



ATTENDANCE POLICY

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Attendance Policy

Introduction

At Albany Village Primary School we expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and we have put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Definitions

Authorised absence:

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, or if there is a regular pattern to absence, this will not mean it is an authorised absence.

Unauthorised absence:

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

It is the responsibility of the parent or guardian to inform school of a child's absence.

If there is any doubt about the whereabouts of a child, the class teacher will take immediate action by notifying the school office. If the school office has had no notification of a child's absence, either by letter or telephone call, then the school will endeavour to be in contact urgently with the parent or guardian, in order to check on the safety of the child, thus **ensuring first day contact**.

If no contact can be made by telephone, a letter will be sent to parent / carer asking them to contact school as a matter of urgency. (Appendix 1)

A letter may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

When the child returns to school, a verbal explanation or a letter should be brought from a parent or guardian to explain the absence.

Lateness

If a child is late coming to school, parents / carers are required to escort them down the path to the School Office, where they complete a 'late arrival' form to ensure that they are handed over safely to a member of staff. (Appendix 2)

Collection of children

We want to ensure the safety of our children at all times. Parents / carers are asked to complete a form to indicate who normally collects their child from school. By completing the form it helps us ensure the safety of children, as we will only let them leave with the adults that parents / carers have indicated. (Appendix 3)

If anyone else is to collect a child because of an emergency then parents / carers are asked to telephone us to give us their details.

For some of our Key Stage 2 children it may be that they walk home by themselves. If that is the case, parents / carers are asked to sign to say that is the routine that they would like to follow.

At Albany Village Primary School we will know that all our children are safe at the start and end of each day.

Requests for Leave of Absence

From the 1st September 2013 DFE amended the regulations surrounding holidays in term time. The DFE has removed references to family holiday and extended leave as well as the statutory threshold of ten school days. These new amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and gives no entitlement to parents to take their child on holiday during term time. From the 1st September 2013 application for leave must be in exceptional circumstances and the *Head Teacher* must be satisfied that the circumstances are exceptional and warrant the granting of leave. Parents may be issued with a Penalty Notice if a leave of absence is taken without permission.

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services so that arrangements can be made for the child to be given some tuition outside school.

Repeated unauthorised absences

Albany Village Primary School will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

The governors of Albany Village Primary School, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Rewards for good attendance

All the children who have 100 per cent attendance in any one term will receive an excellence certificate and prize for attendance, awarded at the last assembly of the term. There are special certificates and prizes for any child who has 100 per cent attendance for a whole year.

In addition, the class who has the best attendance each week receives our “Spike” trophy to stand in their class.

Attendance targets

The school sets attendance targets each year. These are agreed with Governors. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. Following DfE guidelines the threshold for persistent absentism has been changed from 85% to 90%. This means that children who fall into the 90% category will be monitored closely by school and the Attendance Team.

Equality Act

The Equality Act 2010 introduced a duty to promote equality of opportunities.

As a school we have a strong belief in inclusion. We feel that it is the responsibility of the whole school community to implement an equality scheme that promotes the inclusive ethos of our school. Our policies have been written to ensure that inclusion is promoted.

Monitoring and Review

It is the responsibility of the governors to monitor overall attendance, and each term they receive an update from the Head Teacher in her termly report. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

Class teachers will be responsible for monitoring attendance in their class and for raising awareness of absences in the appropriate way. If there is concern about a child's absence they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child this will be reported to the Head Teacher, who will contact the parents or guardians.

Office staff will monitor trends of absence across the school and report regularly to the Head Teacher.

Responsibility for Non School Attendance Cases

Where attendance is causing concerns, Albany Village Primary School will challenge patterns of absence. Parents may offer a reason for a child's absence but it is the Head Teacher's decision as to whether the reason is acceptable.

When concerns about attendance are initially identified by the school, there will always be an attempt to resolve the concerns.

Stages of response

When a pupil's attendance is initially identified as a cause for concern by the school, it is the school responsibility to intervene. It is imperative that the school's attendance policy and procedures are clear about what actions are to be taken if a pupil's attendance or punctuality becomes of concern. **These could include:**

- First Day response to absence via automated texts or phone calls
- Letters to the parent(s) to advise on the level of non-attendance and their legal responsibility.
- Letters should be:
 - addressed to each individual parents
 - include the parents' home address.
 - signed and dated.
- Telephone contact – date and time of contact should be recorded along with any discussion.
- Meet with parent(s) to discuss and seek
 - Personal perception of any difficulties, e.g. curriculum, performance, progress, behaviour (this list is not exhaustive).
 - Where the pupil claims their problems are school based (e.g. bullying or a relationship problem with a member of staff) it is important that this is investigated and the result of the investigation recorded on the pupil file.
 - Record discussion and action points agreed by all parties and agree a review date. Confirm the decisions made in writing.
 - Review the actions and outcomes on the agreed date and respond to any issues that remain outstanding setting another review date if necessary.

Albany Village Primary School will contact the Attendance Team for general advice with regards to individual pupil cases.

Where appropriate:

- Draw up a parental contract between school/ /parents/pupil. The contract will set out the expectations placed on the school, family and pupil. It would include realistic expectations with regards to improvement and the family/pupil's individual circumstances would be addressed within the contract.
- Monitor and review the contract.

Where concerns are broader and there are underlying concerns, the school should secure the parents' consent to seek additional support through a Strengthening Families Referral.

Where there is no improvement in the pupil's attendance and there are a minimum of **5 unauthorised absences** during the previous 6 weeks (some absence must be recent i.e. in the **last two weeks**) Albany Village primary School will:

- Formally write to parents to advise them of their intention to refer the case to the Attendance Team
- Complete the Attendance Team Referral and send with the additional information to: attendance@sunderland.gov.uk or faxed to 5535633. It is important to advise the Attendance Team in the referral of any concerns with regards to the Locality Attendance Officer making a home visit.

Investigation by the Locality Attendance Officer

Referrals that meet the criteria for intervention by the Attendance Team will initiate the following action:

An initial assessment will be undertaken to enable the Locality Attendance Officer to gain an understanding of the pupil's relationships, behaviour and family circumstances and how this impacts on their attendance. This will also consider the parents' authority over the pupil and their capacity to respond appropriately to their child's needs. Potentially mitigating factors such as mental illness or stress will be carefully considered and this information will be recorded in detail.

Following the initial assessment the Locality Attendance Officer may:

- Write to parents/carer
- Speak with parents by telephone
- Undertake home visits
- Meet with the parents in school.

Following the time focussed intervention (maximum of 6 weeks) the Locality Attendance Officer may:

- Issue a Fixed Penalty Warning letter.
- Issue a Final Warning Notice to the parent if unauthorised absence has not improved following previous investigations.
- Consider applying for an Education Supervision Order if parental control has been ineffective in ensuring a pupil regularly attends school.

The Locality Attendance Officer will:

- Request a Fixed Penalty Notice if pupil attendance does not improve following a FPN warning letter.
- Monitor Final Warning Notices to ensure that they are legally valid for progression to court should this become necessary.
- Refer cases back to school when there has been no unauthorised absence during the previous three weeks

Locality Attendance Officer's case files will be regularly reviewed in formal supervision to ensure that:

- Actions and decisions are appropriately evidenced.
- Additional information is considered.
- Any initial biases or misjudgements are challenged to ensure parent's concerns are dealt with appropriately.

Closure of Cases

If following the involvement of the LAO a referred pupil completes their full weeks the case will be closed and returned to school as already stated 'Attendance' does not monitor pupil attendance that is the role of the school. However should previously referred pupil have further absence and subsequently meet the threshold the school can make a further referral. The new referral should note any changes in circumstances.

Cases that are progressed for consideration for statutory legal action.

To ensure uniformity, consistency, fairness and objectivity in relation to legal enforcement, all cases will be treated on their merits and progressed appropriately in line with the Crown Prosecution Service (CPS) Code for Crown Prosecutors. The purpose of an education prosecution is **not considered** primarily as a punitive measure against parents, but a supportive measure in effecting a child's right to receive efficient and full time education. Prosecutions can only be considered as when a parent/carer is deemed capable of but unwilling to secure an improvement in their child's school attendance and the parent/carer fails to co-operate with the LAO. 'Attendance' will not prosecute parents/carers who are attempting to improve their child's attendance and or when they are actively engaged with the LAO or the school.

In order to investigate the matter further, the parent is requested to provide additional information under caution in accordance with the Police and Criminal Evidence Act 1984 (PACE). This can be done completing a questionnaire, or attending a Formal Review Meeting. The purpose of the written questions or the meeting is to give the parent/carer the opportunity to explain what steps they have taken to address their child's absence from school.

Representative at the meeting **may** include the parent's legal adviser an appropriate member of staff in school, LAO any other agency involved with the family.

The Formal Attendance Review (FAR) will have regard to the CPS Code for Crown Prosecutors, which states that prosecutors must consider:

- Sufficiency of evidence i.e. reasonable prospect of conviction, and
- The public interest e.g. staleness of offence, health of the offender.
- Education Supervision Order

Prosecutions may be undertaken where:

- The parent has ignored previous advice.
- The parent demonstrates a blatant disregard for the law and has acted to the detriment of another.

The offence under section 444(1) is the less serious offence. It is described as an offence of "strict liability". This means that we are not required to prove "mens rea" to make out the offence. In order to succeed with a prosecution under section 444(1), we are required to prove that the child:

- (a) was a registered pupil at a relevant school;
- (b) was of compulsory school age;
- (c) had failed to attend regularly; and
- (d) that the reason for the absence was not with leave or by reason of illness or unavoidable cause in a case where such an issue was raised.

The parent will need to demonstrate that they meet at least one of the statutory defences within S444 Education Act:

1. Absence with leave.
(Leave in relation to school means leave granted by any person authorised to do so by the Governing Body or proprietor of the school (authorised absence)).
2. The child was prevented from attending school by reason of sickness or any other unavoidable cause. The sickness **must** relate to the child and not the parent or carer (*Jenkins v Howell* 1949).
3. The child did not attend on a day set aside for religious observance. (The relevant religion is that of the parent.) Religious observance relates to recognised festivals e.g. Eid or Diwali.
4. The school is not within walking distance and the Local Authority have not arranged transport or boarding accommodation near the school, or registration at a closer school. (It is important to check with 'School Transport' to see if the parent has made an application for transport).
5. Walking distance is 2 miles where the child is under eight years old, or 3 miles in other instances. The distance defence does not apply if the school at which the child is failing to attend is the parents preferred choice.

6. The child is of no fixed abode (i.e. a Traveller) and the parent proves:
- the parents' occupation requires constant travel;
 - the parent has registered the child at school as regularly as business permits;
 - the child is six years old or over and has made at least 200 appearances in the previous 12 months.

If a parent submits mitigating circumstances during a FAR, outside of the statutory defence the outcome decision will be deferred for an agreed period of time to enable the LAO to undertake further investigation. Failure to undertake further investigation could impact on any future prosecution.

If a case does not meet the CPS Code for Crown Prosecutions Full Code Test the school will be advised Attendance will not be pursuing the matter through statutory enforcement. **The case will be closed and returned to the school.** 'Attendance' can only be involved with cases that are to be dealt with by means of statutory legal enforcement.

A copy of the pupil's 'Electronic Register History of Change Report' will be requested before a prosecution is progressed to ensure that the registration certificate is secure.

The final decision to prosecute will be made by the Attendance Manager in conjunction with the LAO and when appropriate Legal Services.

Albany Village Primary School is required to contact the LAO prior to arranging any meetings or sending any correspondence to the family when statutory enforcement is in progress. This is to ensure the School does not comprise or prejudice the Local Authority's prosecution case.

If the school is made aware of any information that could impact on the court case it is imperative that this is shared with the LAO.

Following a decision to prosecute, the maximum time for a case to be presented to the Magistrates Court will be six weeks.

Court action will entail:

- Preparing the case for presentation to ensure it is fully compliant with legislation.
- A Section 9 Statement detailing the LAO's involvement.
- A Section 9 statement signed by the Head Teacher/Principal with an extract of the school registers detailing authorised and unauthorised absences during the prosecution period). (The meaning of any symbols that might appear on the certificate should be explained in the Section 9 statement).
- A supporting Section 9 statement to be completed by the Lead for Attendance detailing the school's involvement during the prosecution period
- Laying information of the offence before the Courts Legal Advisor to the Magistrates' to secure the summons.
- Serving the court papers on the defendant.

An authorised officer from 'Attendance' will:

- Present the case before the magistrates, unless there is a not guilty plea. Contested cases are dealt with by Legal Services.
- Secure the completion of a parenting assessment, when directed by the magistrates', by referring the case to a LAO who will:
 - Source parenting support in cases where an ancillary parenting order has been granted to the offender.
 - Monitor the parenting order during formal case management supervision with the LAO.
 - Issue warnings where parents are failing to comply with parenting orders.

If a case is contested (parent enters a not guilty plea) the authors of the Section 9 Witness Statements will be called to give evidence in the Magistrates Court. The Attendance Manager will offer support and advice prior to and during any subsequent trial.

Following the conclusion of a prosecution case the LAO will advise the school of the disposal handed down to the parent.

The LAO will be responsible for monitoring a Parenting Order post Court; however it should be noted that if the pupil has no unauthorised absences during the three weeks following the court hearing the case will be closed and returned to the school.

The school can re-refer the case using the appropriate referral form should it meet the referral threshold in the future.

If there has been no improvement in the pupil's attendance following a S444 prosecution and the parent is still failing to engage with School and the LAO a section 444(1A) prosecution may be considered.

This offence is more serious. In order to succeed with a prosecution under this section, we are required to prove that the parent knows that the child is failing to attend regularly and without reasonable justification.

For example the child was with the parents at times when he/she should have been at school, or where there is a written agreement (Parenting Contract) and the parent has signed to confirm that they will "bring" the child to a named member of staff each morning and they fail to do so.

The decision to consider a Section 444(1A) is made by the Attendance Manager in conjunction with the LAO and when appropriate Legal Services.

The decision to progress a S444(1A) rests with the Children's Services Portfolio Holder.

Children Missing Out on Education

When a child leaves Albany Village Primary School, we will ensure that we obtain the details of the new school the child is moving to. The new school will be contacted to check that the child has been admitted and the required CTF will then be forwarded to the destination school. If the child has left Albany Village Primary School or moved from the area and we have not been informed of the destination school and are unable to locate the child, a checklist will be completed (**Appendix 10**) and sent to the L.A. for action. If the child is subject to safeguarding/child protection, Social Services will be informed immediately. No child will be removed from roll until confirmation is received from the L.A. that statutory investigations are complete.

This Attendance Policy will be reviewed by the Governing Body annually, or earlier if considered necessary.

Appendix 1

Dear

Today your child
did not arrive at school.

As part of our first day response procedure, we attempted to contact you throughout the day on the telephone numbers that you provided, but were unable to speak to anyone.

As a matter of urgency we need you to inform us of your child's whereabouts.

Please contact the school with updated telephone numbers.

Yours sincerely

Mrs C Brown
Head Teacher

Appendix 2

Dear Parents/Carers

Here is a reminder for you about the start of the school day:-

- **Children should assemble on the yard no later than 8.50am** where a member of staff will be on duty to take the children into school in an orderly manner.
- **All children should be in class at 8.55am when registration is taken.**
- If the weather is poor then the staff will open the doors at 8.45am so that the children can come straight into school.
- **All entrance doors into school will close at 8.55am prompt.**

If your child is late coming into school please ensure that you escort them to the main entrance down the pedestrian path and report to the School Office. This will ensure your child has adult supervision through the car park and will also ensure that they are handed over safely to a member of staff.

If your child is late for school, parents/carers will be asked to complete and sign a form as they hand their child safely over to the School Office staff.

The safety of your child is of paramount importance and we thank you in advance for your support in this matter.

Yours sincerely

Mrs C Brown
Head Teacher

Record of late arrival to school.

Please complete the form below outlining the reasons why your child has arrived late for school and sign the form to confirm that you have safely handed over your child to a member of the office staff.

Please note one form for each child must be completed as forms will be filed in each child's individual record.

Date	
Time	
Child's Name	
Class	
Reason for late arrival	
Name of Parent/Carer	
Signed Parent/Carer	
Signed office staff	

Appendix 3

Dear Parents/Carers

We are constantly seeking ways to ensure the safety of all of our children. To support us with this we ask you to complete the attached form to indicate who collects your child from school.

We have in place “**first day contact.**” This means that if your child does not attend school and we have not been notified by you we will ring you to confirm the absence on the first day.

We want to ensure the safety of your child at all times therefore we would like to also know the names of the adults who normally collect your child.

For some of our Key Stage 2 children it may be that they walk home by themselves. If that is the case please sign to say that is the routine that you would like to continue to follow.

By completing the form it helps us ensure the safety of your child as we will only let them leave with the adults that you have indicated.

If anyone else is to collect your child because of an emergency then please telephone us to give us their details.

As a school we will know that all our children are safe at the start and end of each day.

Thank you for your support.

Yours sincerely

Mrs C Brown
Head Teacher

Name of child.....

Date of birth.....

My child will be collected from school at the end of the day by

.....
.....
.....
.....

Please tick the box if applicable.

My child will be walking home unaccompanied at the end of the school day.

Parent/Carer name.....

Parent/Carer signature.....

Date.....

Appendix 4

You must address the letter to each parent individually using their full title Date
Letters must not be addressed to Mr & Mrs nor can they be addressed to the Parent/Carer

<Name of Parent>
<Address>
<Address>

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 <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

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

Above 97%: Less than 6 days absence a year Pupils in this group 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 Pupils in this group are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 10 days holiday during term time every year can only ever achieve 95% attendance.
92%: 15 days absence a year Pupils in this group are missing a three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring pupils with this level of attendance to the Local Authority
90%: 19 days absence a year The Government classes pupil's in this group as "Persistent Absentees" and it will be almost impossible them to keep up with work. Parents of pupil's in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about your child's attendance please do not hesitate to contact Mrs Holmes or Mrs Brown at Albany Village Primary School on 0191 2193650.

Yours sincerely

Head Teacher

Appendix 5

Dear **Name of Parent (letter must be addressed to each parent individually – it cannot be addressed to Parent/Carer)**

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, including those pupils who have arrived late to school on a number of occasions between **start date** and **end date**. We are therefore writing to you due to **Name of pupil's** current number of late sessions:

Attendance	current attendance %
Number of late sessions	current AA%
Number of unauthorised lates %	current UA

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just 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 that the school mornings can be hectic, 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.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact Mrs Brown or Mrs Holmes on 0191 2193650.

Yours sincerely

Mrs C Brown
Head Teacher

Appendix 6

Dear **Name of Parent (letter must be addressed to each parent individually – it cannot be address to Parent/Carer)**

Since we wrote to you on **date of 1st letter, name of pupil's** attendance has failed to improve significantly, and is now **attendance percentage**%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why **name of pupil** has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons. Therefore any future absences will not be authorised without some additional assurances that the absences are unavoidable.

Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc. If this evidence is not supplied and no satisfactory explanation is forthcoming your child's absence will be recorded as an "unauthorised".

I would remind you that decisions regarding the authorisation of absences are the responsibility of the Head Teacher and not the parent and this is made clear in our school's attendance policy.

We would appreciate your support to make sure **name of child's** attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Local Authority Attendance Team. The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within the previous ten weeks without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

If you feel that school can offer any support, please make an appointment through the school office.

Thank you for your cooperation

Yours sincerely

Mrs C Brown
Head Teacher

Appendix 7

Dear **Name of Parent (letter must be addressed to each parent individually – it cannot be address to Parent/Carer)**

Re: **name of child - Registered pupil** at Albany Village Primary School

EDUCATION ACT 1996, SECTION 444

ATTENDANCE AT SCHOOL

I am writing to you to express the concern of Albany Village Primary School about the poor school attendance of your child **name**. Your child's failure to attend school will have a detrimental effect on his/her educational attainment.

At the date of writing, **child's name** has attended school on only **##** occasions out of a possible **##** when the school was open for instruction. I am writing to invite you into school on.....**2015** at.....to look at ways we can support you in improving **child's name** attendance.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Should your child fail to attend regularly and punctually the school may refer to the Local Authority Attendance Team who have a statutory duty to investigate non-school attendance.

The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within the previous ten weeks without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

This matter is extremely serious and I must require you to give this your urgent attention. If you wish to discuss the content of this letter or arrange an alternative date or time please contact me on 0191 2193650.

Thank you for your cooperation

Yours sincerely

Mrs C Brown
Head Teacher

Appendix 8

Dear **Name of Parent (letter must be addressed to each parent individually – it cannot be address to Parent/Carer)**

Failed Appointment Letter – Re:-----

I am extremely disappointed that you did not attend the appointment I sent you on.....for you to come into school to discuss your child's attendance. As a matter of courtesy it would have been helpful if you could have contacted me to advise me that you were unable to attend the meeting.

Your child's attendance is currently, *******%** and remains a concern. In the last week he/she has attended on **xxx of occasions out of a possible xx**. Under The Education (Pupil Registration) (England) Regulations 2006 **number** of these absences were considered to be unauthorised. Irregular school attendance will have a detrimental effect on **child's name** educational attainment.

As you know you are able to contact me at school and I am happy to look at anyway in which we can support you to improve **child's name** attendance at school.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so will result in a referral to the Local Authority Attendance Team who have a statutory duty to investigate non-school attendance

The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within the previous ten weeks without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I cannot over emphasise how urgent it that we meet in order to find ways to work with you to support you to improve your child's school attendance.

I would urge you to contact me on **0191 2193650** or email **info@albanyvillageprimary.org.uk** to talk to myself and avoid the possible need for legal action being taken against you.

Yours sincerely

Mrs C Brown
Head Teacher

Appendix 9 Letter to be sent to parent(s) prior to making a referral.

Attendance is unable to commence an investigation without evidence that the parent has been informed of the schools intention to make a referral. Please do not amend the main body of the letter as this is legally compliant.

If the school are referring both parents you must send a separate copy of this letter to each parent

Mr No Body - the letter must be addressed to the individual parent and not parent
10 No Place Ave /guardian. The letter should display the parent's full address
Newtown
ZZ6 HYT

Date Ensure the letter is dated

Dear Mr Body You must address the letter to each parent individually using their full title **Letters must not be addressed to Mr & Mrs nor can they be addressed to the Parent/Carer**

RE: REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

As you are aware under the 1996 Education Act, all parents are required to ensure that a child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any special education needs they may have. It is with extreme disappointment that I have to contact you once again about **Jimmy's** attendance. We have for some time tried to support you (or offer you support which ever statement is correct....) to improve **Jimmy's** attendance by:

List what you have done to improve the child's attendance i.e.

Sending letters

Telephone contact

Sending Text Messages

Offering meetings etc

(this information is extremely important is the case is progressed to court)

Unfortunately Jimmy's school attendance is still causing concern at the date of writing Jimmy has attended school on **264** occasions out of a possible **320** when the school was open for instruction under the Education Pupil Registration Regulations 2006; **46** of these absences were considered to be unauthorised. As we have explained to you in the past a parent can offer an explanation for their child's absence but the law clearly states that it is the Head Teacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified.

As Jimmy's attendance has not improved I have no other alternative but to refer this matter to the Local Authority's Attendance Service. This Service has a statutory duty to investigate matters of on-going poor school attendance and to consider formal statutory action.

Under Section 444 of the Education Act 1996, a criminal offence is committed if a registered pupil does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents if a child has missed 20 or more sessions within the previous ten weeks without permission from the school, the Local Authority Attendance Service can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I would strongly recommend you cooperate and work with the Local Authority Attendance Service to prevent the need for legal action. If you wish to discuss the content of this letter further please contact me.

Yours sincerely

Head Teacher

Communication Chronology

Name : xxxx	DOB xxxx
Address: xxxx	

Date	Type of Communication	Details	Recorder
05/04/2015	Letter	To Mrs Xxxx advising that future absence will not be authorised without evidence	ME
06/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
07/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
15/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
15/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
16/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
18/05/2015	Meeting	Letter sent to Mrs Xxxx inviting her into school to discuss Xxxx's non-attendance	ME
19/05/2015	Tel Call	From Mrs Xxxx requesting to change meeting date agreed	ME
19/05/2015	Letter	Sent to Mrs Xxxx confirming date and time of meeting	ME
22/05/2015	Meeting in School	Mrs Xxxx failed to attend meeting	ME
22/05/2015	Tel Call	To Mrs Xxxx no reply message left on answer machine	ME
23/05/2015	Letter	To Mrs Xxxx advising of referral made to Local Authority Attendance Team	ME
24/05/2015	Referral	Referral made to Local Authority Attendance Team	ME
26/05/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
10/06/2015	Telephone call	From Mrs Xxxx - Xxxx absent due to sickness	ME
10/06/2015	Telephone Call	Reminding her of the content of the letter sent to her on 05/04/2015	ME
15/06/2015	Text Message	To Mrs Xxxx – Xxxx absent due to sickness	ME
19/06/2015	Telephone Call	From Mrs Xxxx allegation of bullying	
21/06/2015	Meeting	Mrs Xxxx failed to attend the prearranged meeting	

21/06/2015	Letter	Sent to Mrs Xxxx confirming the outcome of the investigation.	
24/06/2015	Telephone Call	From Sealy Stars Locality Attendance Officer confirming that she has seen Xxxx and he has sickness bug he will return to school Monday	ME
24/06/2015	Telephone call	To Mrs Xxxx confirming Xxxx's absence will be authorised	ME
01/07/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
02/07/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
06/07/2015	Telephone Call	Received from Mrs Xxxx – Xxxx absent due to Dental Appointment will return this afternoon	ME
06/07/2015	Telephone Call	To Mrs Xxxx reminding her that she is required to submit the appointment card.	ME
06/07/2015	Visit to school	From Mrs Xxxx returned Xxxx to school and handed in appointment card	ME
10/07/2015	Text Message	To Mrs Xxxx – Xxxx not in school	ME
		Ensure that any contact made with regard to the child is logged and dated.	

CHECKLIST TO BE USED BY SCHOOLS WHEN CHILDREN ARE THOUGHT TO HAVE LEFT THE AREA

The Education (Pupil Registration) (England) 2006

This checklist is to be completed by the School and EHAAT in all cases where it would seem that a child has moved from the area, and the school at which the child is currently registered has not been informed of either a new address or school.

Name of Child

School:

Emergency Contact details:

		Date(s) times	Action by	Response/result (Where appropriate name person(s))
1.	The school has checked the possible whereabouts with staff and pupils?			
2.	The school has checked the pupil's emergency contact numbers?			
3.	Locality Attendance Officer to make further enquires			
4.	Capita ONE system to be checked			
5.	Agencies with known involvement to be contacted			

If, having completed section 1 and 2 the child's whereabouts have not been determined, please forward this form to: EHAAT@togetherforchildren.org.uk

The school must not remove the child from roll until confirmation is received from EHAAT that statutory investigations are complete.