

Wincheap Foundation Primary School



Attendance Policy

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Wincheap Foundation Primary School – Attendance Policy

Introduction

Statement of Intent

Wincheap Foundation Primary School is committed to the continuous raising of achievement of all our pupils.

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.

Legal Background

Section 444 of the Education Act 1996 says that parents/carers are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport where they are required to do so

In law, these are the only acceptable reasons for a child being absent from school. The Headteacher may authorise absence in 'exceptional circumstances' (see page 8) but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (*Education (Pupil Registration) (England) Regulations 2006*).

Promoting Good Attendance

At Wincheap Foundation Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance
- Report to parents/carers regularly on their child's attendance
- Contact parents/carers should their child's attendance fall below the school's target for attendance

- We welcome governor, staff and parent ideas in supporting the promotion of good attendance and punctuality

Parental Responsibility

Parents/carers have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents/carers' responsibility to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe and their whereabouts is known. If a child is absent, parents/carers should regularly update the school and inform the school when their child is returning.

Classroom doors open at 8.20 am and close at 8.30 am. All pupils that arrive after this time must report with their parent/carer to the school office to meet with our Attendance Officer where the reason for lateness is recorded and a late pass is given.

Children must be collected at 3.00 p.m. (unless attending clubs)

The Role of the School Staff

At Wincheap Foundation Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The **Pastoral Manager** has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies the Attendance Officer of children whose attendance is causing concern.

It is the responsibility of the **Attendance Officer** to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents/carers are contacted on the first day of absence by School Comms/phone call and/or email.
- The appropriate attendance code is entered into the register (see National Attendance Codes)

Further details on the roles of parents, schools and Local Authorities in supporting and improving attendance can be found in the DfE guidance: [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

The School Day (timings and procedures)

The times of the start and close of the school day for all pupils at Wincheap Foundation Primary School are:

Gates open: **8.20 am**

Gates close: **8.30 am**

End of the school day: **3.00 pm**

Arriving at school

There is no supervision before school in the playgrounds and parents/carers/carers and pupils should not enter the school premises before the doors open at **8.20 am** unless accessing Breakfast Club.

There is a **Breakfast Club** available for those parents/carers who wish to use it. The club opens at 7.55 a.m. and costs **£2.00** per daily session (including breakfast). **This must be booked in advance.**

End of Day

Lessons end at 3.00 pm and parents should collect their children promptly from the designated collection area for their child's class. If their child is attending an after-school club, parents will be notified beforehand of the collection time and place for children involved in that activity.

There is a supervised After School Club for which a small fee is charged for parents who are unable to collect their child at 3.00 pm. **This must be booked in advance.**

Absence Procedures

The Attendance Officer at Wincheap Foundation Primary School is **Mrs Kate Lane**

Direct line for reporting absence: 01227 819683

absence@wincheap.kent.sch.uk

In accordance with government requirements, we monitor and record all absence, and the reasons that are given.

If a child is absent from school the parent must:

- Contact the school on the first day of absence **before 9.00 am**. The school attendance line has an answer phone available to leave a message if nobody is available to take your call.
- Contact the school on every further day of absence, again before 9.00 am.
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence

If a child is absent, we will:

- Contact you on the first, and every subsequent day of absence unless we are aware of the period required, if we have not heard from you. **However it is your responsibility to contact us.**
- Contact will be made via School Comms.

- If we are unable to contact parents/carers, we will telephone emergency contact numbers, send letters home and a home visit may be made in the interests of safeguarding.
- If there is a significant concern, we may contact the Police to request a safeguarding welfare check.
- A referral will be made to Local Authority if no contact has been made with parents/carers by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be “missing from education.”

If absence continues, we will:

- Write to you if your child’s attendance is below 90%, or where punctuality is a concern.
- Invite you into school to meet with the Attendance Officer and/or the Pastoral Manager to discuss the situation
- Create a personalised action/support plan to address any barriers to attendance (Page 19)
- Offer signposting support to other agencies or services if appropriate
- Refer the matter to the Local Authority School Liaison Officer for statutory intervention if attendance deteriorates following the above actions

Lateness

If your child arrives to school between 8.30 am – 8:45 am they will receive a late mark in the register, (**L**). If your child arrives after 8:45 am they will receive an unauthorised late mark, (**U**).

Poor punctuality is not acceptable and can contribute to further absence. Good timekeeping is a vital life skill which will help children as they progress through their school life and into the wider world.

Pupils who arrive late disrupt lessons and if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

Frequent lateness after the register has closed will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice.

Managing Poor Attendance/Punctuality

Our Staged Approach

Depending on the level of poor attendance or punctuality, we use a staged approach to improve it. The level of intervention reflects the level of absence.

- **96 - 100%** attendance – the class teacher will notify the Attendance Officer of concerns. The Attendance Officer will contact parent if appropriate.
- **90 - 96%** attendance - school intervention letters/meetings with parents/carers.
- **Attendance below 90%** - categorised as ‘Persistent Absence.’ If there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school/parent will consider Early Help family support. See <https://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services/early-help-and-preventative-services> for further details.

Full details can be found within our Attendance Escalation Framework (Appendix 1)

Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents/carers, and the child. 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. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individualised plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain, however we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

Penalty Notice Proceedings

Penalty Notices are issued in accordance with the national framework for penalty notices, as explained in the Department for Education's Working Together to Improve School Attendance guidance, 2024.

Guidance states that;

- A penalty notice may be appropriate when a child has 10 sessions (5 school days) of unauthorised absence, in a rolling period of 10 school weeks.
- A school week means any week in which there is at least one school session.
- These sessions can be consecutive or not.
- The period of 10 school weeks can span across different terms and different school years.
- An 'unauthorised late' mark will constitute an unauthorised session.

Where the threshold for unauthorised absences has been met, school will be afforded discretion over whether a penalty notice is raised (**except in the cases of unauthorised family holidays, in which case KCC are notified of the absence and a penalty notice applied for**). School will seek to support families and work together to increase attendance. Where such efforts have not proved effective, school may issue a **Notice to Improve**.

A Notice to Improve is a period of 20 days monitoring, and parents and carers will be made aware of this period by letter and/or meeting. If the period sees no improvement, a penalty notice will be raised.

- From autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will

often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Local Authority Action

Can include the following;

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution Penalty Notices Proceedings for Poor Attendance. Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct, effective from January 2016 and revised in April 2017.
- A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during a rolling period of 10 school weeks
- A Penalty Notice can also be issued where an excluded child is found in a public place during school hours.

Authorising Absence

Government guidance states that absence (for example leave for holidays) during term time can only be authorised in '**exceptional circumstances**'. Only the Headteacher can authorise absence, and must use a consistent approach. The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If no explanation of absence is received, absences will not be authorised. An Exceptional Circumstances Leave Request Form can be obtained from the school office and must be completed for the Headteacher to be able to consider any 'exceptional circumstances'.

The following reasons are **examples of absence that will not be authorised**:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Parent/Carer illness (alternative arrangements should be made to get children to school, emergencies excepted)
- Inadequate clothing/uniform
- Confusion over school dates
- Transport issues (e.g. breakdown of a car)
- Medical/dental appointments of more than half a day without very good reasons
- Oversleeping
- Parents/carers/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
- Shopping trips

- Looking after other children or children accompanying siblings or parents/carers to medical appointments
- Their own or family birthdays
- Holidays taken during term time without leave, not deemed 'for exceptional circumstances' by the headteacher - may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority
- Day trips

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
 - Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Any examples provided are illustrative rather than exhaustive. Government guidance states that it is acceptable to take a pupil's previous record of attendance into account when the headteacher is making decisions. **The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short,** and by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Exceptional Circumstance Leave Request forms can be obtained from the School Office or electronically via the Attendance Officer. Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

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 at the start of the academic year 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.

If leave of absence is authorised, the school will not provide work for children to complete during their absence. Parents/carers are however advised to read with their children and encourage them to write a diary while they are away.

There is no entitlement in law for pupils to take time off during the term to go on holiday.

In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”. *Isle of Wight v. Platt* 2017.

When a child moves school

For any pupil leaving Wincheap Foundation Primary School, other than at the end of Year 6, parents/carers/carers are required to complete a **‘child moving from school’ form** which can be obtained from the school office. This provides school with the following information: Child’s name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and appropriately safeguard all our pupils, even those who leave us.

It is crucial that parents/carers keep school updated with current addresses and contact details for key family members in case of emergency.

Under Pupil Regulations 2006, all schools are **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil’s name is deleted from the register. This duty does not apply where a pupil’s name is removed from the admission register when the pupil has completed the final year of education normally provided by that school.

Children Missing Education

As stated, parents must notify the school when they intend to move their child to another school or to provide education at home. No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. In order to safeguard children’s safety, all schools are required to notify the Local Authority and liaise with the receiving school in the event that the parent notifies them that the child is moving schools. A child that leaves without proper notification is deemed to be a Child Missing Education.

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Monitoring

Attendance and the strategies to promote good attendance are overseen by the Governors’ Personnel and Pay committee. This policy will be reviewed as guidance from the local authority and/or the DfE is updated, and as a minimum it will be reviewed and approved annually by the Full Governing Body.

Appendix 1

Wincheap Foundation Primary School

Attendance Intervention Escalation Framework

Good attendance starts with high expectations and these expectations will be communicated regularly and consistently to both pupils and their families. Frequent absence from school is likely to impact a pupil's achievement and future life chances. It is important that all staff use their knowledge of individual pupils and families to look out for potential barriers to attendance.

The analysis of attendance data will be completed regularly, e.g. weekly, termly to support identifying any trends or issues.

It is vital that staff build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them.

Staff responsible for monitoring attendance can use their discretion to escalate to the next tier before triggers have been met if there is a sudden change in circumstances or patterns.

Where there are significant concerns, staff responsible do not need to work progressively through each stage – they can use their discretion to escalate to whichever stage is the best fit for the individual case. Reasons for any decisions made must be recorded.

Any attendance intervention must start at the earliest opportunity and be time limited to ensure any negative impact on a pupil is reduced

All attendance interventions, meetings and plans will be recorded on the pupils MyConcern file.

Stage One: Universal Support		
Thresholds/Triggers	Strategies to be used (Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan)	Monitoring procedures
96% - 100% attendance	<p>Communicating expectations:</p> <ul style="list-style-type: none"> Regular reminders of the importance of good attendance, through the school newsletters, website and in school encouragement from class staff Weekly attendance sticker Weekly KS 1/2 highest attendance % (marbles in the jar) Termly certificates <p>Direct contact with parents/carers/carers:</p> <ul style="list-style-type: none"> First day of absence call if necessary Ensure all parents/carers have access to our attendance policy and know the timings of the school day. Requests for term time holidays will be declined, unless the Headteacher authorises leave in exceptional circumstances 	<ul style="list-style-type: none"> Attendance tracked through SIMs Attendance Officer to monitor individual, class and whole school attendance to identify any concerns. Class teachers to be on alert for any absence patterns.



Stage Two: Initial Targeted Support

Thresholds/Triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 93%-96% attendance • Three or more late arrivals over a half term period • An unexplained or unauthorised absence 	<p>Communicating expectations:</p> <ul style="list-style-type: none"> • Pupils will continue to receive the universal support offered at stage one. <p>Direct contact with parents/carers/carers:</p> <ul style="list-style-type: none"> • Informal discussion with the Attendance Officer or Class Teacher • Letter One sent home • Consider informal meeting with parent/carer • Home visit if necessary <p>Support:</p> <ul style="list-style-type: none"> • Consider external agency support if parental consent is given. 	<ul style="list-style-type: none"> • Attendance tracked through SIMs • Attendance Officer to complete daily/weekly checks on pupil data • Attendance Officer to update the Pastoral Manager to individual pupil concerns. • Class teachers to monitor pupil more closely



Stage Three: Enhanced Targeted Support

Thresholds/Triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 90%-93% attendance • Five or more late arrivals over a half term period • Subsequent unexplained or unauthorised absence 	<p>Communicating expectations:</p> <ul style="list-style-type: none"> • Pupils will continue to receive the universal support offered at stage one. <p>Direct contact with parents/carers/carers:</p> <ul style="list-style-type: none"> • Second letter and request to attend an in school meeting with the Attendance Officer and/or the Pastoral Manager <p>Support:</p> <ul style="list-style-type: none"> • Individual Attendance Plan initiated – support will be offered in line with this plan. • Consider additional support from outside agencies and make referrals as needed. 	<ul style="list-style-type: none"> • Attendance tracked through SIMs • Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent • Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed.










Stage Four: Intensive Support for Persistent Absentees

Thresholds/Triggers	Action to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • Attendance below 90% • Continued late arrivals despite support offered at previous tiers • Continued unexplained or unauthorised absence despite support offered at previous tiers 	<p>Communicating expectations:</p> <ul style="list-style-type: none"> • Pupils will continue to receive the universal support offered at stage one and beyond <p>Direct contact with parents/carers/carers:</p> <ul style="list-style-type: none"> • Third warning letter including Penalty Warning letter and explanation of School Liaison Officer involvement • Referral to the local authority SLO via the digital front door (KELSI) <p>Support:</p> <ul style="list-style-type: none"> • Individual plan initiated and/or reviewed • Formal meeting with parents/carers and outside agencies e.g. SLO and/or Early Help 	<ul style="list-style-type: none"> • Attendance tracked through SIMs • Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent • Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed.



Stage Five: Use of Parental Responsibility Measures		
Thresholds/Triggers	Action to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> Strategies introduced at stage four have failed to improve attendance Any of the thresholds for legal action have been met 	<p>Communicating expectations:</p> <ul style="list-style-type: none"> Pupils will continue to receive the universal support offered at stage one and beyond <p>Direct contact with parents/carers/carers:</p> <ul style="list-style-type: none"> Support initiated at previous stages will continue as appropriate <p>Support:</p> <ul style="list-style-type: none"> The local authority SLO will be updated Penalty warning letter or penalty issued A parenting contract will be put in place which includes: <ul style="list-style-type: none"> A statement by parents/carers/carers that they agree to comply for a specified period with whatever requirements are set out in the contract A statement by the school agreeing to provide support to the parents/carers for the purpose of complying with the contract The local authority to utilise appropriate legal powers to enforce attendance 	<ul style="list-style-type: none"> Attendance tracked through SIMs Attendance Officer to complete daily checks and inform the Pastoral Manager if individual pupils are absent Class teachers to continue to monitor more closely and liaise with the Attendance Officer if needed. School to liaise with the local authority School Liaison Officer regularly to support any measures that are being taken.

Appendix 2

<h2 style="margin: 0;">My School Attendance Support Plan</h2>	
Name:	Date:
At school these things can make me feel upset:	
<div style="text-align: right; margin-top: 20px;"></div>	
My key adult(s) in school is/are:	
When I can speak to my key adult(s): Where I can speak to my key adult(s):	
	
Until _____ my return to school plan includes the following changes to my attendance:	
<i>(Identify any changes to days or time they come in)</i>	
	
Changes to my timetable include:	
<i>(Identify any changes needed and what should happen/ where they should go instead)</i>	
	
Any other changes include:	
<i>Identify any other changes to routines, (break, lunch times, changes between lessons etc.) classroom expectations (not expected to read aloud, work in pairs etc.) or homework.</i>	
	
When I start to get worried or upset, I notice these things about myself:	
<div style="text-align: right; margin-top: 20px;"></div>	
When I start to get worried or upset, others notice these things about me:	
<div style="text-align: right; margin-top: 20px;"></div>	

Things I can do to make myself feel better when I'm at school:



Things that other people (staff and friends) can do to help me feel better when I'm at school:



Things that my family can do to support me to attend school:



Places in the school I can go to where I feel safe and supported:



This plan will be reviewed regularly so that it remains helpful.

Review date:

My signature	Key adult's signature	Parent signature

Other people who have access to the plan are:

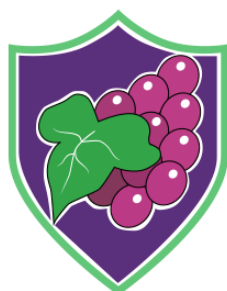
Appendix 3

Wincheap Foundation Primary School		
Individual Attendance Plan Meeting Record		
Name		
Year Group/Class		
Current Attendance/Punctuality		
Staff supporting Attendance Plan		
Date plan agreed		
Lead staff signature		
Parent signature		
Pupil signature		
Updated parent contact details including email address		
Attendance History		
(Breakdown of yearly attendance/Lates/Unauthorised/patterns and any other historical factors.) Expected Attendance is 96.1% and over		
Current Risk Factors/Barriers to Attendance		
(e.g. transport, health, additional needs)		
Agreed School Support		
Details of strategy	Purpose of implementing strategy	Member of staff responsible
e.g. daily wake up calls for two weeks	e.g. to establish an effective morning routine	Attendance Officer – Daily monitoring
Expectations of the Pupil		
Details of expectations		
e.g I will set my alarm		
Expectations of the Family		
Details of expectations		
e.g. Communication with relevant staff		

Additional Support		
Agency	Focus	Accepted/Declined
Level 2 Early Help		
Level 3 Early Help		
School Nursing Service		
LA School Liaison Officer		
Other, (Please state)		

Record of Attendance Review Meeting	
Date of Review	
Individuals present	
Update since last review	
Discussed	
Outcome of meeting and any additional actions	<input type="checkbox"/> Continue with initial plan <input type="checkbox"/> Continue plan with new or supplementary strategies added <input type="checkbox"/> Escalate attendance plan to next stage <input type="checkbox"/> Close (give reasons)
Date of next review	
Signature	

Appendix 4



Wincheap Foundation Primary School

EXCEPTIONAL CIRCUMSTANCES LEAVE REQUEST FORM

Name of Children:	First Name	Surname	Class
Leaving date:		Date due back in school:	
Length of absence applied for (number of school days only):			days
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School

Parents: (eg. Mother, Father, Grandparent, Carer):	First name	Surname

Address	Contact Details
	Email:
	Home:
	Mobile:
	Alternative number while away:
Post Code:	

Reason for absence including full explanation (use a separate sheet of paper is necessary)

The exceptional circumstances are...

Please provide copies of any necessary documents to support your request.

Documents supplied:

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are **exceptional circumstances**, and **holidays are not considered exceptional**. They must also be made to the school in advance, as the **Department for Education** has told schools that they cannot authorise any absences after they have been taken.

Fines

*I understand if my request is unauthorised I am most likely to be fined, **£60 per parent, £60 per child** (for example a family of 4 with 2 parents and 2 children will be fined a total of £240).*

*Once the penalty notice is issued, I have **21 days in which to pay the fine**. If I fail to pay in that time period, the fine **will double** and I then have **another seven days in which to pay**, taking the total time in which to make payment to 28 days.*

*If I fail to make payment after 28 days then the local authority has the power to prosecute me in the magistrate's court for the offence of failing to ensure my child attends school regularly. A guilty verdict at court **can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities**.*

School places

*I am aware that a **referral will be made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised and my child hasn't returned to school on the agreed date**. This can result in my child **losing their school place**.*

I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parents Full Name:

Parents Full Name:

Parents Signature:

Parents Signature:

Date:

Date:

School section

Name	Class	Last Year Attendance	Current Attendance	Current Lvls.			Expected End of Yr Lvls.		
				W	R	N	W	R	N
		%	%						
		%	%						
		%	%						
		%	%						
		%	%						
Any previous request Yes <input type="checkbox"/> No <input type="checkbox"/>		Number of Days:		Child's name:					
		Dates:							
Reason:				Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/>					
Reason for refusal/Comments									
Authorised <input type="checkbox"/>		Number of School days Approved							
Unauthorised <input type="checkbox"/>		Number of School days Not approved							
Headteacher's Signature						Date			

Appendix 5

Child/ren moving from Wincheap Foundation Primary School

Child's Name	
Class	
Current Address	
Date of Leaving	
New Home Address	
Name of New School	
Address of New School	
Telephone Number of New School	

Parent/Carer Signature:.....

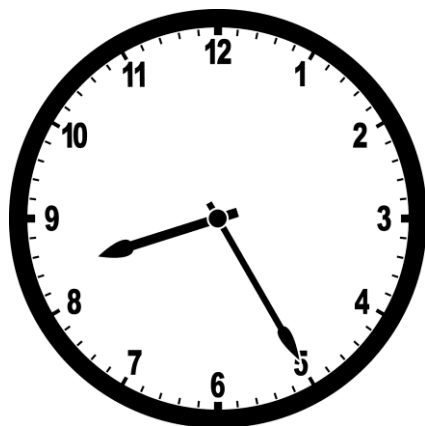
Date:.....

Appendix 6

Parent/Carer Leaflets

How late are you?

Do you know what time your child should start school?



Late for school = learning time lost

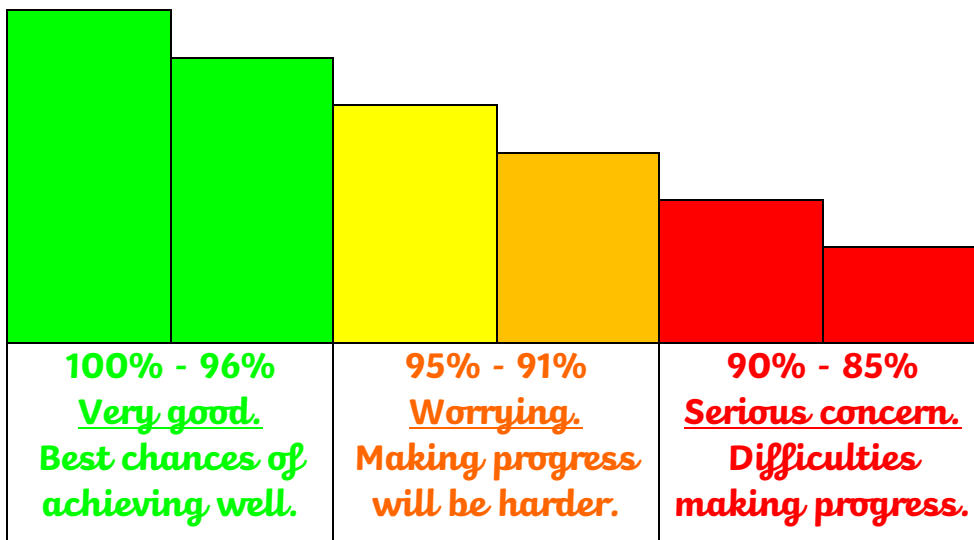
Minutes late per day	Number of days over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

If your child is persistently late you may receive a penalty notice

Doors open: 8.20 am Doors close: 8.30 am

Attendance Matters!

Good attendance is being at school at least **96%** of the year!



Days missed = learning time lost

%	Weekly	Termly	Yearly
95%	$\frac{1}{4}$ day	3 $\frac{1}{2}$ days	10 days
90%	$\frac{1}{2}$ day	7 days	19 days
85%	1 day	10 days	29 days

There are 175 non-school days a year for holidays, appointments and spending time with family