The Priory School

Educating Students for Success in Life

Name of policy	**Attendance**
Statutory	**No**
Date policy was updated	**Autumn 2021**
Date of next review	**Autumn 2022**
Governors committee	**Wellbeing and Inclusion**
Member of staff responsible for the policy	**Lawrence Foster**

1 RATIONALE

This policy is designed to lay out practices and support that The Priory School employs to support high attendance to school. Some the wording reflects the legal framework within which we must work whilst other sections attempt to make these processes easier to understand (see appendix 10).

Statutory Information :

1.1 The Education (Pupil Registration) Regulations 2006 require that schools maintain an attendance register for each form with the names of all students attending in each form This register must be marked accurately and promptly using the time designated for morning registration and Period 4 in the afternoon.

1.2 Schools must clearly distinguish between authorised and unauthorised absences of students of compulsory school age.

1.3 Amendments (Education (Pupil Registration) (England) (Amendment) Regulations 2013) to 'The Education (Pupil Registration) Regulations 2006'state that the Head teacher may not grant any leave of absence during term time unless there are exceptional circumstances.

1.4 Subsection (1) of Section 23 of the Anti-Social Behaviour Act 2003 adds two new sections (444A and 444B) to section 444 of the Education Act 1996. These new sections introduce penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance has not changed. The Education (Penalty Notices) (England) Regulations 2007 set out the framework for the operation of the penalty notice scheme.

1.5 1.4 Amendments (Education (Penalty Notices) (England) (Amendment) Regulations 2013) to The Education (Penalty Notices) (England) Regulations 2007 will reduce the timescales for paying a penalty notice. Parents must~~, from 1 September 2013,~~ pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

2 AIMS

2.1 To ensure all students attend school/lessons regularly to enable them to progress personally, socially and cognitively

2.2 To undertake the school's legal responsibility to ensure all students attend lessons/school regularly

2.3 To ensure that parents/carers and students are aware and understand the expectations of the school.

2.4 To operate clear and effective procedures for monitoring and recording student attendance.

2.5 To operate a system of rewards for good attendance and punctuality.

2.6 To maintain a high level of punctuality to school and lessons.

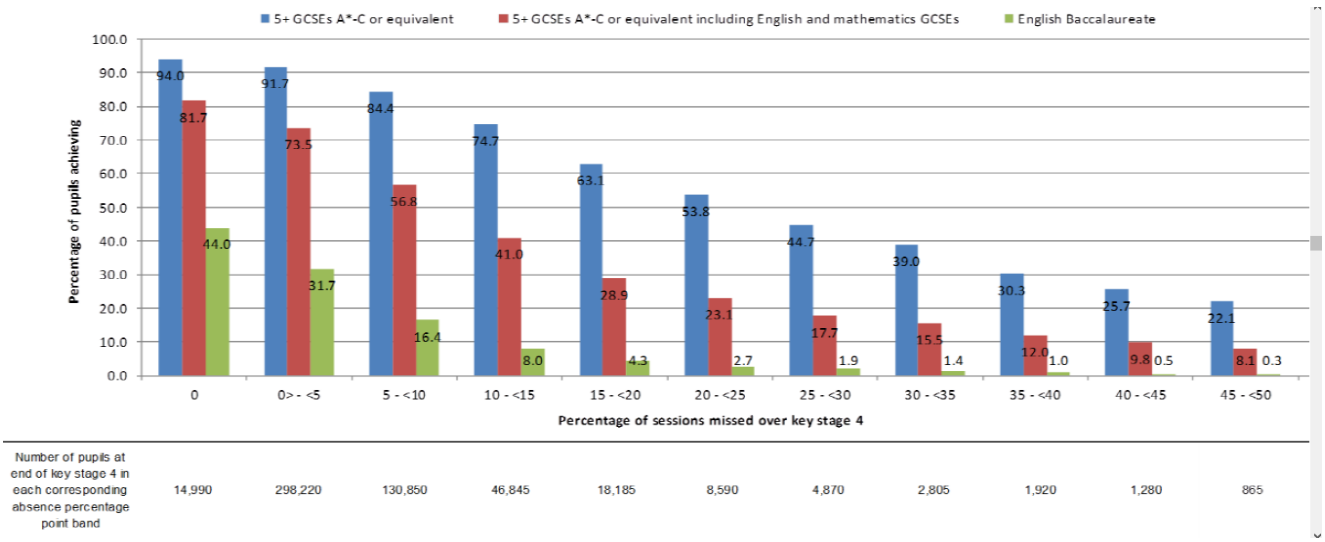
2.7 To operate clear, efficient procedures for maintaining school and lesson registers and acting promptly when poor punctuality and absences occur.

2.8 To provide accurate and prompt information on attendance to Local Education Authority, DfE, Governors, Parents/Carers, Employers, UCAS, OFSTED and ourselves.

2.9 To instigate supportive interventions in order to return a student to school/lessons.

2.10 To regularly liaise with and work in partnership with our Attendance Improvement Officer.

2.11 To offer clarity in the understanding of procedures should a child's attendance below 96%



2.12 There is a correlation between attendance and achievement. Poor attendance will have a negative impact on the progress and achievement of a student.

2.13 Poor attendance will affect the personal wellbeing and social development of a student. If they are not attending they are not enjoying school or achieving. They are neither learning nor actively contributing to school life. If they are absent they may not be in a safe environment; or they may be practising unhealthy lifestyles.

Poor attendance also affects the workload of teaching staff and the learning of others. Staff have to re-plan for missed work and spend extra time with students who have been absent.

Students who miss lessons and learning develop a cognitive gap meaning they are less adept at accessing many areas of the curriculum as they progress through school.

2.14 **Why Attendance Matters**

(data taken from *The Link Between Absence and Attainment* – government document 2013/14)

- A child who is absent a day of school per week misses an equivalent of two years of their school life
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable
- Poor school attendance is also closely associated with crime. A quarter of school age offenders have truanted repeatedly
- At least 1 million children take at least one half day off a year without permission
- 7.5 million school days are missed each year through unauthorised absence.
- Pupils with no absence are 1.5 times more likely to achieve 5+ GCSEs A*-C or equivalent and 2.8 times more likely to achieve 5+ GCSEs A*-C or equivalent including English and mathematics than pupils missing 15-20 per cent of KS4 lessons. (note that data reflecting the new 1-9 grading system is not currently available)

3 PROCEDURES

Punctuality

3.1 The Head of Year is ultimately accountable for a cohort's attendance and punctuality. The Head of Year, Senior Pastoral Manager and Attendance Officer will regularly liaise to ensure the highest levels of attendance and punctuality. The Heads of Year meeting will provide the forum for Heads of Year to report on the effectiveness of the attendance procedures and to receive the half term attendance data for their year groups. Year team meetings will provide for discussions about poor attendees and persistently late students.

3.2 The tutor must arrive at their registration room at 8.50 a.m. Afternoon Registration will take place at the start of Period 4 at 1.30 p.m.

3.3 The register must be completed electronically unless there is a problem with SIMS in which case a manual register must be completed. The correct code must be entered and there should not be any dashes or blanks. If the form tutor is not clear about the correct code an

'N' must be entered. The Attendance Officer will then substitute the correct code when the reason for absence has been ascertained. Students arriving after their names are called will be deemed to be late and an 'L' entered on SIMS.

3.4 Any student who is late must explain their absence. If the reason is not adequate then a warning and then a C1 consequence will be added. Persistent lateness to school will be monitored by the HoY and the pastoral team who may use a 'punctuality report card' or other sanctions within the behaviour policy to address this. (See Behaviour for Learning Policy). If the tutor is in doubt about the reason s(he) should check the reason with the Head of Year. The Attendance Officer will send a report of late students to Heads of Year.

3.5 If a student is late after 8.50 a.m. their name will be taken by the member of staff on duty at school reception. The pastoral team monitor ongoing late patterns and address these with consequences as laid out above in 3.4.

3.6 The parents of all students who come into school after 8.50am will receive a message via the InTouch system to alert them to the lateness of their child. This message will be sent automatically even if there is an appropriate reason for the lateness (traffic, medical appointment etc). Letters will be sent out every half term to the relevant parents for the students with whom we have the greatest concern to inform them of the number of late marks their child has accrued to that point.

3.7 If a student continues to be late for no valid reason then a letter will be sent home by the Head of Year and the student will be given a detention. If there is no improvement then further sanctions, in line with our Behaviour for Learning Policy, will be considered by the Head teacher.

3.8 If a student signs in late after registers have closed the student will be absent for that session. The Attendance Officer must go onto SIMS depending on the reason provided. If the reason is not judged to be appropriate then an unauthorised absence is recorded. (See procedures for absence and persistent absence below). Registers close at 9.15 a.m.

3.9 Post 16 students will be treated in the same way as Yrs 7 to 11 with regard to punctuality.

Attendance

3.10 If the Tutor does not know the reason for a student's absence they should enter an 'N' on SIMS. They should also enter the name of the student on the First Day of absence sheet. If the reason is known then the correct code (displayed at the front of each register should be entered). If the reason provided is inadequate the school will not authorise the absence.

Examples of unauthorised absences are:

- Shopping
- Looking after brothers, sisters or unwell parents
- Birthdays
- Pet going to the Vet
- Holiday during term time

Authorised absence examples include:-

- Music or Dance exams

- Orthodontist
- Funeral of a close family relative
- Religious observance / Marriage of a close family relative / Raising aspirations opportunities / Representing sporting teams or uniformed organisations etc

Registers should be kept free from loose documentation and returned promptly to the office at 9.15 a.m.

It is good practice for the tutor to request a note from parents explaining why their child was absent. This should be handed to the tutor on their return who should enter the reason on the SIMS absence sheet and store the note in their form file. If the Attendance Officer has spoken to the parent or the parent has emailed the school then it is not necessary for a note to be sent in by the parent. Again if the Attendance Officer or Form Tutor is in doubt about the reason then the Head of Year/Key Stage or Senior Pastoral Manager will be consulted and they will decide whether the absence will be authorised. Notes need only be kept for a term by the Form Tutor unless the student is persistently absent, in which case they need to be stored in case they are needed for LEA use.

3.11 A register will be taken for each of the 5 lessons on Lesson Monitor.

3.12 The Attendance Officer will check Lesson Monitor and the Late Book before phoning parents on the first day of absence. The Attendance Officer has jurisdiction to accept a reason for absence given by the parent over the phone. The correct code will then be entered on SIMS sheet and the absence sheet filled in and kept in the register for one week. A new sheet will be placed in registers weekly by the Attendance Officer. There should not be any 'N' codes at the end of the week. Relevant pastoral staff will monitor this by looking at the registers at the end of each week.

3.13 The Head of Year will present assemblies to students to explain the importance of attendance. The Attendance Manager will also highlight to parents in the school's newsletter their responsibility to ensure their child regularly attends school and the reasons behind this. This, together with the Attendance Policy will be accessible to parents on the school website

3.14 Term time holiday requests by parents will not be granted in line with the amendments to the 2006 attendance regulations. The Headteacher will respond to all requests.

Attendance and Rewards

3.15 Attendance incentives and rewards form part of the school's developing reward programme (see Behaviour for Learning policy). Each Head of Year, Key Stage and the Senior pastoral manager has responsibility for development of attendance incentives and monitoring for the cohort of students for which they are responsible. In the past these have included, certificates and movie afternoons.

3.16 Post 16 students, our expectations are the same as those for Yr 7 to Yr 11. So the rewards and sanctions remain the same. The codes are different and have been agreed by the Consortium of Hitchin schools. (Appendix 7)

3.17 Attendance achievements will be highlighted in the student Daily Bulletin. Students achieving 100% attendance for a year will receive a Head Teacher's Commendation.

3.17 **Persistent Absence**

Students with attendance below 93% will be identified and discussed. The Attendance Officer will print the names of these students for the AIO together with their Certificate of Attendance

Attendance is regularly monitored and then following procedures are put in place:

- Once a student's attendance has dropped below 93% the first of 3 letters will be sent to parents/carers (Appendix 1) which highlights their child's attendance to the parent along with a registration certificate.

- When the attendance drops below 91%, a second letter (Appendix 2) which states that we still have concerns and informs parents that their child's attendance will no longer be authorised unless a doctor's note is provided.

- When the student has 8 unauthorised sessions, an official fixed penalty warning letter (FPN) (Appendix 3) is sent to the parent/carer informing them that unless there is an improvement, they will receive a Fixed Penalty notice and that their child's attendance will be closely monitored.

- When the student reaches 15 unauthorised sessions, they will be in breach of the attendance regulations and a Fixed Penalty Notice of £60 will be issued. Both parents (where both have PR) will receive a fine notification from the Local Authority, whether they live at the same address or not.

- During each stage of the fine process, Heads of Year and the Senior Pastoral Manager will communicate with parents to support them in ensuring that their child's attendance improves.

- A Fixed Penalty will be issued where a parent/carer deliberately takes a holiday during term time (where it can be clearly demonstrated that the parent/carer understood that permission would not be given) and where this has resulted in a period of unauthorised absence in the current school year exceeding 7 school days. In such cases a separate notice will be issued for each child.

- Where appropriate we will recommend that a student becomes an Open Case to our AIO, where legal action is considered.

3.17a **Absence related to Covid-19**

These amendments to the school's policies are temporary and written in the face of changed school practice relating to covid-19. At a suitable time and in line with safety guidelines given by the DfE, these measures will be retracted.

- Where cases of prolonged or persistent absence arise, as laid out in the school policy, the school will endeavour to explore any additional covid-19 related issues that may surround the reasons for this.

- Where appropriate, support will be offered to students and families who this relates to. Absence relating to covid-19 may link to bereavement, shielding of vulnerable people, ongoing anxiety around infection or re-establishing social connections with school and peers.

- Support offered may take the form of in school counselling, liaison with family support

workers and/or a phased return to school.

- The school will use the current government guidelines around aspects such as shielding when assessing each case. Should the school feel the reasons for absence are not sufficient to warrant continued school absence, families will be notified and it will be expected that the child returns to school. The school may then revert to the fining process laid out in this policy and any subsequent absences will be unauthorised.
- Should a student develop symptoms of covid-19 at school, they will be isolated and parents contacted to collect them. The school will take guidance from PHE but any absence as a result of this will be authorised. School will provide work at home to be completed.
- Should a student develop symptoms of covid-19 at home, school encourage the family to get the child tested for covid-19. The child will not be permitted to attend school until a negative test result is returned or 14 days has elapsed from the onset of symptoms, whichever is sooner. These absences will be authorised. School will provide work at home to be completed.
- Should a family refuse to get their child tested after symptoms develop, absences will not be authorised. School will not provide work to be completed at home.
- Should a family member develop symptoms of covid-19, the student should remain at home until that family member returns a negative test or until 14 days from the onset of symptoms has elapsed. The absences will be authorised and the school will provide work for the student if the family are actively seeking to get a test.

4 MONITORING

4.1 Attendance and punctuality is an agenda item for Year Team and Heads of Year meetings. The minutes of these meetings are read by the Attendance Manager.

4.2 School attendance data is included in the Headteacher's report to the Governors.

4.3 The member of SLT with responsibility for Attendance reports once a term to the SLT and the relevant governing committee. This outlines headline attendance data and strategies used to improve cases of concern.

4.4 Attendance data is captured by the LEA during the census data collection each Spring.

5 COMMUNICATION AND FURTHER PARENTAL INFORMATION

5.1 The school will communicate its expectations regarding attendance at the beginning of each school year. A flow chart is available to help parents understand the basics (see appendix 10) with a more detail available in this policy.

Attendance Strategies

In exceptional circumstances, the school may look to a variety of attendance strategies in order to further facilitate families who are struggling with regular attendance for

their child. These aim to support the reintegration of the child back in to school and are laid out below.

5.2 Flexible Schooling

Flexi Schooling describes an arrangement between the parent and school where children are registered at the school in the usual way but attend school only part time. The rest of the time the child is home educated. This arrangement can only be made under the authority of the Head Teacher. Please see the section below titled 'Part-time Timetables' for more details.

There may be any of a number of reasons why parents may want to arrange flexi schooling for their children, for example:

- Illness
- A desire to home educate while making use of school for some subjects school phobia/refusal
- A staged return to school after an absence for some reason

Part-Time Timetables

A part-time timetable means that your child will not be in school for the full 25 hours of learning across the week. It may involve a late start or early finish to the school day or possibly a full day out of school. This may be for the reasons laid out above or as part of work experience provision that we have put in place, to support a child's anxieties about attending school or as part of a study leave provision leading to exams. Part-time timetables will be accompanied by a Pastoral Support Plan (PSP) in which a set of targets, one of which will usually relate to attendance, will be laid out. Any student on a part time timetable will be sent a copy of appendix 13.

Reduced Timetables

A reduced timetable means your child attends school as normal, for the full 25 hour week, but there will be one or more learning hours that will take place outside of their normal classroom. This may be put in place for reasons such as to allow your child to access 1:1 or small group provision or because they have had their subject suite reduced in the run-up to exams.

Where either of the above situations arise, families will meet with the relevant staff to discuss the arrangements and be given one of the letter found in appendices 6 or 7.

5.3 Elective Home Education (EHE)

The Department for Children, Schools and Families use the term Elective Home Education (EHE) to describe when parents decide to provide education for their children at home instead of sending them to school.

The variety of reasons a parent may choose to home educate could be:

- Alleged bullying
- Dissatisfaction of the education system
- Religious or cultural beliefs
- Distance or access to school
- Special Educational Needs

Should a parent decide to home educate, the responsibility of the children's education

rest solely with their parents. The school would not be under any obligation to provide work if a child is EHE. Attending a School is not compulsory, however education is, as outlined in Section 7 of the Education Act 1996.

Parents do not need to seek approval from the local authority to home educate their children, they will however need to bear the cost of any examinations taken. Parents would need to write to the child's school to inform them they are taking them off roll and have decided to home educate them.

The school would then fill out a EWN1 form for Counties Attendance Information Officer, to inform them of the parent's decision and accompany it with their letter.

Hertfordshire Local Authority have Elective Home Education Advisors who will always make informal enquiries of all parents wishing to home educate their children to ensure that appropriate and suitable education is being given.

When parents contact the school regarding EHE, meeting held to discuss the process. The school will always look to keep a child within our education setting but if the parents chooses to proceed with EHE, the school will provide guidance on next steps. The Head and governors (SW committee) will be informed. See appendix 11 for an example of our protocols.

5.4 Medical Evidence

When a child is absent from school due to illness, there is sometimes a need for medical evidence to support the claim being made for that absence. The school's attendance officer will prompt families where needed, in consultation with the AIO. Parents should understand that a request for medical evidence is only made where the school in turn may need to provide evidence of our own procedures to the County AIO and this is a legal requirement.We understand that obtaining medical evidence can be difficult and sometimes incur a cost. Families and the school may use the letter in Appendix 8 to support this process.

Where there is a long term pattern of absence for medical reasons and for which no or limited ongoing evidence is provided, the school may resort to a recommendation to the AIO that FPNs and fines are issued. In these circumstances, the letter in appendix 9 would be issued, but only once the school was satisfied that they have done what is in their power to improve the absence situation.

Links to other school policies:

Child Protection Policy	**Special Education Needs Policy**	**Home School Agreement**
Medical Policy	**Behaviour for Learning**	

Appendix 1 – An Introductory Letter re Attendance

Attendance To School

Dear Parent,

Welcome to a new year at The Priory School. We hope you have had a good summer and that your child/children are ready to tackle a new and exciting academic year ahead. This letter informs and reminds you of some of our guidance and protocols regarding attendance to school.

The school sets itself a target of achieving 96% attendance across the student body throughout the whole academic year. There is a clear and obvious link between attendance to school and academic success. This letter attempts to lay out some of our procedures and the laws we are obliged to stick to, in order that you as a parent body have a clear picture from the outset.

96% seems very high!?
An attendance record of 96% is roughly equivalent to your child missing 7 days of school across an academic year. Whilst we appreciate that there are often good reasons for absence, taking an extra day off here or there quickly sees your child's attendance figure dropping. If your child's attendance is 90% across their time with us, that equates to missing half of a whole school **year** of the five in which they spend here.

What if my child's attendance is below 96%
As a school, we have a legal duty to monitor the attendance of every child in our care. Our attendance officer, Mrs Higgs, works hard each day to identify absences and support students and families to improve attendance where needed.
Should your child's attendance drop below certain levels, we are legally obliged to act. Once below 90%, your child is legally bracketed as 'persistently absent'. We are compelled to raise all such cases with our Attendance Improvement Officer (AIO) who works for the County and holds us to account for school attendance. Warning letters are sent and these are followed by Fixed Penalty Notices (FPNs) if attendance does not improve. The AIO, as you would expect, can make exceptions for genuine medical issues that cause absence.

What if I get a letter from school?
If you receive a warning letter from us, it means your child's absence is of sufficient concern that we, as a school, have to address your case with the AIO. If your child has genuine medical reasons for their absence, often no further action is taken but you must produce medical evidence to support this. The AIO will not accept a defence which does not include medical evidence so you should anticipate that your case might proceed further if this applies to you.
When we send out attendance warning letters, we often receive challenging phone-calls from parents regarding their child's reasons for absence. Please understand we are only acting within the bounds of the law that we have to and always with an intention to support you and your child.

What are the academic impacts?
Have a look at some of these statistics that the government produces….

- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all

- 7.5 million school days are missed each year through unauthorised absence.

- Pupils with no absence are 1.5 times more likely to achieve 5+ GCSEs 4-9 or equivalent and 2.8 times more likely to achieve 5+ GCSEs 4-9 or equivalent including English and mathematics than pupils missing 15-20 per cent of KS4 lessons.

As you can see, there is a clear link between attendance to school and success here. We need your children in class. On those days when they are feeling a little under the weather or there is a sprinkling of snow, try to get them out of bed and into class.

What other impacts are there?

GCSEs may seem a long way off for you and your child but all absence at any stage leads to cognitive and knowledge gaps in your child's learning. This in turn can:

- mean that they fall behind in work
- affect their motivation / mental health
- affect their enjoyment of learning
- lead to poor behaviour
- affect their desire to attend school regularly
- affect their confidence in school
- mean they miss out on the social life of school and extracurricular opportunities and experiences
- affect their ability to have or keep friendships

What help can I get?

The school are always ready to support where we can. If you are concerned about your child's attendance, your first action should be to contact the school. Start with your child's form tutor and for ongoing issues, their Head of Year. Our Senior Pastoral manager, Sam Brazier, is another good contact if you would like advice or have any questions.

And if my child is at school every day…?

Then you are giving them the best chance that you can of succeeding here. We will celebrate this within our rewards system, which includes attendance trophies, reward points, form competitions and even trips out.

Remember – grades go down when you're not around!

Yours sincerely,

Lawrence Foster

APPENDIX 2

Mr and Mrs M Bloggs
1 Blogg Road
Hitchin
Herts
SG5 2UU.

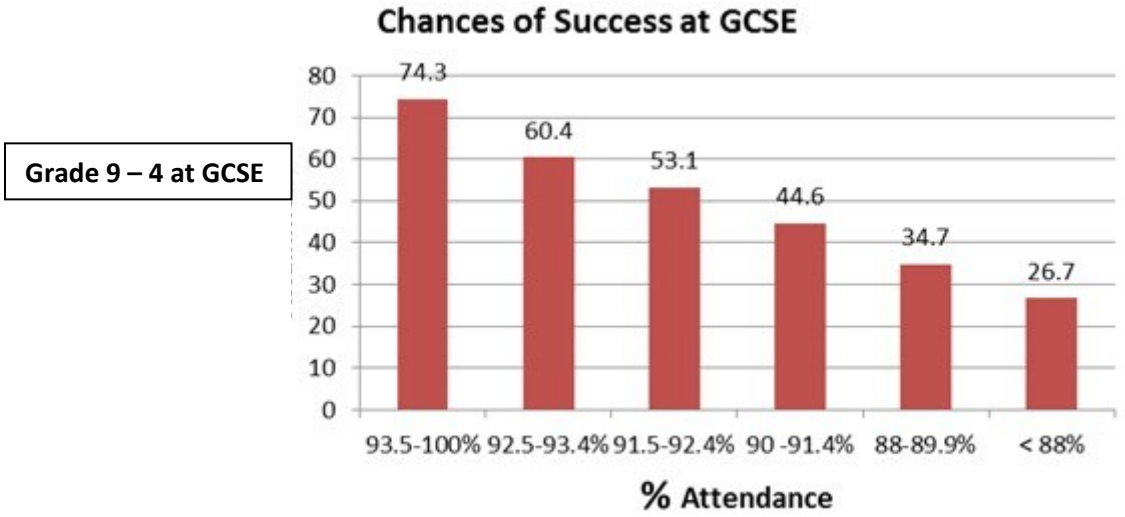
Dear Mr and Mrs Bloggs

Re: Student Name

Our records show that since the beginning of this academic year (student name) attendance has been ---%. This level of attendance is below the school's minimum target attendance of 96% and to put this into perspective, 90% attendance is equivalent to missing half a school year in the five years of compulsory secondary education.

Ongoing poor attendance is a factor often linked to low levels of academic success and could also affect future applications for jobs or college places. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

We wish to help (student name) to improve his attendance. If you would like to discuss (student name) attendance please contact myself on 01462 622300 and I will be happy to talk with you and if required arrange a meeting.



We would appreciate your support to make sure (student name) 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 S Brazier
Senior Pastoral Manager

APPENDIX 3

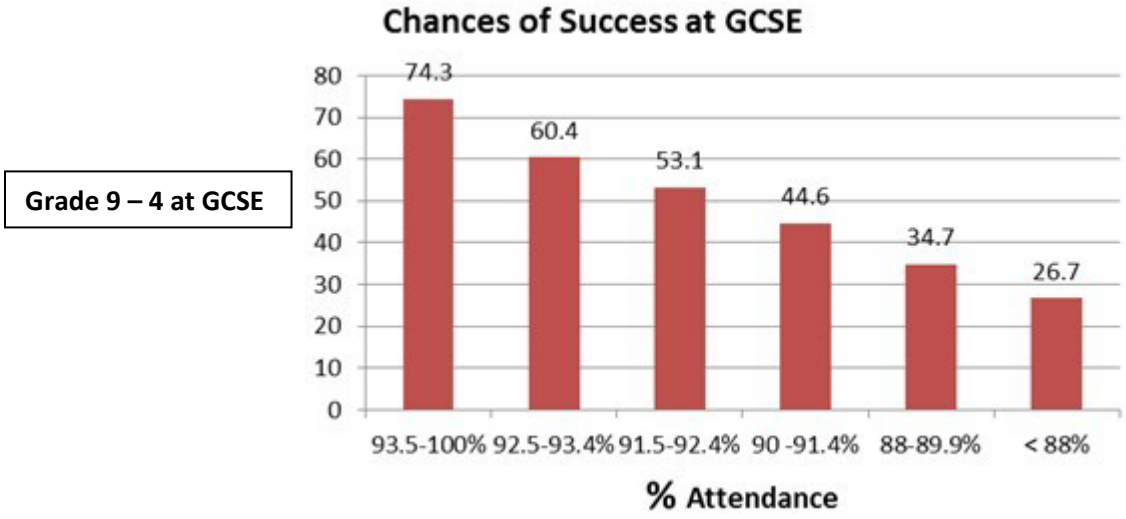
Mr and Mrs M Bloggs
1 Blogg Road
Hitchin
Herts
SG5 2UU.

Dear Mr and Mrs Bloggs

Re: Student Name

I am writing to you with regard to concerns over (Student name) absence in school. Since the start of the school year (student name) has been absent for a total of --- sessions some of which could be due to illness. This is concerning as it means that (student name) attendance overall is ----% which is significantly below the School's minimum target of 96%. We understand that some absence due to illness may be unavoidable. However it is important the school are aware of any on-going health problems so we can put the correct support in place.

To put your child's absence into perspective, 90% attendance is equivalent to missing half a school year in the five years of compulsory secondary school education. We are sure that you are aware that every school day counts and missing any time from school results in lost learning. We want to support (student name) and make certain that he/she does not get behind with work or miss out on any opportunities school offers.



Due to the amount of absence (student name) has already had, I have met with the Attendance Improvement Officer to discuss this matter. I must inform you that we will now require a doctor's note stating that (student name) is not fit to be in school to be able to authorise any future periods of absence.

It is a parent's legal responsibility to ensure their child is in school. Ongoing unauthorised absence could lead to a Penalty Notice being issued, which is a fine of £60

if paid within the first 21 days and £120 if paid within 28 days. If the fine is not paid within 28 days parents could be prosecuted for their child's poor attendance.

We will continue to monitor (student name) attendance. If you wish to discuss his attendance with us please contact me on 01462 622300 and I will be happy to talk with you.

Thank you for your cooperation and support.

Yours sincerely

Mrs S Brazier
Senior Pastoral Manager

APPENDIX 4

Mr and Mrs M Bloggs
1 Blogg Road
Hitchin
Herts
SG5 2UU

FORMAL **WARNING** LETTER

Dear Mr and Mrs Bloggs

The Education (Penalty Notices) (England) Regulations 2007
(Student Name). Registered at The Priory School

Following on from our previous communication regarding your child's attendance it is with regret that we are issuing you with this formal attendance warning. Ongoing poor attendance is a factor often linked to low levels of academic success and could also affect future applications for jobs or college places. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence.

This is a formal warning that you are at risk of being in breach of the regulations stated above. (Student name) has been absent from school and the absences have not been authorised.

Should the number of unauthorised absence sessions reach 15 or more in the current and/or previous term you will be in breach of the regulations and the Local Authority may issue you with a penalty notice.

The notice requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (Section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

If you fail to ensure your child attends regularly and 15 sessions of unauthorised absence is reached a penalty notice will be issued. ***You will not receive a further warning before the penalty is imposed.***

To ensure that (student name) makes the best progress in school then it is vital that (her/his) attendance improves greatly. As a school we believe in building strong

relationships with our parents, so that we can support each other in providing the best possible outcome for our learners.

I would like to encourage you to contact the school as a matter of urgency to discuss how we can move forward regarding (child's name) attendance issues. Please can you contact Sam Brazier (Key Stage 4 Manager).

Yours sincerely
Geraint Edwards
Headteacher

Appendix 5

Hertfordshire County Council

Children's Services Integrated Services for Learning Attendance Team

Application for a Penalty Notice to be issued

Name of person requesting issue of Penalty Notice:	
Position: (Head, Deputy or Assistant Head Teacher only)	
Contact details:	

Pupil's Name:	
Date of Birth:	
School/Academy:	
Parent(s) **full** name(s):	
Address:	
Telephone:	

Date of warning letter:

Please attach copies of:

1. Warning letter
2. Certificate of attendance signed by the head teacher
3. Up to date SIMS (or equivalent) printout

Please note that applications will not be processed if the necessary information is not attached

The following sections must be completed

1. Information on supportive measures offered to family. Please include dates of any meetings held with parents to address poor attendance.

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Appendix 6 – Part-Time Timetables

Attendance To School – Part-Time Timetable

Dear Parent,

This letter is to inform you that your child has been placed on a part-time timetable (PTT) at The Priory School.

A part-time timetable means that your child will not be in school for the full 25 hours of learning across the week. It may involve a late start or early finish to the school day or possibly a full day out of school. This may be part of work experience provision that we have put in place, to support a child's anxieties about attending school or as part of a study leave provision leading to exams. Part-time timetables will usually be accompanied by a Pastoral Support Plan (PSP) in which a set of targets, one of which will usually relate to attendance, will be laid out. The details of your child's part-time timetable are laid out below.

When your child is on a part-time timetable, the sessions they are absent for will be marked as an absence from school. If this is for medical reasons, the school may need medical evidence to authorise the absence (please see our attendance policy).

Part-time timetables should have a defined end point. If your child is on a part-time timetable for a school organised work experience, their absences are authorised.

If you have any questions regarding this, please contact me.

Name of child:
Days/times when your child will not be at school:
Reasons for the PTT:
Date that PTT will be reassessed:

Yours sincerely,

(Head of Year/KS/SENDCo)

Appendix 7 – Reduced Timetables

Attendance To School – Reduced Timetable

Dear Parent,

This letter is to inform you that your child has been placed on a reduced timetable at The Priory School.

A reduced timetable means your child attends school as normal, for the full 25 hour week, but there will be one or more learning hours that will take place outside of their normal classroom. This may be put in place for reasons such as to allow your child to access 1:1 or small group provision or because they have had their subject suite reduced in the run-up to exams. The details of your child's provision are laid out below.

As your child is still in school, this will in no way affect their attendance figures. Dependent on your child's circumstances, the reduced timetable may be altered or removed in due course. We will contact you if this is the case.

If you have any questions regarding this, please contact me.

Name of child:

Subject or hours that have been removed from their timetable:

Days and times affected:

Alternative provision in school:

Length of provision:

Yours sincerely,

(Head of Year/KS/SENDCo)

Appendix 8 – Medical Evidence Request

Attendance To School – Medical Evidence

Dear……

We are writing to request your support in addressing the attendance of xxx to The Priory School. xx's attendance to school currently stands at _____% for this academic year. It is our understanding that there may be some medical reasons that have contributed to this child's absence.

As a school, we are bound by the law in terms of monitoring attendance and then warning and prosecuting families if there is persistent low attendance. When a child's attendance drops below certain thresholds and there are mitigating medical circumstances, we require some medical evidence to prove the absence is for genuine reasons. This is sometimes difficult for the parent's to provide and we are writing to you to ask for support with this. We would be grateful if you would fill out and sign the bottom of this letter and return it to Polly Higgs, our Attendance Officer, at The Priory School, so that we can remain fully aware of the picture regarding this child.

We appreciate there are issues of patient confidentiality for you to uphold but hopefully you feel able to give us an indication below that there are indeed ongoing medical issues that you deem relevant to low school attendance.

If you would like to speak to one of our staff, please contact myself or Polly Higgs on 01462 622300. Also, if an email confirmation is more convenient for you, please email me at sam.brazier@priory.herts.sch.uk
Many thanks for your support.

Yours sincerely,

Sam Brazier

I give permission for The Priory School to contact _____ regarding my child's absences from school and for them to provide the relevant information regarding this absence.

Signed_____ Date_____

To: the Priory School

(please tick)

☐ I can confirm that the child named above is receiving treatment for an ongoing medical issue that I feel is a valid reason for ongoing low attendance to school. I envisage this will be the case until approximately _____(enter date)

☐ I can confirm that the child named above is receiving ongoing medical treatment but there is no valid reason why this should seriously impact their attendance to school.

Name _____ Job Title_____
Date_____

Long Term Absence From School

Dear Parent,

As you are aware, we have some ongoing concerns about your child's attendance to school. Whilst we appreciate there are some complicated, extenuating circumstances, this remains an issue.

As a school, we have a duty to monitor and act upon poor attendance. A number of interventions and offers of support have been put into place to support you and your child in ensuring they attend school as regularly as possible. As a parent, you have duty to ensure your child is in school as often as they can be.

Monitoring and chasing students and families in cases of poor attendance is hugely time-consuming. In recent weeks and months, despite the interventions listed below, your child continues to miss large chunks of learning time at school.

Interventions used to date:
1)
2)
3)
4)
5)

You will be aware that we are legally bound to issue fine warning and fixed penalty notices to families where attendance falls below certain thresholds. In your case, we have held off from doing this as we feel there have been sufficient valid reasons for withholding such letters. However, the pattern of poor attendance continues and we cannot continue down this road indefinitely.

Our next suggested/final intervention is…….. If this again proves unsuccessful in raising the attendance of your child, we may then be forced to issue the letters detailed above.

We are here, as ever, to help and support both you and your child and will gladly make allowances necessary in school to help ensure they feel happy and safe here. Please do get in touch if there is anything further you feel we can do.

Appendix 11 – EHE

The Priory School – Case Study For Students deciding to Home Education Date –

Student Initials + Year Group
BACKGROUND – INITIAL CONCERNS
Include age, gender, ethnicity, vulnerable groups, school background, home environment (where appropriate)
BARRIERS TO LEARNING AND ADDITIONAL NEEDS
Include nature of learning/social/emotional/behavioural difficulties: Circle/highlight relevant categories – SEND BME DA CLA Adopted
SUPPORT AND INTERVENTIONS
RAISING ASPIRATIONS AND CAREER ADVICE
OUTCOMES
Include outcomes following the support and interventions listed above. (Improvement in learning, attendance, well-being, behaviour, social and emotional development & health)

Strategies/Interventions

Attendance (% overall)	**PSP (Pastoral Support Programme)**	**CAF (Common Assessment Framework)**	**RAMP (Risk Assessment Management Profile)**
Behaviour review (AHT)	**Herts Futures**	**Integration team**	**Educational psychologist report**
Staff mentoring	**Peer mentoring**	**Learning support (C1)**	**EMAG support**
In-school counselling	**Reduced time -table**	**Alternative start end times of the day**	**Break and/or lunchtime supervision**
Outreach behaviour support	**Anger management**	**Hitchin Partnership (FSW)**	**Targeted Youth Service (TYS)**
Work experience (KS4)	**Respite off-site (ESC provision)**	**Respite off-site (commercial)**	**Connexions**
Step 2	**CAMS referral**	**Drugs counselling/ADASH**	**Early review of EHCP**
Social Skills	**Speech & language therapy**	**Occupational therapy**	**Drama/Music/Art therapy**
Learning Support C1	**Report card**	**Exam Access**	**Life course (fire service)**
MFL withdrawal (lit/numeracy)	**Lexia (literacy)**	**Sound training (literacy)**	**Report/Monitoring cards**

Attach: attendance printout, behaviour record, progress check

PARENTS'/CARERS' VIEWS
Thinking about your child's education in the last 12 months:
Is there anything that your child has achieved this year at school or out of school that you would like to tell us about?
What are the challenges your child has faced at school this year? L
What is the reason for your decision to home educate?
How do you intend to put home education in place? What qualifications will you pursue? Where will the student be entered for exams?
Any other information you feel relevant?

Appendix 13

Pupils on Reduced Timetables

Form for schools/academies to use to notify the local authority

Statutory School Age Only

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. Advice from the Department for Education (November 2016) states that any part-time timetable must be time limited and the decision to implement it must have the agreement of the pupil's parents. Pupils on part-time timetables should be recorded using register code C (authorised absence) for the sessions they are not in school. As part of the *Framework for the inspection of services for children in need of help and protection, children looked after and care leavers* (Ofsted November 2017); local authorities are required to provide detailed data on school-age children in their area who are not in full-time education.

School/Academy:

LA number: **DSPL Area:**

Pupil's Name:

UPN No:

Date of Birth:

Year Group:

Ethnicity:

SEND: Yes/No **EHCP:** Yes/No

SEND Officer Name:

Details:

Child Looked After: Yes / No ***OR*** **Previously Looked After:** Yes / No

PSP / Risk Management Plan in place: Yes / No

Reduced Timetable Reintegration Plan in place: Yes / No

Child Protection Plan: Yes / No **Child in Need:** Yes / No

Is the pupil eligible for transport support? Yes / No

Date when pupil started the part-time timetable:

What were the reasons for the part-time timetable? (please circle)

New School ASD Support with home life Medical Following exclusion

Transition to Special School Mental Health Reduce anxiety CAMHS recommendation

Improve attendance

Other (please state)

Details of part-time timetable (including number of hours attending school each week, work to be completed and timetable for each day/week):

Transport to and from school: how will the child get to school and home if arriving late/leaving early? Is the child eligible for free transport?

When is the part-time timetable due to be reviewed? (see below)

Review 1 – (date)

Review 2 – (date)

Date part-time timetable ended, if applicable:

If the part-time timetable has not already ended, please notify the LA when it has:

School contact name:

Telephone Number:

Email address:

Parent Signature:

Date Local Authority informed:

Review 1 – after 3 weeks
Date of review –
Notes concerning timetable to date –

Is the PTT to be continued? Yes/No
If yes, what new actions, if any will be in place?

-
-
-

Success criteria for next steps -
Date of next review (after 6 weeks) –

Parent Signature -

Review 2 – after 6 weeks
Date of review –
Notes concerning timetable to date –

Is the PTT to be continued? Yes/No
If yes, what new actions, if any will be in place?

-
-
-

Success criteria for next steps -
Date of next review (after 8 weeks) –

Parent Signature -

Review 3 – after 8 weeks
Date of review –
Notes concerning timetable to date –

Is the PTT to be continued? Yes/No
If yes, what is the rationale for continuing beyond 8 weeks? What is the medium term plan at this point?

Parent Signature -

Appendix 10 – Attendance At A Glance

The school attendance target is 96%.
There are 185 days in a school year. Attendance to 178 of these days would exceed our target. That is no more than 7 days off school.
Parents have a duty to ensure their child attends school.

My child's attendance is high

Excellent! This supports their learning and gives them a greater chance of attaining a good set of GCSEs

How does the school recognise high attendance?

Through our Rewards system. This includes attendance prizes, epraise points and trips out. Please see the Behaviour For Learning policy for details.

How can I find my child's attendance figure?

You can contact the pastoral team or get a snapshot view on your child's last Progress Check. This is sent home termly.

My child's attendance is lower than 96%

We will monitor the attendance of every child. When it falls below 96%, we keep an eye on the reasons why. These may be valid reasons and in these cases no further action is taken.

What if it remains low or falls even lower?

If absence is persistent or falls below 90% without a valid reason, we are legally bound to begin a process of warnings and fines. You may receive a letter informing you of this.

What qualifies as a 'valid' reason for absence?

Often, these reasons are medical. If medical issues persist, the school will need medical evidence (e.g. doctor's note) to support a claim for valid absence. Please see the attendance policy for support with this.
Absence due to holidays is authorised at the discretion of the Head who you should write to if you are considering it.

Please keep communication open with school if your child is absent. Our attendance officer, Polly Higgs, can be contacted on 01462 622300, option 1