



BEP Group: Policy Pack

staff, volunteers, learners & consultants



Admissions and Attendance Policy

V4. Last Review: September 2023; Next Review: September 2024

Monitoring and Review of policy

This Policy will be monitored regularly and reviewed in response to any changes in legislation or incidents occurring.

Version control

July 21	SF	This version (version 2) supersedes all previous versions and represents a rewrite of the policy. Covid-19 pandemic note added.
Sept 22	SF	This version (version 3) supersedes all previous versions and represents a rewrite of the policy. This also includes a merger of the separate Admissions & Attendance Policies into this one policy
Sept 23	SF	Reviewed

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Covid-19 pandemic

BEP Academy will implement all DfE policies and guidelines relating to attendance during the Covid-19 pandemic. From September 2020 the expectation is that all pupils will attend school and the Pupil Attendance Policy will be reinstated and implemented.

If parents or students have concerns about attendance during the pandemic, they should speak to the school office in the first instance. The school's risk assessment refers to attendance and the steps that the school will take to promote attendance at the current time.

Admissions Policy

1. Introduction

- 1.1. This document sets out the policy and process for admissions to BEP Academy.
- 1.2. BEP Academy takes students from Year 8 (in the last half term of the summer), Year 9, Year 10, Year 11 and Year 12.
- 1.3. Students are referred directly to BEP by schools and/or local authorities.
- 1.4. We do not currently accept referrals directly from Parents/carers.
- 1.5. BEP Academy offers an alternative pathway to students who are better suited to a smaller setting and require a high level of pastoral support.

2. Aims

- 2.1. The aim of this policy is to ensure that we have a clear process for schools and LA's to follow when referring students and that we receive all the relevant information, so that students are able to progress and are safe.

3. Procedure

- 3.1. If the referring school has not worked with BEP Academy in the present academic year, a service level agreement is issued
- 3.2. The referring school or LA completes a referral form and contacts the principal to discuss the student's requirements.
- 3.3. The referral should include contact details, the programme requirements, current attendance, previous attainment, medical and sanction or risk assessment details along with copies of any SEN or other relevant information, if relevant
- 3.4. BEP Academy will make contact with parent/carer and arrange an initial interview
- 3.5. At the initial interview the programme content and qualifications are discussed and agreed with the parent/carer and student, as well as our behaviour agreement and code of conduct
- 3.6. The Parent/carer(s) complete a consent form and updated medical and contact information
- 3.7. Parent/carer(s) and student(s) are issued with a programme handbook
- 3.8. Student completes a student agreement form

- 3.9. The student will undertake a diagnostics assessment to ascertain levels and to assist with timetabling.
- 3.10. Timetable and starter paperwork are provided to parent/carer and student, the school are also provided with a copy of the student timetable.
- 3.11. Children will then complete a trial period to ensure BEP Academy is the right provision to meet their needs.
- 3.12. On successfully completing a trial period, children already on the roll of a referring school or referred by a local authority, who receive the majority of their education at BEP Academy, may transfer to BEP Academy's roll, by completing a managed move.
- 3.13. BEP Academy will keep an admission register sometimes known as the 'school roll', in accordance with regulation 5 of the Education (Pupil registration) (England) Regulations 2006 as amended. The contents of which includes:
 - All children on roll at the academy
 - All children's personal details including the full legal name
 - At least two, and preferably three, telephone numbers for different trusted adults
 - The date of admission (or re-admission)
 - Information regarding parents and carers
 - Details of the last school attended
- 3.14. The names of all pupils must be entered on the register
- 3.15. The definition of a pupil is set out in section 3 of the Education Act 1996 – but includes anyone who is receiving an education at the school except a person who is 19 or over for whom a further education is being provided, or a person for whom a part-time education suitable for people over compulsory school age is being provided
- 3.16. The academy will enter all children on the admissions register at the beginning of the first day on which it has been agreed by the academy that the child will start, or the day that the academy has been notified that the child will attend the academy
- 3.17. On each occasion, we will record children's attendance using the national codes as described in ['School attendance guidance'](#)
- 3.18. A child's name can only be deleted from the admission register for a reason set out in the regulation 8 of the Education (Pupil registration) (England) Regulations 2006 as amended
- 3.19. The academy will ensure the timely sharing of register information with the local authority including every time a pupil's name is added to or deleted from the school admission register outside of standard transition times (including the statutory reason for deletion). For deletions this must take place before the deletions

- 3.20. Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school must ensure that the admission register contains:
- The full name of the parent the pupil will normally live with
 - The address; and
 - The date when the pupil will start normally living there
- 3.21. Where a parent informs the school that a pupil is registered at another school or will be attending a different school, the school must ensure that the admission register contains:
- The name of the other school
 - The date when the pupil began or will begin attending that school
- 3.22. In accordance with regulation 12(3), (4) and (5) of the Education (pupil registration) (England) Regulations 2006 as amended, the school will notify the local authority within 5 working days of adding a pupil's name to the admissions register and will provide the local authority with all the information held within the admissions register about the pupil.
- 3.23. If a pupil fails to attend school on the agreed starting day, the school will follow this up and try to establish the reason for absence

Attendance Policy

1. Introduction and Background

- 1.1. BEP Academy recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible. Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance BEP Academy seeks to work with pupils, parents and strategic external partners to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

- 1.2. This policy is written with the above statement in mind and underpins our school ethos to:
- promote children's welfare and safeguarding
 - ensure every pupil has access to the full-time education to which they are entitled
 - ensure that pupils succeed whilst at school
 - ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school
- 1.3. For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.
- 1.4. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the Principal, not the parent, who can authorise the absence.
- 1.5. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.
- 1.6. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class.
- 1.7. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.
- 1.8. This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters.
- 1.9. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

2. Aims

2.1. Our policy aims to raise and maintain levels of attendance by:

- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Having a clear school attendance policy on the school website which all staff, pupils and parents understand
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, valued and supported
- Raising awareness of the importance of good attendance and punctuality
- Accurately complete admission and attendance registers and have in place effective day to day processes to follow-up on absence
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- Share information and work collaboratively with other schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe

3. Responsibilities

3.1. The Board (Proprietor), via the Chief Executive Will:

- Recognise the importance of attendance and promote it across the academy's ethos and policies
- Take an active role in attendance improvement, support the academy to prioritise attendance, and work together with leaders to set whole school cultures.
- Regularly review attendance data; supporting and challenging leaders to focus improvement efforts on individual children or cohorts who need it most
- Ensure school leaders fulfil expectations and statutory duties
- Ensure school staff receive training on attendance, ensuring key attendance staff also receive bespoke safeguarding training to support their role.
- Ensure all board members have familiarised themselves with at least sections 1-3 of 'Working together to improve school attendance'

- Ensure a dedicated senior lead with overall responsibility for championing and improving attendance is in place (Designated Attendance Lead)
- Ensure all admission and attendance records are preserved for a minimum of 3 years from entry date
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement

3.2. The Designated Attendance Lead will:

- Adhere to the guidance in 'Working together to improve school attendance'
- Ensure strong relationships with families are formed to understand and remove barriers to attendance and work actively with children and parents to maximise attendance
- Have a coordinated and holistic approach which focuses on the individual needs of each child and ensures that all key staff i.e., Attendance Team, DSL, Vice Principal (Teaching & Learning), School Manager are involved in attendance support
- Monitor and analyse weekly attendance and trends looking at individual children, cohorts, session patterns and groups and develop strategies to support those at risk of low attendance
- Develop and maintain a whole school culture that promotes the benefits of good attendance
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communications with pupils and parents and receive the training and professional development they need
- Ensure accurate completion of admission and attendance registers
- Ensure robust daily processes are in place and working to follow up absence
- Share information and work collaboratively with other schools in the area, local authorities and partner agencies
- Proactively use data to identify children at risk of poor attendance
- Alongside the attendance team, work with each identified child and their parents to understand and address the reasons for absence, including any in-school barriers to attend
- Where issues persist, take an active part in the multi-agency effort with the local authority and other partners
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps

- Act as the lead practitioner where all partners agree that the school is the best placed lead service
- Put in place continued support for children at risk of becoming persistently absent and where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary working with partners
- Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in the future
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention
- Where there are safeguarding concerns, intensify support through statutory children's social care
- Work with other schools in the local area such as schools previously attended and the schools of any siblings
- Agree a joint approach for all severely absent children with the local authority
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual health care plan and if applicable, ensuring the provision outlined in the child's EHCP is accessed
- Ensure timely referrals are made for additional support from wider services and external partners
- Inform the child's social worker if there are any unexplained absences and if their name is deleted from the register

3.3. Parents and carers have a responsibility to:

- Ensure their child attends every day school is open except when a statutory reason applies
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g., sickness)
- Only request leave of absence in exceptional circumstances and do so in advance
- Book any medical appointments around the school day where possible
- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with the support offered to prevent the need for more formal support (e.g., voluntary early help to prevent the need for legal intervention)

- Update the school of any change of circumstances relevant to their child (i.e., change of address)

4. Retaining and amending registers

- 4.1. The attendance register is a record of present at the time it was taken, and is only amended when the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry
- 4.2. Where amendments are made the school will ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment
- 4.3. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session

5. Promoting regular attendance

- 5.1. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff. The school aims to promote a high level of awareness of the need for regular and prompt attendance.
- 5.2. To help us all to focus on this we will:
 - Advise parents & carers of the schools' expectations during the initial meetings for new pupils and on progress days
 - Give parents/carers details on attendance and punctuality in letters home and on our website
 - Report to parents/carers termly on their child's attendance within their child's progress reports.
 - Contact parents & carers every day to clarify the reason or a child's absence from school.
 - Contact parents/carers should their child's attendance fall below the school's target for attendance.
 - Celebrate excellent attendance by displaying and reporting individual and class achievements
 - Reward good or improving attendance

6. Understanding Types of Absence

- 6.1. Every half-day absence from school has to be classified by the school (not by the parent/carer), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'
- 6.2. **Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical

evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

- 6.3. **Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings which may include issuing each parent with a Penalty Notice for £120, reduced to £60 if paid within 21 days or referring the matter to the Magistrates Court whereby each parent may receive a fine up to £2500 and/or up to 3 months in prison.
- 6.4. If you are found guilty in court you will receive a criminal conviction.
- 6.5. Unauthorised absence includes, however is not exhaustive:
- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
 - absences which have never been properly explained
 - children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session.
 - shopping 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 purposes' by the principal
 - day trips
 - other leave of absence in term time which has not been agreed

7. **School Attendance and the Law**

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

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day 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.

- 7.1. **There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.**
- 7.2. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

- 7.3. The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013.
- 7.4. All references to family holidays and extended leave have been removed.
- 7.5. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.
- 7.6. It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the principal, irrespective of the child's overall attendance.
- 7.7. Only the principal or her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school.
- 7.8. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.
- 7.9. Exceptional circumstances' will be interpreted as:
 - being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Principal).
 - The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.
- 7.10. We will not consider applications for leave during term time:
 - at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
 - during assessment and test periods in the school's calendar affecting your child.
 - when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.
- 7.11. Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school.
- 7.12. Any problems with regular attendance are best sorted out between the school, the parents and the child.
- 7.13. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem and provide any necessary support.
- 7.14. We can use outside agencies to help with this such as the Local Authority Attendance Compliance Team or a Child and Family Support Worker.

8. Leave in term time

- 8.1. We require parents to observe the terms times of the academy. All applications for a leave of absence must be made in advance to the Principal and will only be considered if there are exceptional circumstances
- 8.2. All applications for leave must be submitted using the schools 'Application for leave' form which is available from the school office (see appendix 1)
- 8.3. If the academy grants a leave request, we will determine the length of time that the child can be away from the academy. We do not have the discretion to authorise holidays during term time, apart from very rare occasions where it meets the exceptional circumstance criteria. This must be applied for in advance by the parent and agreed by the principal
- 8.4. In making the decision the academy will consider the circumstances of each application individually, including any previous pattern of leave in term time
- 8.5. When making the decision the following factors may be considered:
 - The amount of time requested
 - The age of the child
 - The child's general absence / attendance record
 - Proximity to internal or external test / examinations
 - Length of the proposed leave
 - Child's capacity to catch up on any work missed
 - Safeguarding concerns
 - General welfare of the child
 - Circumstances of the request
 - Purpose of the leave
 - When the request was made
- 8.6. When leave of absence has been granted, the absence will be recorded as authorised, using the appropriate register symbol
- 8.7. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as penalty notice as per local authority guidelines

9. Persistent Absenteeism (PA)

- 9.1. A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason.
- 9.2. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.
- 9.3. We monitor all absence, and the reasons that are given, thoroughly.
- 9.4. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer.
- 9.5. PA pupils are tracked and monitored carefully.
- 9.6. We also combine this with academic tracking where absence affects attainment.

- 9.7. All our PA pupils and their parents are subject to a school-based meeting and the plan may include: allocation of additional support through the Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family Solutions or Social Care.
- 9.8. We may also use individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

10. **Absence Procedures**

- 10.1. If a child is absent from school the parent/carer must follow the following procedures: *(for the full written attendance procedure see Appendix 1)*
- Contact the school on the first day of absence before 9.15 am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
 - Contact the school on every further day of absence, again before 9.15am
 - Ensure that your child returns to school as soon as possible and you provide any medical evidence if requested to support the absence.
- 10.2. If your child is absent, we will:
- Telephone or text you on the first day of absence if we have not heard from you – however, it is your responsibility to contact us
 - If we are unable to obtain the reason for a pupil being absent, we will attempt to make contact with the pupil's emergency contacts.
 - At this stage, if we have been unable to make contact with the family or emergency contacts, a home visit will be carried out.
 - As a last resort, if we the school has not been able to ascertain where a pupil is after following the steps above, the pupil will be classed a missing child and they will be reported to the police.
 - Write to you if your child's attendance is below 90%
 - Invite you in to school to discuss the situation with one of our attendance and safeguarding team officers if absences persist
 - Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions

11. **Attendance Compliance Team**

- 11.1. BEP Academy follows the guidance as set out by the Government and the Local authorities and works alongside the Local Authority Attendance Compliance Teams.
- 11.2. Each Local authority follows a Code of Conduct in relation to attendance and Penalty Notices.
- 11.3. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful.

- 11.4. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority.
- 11.5. Local Authority Attendance Specialists work with schools, families and other professionals to reduce persistent absence and improve overall attendance.
- 11.6. If attendance does not improve, legal action may be taken in the form of a Penalty Notice, prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.
- 11.7. Fixed penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion the days that the child must not be present in a public place.

12. Lateness

- 12.1. Good time-keeping is a vital skill for life.
- 12.2. Being on time helps pupil's to be calm, relaxed and happy in school.
- 12.3. Poor punctuality is not acceptable. If a 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, can be embarrassing for the child and can also encourage absence.
- 12.4. Good timekeeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

13. How we manage lateness

- 13.1. The school day starts at 9.15 am when children can begin to come into school.
- 13.2. The register is a statutory document and is taken twice a day.
- 13.3. Each day counts as 2 sessions of attendance.
- 13.4. Morning registers are taken at 9.25 am and your child will receive a late mark 'L' if they are not in by that time.
- 13.5. At 9.55 am the Morning registers will be closed.
- 13.6. Afternoon registers are marked at 12.35pm and are closed at 1.05pm.
- 13.7. Children arriving late will be required to provide a reason for their lateness which is recorded.
- 13.8. The school may send home 'late notes' in order to keep parents and carers informed.
- 13.9. We also take a register at the start of session 1, 2 and 3 in the morning and session 4, 5 and 6 in the afternoon. This additional registration ensures children are on site for the full day and not truanting after receiving their statutory registration mark.
- 13.10. In accordance with the Regulations, if your child arrives after the registers close they will receive a mark that shows them to be on site 'U', but this will not count as a

present mark and it will mean they have an unauthorised absence.

- 13.11. This may mean that you could face the possibility of being issued with a Penalty Notice if the problem persists.
- 13.12. If your child has a persistent late record, you will be asked to meet with a member of the Attendance and Safeguarding team, but you can approach us at any time if you are having problems getting your child to school on time.
- 13.13. We expect parents and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.
- 13.14. If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

14. Support and Intervention

- 14.1. Whilst having the highest expectations of attendance, the academy recognises that barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual children and families
- 14.2. The academy takes into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support rather than reaching immediately for punitive approaches
- 14.3. We monitor attendance and punctuality throughout the year and understand that certain groups of children may be more at risk of poor attendance
- 14.4. We will aim to build strong and positive relationships between the school and families. The academy will treat all children and parents with respect and dignity, considering circumstances holistically
- 14.5. Early intervention can prevent poor attendance
- 14.6. We will, in the first instance, support children and parents by working together to address any in-school barriers to attendance
- 14.7. Where barriers are outside of the academy control, the academy will work with the child, family and other partners to support them to access any support they may need voluntarily. This may include referrals to services and organisations that can provide support
- 14.8. When absence intensifies so will the support provided. The academy will work in tandem with the local authority and any other relevant partners
- 14.9. Where interventions are failing, we will endeavour to work together with the pupil, parents and other partners to identify the reasons why and either adjust or change the approach wherever possible
- 14.10. Where support would not be appropriate or has not been engaged with, and it is likely to change parents' behaviour, a fixed penalty notice may be issued by the local authority
- 14.11. The academy, working with the local authority, may seek to intensify support through statutory children's social care involvement where there are safeguarding concerns,

especially where absence becomes severe (below 50% attendance)

- 14.12. The academy working with the local authority, may seek to prosecute parents where all other routes have failed or are not deemed appropriate. The decision to prosecute rests solely with the local authority as an independent prosecuting authority and will take place in the area where the pupil attends school
- 14.13. Where a child or family needs support we will endeavour to ensure the best placed person in the academy works with them and remains their key point of contact

15. Children with medical conditions or special educational needs and disabilities

- 15.1. Children with medical conditions or special educational needs and disabilities are additionally vulnerable and face greater barriers to attendance than their peers
- 15.2. The attendance ambition for these children will be the same as they are for any other child
- 15.3. In working with their parents to improve their attendance, the academy will be mindful of the barriers these children face and put additional support in place where necessary to help them access their full-time education. In all cases the academy will be sensitive and avoid stigmatising children and parents and will develop individual approaches that meet the child's specific needs
- 15.4. The academy will ensure that children with additional vulnerabilities are accurately identified and have a lead named professional responsible for coordinating their holistic needs. This will include monitoring their attendance
- 15.5. The academy will develop good support for children with these additional needs, for example by making reasonable adjustments e.g., transport, routines, access to support in the academy and lunchtime arrangements
- 15.6. We will ensure that joined up pastoral care is in place where needed and consider whether a time-phased return to the academy would be appropriate, for example for those affected by anxiety about school attendance
- 15.7. Put in place a comprehensive health care or similar plan which addresses the students needs. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support
- 15.8. Working with parents to develop specific support and where applicable ensuring that the provision outlined in the child's education, health and care plan is accessed
- 15.9. Working with families to support routines and work with other partners to encourage scheduling of additional support interventions or medical appointments outside of the main school day

16. Part-time timetables

- 16.1. All children regardless of their circumstances are entitled to a full-time education which is suitable for their age, ability, aptitude and any special educational needs they may have
- 16.2. In very exceptional circumstances, where it is in the pupil's best interest, there may be a need for a temporary, part-time timetable to meet their individual needs. For example, where a medical condition prevents the pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package
- 16.3. A part-time timetable will not be considered a long-term solution. Any individual support programme or agreement will have a time limit by which point the pupil is expected to attend full-time, either at school or an alternative provision
- 16.4. A part-time timetable should not be used to manage a child's behaviour
- 16.5. A formal written agreement between the academy, child and parent will be created and regularly reviewed. It will record the details of the timetable, responsibilities for safeguarding and review dates. Records of all review meetings will be added to the plan.
- 16.6. In agreeing to a part-time timetable, the academy has agreed to the pupil being absent from school for part of the week or day and therefore must treat the absence as authorised
- 16.7. The academy will ensure that the DSL has been consulted, a risk assessment carried out and suitably robust arrangements are in place to ensure the ongoing safeguarding of any child on a part time timetable

17. Alternate provision

- 17.1. Children at alternative provision are additionally vulnerable and will be closely monitored. The attendance ambition for children at alternative provision will be the same as they are for any other child
- 17.2. Attendance at off-site provision is monitored daily by the attendance team who will ensure that the usual attendance procedures are followed when a child does not attend their alternative provision
- 17.3. Children whose attendance falls below the academy's target will receive support and intervention in line with this policy. The academy will work jointly with the alternative provision to put in place a comprehensive, regularly reviewed, written plan to support better attendance
- 17.4. There is an expectation that any safeguarding concerns are raised with the designated safeguarding lead and that all alternative providers adhere to the child protection and safeguarding policies held by the academy
- 17.5. The academy will make regular visits to the alternative provision to meet the child, their link tutor and to check on their well-being, attendance and academic progress

18. Missing children / Children missing education (CME)

- 18.1. The academy is legally required to share information from their registers with the local authority and this includes the name and address of any pupil who fails to attend school regularly or has missed school for 10 days or more without the absence being recorded as authorised. This should be no less than once per calendar month
- 18.2. Should the academy suspect that a child has gone missing, the DSL will ensure the academy's Safeguarding policy and procedures are followed and the police and Local Authority children's social care safeguarding hub are informed
- 18.3. For the purpose of this policy, children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school
- 18.4. Children who go missing from education are at significant risk of under achieving, and becoming victims of harm, exploitation, radicalisation or serious violence and/ or becoming NEET (not in education, employment or training)
- 18.5. Where a child has not returned to the academy for ten days after an authorised absence or is absent from the academy without authorisation for twenty consecutive school days the child can be removed from the admissions register, but only if the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. Records of all checks must be kept on the child's file. Taking a child off roll must be seen as a last resort
- 18.6. This only applies if the academy does not have reasonable grounds to believe that the child is unable to attend due to sickness or unavoidable causes
- 18.7. In the case of CME reasonable enquiries, with the local authority, to ascertain the whereabouts of the child, compliant with GDPR which could include:
 - Making contact with the parents, relatives, neighbours, using known contact details
 - Checking with agencies known to be involved with the family
 - Checking with the local authority and school from which the child moved originally, if known
 - Checking with the local authority and school to which the child may have moved
 - Checking with the local authority where the child lives, if different from the academy's location
 - Making home visits, if appropriate
- 18.8. All home visits will be risk assessed before being carried out
 - No member of staff should enter a child's home on their own. 'Doorstep' visits only may be carried out by a lone member of staff if it is safe and appropriate to do so
 - Other than in an emergency, staff should not enter a child's home if the parent / carer is absent. Staff should always take detailed records including times of arrival and departure and ensure any behaviour or situation that gives rise to concern is discussed with a senior leader
- 18.9. The academy will treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts

19. Deletion from Roll

- 19.1. Pupils who are deleted from our admissions register will be shown with either the option 'off program' or 'did not start' selected. All pupils' details will remain on the database for the minimum 3 years required
- 19.2. The criteria by which pupils may be deleted from the admissions register are set out in the DfE guidance 'working together to improve school attendance'
- 19.3. For any pupil leaving BEP Academy other than at the end of year 11 parents/carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office.
- 19.4. This provides school with the following information: Child's name, current address, date of leaving, new home address, name of new school, address of new school.
- 19.5. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.
- 19.6. It is crucial that parents keep the school updated with current addresses and contact details for key family members in case of emergency.

20. Staff training

- 20.1. The academy recognises that improving attendance requires knowledge of guidance and regulations, along with expertise in working with families to remove barriers to attendance and safeguarding pupils. Just as those barriers are regularly evolving, so too is the training that school staff require to address them
- 20.2. The academy ensures that training on attendance is included in the schools continued professional development offer for all staff, and that attendance is covered in staff induction and includes as a minimum:
 - The importance of good attendance and that absence is almost always a symptom of wider circumstance
 - The law requirements for schools including the keeping of registers
 - The school's strategies and procedures for tracking, following up and improving attendance
 - The process for working with other partners to provide more intensive support to pupils who need it
- 20.3. Dedicated training is provided to any staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. In addition, this should include:
 - The necessary skills to interpret and analyse attendance data
 - And any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance

21. Rewards

- 21.1. 100% attendance and improving attendance and punctuality will be acknowledged through rewards as set out in our behaviour policy.

22. Attendance Codes

- 22.1. The academy will use the attendance codes as outlined in the working together to improve school attendance guidance [Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) and will ensure any subsequent guidance is followed

23. Contents of the attendance register

- 23.1. BEP Academy will keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations 2006 as amended
- 23.2. The school must take the register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil is
- Present;
 - Absent;
 - Attending an approved educational activity as defined in 6(4); or
 - Unable to attend school due to exceptional circumstances as defined in regulation 6(5)
- 23.3. The Academy must record whether the absence of a pupil is authorised or not
- 23.4. The Academy must record the nature of the activity where a pupil is attending an approved educational activity
- 23.5. The Academy must also record the nature of the circumstances where a pupil is unable to attend due to exceptional circumstances
- 23.6. The Academy cannot delete a pupil's name from the attendance register unless they have a reason (as set out in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended) to delete the pupil's name from the admission register. The pupil's name must be deleted from both registers at the same time

24. Summary

- 24.1. The school has a legal duty to publish its absence figures to parents and to promote attendance.
- 24.2. Equally, parents have a duty to make sure that their children attend school, on time, every day.
- 24.3. *All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.*

25. School contacts

25.1. The school telephone number to report absence or discuss attendance is:

01708 436440

07931 454963 for text messages and WhatsApp messages

25.2. The designated attendance lead is: **Jo Green (Principal)**

25.3. The Attendance Officer is: **Nicola Hagley**

Appendix 1 :

Attendance Procedures – GUIDANCE FOR FOLLOWING UP NON ATTENDANCE

Contents

Completing daily registers
 Child Protection & Safeguarding
 Step by Step Guide to First Day Calling and beyond
 Dealing with persistent absenteeism
 Guidance for Following up on Non-Attendance – Penalty Notice
 Application to Local Authority for Court Action
 Lateness / punctuality
 Leave of Absence / Holiday requests
 Appendices: Letters and Forms

Approved officers for signoff purposes

Jo Green – Principal & Designated Attendance Lead
 Kelly Sims – CEO
 Susan Francis – Quality Manager

Completing daily registers

The Attendance Register is completed daily to monitor the attendance of all students.

Session 1 (9:25am – 11:40am)	
Registration 9:15am – 9:25am Morning Break Times 10:05am – 10:15am 10:55am – 11:05am	First Registers to be completed by Keyworkers at 9:25am Students arriving after 9:25am will be registered as late Attendance Reference 9:25am – 9:55am = L (Less than ½ hr Late Mark) state time of arrival in Notes Box 9:56 + = U (More than ½ hr Late) state time of arrival AM Registers sent to schools by 10:30am*
Session 4 (12:35pm – 14:50pm)	
Registration 12:30pm – 12:35pm Afternoon Break Times 13:15pm – 13:25pm 14:05pm – 14:15pm	Registers completed by 12:35pm Students arriving after 12:35pm will be registered as late – please update Attendance Team and time arrived Identify any students who have not returned from Lunch – as parent/ carer and external agencies will need to be informed as soon as possible Updated AM and PM Registers sent to schools by 3pm*

Registration Timeline

Keyworkers at both centres will complete the on-site registers between **9:15am -9:30am** and **12:30pm- 12:40pm**.

Keyworkers will call outside of these times by phone or radio to let the attendance officer know when students arrive late.

Student late arrival times will need to be added to the register notes (e.g., student arrived at 10:01am)

The on-site register will automatically add either a **red X** or a **green Tick** next to the attendance code box on the attendance register. Once keyworkers complete the on-site registers, the attendance officer will update the attendance register with the correct attendance codes. [See DFE Attendance Guidance Information](#)

Once attendance codes have been added, the attendance team will follow the **'Step by Step Guide to First Day Calling and beyond' guide below**

Attendance officer to send a summary email to Pastoral Managers of all students where no contact has been made for non-attendance and any Covid related absences after the end of day registers have been sent and prior to 3.30pm.

Child Protection & Safeguarding

Cause for concern

If you speak to a parent and they mention anything that makes you concerned about the welfare of a student, complete a cause for concern report on the central database, which will send a report to the CP Hub.

Include in the report:

Full details of the conversation, who you spoke to.

Examples of a concern may include but are not limited to the below:

See BEP Academy Safeguarding Policy Appendix 2 for a full list of safeguarding concerns.

Missing students

Ask parent how long the student has been missing for. Ask the parent if they have reported this to the police. If they have, request the CAD number which they would have been given by the police. If they haven't request that they report to the police and call back with the CAD number.

Complete cause for concern report on the central database with all information.

Injury/Harm

If a parent says a student is injured e.g., they're assaulted, ask for some general details; where, when etc. Try to clarify the nature of the injury and if the student has seen a doctor. Also, if the incident has been reported to the police if appropriate, get CAD number if it has been reported.

Complete cause for concern report on the central database with all information.

Change of residence

If a parent says their child is no longer living with them. Ascertain when they left and who they are living with. If student is living with another family member try to get a contact number for that person. If parent is unsure of where their child is living.

Complete cause for concern report on the central database with all information.

Parents under the influence

If you call and a parent is appearing to be under the influence of alcohol or drugs when you speak to them.

Complete cause for concern report on the central database with all information.

Step by Step Guide to First Day Calling and beyond

When no reason for absence has been provided by the parent/ carer, schools should as a minimum follow the below steps

NOTE: You only proceed with the next step in the process when contact is **NOT** made.

<p>Pupils deemed at risk</p>	<p>Pupils deemed at high risk?:</p> <p>YES</p> <ul style="list-style-type: none"> • Children subject to a child protection plan / CIN • Looked After children <p>If these children are absent and there has been no contact - notify their social worker or key worker within the first 24 hours and inform the school CP Hub.</p> <p>YES</p> <p>Immediate Risk of Harm – (something is happening now)</p> <p>School's must notify 999 immediately if:</p> <ul style="list-style-type: none"> • It is suspected or known that a pupil is at potential immediate risk of harm • There is information that a pupil is, or may be, a victim of criminal activity • At immediate risk of Child Sexual Exploitation (CSE) <p>YES</p> <p>Risk of harm</p> <ul style="list-style-type: none"> • It is suspected or known that a pupil is at potential risk of harm • There is information that a pupil is, or may be, a victim of criminal activity • At risk of Child Sexual Exploitation (CSE) • Potentially missing <p>If not an immediate risk contact our School CP Hub who will complete a dynamic risk assessment and contact the Schools Police Officer if required.</p>
<p>Day 1 of absence</p>	<ul style="list-style-type: none"> • Send absent text to parent/carers (if facility to do so) • Telephone parents/carers if a response is not received following the text, leave a message if possible • If no response - telephone all contacts on contact register, if no answer leave message to return call • If international dialling tone is heard, leave message advising of this and ask for a call back. <ul style="list-style-type: none"> ▪ This may indicate they are on holiday and have not notified the school ▪ If you believe this to be the case, send a 'believe absence is a holiday' letter. (See Appendix 11)

	<ul style="list-style-type: none"> ▪ Letters should be sent separately to both parents or everyone with parental responsibility by first class • Record all actions on register
Day 2 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 3 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • Send a letter of concern for absence, first class to all parents/carers and those with day-to-day care (See Appendix 1) • Record all actions on register and save signed PDF copy of both letters to student contact record.
Day 4 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 5 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; Make home visit (if safe to do so) - if there is no answer leave calling card – complete a home visit form (See Appendix 15) as evidence – all to be uploaded to contact record • If you believe this family are not on holiday and are concerned about the child's welfare request a welfare visit from the police • Record all actions on register
Day 6 – 7 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 8 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • Either send a further letter or make a further home-visit. If there is no answer leave calling card and move to next step • Record all actions on register including signed PDF versions of letters
Day 9 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 10 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • If you have not done so already, and you believe the family are not on holiday and are concerned about the child's welfare, request a welfare visit from the police • Send a further concern letter separately to both parents / carers by first class post stating: You are making a referral to the Local Authority as their child is now considered Missing from Education • Submit the Missing Pupil Checklist which notifies the Local Authority Children Missing Education Team
Missing Pupil Checklist	Must be completed by the 10th day of absence, when one of the following criteria applies:

	<ul style="list-style-type: none"> • A pupil has gone missing, and no contact can be made with parent/carer to establish reason for absence • A pupil ceased to attend the school and forwarding address of the family is not known • A pupil has not returned from holiday within 10 school days of the expected date of return • A pupil fails to take up their place at the start of the academic year and the whereabouts of the young person is unknown <p><u>School must continue investigations, while the Local Authority undertake their investigations.</u></p>
Day 11 - 12 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 13 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • Make another home visit during this period and leave a calling card • Record all actions on register including signed PDF versions of letters
Day 14 - 17 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 18 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • Either send a further letter or make a further home-visit. If there is no answer leave calling card and move to next step • Send a further concern letter separately to both parents / carers by first class post stating: Student is at risk of removal from the school roll • Record all actions on register including signed PDF versions of letters
Day 19 of absence	<ul style="list-style-type: none"> • Repeat Day 1
Day 20 of absence	<ul style="list-style-type: none"> • Repeat Day 1 and; • Discuss removal from roll with LA • <u>You cannot remove a child from roll until you have received notification from the Local Authority</u> • Record all actions on register
Day 21 and beyond	<ul style="list-style-type: none"> • Repeat Day 1 and; • 5 day Home visits until removed from roll
Coding:	<ul style="list-style-type: none"> • These absences must be coded as O for unauthorised absence due to no reason provided from parents/carers

Dealing with persistent absenteeism

All attendance is monitored on a daily basis and reviewed at a minimum of 4 weeks after the start of the academic year or the students start date whichever is the sooner.

Where attendance falls below 90% follow the attendance and pastoral team will follow the Guidance for following up on non-attendance.

Guidance for Following up on Non-Attendance – Penalty Notice

Step 1 – Attendance % drops below 90%

Issue letter 1 – Cause for concern (See Appendix 1)

This letter must be sent to both parents / carers / those with parental responsibility, separately by first class mail.

Send a copy of the letter to the roll school and update any other professionals that are attached to the student. Save a signed PDF copy of all letters to the student's school file and then upload to the documents section of the students contact record.

NB: Please ensure letters are clearly named as an attendance letter and which issue letter it is, to whom and the date. EG: [student name] Attendance cause for concern letter mum [date]

Allow 15 days to monitor and record any improvement.

Step 2 – review any improvement / set attendance meeting

In the case of no improvement:

Issue Letter 2 – Invite to meeting (See Appendix 2)

This letter must be sent to both parents / carers / those with parental responsibility, separately by first class mail.

Invite any professionals and roll school that are attached to the student.

Send a copy of the letter to the roll school and any other professionals that are attached to the student.

Save a signed PDF copy of all letters to the student's school file and then upload to the documents section of the students contact record.

NB: Please ensure letters are clearly named as an attendance letter and which issue letter it is, to whom and the date. EG: [student name] Attendance cause for concern letter mum [date]

In the case of improvement:

Monitor for a further 10 days

Where attendance has maintained improvement – return to normal monitoring

If improvement is not maintained Issue Letter 2 – Invite to meeting as above for no improvement.

Step 3 – Attendance Meeting

Use the School based attendance meeting record to record the meeting notes. See Appendix 3

- At the meeting, all those present should be provided an updated attendance report (SIMS Print out)
- Pupils should attend, or their views should be provided and discussed at the meeting.
- This meeting should outline:
 - Everything discussed
 - Any medical conditions / illnesses
 - Actions agreed (actions should be reasonable and achievable)
 - Expectations going forward for all concerned, including that medical evidence may be requested and required for future illness related absenceParents / carers legal responsibility:

It is important to note that every pupil is entitled to a full-time education. Where, in exceptional circumstances, a part-time timetable is considered to be in the best interests of the child, such arrangements should only be in place for a maximum of six weeks and there should be regular reviews built in to assess whether or not the arrangement continues to serve the best interests of the student in question.

Parents, carers, the pupil and the roll school must all be in agreement before a part-time timetable is introduced.

- At the end of the meeting, the notes taken should be photocopied. The original notes should be handed to each parent / carer and copies retained by the school.

Set actions at the meeting and decide if a legal warning letter (See Appendix 5) will be sent and amend the meeting record as appropriate. Set review date and note this on the meeting record.

The meeting record is to be added to the students contact record and a copy sent to the roll school and any other professionals that are attached to the student. Attach the letters to the students contact record and update the target and actions and attach to the meeting record.

If the Parent(s)/ carers fail to attend this meeting, the meeting is still to go ahead and the meeting record completed along with any actions and the decision to issue a legal warning letter.

Learning hours lost

In order to address this issue, the following table has been put together to support schools to talk to parents/carers/pupils about the amount of '**learning hours lost**' as a result of a pupil's absence. Parties need to be advised that, where a child does not attend school, they miss out on significant hours of learning opportunities (broadly calculated as 5 hours for every two sessions missed) which are unlikely to be covered again. This places a child at significant risk of falling behind their peers:

Descriptor	Threshold attendance	Actual attendance	Whole days of absence	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

Step 4 – Failure to attend meeting

Send a failure to attend meeting / Issue of Legal Action Warning Letter – (See Appendix 4 & 5)

This letter must be sent to both parents / carers / those with parental responsibility, separately by first class mail. Enclose a copy of the meeting record with each letter.

Send a copy of the letters to the roll school and any other professionals attached to the student.

Save a signed PDF copy of all letters to the student's school file and then upload to the documents section of the students contact record.

NB: Please ensure letters are clearly named as an attendance letter and which issue letter it is, to whom and the date. EG: [student name] Attendance cause for concern letter mum [date]

Step 5 – Issue of Legal Action Letter

Complete the Legal Action Warning Letter along with the attached Legal Information Sheet

This letter must be sent to both parents / carers / those with parental responsibility, separately by first class mail.

Send a copy of the letters to the roll school and any other professionals attached to the student.

Save a signed PDF copy of all letters to the student's school file and then upload to the documents section of the students contact record.

NB: Please ensure letters are clearly named as an attendance letter and which issue letter it is, to whom and the date. EG: [student name] Attendance cause for concern letter mum [date]

Set review date – 15 days and monitor.

NOTE: This letter covers up to 18 weeks and a penalty notice / legal action can be taken or requested during this time if the student's attendance issues continue.

Only two penalty notices can be issued in a school year. If it goes over this, then further court action may be taken by the Local Authority.

Step 6 - Application to the Local Authority for the issue of a penalty Notice

For students at the Basildon Centre

Referrals may be made using the [online referral form](#) for all notifications and referrals to the Attendance Compliance Team.

You will need to upload copies of all letters, meeting notes, attendance contact records, home visits and any other interventions that have taken place.

Make a note on the student contact record of the date sent.

Ensure all documentation is checked by an approved officer prior to sending.

For students at the Romford Centre

Referrals may be made using the 'REQUEST TO HAVERING ATTENDANCE SERVICE ISSUE OF A PENALTY NOTICE FOR UNAUTHORISED SCHOOL ATTENDANCE' form (See Appendix 6)

Include copies of all letters, meeting notes, attendance contact records, home visits and any other interventions that have taken place.

Send all documentation to the Havering email address on the form. Keep a copy of the form & make a note on the student contact record of the date sent.

Ensure all documentation is checked by an approved officer prior to sending.

Please note – this referral process is separate to a request for a penalty notice following an unauthorised leave of absence (term time holiday taken by a pupil). Information relating to unauthorised leave of absence can be found on the relevant [Referrals for unauthorised leave of absence below](#).

Application to Local Authority for Court Action

Following 2 penalty notices in one academic year the Attendance team will decide whether to pursue court action via the local authority. In the event of a decision being made to prosecute please see below guidance on information and evidence required, along with the contact details for the individual

Local Authorities, who will advise of the documentation to be completed and the process to be followed.

Guidance for proceeding a non-attendance case for Legal Action in Magistrates Court

- Only use a prosecution period of 5 months or less from date of referral for legal action.
- Provide a Witness Statement showing when the case first became open to you, and a brief overview of the background. Include attempts to meet with parent/s/carer, this should include at least one home visit, details of correspondence sent, telephone calls made; you should evidence this with exhibits dated during the prosecution period only.
- Include any evidence of additional support offered, or referrals made to other agencies.
- Ensure you have invited the parent/s/carer in for a Court Decision meeting prior to referring for legal action.
- Siblings: Provide information of the relevant school/academy; and include up to date attendance levels for each sibling.

Basildon students: Contact southattendanceteam@essex.gov.uk / 0333 032 2968 - option 3

Romford Students: Contact ews@havering.gov.uk Contact 01708 431777

Lateness / punctuality

All lateness is monitored on a daily basis and reviewed at a minimum of 4 weeks after the start of the academic year or the students start date whichever is the sooner.

Where attendance falls below 90% and this due to lateness the attendance team will issue a Punctuality Cause for concern letter– (See Appendix 7)

The attendance and pastoral team will follow the Guidance for following up on non-attendance in regard to lateness.

Leave of absence requests

Government guidance states that: Headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

If a parent wishes to take child out of school during term time, they must complete and submit a leave of absence request form located on the BEP Academy website. (See Appendix 8 for example form)

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the principal, irrespective of the child's overall attendance.

Only the principal or her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form.

Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

Exceptional circumstances' will be interpreted as:

- being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Principal).
- The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

We will not consider applications for leave during term time:

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Upon an application for leave being received, The Principal will review the application and respond to the parent using the appropriate letter. Check with approved officer before sending letters;

Letter from Headteacher unauthorising leave of absence – Holiday Absence letter 1 (See Appendix 9)

Letter from Headteacher unauthorising requested leave (which has NOT been requested for the purposes of a holiday) letter 2 (See Appendix 10)

Letter from Headteacher advising believe absence for a holiday / Leave of absence for other reason Letter 3 (See Appendix 11)

Letter from Head Teacher unauthorising leave of absence failed to return Letter 4 (See Appendix 12)

Letter from Head Teacher where application refused but taken as sick Letter 5 (See Appendix 13)

Letter Head Teacher advising believe absence for a holiday letter 6 (See Appendix 14)

Please see below for information on applying to the Local Authority for the issue of a Penalty Notice for unauthorised leave of absence.

Basildon students:

[Complete the online form](#)

Contact southattendanceteam@essex.gov.uk / 0333 032 2968 - option 3

Romford Students: Contact ews@haverling.gov.uk Contact 01708 431777

You will need to upload or include copies of all letters, meeting notes, attendance contact records, home visits and any other interventions that have taken place.

All letters need to have a copy sent to both parents / carers and be sent by first class post.

Save a signed PDF copy of all letters to the student's school file and then upload to the documents section of the students contact record.

NB: Please ensure letters are clearly named as an attendance letter and which issue letter it is, to whom and the date. EG: [student name] Attendance cause for concern letter mum [date]

Ensure all documentation is checked by an approved officer prior to sending.

Appendices:

- Appendix 1 - Letter 1 - Cause for concern.
- Appendix 2 - Letter 2 - Invite to Meeting
- Appendix 3 – Attendance Meeting record
- Appendix 4 – Failure To Attend Meeting Letter – Issue of LAW Letter
- Appendix 5 – Legal Action Warning Letter
- Appendix 6 – Havering Request Issue of Penalty Notice
- Appendix 7 – Punctuality Cause for Concern
- Appendix 8 - Leave of Absence Request Form
- Appendix 9 - Letter from Headteacher not authorising leave of absence holiday absence 1
- Appendix 10 - Letter from Headteacher not authorising requested leave (which has NOT been requested for the purposes of a holiday) letter 2
- Appendix 11 - Letter from Headteacher advising believe absence has been taken which is to be deemed as unauthorised Letter 3
- Appendix 12 - Letter from Head Teacher not authorising leave of absence failed to return Letter 4
- Appendix 13 - Letter from Head Teacher where application refused but taken as sick Letter 5
- Appendix 14 - Letter Head Teacher advising believe absence for a holiday letter 6
- Appendix 15 – Home Visit Form

Appendix 1 - Letter 1 - Cause for concern.

School Logo / Headed Paper

Must be sent to both parent / carers / those with parental responsibility, separately by first class mail.

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

Re: School Attendance

Child's Full Forename and Surname DOB: Insert Child's full date of birth

We are writing in connection with Child's forename's attendance. They have had Number of sessions, equating to Number of days absence this academic year. Their attendance is therefore Insert percentage%. As a result, they have lost Number of hours learning. Their attendance is therefore a concern.

We acknowledge that Forename was recently absent and are aware of the reason **OR** Forename was recently absent, and we were unable to contact you to ascertain the reason. This absence is therefore unauthorised. As a school, we expect children to attend every session available to them in order to benefit from the educational opportunities provided. As such, we are writing to inform you that we will be monitoring their attendance and expect to see an improvement. We also have a duty to inform you that should your child miss 10% or more of the sessions available to them (attendance of 90% or below), they are classed by government as a persistent absentee.

Should Forename's attendance not improve, a school attendance meeting will be arranged which you will be expected to attend. At this meeting we will discuss together any concerns and establish if there is any support that can be put in place.

I would like to remind you that parents / carers have a responsibility to ensure their children receive efficient, full time education under section 7 of the 1996 Education Act. Failure to do so could result in prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act for failing to ensure regular school attendance at school.

We want to work collaboratively with parents / carers to ensure the best outcomes for our children and are appreciative of your support on this matter. If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

CC: Title, full forename, surname of other parents / carers / those with parental responsibility – then send separate copies, first class to these, making sure to amend the addressee, address, CC details etc.

Appendix 2 - Letter 2 - Invite to Meeting

School Logo / Headed Paper

Must be sent to both parents / carers / those with parental responsibility separately by first class mail.

Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

RE: School Attendance

Child's Full Forename and Surname, DOB: Insert child's full date of birth DOB

Further to our letter dated DATE, whereby we informed you that Child's forename's attendance had fallen below the school's expectations, it has been noted he/she has had NUMBER further sessions absence. Please find enclosed a copy of their attendance record.

Attendance at this level is a significant concern, and as such a meeting has been arranged on day, date, at time to discuss this with you. If you are unable to attend on this date, please contact the school as a matter of urgency to arrange a mutually convenient time. Should you fail to attend this meeting, it will be held in your absence and the notes will be sent to you. This meeting is an opportunity to discuss any concerns; look at support and develop an action plan in order to encourage improved attendance.

I must remind you that parents / carers have a responsibility to ensure their children receive efficient, full time education under section 7 of the 1996 Education Act. Failure to do so could result in prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act for failing to ensure regular school attendance.

We look forward to meeting with you and thank you for your continued support.

Yours sincerely,

Forename and Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

CC: Title, forename, surname of other parents / carers, then send separate copy, first class addressed to this parent / carer, making sure to amend the addressee, address, CC details etc.

Appendix 3 – Attendance Meeting record

School Based Attendance Meeting

Pages 1-3 are for guidance only; these do not form part of the meeting notes given to parents.

- Prior to holding a school based attendance meeting:
 - Schools should consult the 'School Attendance – Guidance for all Essex Schools and Academies' (June 2019) found on Essex Schools Infolink
- At the meeting, all those present should be provided an updated attendance certificate
- Pupils should attend, or their views should be provided and discussed at the meeting.
- This meeting should outline:
 - Everything discussed
 - Any medical conditions / illnesses
 - Actions agreed (actions should be reasonable and achievable)
 - Expectations going forward for all concerned, including that medical evidence may be requested and required for future illness related absenceParents / carers legal responsibility:

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'

- At the end of the meeting, the notes taken should be photocopied. The original notes should be handed to each parent / carer and copies retained by the school.

The Importance of Attendance
<ul style="list-style-type: none">• Pupils who do not regularly attend school are more likely to fall short of achieving their full academic potential• Statistics show that 90% of persistent absentees, poor attenders or non-attenders fail to achieve five or more good grades at GCSE and approximately one third end up with no GCSE's at all• Poor attendance can:<ul style="list-style-type: none">• lead to disaffection amongst peers• lost friendship groups• missed opportunities to take part in school events such as drama and sports• cause difficulties to catch up with work, which can lead to long-term absence

The Law
<p>The Education Act 1996</p> <p>By Law – A child must start full-time education once they reach compulsory school age.</p> <ul style="list-style-type: none"> • This is on 31 December, 31 March or 31 August following their fifth birthday – whichever comes first • If a child's fifth birthday is on one of those dates, then they reach compulsory school age on that date. For example, if a child reaches compulsory school age on 31 March, they must start full-time education the term after (summer term that year) • All children of compulsory school age must receive an appropriate full time education suitable to their age, ability, aptitude or any special educational needs they may have • The school leaving date is the last Friday in June of the academic year in which the child reaches their 16th birthday <p>Parents / Carers – are responsible for:</p> <ul style="list-style-type: none"> • Registering their child at a school or making other arrangements which provide an efficient education • Ensuring their child attends school regularly at the school at which they are registered • Applying for a planned absence of leave from school • Notifying the school when their child is absent unexpectedly <p>Schools – must either:</p> <ul style="list-style-type: none"> • Give permission for your child to be absent from school and mark the absence as authorised • Or mark the absence as unauthorised • The Law – says that parents / carers whose children are absent from school without good reason are committing an offence

Definition of Parent: Section 576 Education Act 1996
<p>The education related provisions of the Anti-Social Behaviour Act 2003 apply to all parents who fall within the definition set out in this section of the Education Act which defines 'parent' as:</p> <ul style="list-style-type: none"> • All natural parents, whether they are married or not; • Any person who, although they are not a natural parent has parental responsibility (as defined in the Children Act 1989) for a child or young person; and • Any person who, although not a natural parent has care of the child or young person – having care in this context means that a person with whom the child lives and who looks after the child, irrespective of their legal relationship to the child is considered to be a parent in education law.

School Based Attendance Meeting Form

Date of meeting		Time	
Members of staff present		Job Title	
Other Professionals Present – Full Name		Job Title	

Pupils Full Legal Name				DOB	
Pupil Address and Postcode					
Year Group		Attendance %		Student present	Yes/No

Attendance print out given	Yes/No
Are parents / carers aware of the absences	Yes/No
Are parents / carers aware of school attendance procedure	Yes/No
Was this parents / carers first choice of school	Yes/No
What is the distance from home to school	
How does the student travel to school	

Family Composition	
All those with Parental Responsibility, or day to day care	
Title and full name	
Relationship to child	
Reside with the child?	
If no, do they have regular involvement?	
Title and full name	
Relationship to child	
Reside with the child?	
If no, do they have regular involvement?	
Title and full name	
Relationship to child	
Reside with the child?	
If no, do they have regular involvement?	
Who else lives in the family home?	
Other significant people in the child's life	

Pupils explanation for absences	
Special Needs	
Any known health issues for parent and/or child	
CP/CIN Involvement	
Other Agencies involved (if not present)	

School concerns for absence
Parents / Carers explanation for absences

Additional Support	
Is a referral to external support agencies appropriate, and if yes which ones?	
If so, are parents / carers in agreement?	

INSERT SCHOOL LOGO	
Agreed Action Plan for:	
Parents / Carers Action Plan	
<p>Will ensure:</p> <ul style="list-style-type: none"> • The child named above attends school every day or as timetabled by the school • That contact is made with the school on every occasion that the child named above is absent • Will provide medical evidence in support of all absences due to illness / medical appointments if deemed appropriate by the school • Will meet with the school as and when necessary <p>In addition, they will:</p>	
Students Action Plan:	
<p>The Child Named above:</p> <ul style="list-style-type: none"> • Must attend school every day and on time, or as timetabled by the school. • Must seek appropriate assistance from school staff as and when required. <p>In addition, they will:</p>	
School Action:	
<ul style="list-style-type: none"> • School will continue to monitor attendance closely. <p>In addition, they will:</p>	

Legal Action Warning Letter

The school **will be issuing** a Legal Action Warning Letter following this meeting and have outlined that under the law, parents / carers are guilty of an offence if their child, who is of compulsory school age 'fails to attend regularly'..., which is 'in accordance with the rules prescribed by the school', and that the school defines regular as children attending every session, every day available to them, which is outlined in the schools attendance policy and/or agreed timetable by the school. **YES / NO – delete as appropriate**

The school **will not be issuing** a Legal Action Warning Letter following this meeting but have outlined the law regarding parents / carers responsibility as detailed above, and that if attendance does not improve, they will issue a Legal Action Warning Letter. **YES / NO – delete as appropriate**

Parents / Carers are aware that if attendance fails to improve following the issue of a Legal Action Warning Letter, no further warnings will be given, and the school will make a referral to the Local Authority for Legal Action. **YES / NO – delete as appropriate**

Date:	
Parent / Carer - Print (Full Name):	Sign:
Parent / Carer - Print (Full Name):	Sign:
Child (if applicable, print full name):	Sign:
School Representative (Full Name and Position at School):	Sign:

Appendix 4 – Failure To Attend Meeting Letter – Issue of LAW Letter

School Logo / Headed Paper

Must be sent to both parents / carers / those with parental responsibility separately by first class mail.

Full name – Title, Full forename and surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full forename and surname,

RE: School Attendance

Child's full forename and surname

DOB: Insert Child's DOB

We were disappointed that you did not attend the meeting arranged on the Date to discuss Forename's attendance. This was your opportunity to raise and discuss any concerns in relation to his / her attendance. Forename's attendance is important to us, and we want the best for all our pupils. Please find enclosed the notes and actions agreed in your absence.

In order to encourage better attendance, the school may request that future illness related absence be supported by medical evidence. Failure to provide the school with acceptable medical evidence when requested will result in his / her absence being recorded as unauthorised. Repeated and / or frequent unauthorised absence is not acceptable.

In your absence, it was also decided that we would be issuing you with a Legal Action Warning Letter in relation to Forename's attendance. We hope that you will take the necessary steps and we will see a significant improvement in his / her attendance, and that further action will not be needed. However, should Forename have any further unauthorised absence, the school may make a referral to the Local Authority for Irregular School Attendance.

Additionally, we would like to remind you that parents / carers have a responsibility to ensure their children receive efficient, full-time education under section 7 of the 1996 Education Act and may be liable to prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act for failing to ensure regular school attendance.

We would like to reiterate we have your child's best interests at heart and if you would like to discuss the matter further please do not hesitate to contact us.

Yours sincerely,

- NOTE TO SCHOOLS – Schools are still expected to continue to work with families to improve attendance.

Forename and Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

CC: Title, first name, surname of other parent / carer, then send separate copy, first class addressed to this parent / carer making sure to amend the addressee, address, CC details etc.

Appendix 5 – Legal Action Warning Letter

Private & Confidential – Addressee Only

Our ref:

Date:

PENALTY NOTICE / LEGAL ACTION WARNING

Dear

Pupil's name:

D.O.B:

It is noted that you are the parent of, or have day to day care of , a child who is a registered pupil at this school and is not in regular attendance as required by the Education Act 1996, Section 7.

has been recorded as having school sessions (equivalent to school days) lost due to unauthorised absences between the dates of and .

It is recommended that you take immediate steps to ensure that the child named above attends school regularly. If this is not achieved and there are further unauthorised absences a referral will be made to the Local Authority and you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £60 if paid within 21 days, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

Please note: If you have previously been the subject of a prosecution for any child in relation to irregular school attendance and the attendance of does not improve to a satisfactory level immediately, you may be required to attend a formal pre-court interview. This interview will be carried out under caution to investigate the circumstances.

When deciding upon the most appropriate action, the Local Authority has a duty to consider if the making of an Education Supervision Order would be appropriate. If an assessment of the situation indicates that this may be appropriate, and no improvement is achieved, you may be invited to a pupil planning meeting.

It is important for you to note that the above absences may be included if any further action is taken against you.

Another parent/carer or someone with day-to-day responsibility regarding the above named child may have also received this letter. Each adult holds separate responsibility and will also be required to take appropriate action to ensure there are no further unauthorised absences.

Further information on school attendance and Essex County Council's policies may be found at www.essex.gov.uk. Should you have any queries or wish to discuss your child's attendance, please contact the school.

The attached 'Legal information for Parents and Carers' provides you with further information on legal proceedings in relation to irregular school attendance.

Yours sincerely,

Telephone:

Fax:

Internet:

Email:

Enc: Legal Information Fact Sheet

c.c.

School Attendance

Information from the Local Authority – Attendance Compliance Team

Legal information for Parents and Carers

The Education Act 1996

By law – all children of compulsory school age must receive an appropriate full time education suitable to their age, ability, aptitude or any special educational needs they may have. The school starting date is the beginning of the term after which the child reaches their 5th birthday. The school leaving date is the last Friday in June of the academic year in which the child reaches their 16th birthday.

Parents / Carers – are responsible for

- registering their child at a school or making other arrangements which provide an efficient education
- ensuring their child attends school regularly at the school at which they are registered
- applying for a planned absence of leave from school
- notifying the school when their child is absent unexpectedly

Schools – must either

- give permission for your child to be absent from school and mark the absence as authorised
or
- mark the absence as unauthorised

The Law –says that parents/carers whose children are absent from school without good reason are committing an offence

Next steps

If your child accrues further unauthorised absences, a referral may be made to the Local Authority. Depending upon the circumstances, one, or a combination, of the following may be initiated:

Invited to respond to a Parental Response Questionnaire

You may be sent a questionnaire which requires a response from you. This questionnaire gives you the opportunity to provide the Local Authority of any details regarding your child's unauthorised absence from school and to provide supporting evidence in your defence.

Issued with a Penalty Notice

You may be issued with a Penalty Notice. Penalty Notices are issued to each parent for each child for the sum of £60 to be paid within 21 days. If the penalty is not paid within this time it will increase to £120 which must be paid within the following 7 days (a total of 28 days from issue). If the higher payment is not paid the Local Authority will instigate legal proceedings. There is no right of appeal and payment will not be accepted after the 28th day.

Prosecution

Depending upon the circumstances, a prosecution may be initiated without a Penalty Notice being issued first, or if you have failed to pay a Penalty Notice. Prosecutions take place in the magistrate's court under section 444(1) of the Education Act 1996. This offence carries a fine of up to £1000 for each parent.

Or

In the magistrates court under section 444(1A) of the Education Act 1996. This offence carries a fine up to £2,500 and/or a 3 months custodial sentence for each parent if it is found that you knew about your child's absences and failed, without reasonable justification, to ensure attendance.

If you fail to attend court for the hearing the matter may either be dealt with in your absence or, occasionally, a warrant issued for your arrest. If found guilty, the magistrates will sentence you in accordance with their sentencing powers.

The magistrates may also consider imposing a Parenting Order which consists of two elements: a core element requiring the parent to attend guidance sessions to help them in dealing with their children and a control element requiring a parent to exercise control over ensuring attendance and communicate with the relevant authorities

Education Supervision Order (ESO)

If the Local Authority assess that an Education Supervision Order is the most appropriate course of action, an application will be made through the family court under the Children Act 1989 section 36. Such an order placed upon your child allows a supervising officer, appointed by the court, to provide advice, guidance and give directions to you and/or your child aimed at ensuring regular school attendance. If you do not comply with a reasonable direction you may be prosecuted for breaching the Order and you may also be prosecuted for failing to ensure regular school attendance

Defences to non-school attendance

The legal reasons (defences) for non-school attendance are –

- the child is prevented from attending school due to sickness or other unplanned or unavoidable causes
- the child is absent due to a day of religious observance in the parent's/carer's religion
- the school has granted and authorised the leave
- the child lives more than 2 miles if under 8 years or 3 miles if over 8 years from the school and the local authority has failed to provide transport.

It is not a defence where parents have chosen to register a child at a school

outside the catchment area and no transport has been provided.

Appendix 6 – Havering Request Issue of Penalty Notice

REQUEST TO HAVERING ATTENDANCE SERVICE

ISSUE OF A PENALTY NOTICE FOR UNAUTHORISED SCHOOL ATTENDANCE

Pupil name	
D.O.B.	
School	
Year Group	

Details of those you are requesting penalty notice(s) be issued to:

Full name	
Relationship to child	
Address	
Full name	
Relationship to child	
Address	

Please note: We are unable to issue penalty notices without a minimum of title, initial (preferably first name) and postal address

Question	Response
<p>What evidence have you enclosed to show that parent/carers were aware that their child was not attending school?</p> <p>Examples – Details of work undertaken with parent/carer, ie: letters issued, Home Visits, telephone contact. We cannot process your application without such evidence</p>	
<p>Has the pupil accrued in excess of 20 unauthorised sessions from school within a 12 week period?</p> <p>We cannot issue a penalty notice without such evidence.</p>	<p style="text-align: center;">YES NO</p> <p>Please provide an up to date Attendance Printout.</p>
<p>Have you issued a Written Final Warning to the parent/carer and made the person aware that a penalty notice may be issued?</p> <p>We cannot issue a penalty notice to any person without such evidence,</p>	<p style="text-align: center;">YES NO</p> <p>Please provide a copy of the Written Final Warning</p>
<p>Provide details of known siblings; the school at which they are on roll, and up to date attendance levels of each sibling.</p> <p>This information is important, and will ensure appropriate action in regard to the whole family.</p>	<p>Sibling (1) Sibling (2) Sibling (3)</p>

<p>I confirm that:</p> <ul style="list-style-type: none"> • The details within this application, to the best of my knowledge, are accurate • The supporting evidence recorded above is attached/enclosed • The application meets the current Havering Code of Conduct 	
Signed	
Print name	

Job title	
Date of application	

Application and all supporting documentation to be forwarded to:

Email: [**EWS@haverling.gov.uk**](mailto:EWS@haverling.gov.uk)

Address: **Haverling Attendance, Behaviour & Traveller Support Team**

9th Floor, North Wing

Mercury House

Mercury Gardens

Romford

Essex RM1 3SL

Tele:

01708 431777

Appendix 7 – Punctuality Cause for Concern

School Logo / Headed Paper

Must be sent to both parent / carers / those with parental responsibility separately by first class mail.

Full name – Title, Full Forename and Surname

Full address

Full address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

RE: School Punctuality

Child's Full Forename and Surname DOB: Insert Child's full date of birth

We are writing in connection with child's forename's punctuality. He/She has been late on Number of occasions, equating to Number of hours / minutes. Should their punctuality not improve, it may have a negative impact on Forename's attainment.

All pupils on roll at our school are expected to arrive at school no later than TIME ready to start the school day. Children arriving after TIME are marked using a 'U' code which marks them as present for safeguarding purposes but is counted as an unauthorised session.

Pupils arriving late to school cause disruption to their learning as well as others, which is unacceptable and can be upsetting for them and their classmates.

As such, we are writing to inform you that we will be monitoring Forename's punctuality and expect to see an improvement in the coming weeks. If Forename's punctuality fails to improve, a meeting will be arranged, which you will be expected to attend. At this meeting, the reasons and any concerns will be discussed to establish if there is any support that can be put in place.

We also have a duty to remind you that parents / carers have a responsibility to ensure their children receive efficient, full-time education under section 7 of the 1996 Education Act. Failure to do so can lead to prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act.

We want to work collaboratively with parents / carers to ensure the best outcomes for our children and are appreciative of your support on this matter. If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

Forename Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

CC: Title, forename, surname of other parents / carer, then send separate copy, first class addressed to this parent / carer, making sure to amend the addressee, address, CC details etc.

Appendix 8 - Leave of Absence Request Form

BEP ACADEMY**Application for Leave of Absence from School during term time**

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school.

Taking your child out of school during term time could be detrimental to their educational progress. **THERE IS NO ENTITLEMENT** to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent / carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.

Dear Principal,

I would like to request permission for leave of absence for my child for the reasons detailed below (further information can be attached if required).

Child's Full Name		Date of Birth	
Year Group		Class	
Child's Full Address and Postcode			

First date of absence		Last date of absence	
Date of return to school		Number of school days absent	

Is the child returning for part of the day (please tick)	YES		NO	
--	-----	--	----	--

Reason for request (please give full details, further details can be attached to this form).

Name of person making request		Relationship to child	
Full Address and postcode (if different from child's above)			
If child above does not reside with you, does the resident parent agree with this application?			YES
			NO
Signature of Parent / Carer with whom child resides		Date	

If you have a child or children at another school, please detail their names and which school(s) they attend below:			
Child's full name:		School:	
Child's full name:		School:	
Child's full name:		School:	

BEP ACADEMY

For School Office Use only
Complete the below, keeping the originals, but returning copies of both the application and outcome of the application together with the appropriate letter on Infolink. This information should be sent first class, separately to both parents / carers / those with parental responsibility, ensuring address information etc. is accurate.

Childs Forename and Surname	
Childs Date of Birth	
Childs Year Group	
Childs Class	

Date of response	
------------------	--

Dear	Parents / carers Title, Forename and Surname	
	Parents / carers Title, Forename and Surname	

Date application received						
Percentage Attendance Year to date						
Number of Sessions absence this academic year	Authorised		Unauthorised		Total	
Have the family of this child been issued with a Penalty Notice in the previous 12	YES		NO		Total in previous 12 months	

calendar months, if yes please state how many.						
--	--	--	--	--	--	--

Your application for leave of absence as detailed above has been:

Authorised (number of sessions absent authorised).		Unauthorised (number of sessions absent unauthorised).	
This is for the reason stated below			
Head Teacher Name			
Head Teacher Signature		Date	

Appendix 9 - Letter from Headteacher not authorising leave of absence holiday absence 1

Example letter from Headteacher not authorising leave of absence (Holiday Absence)

Dear

Name:

DoB:

I refer to your application dated ***** for leave of absence for ***** to be absent for ***** days.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional.

I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

The matter will also be recorded on your child/ren's school record.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances which mean the holiday cannot be taken during a school holiday period, please contact me to arrange an appointment.

Yours sincerely,

Head Teacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 10 - Letter from Headteacher not authorising requested leave (which has NOT been requested for the purposes of a holiday) letter 2

Example letter from Headteacher not authorising leave of absence (not holiday absence)

Dear

Name:

DoB:

I refer to your application dated ***** for leave of absence for ***** to be absent for ***** days.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. Following due consideration, I am unable to agree to your request as the reason provided is not considered exceptional.

I must warn you that, if you do take your child out of school for this time, the absences will not be authorised and you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £60 if paid within 21 days, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

The matter will also be recorded on your child/ren's school record.

To clarify, your request for leave has not been granted and therefore your child will be expected to attend school during the period in question. If you wish to meet with me to discuss this matter, please do not hesitate to contact me to arrange an appointment.

Yours sincerely,

Head Teacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 11 - letter from Headteacher advising believe absence has been taken which is to be deemed as unauthorised Letter 3

Example letter from Head Teacher advising believe absence for a holiday/leave of absence for other reasons

Dear

Name: **DoB:**

I have noted that ***** had ***** days absence for the period ***** to *****. I have checked my records and can find no application form from you regarding this period of absence.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If absences are not authorised, and are taken without permission, you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £60 if paid within 21 days, rising to £120 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

As I have not been given a reason for this absence, I have taken the decision to record it as unauthorised leave taken during term time.

Please contact me by ***** to discuss if you believe there are special circumstances that you feel should be taken into consideration before I apply to the Local Authority for the issue of penalty notices in this matter.

Yours sincerely,

Headteacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 12 - Letter from Head Teacher not authorising leave of absence failed to return Letter 4

Example letter from Head Teacher not authorising leave of absence

Dear

Name:

DoB:

I refer to your application dated ***** for leave of absence for ***** to be absent for ***** days. As you are aware, the absence was authorised for the requested period.

However, I note that ***** has failed to return to school on the agreed date.

I must warn you that the additional absences will not be authorised and the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

The matter will also be recorded on your child/ren's school record.

If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances which necessitated the holiday being extended, please contact me to arrange an appointment.

Yours sincerely,

Head Teacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 13 - Letter from Head Teacher where application refused but taken as sick Letter 5

Example letter from Head Teacher where application refused but taken as sick

Dear

Name:

DoB:

I have noted that ***** had ***** days absence for the period ***** to ***** and that the reason given for the absence is illness. At the time of this absence the school made several unsuccessful attempts to contact you.

Having checked the school records I now have reason to believe that this absence was for the purpose of a holiday that you had earlier requested to be authorised. The records also indicate that you were advised that the absence would be unauthorised in line with the school policy.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If a holiday is not authorised, and is taken without permission, the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

In this case I have taken the decision to record the days in question as unauthorised absence.

Please contact me by ***** to discuss if there are any special circumstances that you feel should be taken into consideration before I apply to the Local Authority for the issue of penalty notices.

Yours sincerely,

Head Teacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 14 - Letter Head Teacher advising believe absence for a holiday letter 6

Example letter from Head Teacher advising believe absence for a holiday

Dear

Name: **DoB:**

I have noted that ***** had ***** day's absence for the period *****. I have reason to believe that this absence was due to a family holiday because *****. I have checked my records and can find no holiday application form from you regarding this absence.

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application.

If a holiday is not authorised, and is taken without permission, the Local Authority may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

As I have not been given a reason for this absence, I have taken the decision to record it as unauthorised leave taken for a term time holiday.

Please contact me by ***** to discuss if you believe there are special circumstances that you feel should be taken into consideration before I apply to the Local Authority for the issue of penalty notices.

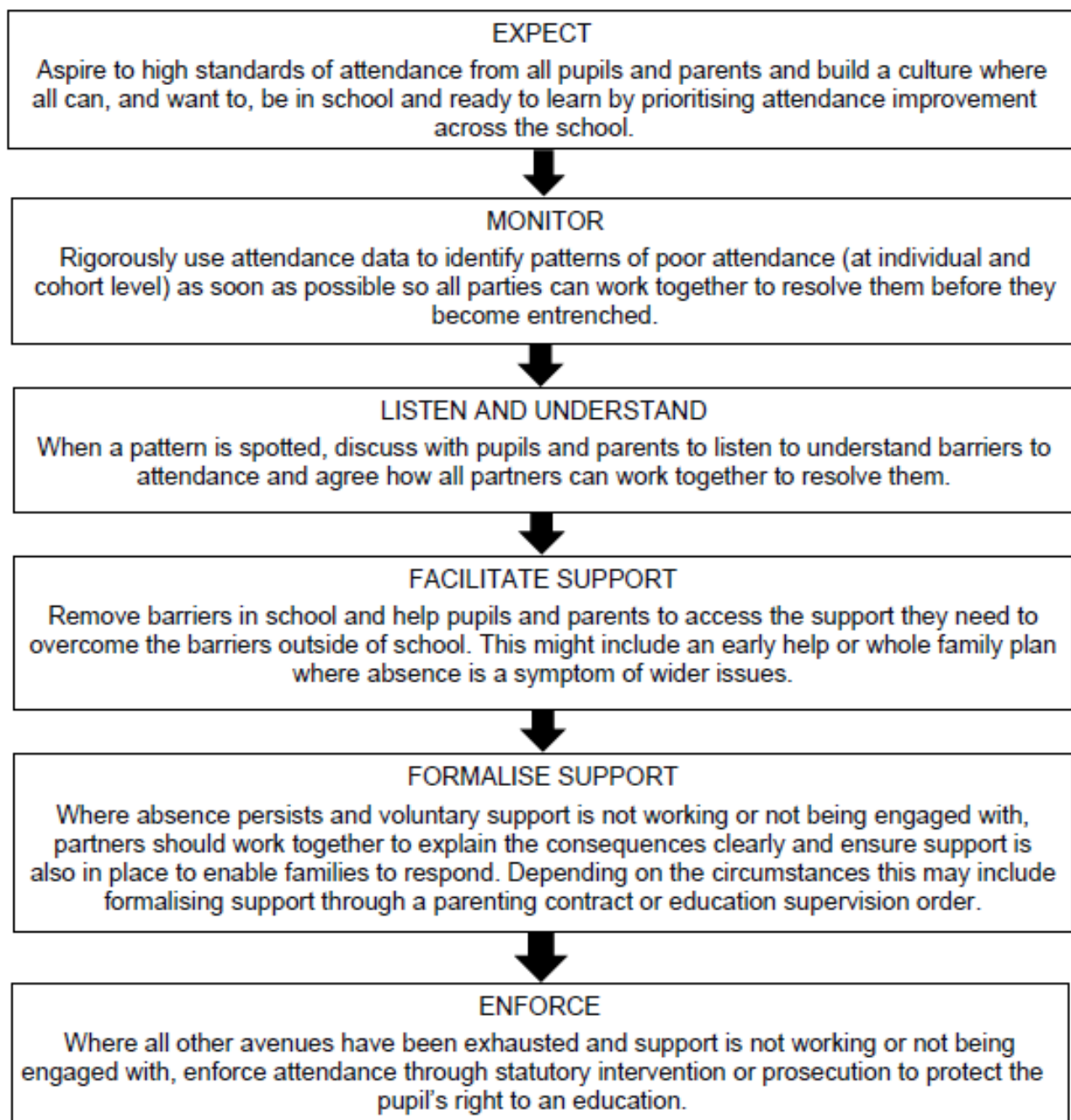
Yours sincerely,

Head Teacher

IMPORTANT POINTS FOR SCHOOL TO NOTE:

- Separate letters per parent, per child
- Address which letter sent to must be on the letter
- All letters to be sent via first class Royal Mail to enable proof of good service

Appendix 15: Working together to improve attendance



Appendix 16: Effective school attendance improvement and management

