely

Mrs J Hester

Headteacher

Persistent Absentees (below 87% attendance and still dropping)

APPENDIX 3e

4th Warning Letter

Re: [CHILD NAME] – [CLASS]

NOTICE OF INTENTION TO REQUEST ISSUING OF A PENALTY NOTICE

I am writing to advise you that [CHILD NAME]'s attendance remains unsatisfactory. Currently [CHILD NAME]'s attendance stands at ____%, out of a possible ____ sessions (____%), which includes ____ unauthorised sessions.

There are also ____ occasions when he/she arrived late after registration.

Section 444(1) of the Education Act 1996 states, "...if a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his parent is guilty of an offence".

Section 444A of the Education Act empowers the Local Authority to issue a Penalty Notice where it has reason to believe that an offence under section 444(1) has been committed.

The fine is £60 if paid within 21 days, increasing to £120 if paid within 28 days. Payment of the notice will discharge your liability for the non-attendance of [CHILD NAME], for this period. Non-payment will lead to a court hearing for the original unauthorised absences.

This letter is a FORMAL WARNING that you are at risk of receiving a Penalty Notice because of your child's unauthorised absence at school. Further unauthorised absence within the following 15 day monitoring period will result in Harrow Local Authority issuing you with a Penalty Notice.

I must warn you that Harrow Local Authority will initiate legal proceedings against you if there is no improvement in your child's attendance and punctuality. This will involve a Pre Court Panel Meeting held at the Harrow Civic Centre where you will be formally cautioned. If the case progresses to magistrates court, conviction of an offence under section 444 (1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2,500 or imprisonment.

There will be no further notification should school need to escalate this matter for the Local Authority's attention.

A leaflet accompanies this letter providing further information.

Yours sincerely

Mrs J Hester

Headteacher

Persistent Absentees (below 85% attendance)

APPENDIX 3f

EPN Request Notification: **FORMAL NOTICE**

Re: [CHILD NAME] – [CLASS]

REQUEST TO THE LOCAL AUTHORITY TO ISSUE EPN

I am writing to advise you that [CHILD NAME]'s attendance remains unsatisfactory. Currently [CHILD NAME]'s attendance stands at __%, out of a possible __ sessions (__%), which includes __ unauthorised sessions. There are also __ occasions when he/she arrived late after registration.

Section 444(1) of the Education Act 1996 states, "...if a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his parent is guilty of an offence". Section 444A of the Education Act empowers the Local Authority to issue a Penalty Notice where it has reason to believe that an offence under section 444(1) has been committed.

The fine is £60 if paid within 21 days, increasing to £120 if paid within 28 days.

Payment of the notice will discharge your liability for the non-attendance of [CHILD NAME], for this period. Non-payment will lead to a court hearing for the original unauthorised absences.

This letter is a FORMAL NOTICE that a request has been made to the local authority to issue you with an Education Penalty Notice (EPN) due to your child's continued unauthorised absence at school over the last 15 days.

A leaflet accompanies this letter providing further information.

Yours sincerely

Mrs J Hester

Headteacher

Appendix 3: Punctuality Letters

Stage Two: APPENDIX 4a

Dear _____

CONCERNS REGARDING LATENESS – 1st Letter

It is with regret that I am writing to you about _____'s persistent lateness to school. He/she has been late _____ times since _____.

It is imperative that your child is in school for the start of our day at (8.50am for Lower School - 8.55am Upper School). Lessons start promptly and when pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised. I would like to remind you that you have a responsibility to ensure that your child arrives on time every day.

Meanwhile, if anything can be done to support you in getting _____ to school on time, please do not hesitate to contact me.

Please return the reply slip below to acknowledge receipt of this letter.

Yours sincerely

Mrs J Hester
Headteacher

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CONCERNS REGARDING LATENESS

Child's name..... Class.....

I acknowledge that I have received the letter regarding my child's persistent lateness to school.

Signed.....

Date.....

Stage Three: APPENDIX 4b

CONCERNS REGARDING LATENESS – 2nd Letter

It is with regret that I am once again writing to you about _____'s persistent lateness to school. He/she has been late _____ times since _____.

It is imperative that your child is in school for the start of our day at (8.50am for Lower School - 8.55am Upper School). Lessons start promptly and when pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised. I would like to remind you that you have a responsibility to ensure that your child arrives on time.

Persistent lateness is monitored by the Senior Education Welfare Officer attached to our school. I hope to see an improvement in your child's punctuality. If I do not, I will have no choice in referring _____ to the Senior Education Welfare Officer who will investigate and legal action may be taken.

I would like to invite you into school to discuss the current situation on [DATE/TIME OF MEETING]. At this meeting, we will create an Individual Attendance Plan to address this situation. Please return the reply slip below to acknowledge receipt of this letter.

Please return the slip below to confirm you will be attending the meeting. If you are unable to attend but would like to re-arrange for an alternative date/time, please contact the school office.

Yours sincerely

Mrs J Hester
Headteacher

✂-----

Slip to be returned to the school office by [return date]

ST JOHN'S CHURCH OF ENGLAND SCHOOL

Re: [CHILD NAME] – [CLASS]

CONCERNS REGARDING LATENESS – 2nd Letter

Name of child: Class:

I/We will/ will not be attending the meeting regarding my child's lateness on [date and time for meeting].

Signature of Parent/Guardian:..... Date:

Stage Three: APPENDIX 4c

CONCERNS REGARDING LATENESS – 3rd Letter

It is with regret that I am once again writing to you about _____'s persistent lateness to school. He/she has been late _____ times since _____.

It is imperative that your child is in school for the start of our day at (8.55am for Lower School - 8.50am Upper School). Lessons start promptly and when pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised. I would like to remind you that you have a responsibility to ensure that your child arrives on time.

Persistent lateness is monitored by the Senior Education Welfare Officer attached to our school. I hope to see an improvement in your child's punctuality. If I do not, I will have no choice in referring _____ to the Senior Education Welfare Officer who will investigate and legal action may be taken.

I would like to invite you into school again to discuss the current situation on [DATE/TIME OF MEETING]. At this meeting, we will **review** the **Individual Attendance Plan** to address this situation. Please return the reply slip below to acknowledge receipt of this letter.

Please return the slip below to confirm you will be attending the meeting. If you are unable to attend but would like to re-arrange for an alternative date/time, please contact Mrs Varsani in the school office.

Yours sincerely

Mrs J Hester
Headteacher

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Slip to be returned to Mrs Varsani – school office by [return date]

ST JOHN'S CHURCH OF ENGLAND SCHOOL

Re: [CHILD NAME] – [CLASS]

CONCERNS REGARDING LATENESS – 3rd Letter

Name of child: Class:

I/We will/ will not be attending the meeting regarding my child's lateness on [date and time for meeting].

Signature of Parent/Guardian:..... Date: