



# ATTENDANCE AND ABSENCE POLICY

## **Value Statement (who we are):**

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.  
We provide an outstanding education for all children.

## **Vision Statement (what we strive for):**

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm, and resilience to ensure all children continue to delight in their lifelong love of learning.

**Statutory: Yes**

**Responsibility: FGB**

**Reviewed: Autumn 2024**

**Next review date: Autumn 2025**

**Governor Committee: CCS**

## **"Safeguarding is everyone's responsibility"**

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

*We are a UNICEF Rights Respecting School . This policy is linked to Article 28,' Children have the Right to an Education.'*

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## Introduction

Coombe Hill Infants' School believes that good attendance is essential to facilitate teaching and learning. Pupils cannot achieve their full potential if they do not regularly attend school.

As a school, we expect all pupils on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. A pupil's attendance should be at least 96%, and anything below 90% is considered Persistent Absence (PA).

We are a UNICEF Rights Respecting School and this policy links directly to Article 28 (right to education).

## The School's Approach

We understand that barriers to attendance are complex and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability, and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Senior Attendance Champion is Sue Jakob who can be contacted via the school office. Staff, parents, and pupils will be expected to contact the Senior Attendance Champion for queries or concerns about attendance.

## 1. Definitions

The following definitions apply for this policy:

### **Absence:**

- Arrival at school after the register has closed
- Not attending school for any reason

### **Authorised absence**

**Illness (for pupils whose attendance is 90% or above).**

Illness – for illness which falls within 3 consecutive days either side of half term, medical

evidence will be required for the absence to be authorised.

Illness – for more than 5 consecutive days off ill we will require medical evidence in order for the absence to be authorised.

### **Illness for a pupil who is Persistently Absent (attendance under 90%)**

Whilst illness is considered an authorised absence, if a pupil is Persistently Absent with illness, evidence from a medical professional is required in order to authorise the absence. This can be a:-

- letter/certificate from a GP stating a pupil is not fit to attend school -

GP/medical appointment card/email/text confirmation

- photograph of prescribed medication, dated and with the pupil's full name

**Medical or dental appointments** - it is expected that the parent/carers makes medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. Supporting evidence is required for leave to be authorised.

**Religious observances for which the school has granted leave** - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

**External examinations** - for examinations in the morning it is expected the pupil attends school after the examination, and for examinations in the afternoon it is expected the pupil attends school in the morning. Supporting evidence is required for leave to be authorised.

**School visits** – the pupil is to attend school before and after the visit.

Exceptional leave of absence is authorised entirely at the Headteacher's discretion. It is rarely granted and rarely to those whose attendance is below 96%.

### **Unauthorised absence**

Family holidays are not considered exceptional circumstances and will be recorded as unauthorised absence.

Any event where the date is up to the organiser i.e. Weddings

Birthdays/family days out – pupils are expected to attend school as normal when their birthday falls within term time.

Illness where a pupil is already persistently Absent (under 90%) and medical evidence has not been provided.

If the authenticity of a pupil's absence is in doubt, the school can request parents to provide evidence to support the absence request. The school can record the absence as unauthorised if not satisfied with the authenticity of the absence but should advise parents of their intention. The school will not request evidence unnecessarily.

Parents/carers keeping pupils off school unnecessarily or without reason

Parents/carers keeping pupils off school when another family member is unwell

Absences which have never been properly explained

Arrival at school after the register has closed at 9.30 am.

Being collected from school for no authorised reason during the day ie, another family member has an appointment, for travel purposes etc

## **2. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

From September 2023 the school day starts at 8:40 am with morning activities, and morning registration will be taken at 8:50 am. Pupils will have a morning break and a lunch break at 12pm, which will last until 1 pm.

Registers will be taken as follows throughout the school day:

The morning register will be marked at 8:50 am. Pupils attending after this time will receive a late mark (L) and reasons for lateness will be recorded.

The morning register will close at 9:30 am. Pupils will receive a mark of absence for the morning session (U) if they do not attend school before this time

The afternoon register will be marked at 1:30 pm. Pupils will receive a late mark if they are not in their classroom by this time

Pupils will receive a mark of absence for the afternoon session if they are not present for the entire afternoon until collection.

## **3. Absence procedures**

An Application for Leave of Absence Request Form (Appendix 5) must be completed by the parent/carer two weeks in advance and returned to the school office.

Parent/carer must notify the school of the reason for the absence on the first day, and every day of an unplanned absence by 9.15 am, or as soon as practically possible, by calling the school office on 020 8942 9481 or emailing the school office [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org) with an explanation of the reason for the absence.

Where a pupil is absent, and their parent/carer has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent/carer by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up on any absences to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness (refer to section 1 of this policy as to when evidence will be required); however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absence, the school will inform the Educational Welfare Officer at the Local Authority, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation. The pupil's attendance will continue to be monitored and if it does not improve a formal meeting may be arranged with the pupil's parent/carer.

## **4. Attendance register**

The school uses SIMS (School Information Management System) to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day

and the start of the afternoon session. This register will record whether pupils are present or absent.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded consistently. The following codes will be used:

# = planned whole school closure

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C1 = Leave of absence for participating in a regulated performance or employment abroad

C2 = Leave of absence for part-time pupils

E = Excluded but no alternative provision made

J1 = Leave of absence for job or education interviews

I = Illness

M = Medical or dental appointments

K = Attending provision arranged by the LA

R = Religious observance

B = Off-site education activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school

T = Traveller absence

Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.

V = Educational visit or trip

P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person.

D = Dual registered – at another educational establishment

Y = Exceptional circumstances

Z = Pupil not on the admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Every entry received into the attendance register will be preserved for three years.

## **5. Authorising parental absence requests**

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/carers, and will not deny any request without good reason.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. To have requests for a leave of absence considered, the school will expect parents/carers to contact the headteacher in writing at least two weeks before the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. Please email the school office on [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org) marking your email for the attention of the Headteacher.

## **Illness and healthcare appointments**

Refer to section 1 of this policy which has further details regarding absence for illness and healthcare appointments.

An Application for Leave of Absence Request Form (Appendix 5) must be completed by the parent/carer in advance and returned to the school office for healthcare appointments.

If a pupil has vomiting or has had diarrhoea they must stay at home from school for 48 hours from their last bout of either symptom.

If a pupil has a raised temperature, they must stay home from school until it has gone away. They must not be given medication to lower their temperature temporarily and sent to school.

Further information can be found here to help you decide if your child is too ill to come to school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## **Religious observance**

Parents/carers will be expected to request absence for religious observance at least two weeks in advance by completing the Leave of Absence Request Form (Appendix 5).

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

## **Gypsy, Roma and Traveller absence**

Where a pupil's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **6. SEND and Health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Educational Healthcare plans (EHC plans) or Individual Healthcare Plans (IHPs) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Emotional Wellbeing and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities, and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs. ●

Encourage the pupil to stay in contact with other pupils during their absence. The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there have been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

## 7. Missing children

Pupils will not be permitted to leave the school premises during the school day unless they are collected by a parent/carers or other authorised adult. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.

The following areas will be systematically searched:

- All classrooms
- All toilets
- The Hall
- All cupboards
- The Library
- Any outbuildings
- The school grounds

- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents/carers using the emergency contact numbers provided.
- If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents/carers and any other agencies will be informed immediately when the pupil



- has been located.
- The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Regulation Policy.
- The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

**Child Missing Education (CME)** As a school we follow the guidelines as set out in AfC's 'Educational Welfare Information and Guidance for Schools' which in turn follows 'Children Missing Education' – statutory guidance for schools September 2016 which can be found here: <https://kr.afcinfo.org.uk/pages/local-offer/information-and-advice/education/education-of-children-and-young-people-in-specific-circumstances/education-of-children-and-young-people-with-medical-needs/alternative-provision-policy>

## 8. Attendance intervention

To ensure the school has effective procedures for managing absence, the Senior Attendance Champion, supported by the Senior Leadership Team, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with the Educational Welfare Officer at the local authority.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

## 9. Working with parents/carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents/carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are at least two sets of emergency contact details, and ideally, four sets, for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially, and developmentally.

If a pattern of absence becomes problematic, the Senior Attendance Champion will work collaboratively with the pupil and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. anxiety, the Senior

Attendance Champion will work with the headteacher and any relevant school staff, e.g. the Designated Safeguarding Lead and Special Educational Needs Coordinator (SENCO), to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Senior Attendance Champion will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## **10. Monitoring and analysing absence**

The Senior Attendance Champion will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with Special Educational Needs, Looked After Children, and pupils eligible for Free School Meals.
- Pupils at risk of PA.

The Senior Attendance Champion will conduct a thorough analysis of the above data on a half-termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Senior Attendance Champion will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Senior Attendance Champion will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in the future. The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the Senior Leadership Team in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice that has been shown to be effective with other schools.

## **11. Training of staff**

The school will recognise that early intervention can prevent poor attendance. A member of the school staff will attend local authority update training sessions.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **12. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2024) 'Summary table of responsibilities for school attendance'
- DfE (2024) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Policy
- Relationship and Behaviour Policy
- Special Educational Needs and Disabilities Policy
- Medical Conditions Policy
- Relationship and Health Education Policy (including PHSE)

### 13. Roles and responsibilities

The **governing body** has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the Senior Leadership Team to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The **headteacher** is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the Senior Leadership Team to the Senior Attendance Champion role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

**Staff** are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The **Senior Attendance Champion** is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the local authority of any pupil being deleted from the admission and attendance registers.

**Parents** are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with at least two, and ideally four, emergency contact numbers.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Contacting the Senior Attendance Champion where more detailed support of good attendance may be required

## **15. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent.

This policy will be reviewed annually by the headteacher.

Any changes made to this policy will be communicated to all relevant stakeholders.

# APPENDICES

## Appendix 1 – Attendance and Punctuality Monitoring Procedures

Coombe Hill Infants' School has adopted the following attendance and punctuality monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

A spreadsheet is sent to the SLT and Senior Attendance Champion detailing bi-termly and annual attendance/punctuality to date.

Any attendance/punctuality trends noticed by teachers are passed immediately to the SLT.

Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and Senior Attendance Champion daily.

Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.

If a pupil is late more than 5 times a Punctuality letter (appendix 1) will be sent to parents/carers with the expectations that punctuality quickly improves. Should punctuality not improve, a meeting will be scheduled with the Senior Attendance Champion to establish the reason behind the lateness and what the school can do to help improve the pupil's punctuality.

If a pupil's attendance falls below 96 percent (yet is above 90 percent) for reasons not associated with general illness, we will make contact with the parent/carer of that child to see if there are any issues or barriers that the school should be aware of so that we can help to improve the pupil's attendance.

If a pupil's attendance falls below 90 percent, a Persistent Absence Monitoring letter (appendix 3) is sent to parents/carers explaining that the pupil's attendance is now being monitored, and ask if there are any issues or problems the school should be aware of so the school can help to improve the pupil's attendance.

If a pupil's attendance continues to fall, a further letter will be sent advising parents/carers of a four week monitoring period (appendix 4).

If attendance does not improve during the four week period a meeting will be scheduled with parents/carers and the school's Senior Attendance Champion and/or Headteacher.

**All children whose attendance falls below 90% will be monitored very closely and the school's actions around this will involve the Local Authority via the Education Welfare Officer.**

## Appendix 2 – Punctuality letter

Dear [Parent/Carer]

### **Punctuality monitoring**

In our recent monitoring of punctuality review [Child] was identified as a pupil whose punctuality is below what we would expect to see.

[Child] has exceeded 5 late marks so far this academic year and has missed in excess of [MINUTES] minutes of learning and I am concerned about their ongoing punctuality at school and the significant amount of learning they are missing. May I take this opportunity to remind you that learning starts at [8.35 am for Year 1 children/8.40 am for Year 2 children and 8.45 am for Reception children], and they should all be in their classrooms by [8.45 am/8.50 am/8.55 am].

Children who arrive late in the morning are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks as their teacher will not always be able to re-explain work. As a parent, I would ask you to support the school in establishing good habits for your child by helping them to arrive at school each day on time. It is essential that you ensure that your child arrives at school on time to prevent disruption to your own child's learning and that of others.

I shall be monitoring [Child]'s punctuality closely and hope to see an improvement. If there are any concerns or circumstances affecting her punctuality, please ensure that you make an appointment to see me at your earliest convenience.

Yours sincerely

Mrs Janet Berry

Headteacher

### **Appendix 3 – Persistent Absence Monitoring letter (Attendance below 90%)**

Dear [Parent/Carer]

## **Absence Monitoring**

In our recent attendance monitoring meeting, [Child] appeared on our list of pupils whose attendance is below 90%. [Child]'s attendance for the academic year is currently XX% and [they] have missed [number] days of learning since the beginning of the school year.

Full attendance at school is essential to the all-round development of your child. As a school, we expect every child's attendance to be at least 96% so they can make the most of their learning and fulfill their potential.

If a child's attendance falls below 90% they are identified as 'Persistently Absent' and are missing a considerable amount of their education. To put this into perspective 90% attendance is equivalent to missing 19 days of school per year. This is far below the target attendance of 97%. Low attendance is a factor often linked to low levels of academic success as children with low patterns of attendance are unable to keep up with their work. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming. Children whose absence falls below 90% and have unauthorised absences (ie holidays and overseas travel) are monitored by our Education Welfare Office. Please refer to our Attendance and Absence policy on our school website.

### **Medical evidence when your child is absent**

We appreciate that children can become ill and need days off to recover. However, while your child's attendance is below 90% we would now ask you to seek medical advice for future illnesses and provide evidence of this in order for it to be authorised by the school.

Medical evidence can be in the form of: -

- A letter/certificate from your GP stating your child is not fit to attend

school

- A GP/medical appointment card/email/text confirmation
- a photograph of prescribed medication, dated and with your child's full name

We look forward to your child's attendance improving in the coming weeks. However, if their attendance remains under 90% with no sign of improvement, a referral may be made to the local authority's Education Welfare Officer to explore further ways to support their attendance.

Yours sincerely

Mrs J Berry

Headteacher

Dear [Parent/Carer]

**Re: Your child's continued absences**

Since we wrote to you on [date], [Child]'s attendance has failed to improve significantly, and is now [number]%.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with [Child]. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

If their attendance fails to improve over the next 4 weeks, an appointment will be made for us to meet to discuss their absences and a referral may be made to the local authority's Education Welfare to explore further ways to support you and your family.

**Medical evidence for future absences**

We appreciate that children can become ill and need days off to recover, however, given [Child]'s level of attendance we would like to remind you to seek medical advice for any future illnesses and provide evidence of this in order for any absence to be authorised by the school.

Medical evidence can be in the form of: -

- A letter/certificate from your GP stating your child is not fit to attend school

- a GP/medical appointment card/email/text confirmation

- a photograph of prescribed medication, dated and with your child's full name

**Working together to improve your child's attendance**

We would like to see an immediate improvement in your child's attendance. Full attendance at school is essential to the all-round development of your child, and we are here to support you so that they can make the most of their educational opportunities. We can help with a wide range of issues and are committed to working with you in the best interests of your child. Please do not hesitate to contact me if you have any questions or concerns or would like to meet.

We would appreciate your support to make sure [Child]'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Yours sincerely

Mrs J Berry

Headteacher





# COOMBE HILL INFANTS' SCHOOL

## Leave of Absence Request Form

Before completing this form, please read the school's Attendance Policy which can be found on the Coombe Hill Infants' School website under **Our School then Policies**.

Name of child: \_\_\_\_\_

Year group: \_\_\_\_\_ Class: \_\_\_\_\_

We strive for every child to be in school every day in order to maximise their education, learning and progress.

- We encourage families to arrange health appointments during the 175 non-term time days available.
- We do not authorise leave for family holidays.
- Changes of the Education Regulations 2006 means the Headteacher may no longer grant any leave of absence during term time unless there are exceptional circumstances.
- Evidence to support the request (other than for a funeral) must be provided;
- If your leave of absence request is for any other reason than those given below **DO NOT** use this form. Instead, please submit your request in writing (by letter or via email to to [admin@chi.rhksch.org](mailto:admin@chi.rhksch.org)) giving full details, at least 2 weeks in advance of the intended absence period, to Mrs Berry (Headteacher).

### Reason for Absence Request

- |   |                          |                       |                          |
|---|--------------------------|-----------------------|--------------------------|
| Hospital appointment                            | <input type="checkbox"/> | Funeral               | <input type="checkbox"/> |
| Dental appointment                              | <input type="checkbox"/> | Religious Observation | <input type="checkbox"/> |
| GP appointment                                  | <input type="checkbox"/> | School Visit          | <input type="checkbox"/> |
| External Exam (eg dance, ballet, sports, music) | <input type="checkbox"/> |                       |                          |

### Requested Absence period

Date from \_\_\_\_\_ to \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_

Please give full details for the reason of the absence request AND why the absence has to be in the school day during term time

Name of Parent \_\_\_\_\_ Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Child's current academic year attendance \_\_\_\_\_%

Previous academic year attendance \_\_\_\_\_%

This absence will be:

- Authorised ☐
- Unauthorised ☐
- Absence code \_\_\_\_\_

Headteacher's comment

Headteacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_