



<b>Policy Name</b>	Attendance
<b>Contact Person</b>	Deputy Headteacher
<b>Committee</b>	Full Governing Body
<b>Date of Approval</b>	November 2018
<b>Date of the next review</b>	November 2021 unless updated by BCC

### **Moor Hall Mission Statement**

***Moor Hall is a caring school which aims to create a stimulating learning environment in which every individual has the opportunity to be the best that they can be.***

#### Unicef Rights Respecting Link

Article 28 All children have the right to a good quality of education. They should be encouraged to go school to the highest level they can.

### **Aims and Targets**

The Governing body of Moor Hall Primary places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 98% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to full-time education, to which they are entitled; and,
- Act early to address patterns of absence.

## Procedures

### **PARENTS will:**

- Ensure that their children attend school regularly.
- Notify school on the first day of absence before 8.30am by phone/letter.
- Complete a request form for absence in term time for exceptional circumstances.
- Ensure when their child returns to school they bring in written confirmation of why they were absent.
- Hand in medical evidence for 4 or more days absence due to illness.
- Meet with Mr A Steggall (Head Teacher) or Miss Jones (Deputy Head Teacher) to discuss their child's attendance when necessary

### **CLASS TEACHERS will:**

- Complete e-portal register at the start of each session (morning and afternoon).
- Monitor daily patterns of attendance and report any concerns that arise to the SLT.
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances.
- Make parents aware of concerns over good attendance

### **OFFICE STAFF will:**

- Input attendance data on CMIS system
- Complete the absence record book
- Make first day absence calls and record reasons for absence
- Print off official reports for each calendar month for monitoring purposes
- Monitor alongside Miss Jones (Deputy Head Teacher), patterns of attendance and lateness

### **DEPUTY HEAD TEACHER will:**

- Monitor official registers and take actions where concerns have been identified
- Inform Governors of attendance records
- Inform parents of individual pupils attendance record in the end of year schools report.
- Inform/Meet with parents whose children's attendance causes concern by phone, letter or home visit to discuss how attendance and punctuality can be improved
- Support families in ensuring their child/ren attend school regularly
- Make referrals to the School Nurse team

### **Governing Body of Moor Hall School will:**

- Monitor whole school attendance termly and take appropriate action should it affect standards.
- Nominate a named Governor for Attendance?

## **Late Procedures**

Children who arrive late, **after the doors close at 9am**, and have entered school through the office entrance, must be signed in by the office staff, a reason for the lateness is also requested. The admin staff will update the CMIS system with their mark.

Children who frequently arrive late will be monitored; parents will be contacted and a meeting arranged to discuss how attendance and punctuality can be improved

Children who arrive late after the registers have closed due to a medical appointment will be marked M (in). For regular (e.g. once a week) lateness due to known medical conditions or at the recommendation of the behaviour support team any late mark or M will be amended to / (present).

Any child arriving after **9:15am** for any reason other than medical will be marked U (late after registers closed).

Children who have to leave for any reason throughout the day should be signed out by the office staff. This is strongly discouraged unless the child is ill. Parents are requested to make dental or medical appointments outside of school hours.

### **Holiday in Term Time Procedures**

Children attending Moor Hall Primary, are not allowed days absence for holidays or birthdays. Any absence, other than for illness or emergency medical attention, will be coded as Unauthorised (G) - Family holiday not agreed or (O) Unauthorised.

Parents may choose to complete an 'Exceptional Circumstances Form' stating why they are removing their child during term time. This will be submitted to the Headteacher/ Deputy Headteacher. Only exceptional circumstances will be authorised, these may include

- Death of a parent/ sibling
- Absences to visit seriously-ill relatives
- Absences for important religious observances
- Schools may wish to take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Reasonable adjustments for pupils with special educational needs and/or disabilities.
- Families may need time together to recover from a trauma or a crisis.

### **Strategies for Monitoring Good Attendance**

- Individual certificates are presented termly where full attendance (100%) has been gained.
- ALL children who achieve 100% attendance for the whole school year are rewarded with a certificate and a special badge.
- Miss Jones (Deputy Head Teacher) will monitor attendance and any child with below 95% attendance will trigger concern, reasons for absence explored with parents and an action plan put in place.

### **School attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (Keeping Children Safe in Education (updated September 2018) and Children Missing in Education Nov 2013, updated Sept 2016)

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

## Illness

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern (we expect medical evidence to be provided for absences of more than 4 days). In exceptional circumstances further evidence of a child's illness may be requested.

# Appendices

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## Appendix A – Codes

### PRESENT

- / Present (AM)
- \ Present (PM)
- L Late (before registers closed)

### AUTHORISED ABSENCE

- C Other Authorised Circumstances (not covered by another appropriate code/description)
- E Excluded (no alternative provision made)
- F Extended family holiday (agreed)
- H Family holiday (agreed)
- I Illness (NOT medical or dental etc. appointments)
- M Medical/Dental appointments
- R Religious observance
- S Study leave
- T Traveller absence

### UNAUTHORISED ABSENCE

- G Family holiday (NOT agreed or days in excess of agreement)
- N No reason yet provided for absence
- O Unauthorised absence (not covered by any other code/description)
- U Late (after registers closed)

<b>APPROVED EDUCATION ACTIVITY = PRESENT</b>
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- B Educated off site (NOT Dual registration)
- D Dual registration (i.e. pupil attending other establishment)
- J Interview
- P Approved sporting activity
- V Educational visit or trip
- W Work experience

<b>NOT COUNTED IN POSSIBLE ATTENDANCES</b>
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- X Non-compulsory school age absence
- Y Enforced closure – whole school or partial
- Z Pupil not yet on roll
- # School closed to pupils



## Appendix C - Late letters

### Letter 1 Late Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality.

**We are sure you are aware that XXXX can enter school from 08.40 to enable him to be in class for registration when the bell sounds at 08.50.**

Please note that children arriving after 9.00am will be recorded as an unauthorised late for the morning session, this will affect your child's attendance record. May we also remind you that if children arrive late a parent/carer should accompany them to the school office so that they can be signed in.

***I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)***

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, please contact me immediately.

Yours sincerely,

Miss Jones  
Deputy Headteacher



## Late letter 2

Dear NAME

DATE

### RE: Punctuality

Moor Hall Primary working to raise levels of punctuality across the school. School have been promoting positive punctuality with those students whose punctuality has improved with stickers and post cards home. School have identified **Student Name** punctuality as a concern and have written home to you previously.

I am now writing to you as your child's punctuality has continued to raise concerns, as they have arrived late into school **on 0 occasions.**

I would like to take this opportunity to explain the importance of your child attending school on time each morning.

#### **Being at school on time every day means:**

- Your child gets the best possible start to their day.
- Your child doesn't miss any important lessons or instructions.
- Your child will be able to walk into school with all the other children and take part in the important routines at the start of the day.
- Your child won't feel embarrassed or self-conscious because they have arrived at a different time or have to walk into a full classroom.
- Your child is establishing good routines and habits that will help them as they progress through school and eventually into the workplace.

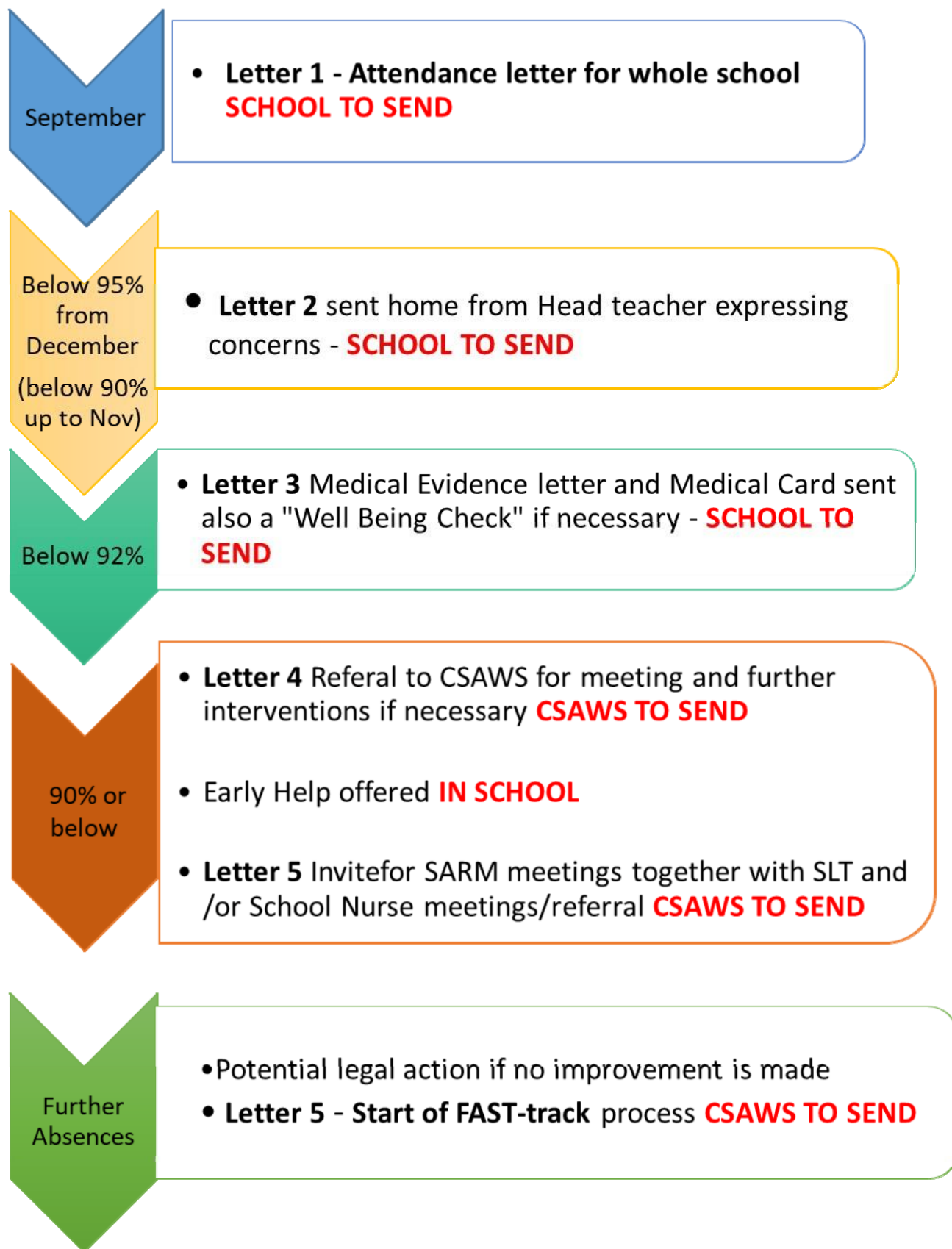
I will continue to monitor **Student Names** punctuality over the remainder of the school year and should they receive any further late marks then you may be invited into school to discuss this further.

If you need further support with this matter, then please do not hesitate to contact us at your earliest convenience.

Yours Sincerely,

Miss G M Jones  
Deputy Headteacher

Appendix E - Flow chart of attendance procedures



## Appendix F - Attendance Letters

Letter 1 -Whole School

# School Attendance

*A very important message for all Parents/Carers*

Insert Date

Dear Parent/Carer,

..... Moor Hall Primary School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

### How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Head Teachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

**Legal action that may be taken includes:**

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Being taken to court could result in you having a criminal record.**

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

**Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity.**

Yours sincerely,



Lead Attendance Officer

Education Legal Intervention  
Team Alternative Provision,  
Attendance, and  
Independent Education  
Service  
Birmingham City Council

## Letter 2 - Head Teacher letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

If you wish to discuss the contents of this letter or your child's attendance please contact the school. If you call and there is no one available, please leave a message and contact telephone number.

Yours sincerely,

Mr A Steggall  
Headteacher

## Letter 3 -Medical evidence/request letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

Your child's poor attendance at school this year is causing serious concern as **he/she** has been absent for **number** of sessions out of a possible **number** of sessions and this will make it much harder for your child to achieve good results in their school work. **Most/ All** of the absence has been due to illness or for medical reasons.

It has been decided that due to the high level of your child's absence, **the Head Teacher will no longer authorise any absence for medical reasons unless supported by medical evidence.**

I have to advise you that we monitor all pupils with poor school attendance and will take action when absence is unauthorised; this may lead to prosecution.

Therefore should **Pupil's name** have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Head Teacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

**Doctors or GP 'sick' notes are not required. Please do not request these from your GP.**

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

If you wish to discuss the contents of this letter or your child's attendance, please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

Mr A Steggall  
Headteacher

We have enclosed a Doctors' Appointment Card for you to use when your child is poorly in the future. The card needs to be stamped by the Doctors' Surgery staff in order for an 'authorised absence' mark to be given to your child.

If your child is unwell and the card has not been stamped by the Doctors' Surgery staff, then an unauthorised absence will be recorded.

# Letter 4 FAST-track to Attendance Invitation to a School Attendance Review Meeting (SARM)

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

## **FAST-track to Attendance Invitation to a School Attendance Review Meeting**

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B.**  
**«ChildDOB» Yr «YearGroup» at «SchoolName»**

There have been continuing difficulties concerning the attendance of your child «ChildFirstName» «ChildLastName» at «SchoolName».

You have been offered advice and support to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a School Attendance Review Meeting has been arranged at «**SchoolName**» on «**AppointDate**» at «**AppointTime**».

**It is very important that you attend. Your co-operation is essential.**

This meeting is an opportunity for you to discuss any matters of concern.

Failure to attend this meeting and further unauthorised absence could result in you being prosecuted in court and/or a penalty notice being issued.

**I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).**

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number.

Yours sincerely,

Mr a Steggall  
Headteacher



## Letter 5 - FAST-track to attendance Formal Warning Notice

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

### **Fast-track to Attendance Formal Warning Notice**

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B.**  
**«ChildDOB» Yr «YearGroup» at «SchoolName»**

#### **DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION**

Your child, «ChildFirstName» has been identified as having poor attendance at «SchoolName».

To assist you, the school have offered you the opportunity to access additional support such as Early Help etc.; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child's attendance.

Despite this, there is now a significant amount of unauthorised absence. Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

**This is a formal notice advising you that the School and the Local Authority may consider issuing a penalty notice/taking legal action against you should there be further unauthorised absence.**

To avoid this you **must** prevent any further unauthorised absence.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities.

Most attendance problems can be sorted out by parents. **If your child is having any difficulties that you wish to discuss contact the school immediately.**

Yours sincerely,

Mr A Steggall (headteacher)

# Appendix G - Medical Request Form

Moor Hall Primary

Rowallan Road

Sutton Coldfield

B75 6RE

Tel No. 0121 675 3966

## MEDICAL CARD

To Whom It May Concern - The child named below needs proof of attendance of a doctor's appointment. Please would you date, sign or stamp the card.

**Student Name**.....**D.O.B**.....

**Doctor's Name**.....

**Surgery Name/Address**.....

**Telephone No**.....

Many Thanks

Miss Jones, Deputy Head Teacher/Attendance Leader

Date	Surgery Stamp/Doctor's signature
Description of illness/medical issue	

See over for more

Date	Surgery Stamp/Doctor's signature
Description of illness/medical issue	

Date	Surgery Stamp/Doctor's signature
Description of illness/medical issue	

Date	Surgery Stamp/Doctor's signature
Description of illness/medical issue	

## Leave Taken (LD2)

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B.**  
**«ChildDOB» Yr «YearGroup» at «SchoolName»**

It has come to my attention that your child has been absent from school due to unauthorised leave taken in term time. If this is not the case and your child was absent due to illness, can I request you provide medical evidence to the school to authorise the absence. This would include:

Medical appointment card with one appointment entered, stamped by a doctors surgery; Letter from a qualified medical professional;  
Medical/doctors note;  
Medication prescribed by a GP;  
Copy of prescription;  
Print screen of medical notes;  
Letters concerning hospital appointments;  
Slip with date, pupils name and surgery stamp, signed by GP Receptionist.

As you may be aware I am not able to authorise your child's absence due to term time leave. The Education (Pupil Registration) (England) Regulations 2006 do not allow Headteachers to retrospectively authorise leave.

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

Unfortunately the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action being taken. I would also advise that if your child is still currently absent from school, you return the child to school with immediate effect

Yours sincerely,

Mr A Steggall  
Head Teacher

<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....	<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....
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Request **agreed / denied**

Signed ..... Head Teacher      Dated .....