

# LINTON VILLAGE COLLEGE

## Attendance Policy

THIS POLICY WAS APPROVED:	March 2024
POLICY VERSION:	2.0
THIS POLICY WILL BE REVIEWED:	March 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SLT Attendance Lead (TD)
THIS POLICY WAS CONSULTED WITH:	S L T and F G B
THIS POLICY WAS CONSULTED WITH EXTERNAL UNIONS (HR POLICIES)	
THIS POLICY WAS DISTRIBUTED TO:	

## 1. Introduction

At Linton Village College we are committed to supporting every student to achieve their full potential. We recognise that regular and punctual attendance is essential for effective learning, allowing students to make the most of their educational experience. Poor attendance and punctuality lead to gaps in learning, missed preparation for assessments and a lack of continuity, ultimately resulting in underachievement and reduced life chances. We take attendance very seriously and do all we can to obtain high attendance from all our students.

Improving attendance is everyone's business; it is a national priority. The barriers to accessing education are wide and complex and are often specific to individual students and families. We understand that some students find it harder than others to attend College and therefore at all stages of improving attendance, we aim to work in partnership with students and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to register their child at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The DfE has produced guidance, [Working Together to Improve School Attendance](#), for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance.

Our policy and practice are designed with above guidance in mind and underpins our College ethos that we are:

- **Ambitious:** We have high expectations of our staff and students and strive for educational excellence. This ambition includes high levels of attendance.
- **Inclusive:** We provide a supportive environment in which everyone can flourish. Positive learning relationships, effective pastoral care, and effective personalised support are central to this.
- **Enriching:** We are committed to enriching learning experiences and personal development opportunities for all students.

For our students to be as successful as possible in all areas of development, it is crucial that they attend regularly and arrive on time every day that the College is open. It is our expectation that students must attend every day, unless they are too ill to engage with their learning or there are exceptional circumstances, and it is the Principal, or SLT Attendance Lead, who may authorise the absence.

Linton Village College aims to:

- Raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in the College.
- Ensure that every student has access to the education to which they are entitled.

- Make explicit to all relevant parties, including staff, parents and carers, students and governors the expectations of attendance;
- Be proactive in addressing early patterns of absence;
- Ensure that the school can safely account for all students.
- Support vulnerable groups of students, such as Young Carers, children from Military Families, and children with medical needs so that they can achieve excellent attendance.

## **2. Promoting Regular Attendance**

At Linton Village College we set high expectations for attendance and punctuality, and believe in developing good habits that promote regular, and timely, attendance for all our students. We recognise the connections between attendance, progress/attainment, behaviour, safeguarding and wellbeing.

The College uses opportunities as they arise to remind parents and students of the importance of attendance, for instance through Parent Information Evenings, LVC Newsletter, Assemblies, Student Bulletin, Parent Handbook and Home/School Agreement.

In order to achieve these high standards we believe it is responsibility of all members of the College community: staff, governors, parents/carers and students.

To achieve this, the following personnel have a key role in supporting good attendance:

### **2.1 SLT Attendance Lead, who will:**

- Develop the whole school strategy for improving and maintaining high levels of attendance.
- Communicate the College's expectations with parent/carers.
- Support the Heads of Year in reviewing attendance in fortnightly meetings and determining actions, as appropriate.
- Follow up with staff any issues relating to missed or incorrectly recorded registers and liaise with the Principal/HR when problems persist.
- Conduct half termly checks to ensure that all attendance-related data in SIMS is correct.
- Work with the Attendance Officer to refer to the local authority in cases where legal proceedings need to commence, and submit requests for Term Time Leave Penalty Notices to the Local Authority.
- Report attendance data to SLT and the Local Governing Body.

### **2.2 Heads of Year, who will:**

- Promote high expectations of attendance, giving it a high profile in briefings, assemblies and at College events.
- Monitor attendance targets and record keeping for each year group.
- Support tutors on issues of non-attendance and with internal truancy, remedying causes and determining consequences.

- Lead on strategies to improve the attendance of students who are identified as being a concern through meetings with students and parents/carers.
- Meet regularly with the Attendance Officer and SLT Attendance Lead to review Year attendance and agree next steps.
- Liaise with the Attendance Officer to issue letters and arrange meetings with parent/carers.
- Meet with parents/carers to discuss attendance problems as soon as periods of absence start to build up.
- Look for patterns of absence and consider the impact of curriculum on attendance alongside other possible causes.
- Work with the SLT Attendance Lead, SEN Co-ordinator, Inclusion Officer and Local Authority Attendance Service to create individual packages and re-integration plans where appropriate; and ensure safety plans are followed in relation to attendance.
- Recognise and promote good and improved attendance.

### **2.3 Attendance Officer, who will:**

- Oversee the administration of the SIMS register system, including ensuring all registers are taken correctly and absences are recorded on a daily basis.
- Follow up all inaccurate or missing registers for every period.
- Liaise with the Safeguarding Team to follow up any unexplained absences of vulnerable students as soon as registers are taken.
- Follow the guidance from the Department for Education to ensure the correct attendance codes are used.
- Contact parents/carers of any child whose absence is unexplained or not reported on the morning of each absence.
- Keep parents/carers informed of any unexplained absences before they become unauthorised.
- Update the SOL Attendance Tracker weekly to inform attendance meetings and allow for timely intervention.
- Meet every two weeks with Heads of Year and Attendance Lead to review attendance data. Record any actions and plans in place on the SOL Attendance Tracker.
- Contact parents/carers either via phone, email or letters (see Appendix G) when there are concerns regarding overall attendance.
- Work with the SLT Attendance Lead and Heads of Year to streamline and adjust systems and procedures.
- Submit reports to the Local Authority of children who are potentially missing in education.

### **2.4 Tutors, who will:**

- Call out, and record, the register accurately at the start of every registration, using “/” or “N”. Recording present only those students who are in the classroom at the time.

- Take prompt action where students are late (after the register has started) or absent without explanation, recording lateness including the minutes late.
- Check in with students following any period of absence and notify the Head of Year.
- Notify the Head of Year if any patterns of absence are noticed or with issues of lateness.
- Reward students whose attendance has improved or remained at 100% on a weekly basis.
- Notify the Attendance Officer and On-Call immediately if students with a safety plan are missing.

### **2.5 Class Teachers, who will:**

- Call out, and record, the register once the majority of the class have arrived, using “/” or “N”. This must be done inside the first 5 minutes.
- Notify the Attendance Officer and On-Call immediately if students with a safety plan are missing, or any student who has attended previous lessons in the day.
- Update the register for late arrivals, using the L code, recording lateness including minutes late.
- Take prompt action where students are late or absent without explanation, recording lateness including the minutes late and notifying the Attendance Officer and On-Call when a student is missing.
- Notify the relevant Head of Year if there are concerns over class absence.

### **2.6 Parents/Carers, who will:**

- Ensure that children leave for school on time every day, with the aim of being on site for 8:25am ready for a prompt 8:30am start to registration.
- Report all absences to the College by 8.30am every day that a child is absent. This may be done by email ([attendance@lintonvc.org](mailto:attendance@lintonvc.org)); completing the online [Daily Absence Reporting Form](#); or by phoning the College and selecting the option for reporting a student absence.
- Provide specific reasons for absence from College, including medical condition and/or symptoms.
- Ensure their children sign in at reception if arriving after 8:50am, or if returning during the College day.
- Collect and sign out children who need to leave during any part of the College day other than at 3.00pm, giving prior notice to the College. Or notify the College if your child needs to sign themselves out during the College day.
- Notify the College in advance of any medical or dental appointments and provide proof if requested and share medical evidence if an absence will be prolonged.
- Ensure their children attend College before/after any medical appointments.
- Make every effort not to take children out during term time and complete a leave of absence request form for all absence requests at least two weeks before the absence, except for medical or dental appointments.

- Notify the College as soon as problems arise with a child's attendance, including sharing concerns about reluctance to attend.
- Work in partnership with the College to improve attendance where attendance falls below 90% or regular patterns of absence arise.

## **2.7 Students, who will:**

- Arrive by 8.25am ready for registration every morning at 8.30am.
- Register with tutor if they arrive late, but before the end of registration at 8:50am.
- Sign in at reception if arriving after 8.50am or if returning to College during the day. Students arriving after 9am, when the registers close, will be marked with a 'U' indicating that they are on site, but will not count as a present mark. Without a valid reason this will mean it counts as unauthorised absence.
- Be on time for all lessons. Lateness to lessons will mean that a student receives their first warning for not being ready to start the lesson.
- Remind their parents/carers provide an explanation for absence by email or telephone to the Attendance Officer.
- Sign out at reception if leaving College during any part of the day other than 3.00pm.
- Inform their tutor, Head of Year or member of the Wellbeing team if they are having any problems attending College.

## **3. The Attendance Service (Local Authority)**

The Attendance Service expects schools to work with parents and pupils at an early stage to resolve problems. This is nearly always successful.

The Attendance Service has a legal role and if other ways of resolving attendance have failed, the Attendance Service can use legal sanctions such as Penalty Notices or prosecutions in the magistrates' court.

The Attendance Team includes:

- Senior Lead on Attendance
- Attendance Officer
- Year Heads
- Attendance Improvement Officer (AIO).
- Education Inclusion Manager (EIO)

## **6. Consequences of Lateness and Truancy**

The College reserves the right to use any of the following consequences to fulfil obligations with respect to persistent lateness and truancy, including internal truancy:

- Reflection & Restoration Session
- After School Detention
- Social isolation
- Isolation

The College may also apply other consequences in line with the Behaviour Policy.

## **7. Support for Students and Parents**

The College provides support for parents and students if they are struggling to attend school, including the following:

- Accurate attendance reports through the attendance system.
- Informal phone calls and meetings with appropriate staff members to discuss emerging/ongoing issues with agreed 'school actions' that should help support attendance.
- When appropriate, the school can complete an Early Help Assessment (EHA) that may lead to local authority support, such as a Family Support Worker and/or Young People's Worker.
- When appropriate, the school can arrange an Individual Alternative Education Plan (IAEP) for a student. This can lead to a temporarily reduced timetable/curriculum if required to support attendance.
- It is a parent's responsibility to alert the school if their child is ill when they are on an IAEP.

## **8. Attendance Service involvement and referral:**

- Generally, the school will instigate at least 3 interventions with parents/carers, prior to referring the case to the Attendance Service (for example; an attendance phone call or email; a general letter; a HOY meeting; a Parent Contract Meeting). This is to enable any barriers to accessing education to be identified and appropriate support offered.
- Before referral to the Attendance Service, the school will offer the parent(s) a Parent Contract Meeting in which support will be offered, school actions identified and attendance targets set within a monitoring period.
- Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract following a student's truancy or non-attendance under section 19 of the Anti-Social Behaviour Act 2003.
- Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered student fails to attend school regularly. This can result in the school instigating a Penalty Notice under section 23 of the Anti-Social Behaviour Act 2003
- Parenting orders, Education Supervision Orders or Penalty Notices can also be issued by the Attendance Service on behalf of the LA.
- Prosecution by the Attendance Service on behalf of the LA.

In summary, penalty notices (fines) may be issued to each parent/carer who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of suspension.

In addition, a parent who takes a child/carer out of school for term time leave for 6 consecutive sessions (3 days) or more, not authorised by the school (under exceptional circumstances rule), may also receive a Penalty Notice.

Therefore, Penalty Notices may be issued for single event absences of at least 3 consecutive school days or more where these absences are unauthorised because they are neither exceptional nor unavoidable. Parents must pay £60 within 21 days or £120 within 28 days. More information can be

found in Appendix F, Penalty Notice Code of Conduct 2020 and any subsequent amendments made by the Local Authority.

## 9. Legal and National Context

The law regarding regular attendance and punctuality:

Under Section 7 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, that they have a legal duty to ensure the regular attendance and punctuality of that child at the school where he/she is a registered student. 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 of the Education Act 1996.

The law regarding term time holidays (planned absences):

We are obliged to follow the government guidelines, clarified in 2017, which state that any time taken off during term time will be unauthorised and parents or carers are liable to a penalty notice unless exceptional circumstances apply (see Appendix D).

Such circumstances might include children taking time to see a family member who is forces personnel on leave from a foreign posting; a parent, grandparent or other close relative being seriously or terminally ill and the holiday proposed is likely to be the last such holiday; or if there has recently been a death or significant other trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation. If leave is taken without authorisation it will be recorded in the school attendance register as unauthorised absence. A Penalty Notice, if issued, is per parent per child. The amount is £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days. After 28 days the case may be escalated for prosecution at the Magistrates' Court.

If you are uncertain as to whether a planned term time absence might be classed as being an exceptional circumstance, please contact the school and ask to speak to the Attendance Officer. To apply for an authorised leave of absence during term time, please complete the 'Application for Leave of Absence Letter' which can be found on the school website: [www.lvc.org](http://www.lvc.org). This will then be reviewed by the Headteacher, or SLA that acts on their behalf, and a decision made whether or not the leave should be authorised. We ask that parents/carers do not make travel arrangements before the planned absence has been authorised.

Further guidance for families: When sporting activities are likely to be authorised:

Over recent years, the school has seen an upturn in the number of requests from families for students to be absent from school due to sports training camps and competitions. Although each case will be considered individually, we have created the following guidance to give an indication of the likely decision by the school when deciding to authorise or unauthorise the planned absence.

- Up to 2 days of absence, due to a student taking part in a major sporting event or special training opportunity, will usually be authorised.
- 3 days or more of absence will usually only be authorised if it is for a major national or international competition, when the dates are set by a recognised governing body. Training camps, whether inside or outside the UK, are usually unauthorised as the dates could have been organised for during a holiday.



- Students attending a sporting event, who are not competing but wish to attend to support a competitor (e.g. sibling), will usually be unauthorised.

## **10. Implementation**

Ensure that College policy with regard to term-time holidays is clearly stated on the College website.

- Remind parents/carers of the importance of ensuring their children's regular, uninterrupted school attendance.
- Actively discourage parents from arranging holidays during term-time.
- Unequivocally remind parents that they do not have any right or entitlement to expect term-time leave to be granted and that all leave is granted at the discretion of the Principal (or those authorised to exercise discretion).
- Advise parents/carers that leave taken without authorisation will be recorded in the College attendance register as unauthorised absence and the relevant Head of House will be informed.
- Advise parents that attendance below 90% consisting of mainly unauthorised absences in the previous 6-week period may result in parenting contracts, or legal enforcement including Penalty Notices, School Attendance Orders, Education Supervision Orders or prosecution.
- Provide attendance data on a termly basis.
- Inform the local authority of any student who is missing in education, going to be deleted from the register where they have ceased to attend the College or are in custody or permanently excluded.
- Inform the local authority of any student who fails to attend regularly, is missing for 10 days or more or if there are safeguarding concerns this can be before 10 days, classified as 'a child missing from education'.
- Pass on attendance data to all Post 16 centres as required.

## **11. Policy Review**

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by the School to reflect changes in supporting advice/guidance.

## Appendix A: Procedure for reporting absence at school

1. If a child is absent from school the following procedures are required to ensure the school is fully informed.

### 1.1. Short term absence

- The College's Attendance Officer is contacted by the parent/carer by 8am daily, either by email [attendance@lintonvc.org](mailto:attendance@lintonvc.org); completing the online [Daily Absence Reporting Form](#); or by phoning the College and selecting the option for reporting a student absence..

- Information is provided, including the reason for absence/details of medical condition/symptoms, student name and form group.

### 1.2. Continued absence

- In the case of longer-term absence, the Attendance Officer is informed so that appropriate support can be provided.

### 1.3. 20 days' absence

- A student who is absent without an explanation for 20 consecutive days will be notified to the Local Authority, by submitting a referral to the Children Missing in Education Officers. This is a legal requirement. This can be done immediately if a student is vulnerable or open to Social Care.

2. If a child needs to be absent during the school day the following procedures are required.

- The school attendance officer is contacted by the parent on 01223 891233 or email [attendance@lintonvc.org](mailto:attendance@lintonvc.org) to inform of reason for absence during the day, e.g. dental appointment.

- The student must sign out before they leave the school premises and sign in on their return.

### 3. School action in the case of student absence

- In the case of student attendance that is deemed 'at risk', the parent may be contacted by the school, by letter or phone, to discuss absence and actions for improving attendance.

- In the case of a student whose absence is persistently below the 90% Persistent Absence (PA) level, the parents/carers may be contacted by the college and asked to attend a Parent Contract Meeting, where a formal attendance target and monitoring period will be set.

## Appendix B: Punctuality

Poor punctuality is not acceptable at LVC. If a child misses the start of the day, they can miss vital work and information. Lateness is also disruptive to lessons.

### 1. The school day

The school starts with a form registration at 8.30 am. Any student who arrives after this time is registered as late.

Registration finishes at 8:50am and registers close at 9am. A student who is late after registration this time should sign in at Reception, where they will be given a mark to show they are on site. However, if this is after 9am this will be counted as an unauthorised absence for the morning session (coded as 'U' on the register) unless they have a genuine reason for lateness i.e. illness, medical.

If a child arrives late to school, for example due to a dental appointment, a note must accompany the child on their return when they sign in. In this case the absence will be recorded as authorised.

### 2. Lesson monitor

Every lesson is registered through the school internal system. Teachers are expected to ensure that the register is taken promptly within the first 5 minutes. The reason for this is to track punctuality and in-school truancy. It is essential that registers are recorded accurately, using the internal system. On the rare occasion that the register is not accessible on the system, a paper copy of the register should be used. In this case the teacher is expected to complete the register, not the students, and return it to the Attendance Officer, promptly.

If a student is late in arriving to lesson, the teacher will record lateness on the system. In this case, an N should be changed to an L, and the minutes late recorded.

The Year Head has the overview of punctuality and will follow up lateness with individual students, who will be expected to make up the time lost. In cases of persistent lateness, parents/carers will be contacted by the College to remind them of their legal obligation to ensure their child attends school regularly and punctually. If lateness fails to improve, then a formal attendance target and monitoring period may be put in place following a Parent Contract Meeting.

## Appendix C: Understanding types of absence

### Understanding Types of Attendance

Any absence or late arrival interrupts the continuity of teaching and learning, disrupts the educational progress of individual children and fragments learning. Ultimately, ensuring a child's regular attendance at College is the parent/carers responsibility and allowing absence without good reason undermines the work of the partnerships and creates an offence in law and may result in prosecution.

Every half-day absence has to be classified by the College, not the parent/carer, as either **authorised** or **unauthorised**. This is why information about the cause of every absence is required daily. Each half-day is classed as a 'session'.

**Authorised absences** are morning or afternoon sessions away from College for a genuine reason such as illness (although you may be asked to provide medical evidence before this can be authorised), medical or dental appointments that unable to be rearranged for outside the College day, emergencies or other unavoidable reasons.

**Unauthorised absence** are those that the College do not consider reasonable and for which no permission has been granted in advance of the absence. This type of absence can lead to the College making a referral to the Local Authority for penalty notices and/or legal proceedings.

#### **Unauthorised absence includes, but is not limited to,**

- Parent/carers keeping children off unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn. Please refer to the NHS advice ["Is my child too ill to attend school?"](#)
- absences which have never been properly explained.
- shopping/day trips.
- looking after other children or children accompanying siblings or parents to medical appointments.
- their own or family birthdays.
- holidays taken during term time without leave, not deemed 'for exceptional circumstances' by the Principal – this may result in school applying to the Local Authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the Local Authority.
- other leave of absence in term time which has not been agreed.

The College reserve the right to unauthorise absence if given reason to dispute authenticity of the reason provided, for example; the student has a history of truancy or unusual patterns of absence.

#### **4. Persistent Absence (PA) and Severe Absence (SA)**

All students whose attendance is below 90% are defined by the Government as persistently absent across the academic year. This can be either authorised or unauthorised absence. Research studies show that when attendance falls below 90% a student's chances of achieving results compared to

those of similar ability are significantly impacted. 90% attendance across the five years of Secondary school is equivalent to half a year of learning missed.

Students whose attendance falls below 50% as defined by the Government as severely absent.

Every half-day absence from school has to be classified by the school, either as authorised or unauthorised absence.

**Appendix D: Absence Request Form**

**ABSENCE REQUEST FORM (exceptional circumstances only)**

I wish to apply to have an absence authorised for:

Child's name ..... Tutor Group/Year .....

Child's name ..... Tutor Group/Year .....

Date from ..... Date to.....(Inclusive)

Siblings attending a different school (please add school) .....

Name of Parent(s)/Carer(s): .....

Address: .....

**Please fully explain the exceptional circumstances that you would like the college to consider (please see back of the form for advice/guidance). This section *must* be completed (please continue on a separate sheet if needed).**

Signature of **Both** Parent(s)/Carer(s) (even if separated and therefore live at different addresses)

Parent/Carer 1.....

Parent/Carer 1.....

*I understand that Leave of Absence will only be granted in **exceptional** circumstances. Should this not be granted and I take my child out of college, I am aware that I may be liable for a Penalty Notice.*

Date form received	Office use only		<input type="checkbox"/> Absence authorised      Code <input type="checkbox"/> Absence unauthorised
	No of school days absence requested	% Attendance	
			Signed _____ SLT Attendance Lead

-----

**Parents/Carers will receive an email from [attendance@lintonvc.org](mailto:attendance@lintonvc.org) or contact from the relevant Head of House advising whether the absence has been authorised by the college.**

Please note that even if this absence request is authorised you may still receive letters of concern from either the college or local authority if your child's attendance drops below a level that the college deems acceptable.

**NOTES TO PARENTS/CARERS: The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time, you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Please note that a signature from both parents/carers is required for the college to grant an authorised absence.**

# AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the college, the authorising of the absence will be conditional on the satisfactory attendance of the child(ren) up to the date covered by this request. **Most will be unauthorised; a fixed penalty for absence may be issued.**

**WARNING:** If you allow your child to miss college in term time for an avoidable reason without obtaining the prior approval of the college, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings that could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

**As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss college for anything other than an exceptional and unavoidable reason.**

THE FACTS	THE LAW
<p>School aged pupils in Cambridgeshire are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b> Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p><b>If the school is unable to authorise the absence and the child is still taken out of school for 6 consecutive sessions (3 days) or more or is classed as persistently absent, this will be recorded as unauthorised absence and <u>you may receive a £60* fine per parent for each child.</u></b></p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 10 school days without explanation, the school will refer to the Local Authority and report the absence as a child missing in education. The school may be advised to remove a child from roll following extended absence, subject to advice from the Local Authority. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

**Types of Unavoidable absence that will be authorised include:**

- Genuine illness
- Unavoidable medical/dental appointments (but try to make these outside the school day)
- Days of religious observance
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents
- When a family needs to spend time together due to the bereavement of an immediate family member, crisis or serious illness or funeral of an immediate family member
- Transport not provided by the Local Authority when it should have been

**Types of absence that will not be authorised include:**

- Any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays
- Tiredness after a late night
- Relatives visiting or visiting relatives
- Family holidays
- Bullying
- Friendship issues
- Death of a pet
- School refusal
- To interpret for other family members

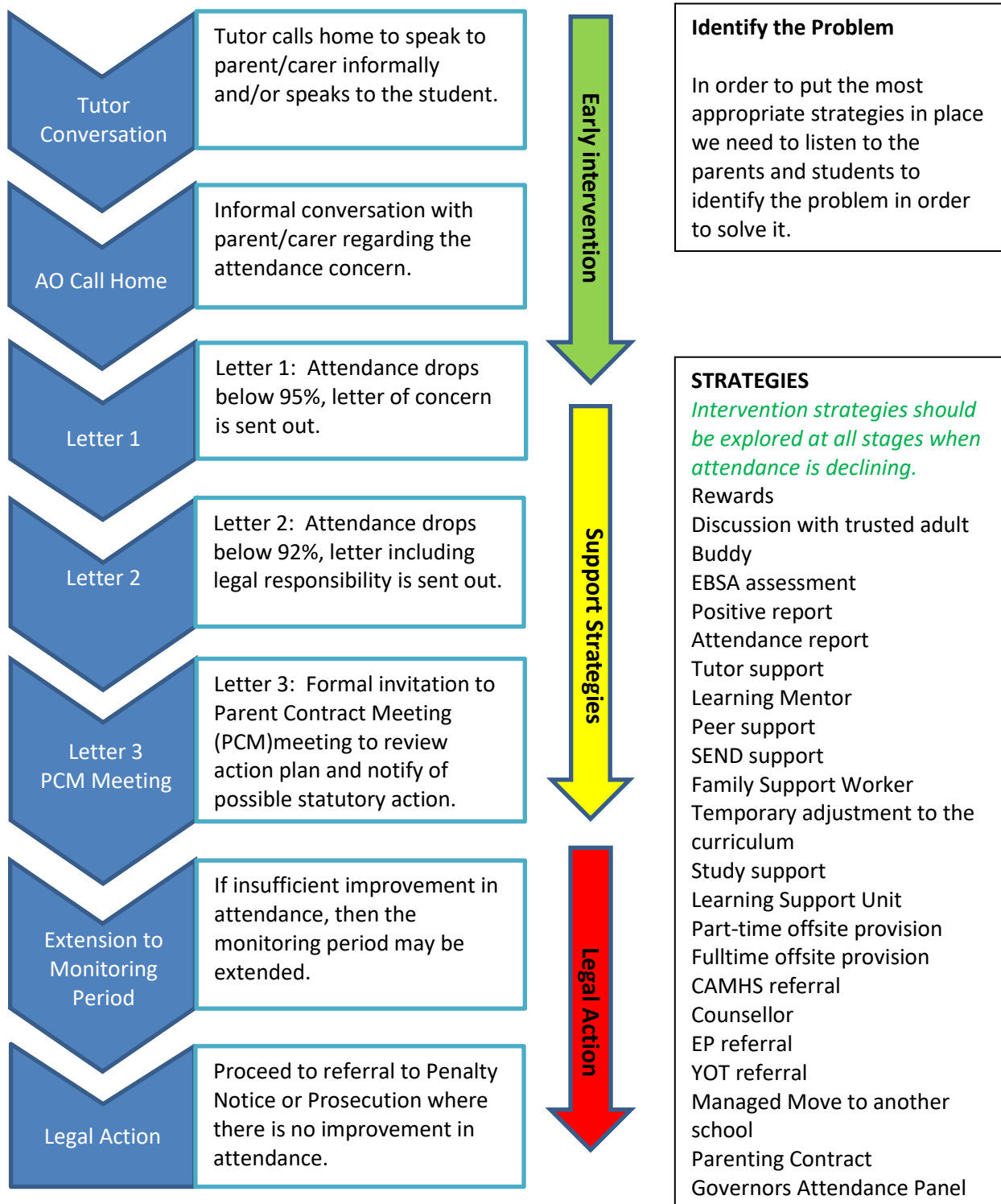
**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.



## Appendix E: Staged Response to Periods of Absence

The interventions escalate with each decline in attendance (red arrow on the tracker).



# Attendance Matters



Sol Attendance  
Sustainable impact

**100%**

**0 DAYS**

**0 LESSONS MISSED**

**99%**

**1 DAY**

**5 LESSONS MISSED**

**98%**

**3 DAYS**

**15 LESSONS MISSED**

**97%**

**1 WEEK**

**25 LESSONS MISSED**

**96%**

**1.5 WEEK**

**37.5 LESSONS MISSED**

**94%**

**2 WEEKS**

**50 LESSONS MISSED**

**93%**

**2.5 WEEKS**

**62.5 LESSONS MISSED**

**92%**

**3 WEEKS**

**75 LESSONS MISSED**

**90%**

**3.5 WEEKS**

**82.5 LESSONS MISSED**

**Maximise your potential.  
Attend College every day.**

## Appendix G: Attendance Letters

### Letter 1

Dear «salutation»

Ref: ATL1.1

School Attendance Letter for «forename» «surname»

We have noticed that «forename»'s attendance has fallen and is currently at <<percentage\_attendance>>%. If you wish to see a detailed breakdown of their attendance please let me know.

Regular attendance is extremely important as missing school can have an impact on learning and social development, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about their attendance, please do not hesitate to contact me at [attendance@lintonvc.org](mailto:attendance@lintonvc.org). However, it does no harm in speaking with your child's tutor or myself, because together we can make a difference.

Thank you for your support.

Yours sincerely

Emel Kilic

Attendance Officer

## Letter 2

Dear «salutation»

Ref: ATL2.1

School Attendance Letter for «forename» «surname»

I am writing to draw your attention to the fact that «forename»'s attendance is causing concern and has fallen to <<percentage\_attendance>>%. I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is your legal responsibility and is vital for students to maximise their learning and achieve their full potential. For your information, a 90% attendance rate means that, on average, a child is missing one day of schooling per fortnight and is classed as persistent absence by the DfE. Students with this level of attendance are likely to underperform at GCSE relative to students of similar ability.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice Fine being issued against you and/or legal proceedings being considered.

Please be aware that you may be required to provide medical information to support any future absences for «forename». This could be information from a doctor, a copy of a prescription for medicine, the prescribed medicine packaging itself, evidence of GP appointments, etc...

I will continue to monitor «forename»'s attendance and look forward to seeing an improvement. If the absence is due to an ongoing medical condition, please ensure that we have been informed so appropriate support can be put in place.

If you wish to discuss this matter further or are experiencing difficulties in relation to «forename»'s attendance, please do not hesitate to contact me either via email or on the above number.

Yours sincerely

Emel Kilic

Attendance Officer

### Letter 3

Dear «salutation»

Ref: ATL3

Re: Child Name: xxx DOB: xxx School: Linton Village College

I am writing to inform you that «forename»'s attendance is still causing concern. Therefore, we need to meet with you urgently to discuss the situation.

You are required to attend a meeting with a member of the Attendance Team to discuss this matter further at the date and time below.

Date: xxx Time: xxx

Should «forename»'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider more formal action. This might result in a Penalty Notice Fine and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical information will be required.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Head of Year

Encs Record of Attendance