

Policy Title:	Attendance and punctuality
Function:	Statutory
Status:	Governors, Principal, Teachers, Support Staff, Students, Parents and Carers.
Audience:	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Ownership / Implementation:	Approved
Implementation Date:	September 2013
Review period:	Annually
Last Reviewed:	October 2017

1. Rationale

As part of Compass School Southwark's commitment to developing life-long skills in all its learners, punctuality and attendance is monitored closely. We recognise that all students have the right to access full time education and that regular attendance is crucial if students are to achieve their potential. Any absence from school, other than planned educational activities, will affect a young person's academic achievement, which will in turn have a negative effect on life-chances. Research shows that students who are failing to achieve their potential and are falling behind often have poor attendance. Our aim for all students at Compass School is that they strive for 100% attendance.

We are committed to working in partnership with our parents/carers who are responsible for ensuring their children access education.

The aim of this policy is to enable parents, students and staff a set of guidelines that, when adhered to, support and promote both higher personal standards and higher achievement within the classroom.

This policy provides the framework within which all staff, governors, parents, pupils, carers and external agencies can contribute to the development and maintenance of high attendance and excellent punctuality. It aims to:

- Ensure a clear system for maintaining full attendance and excellent punctuality and it's clear communication to all stakeholders
- Have an effective and efficient administration system for monitoring and intervening with issues relating to attendance and punctuality
- Offer pupils and parents/carers good support, advice and guidance on the importance of good attendance and punctuality

2. Roles and Responsibilities

For Parents and Carers:

- To be fully supportive of the School with regard to attendance and punctuality
- To support the Education Act of 1996 which states, 'the parent of every child of compulsory school age shall cause them to receive efficient full time education' either by regular attendance at school or otherwise, or risk prosecution if they fail to do so.
- To ensure their child attends school every day, on time and is prepared for the day
- To support the school and their child(ren) by not requesting authorised absence for holidays during term time and minimising where possible dental appointments and medical appointments during the school day and term time.
- Make sure that any absence is clearly accounted for by:
 - Phoning the school (020 3542 6506) by 8.15am leaving a clear message with the following:
 - Name of child and learning family
 - Reason for absence
 - Action you will be taking due to this absence
 - Date when your child will return to school
 - Emailing the school (attendance@compass-schools.com) with the same details as above
- Ensuring that you send a signed note to the school on the day the child returns (there are slips on the back of every student diary for recording absence notes)

- To contact the school immediately if they have concerns or if there are issues preventing full time attendance

Learning Family Tutors:

- To be a good role model, being punctual and present at school
- To take the register at the beginning of every lesson, and tutor period, in accordance with the procedures outlined in this policy
- To take responsibility for dealing with issues of attendance and punctuality in relation to their tutor group. This includes telephone calls for **first and second day absence**, collection of absence letters and liaising with Head of House and Attendance Officer over attendance concerns.
- To encourage the pupils in their LFT to take responsibility for their attendance and punctuality through monitoring and reinforcing the need for high levels of attendance and excellent punctuality
- To offer praise and rewards to individual students who have excellent or improved attendance or punctuality

Subject Teacher

- Take a register at the beginning of every lesson (and ensure that the students know that a register is being taken)
- Speak to students who miss through absence or truant their lessons to investigate reasons for their absence
- Ensure that work is set for students to catch up on through absence to your lesson in order that they can catch up on any work missed.
- Discuss the impact of absence to your lesson with the student with regards to work missed and the impact this could have on their overall progress and outcomes.

Attendance Officer

- Contact parent by 9.20am on the first day of absence by phone call if no reason for absence has been provided
- Challenge absence from school communicating clearly with parents attendance patterns, attendance statistics and sanctions for persistent absence from school
- Send letters to parents where no communication has been received requesting reasons for absence
- Ensure that attendance and punctuality records are up to date and that the appropriate code is entered into the register (National Attendance Codes)
- Monitor completion of registers and refer any non-completion of registers to SLT line managers
- Share all absence and lateness information with all staff daily by 10am
- Ensure all absence notes are completed and all unauthorised absences accounted for. Work with learning family tutors to ensure that these are completed and returned
- Monitor attendance patterns ensuring that attendance patterns and trends and swiftly referred to Learning Family Tutors and Heads of House for intervention
- Administer and track attendance letters to ensure that the timeline for school action is accurately and swiftly implemented
- Meet daily with the Leader of Achievement and Weekly with the Director of School to ensure early intervention leads to improvements in attendance

- Support families in enabling them to get their child(ren) to school

Head of House

- To raise the profile and champion excellent attendance and punctuality for all the students within their house
- To monitor the attendance and punctuality of students allocated to their house
- To monitor the performance of individual tutor groups, ensuring that they fulfil their duties regarding attendance and take appropriate action with individual tutors in instances where daily or patterns of absenteeism are not being effectively addressed
- Regularly discuss attendance and house meetings
- Ensure that contact is made with parents of poor attenders and on the third day of absence. Supporting the tutors in dealing with parents directly.
- Liaise with the attendance officer and Education Welfare Officer on a weekly basis regarding poor attendance of pupils and issues related to poor punctuality
- Promote good attendance and punctuality through assemblies, commendations, rewards etc.

Senior Leadership Team

- The Director of School is responsible for the delivery and implementation of the attendance and punctuality policy
- To raise the profile and importance of attendance and punctuality around the school, with particular focus on the house they are linked to and through assemblies and other whole school responsibilities
- To analyse and act swiftly in response to data on attendance and punctuality, holding to account the Head of Houses with regard actions above
- Ensure that the learning environment on offer to pupils, creates the foundations for excellent attendance and punctuality
- To ensure that the school expectations in regards to this policy are communicated to all stakeholders

Governors

- To annually review and agree the Attendance and Punctuality Policy
- To annually agree attendance targets
- To take a lead role on supporting the school in the implementation and approach to attendance through representation on termly attendance panel meetings and in response to parents when supporting unauthorised absence

3. Expectations and Timeline of Action

Attendance at school is a vital part of a student's education and the expectation at Compass School is that students attend school every day, unless in the case of exceptional circumstances and with the Principal's permission.

The Compass School overall attendance target is 97%. This reflects the value that we place on attendance and punctuality at school.

Daily Absence

Day of Absence	Responsibly of Parent/Carer	Responsibility of School
Day 1	Contact the school before 8.15am and explain absence	Attendance Officer to log reason for absence/ chase reason for absence Learning Family Tutor to contact family to discuss absence
Day 2	Contact the school before 8.15am and explain absence	Attendance officer to log reason for absence and follow up on actions agreed from Day 1 Learning Family tutor to contact family to discuss absence and intention to inform Head of House
Day 3	If the absence is more than three days, parents should call to provide an update and expected date of return.	Attendance officer to log reason for absence and ensure agreed actions from initial days of absence have been undertaken Referral to HOH
Day 4		
Day 5	Contact the school to explain the prolonged absence. Any absences of five days or more, must be accompanied by medical evidence (doctor's certificate, GP/medical appointment card, copy of prescription, hospital letter or note from the GP is required)*	Attendance officer to log reason and strategies offered to enable a return to school. Referral to Leader of Pastoral and Senior Leadership team member linked to House
Day 10	We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. The Local Authority will be notified that the child is 'at risk of missing' his/her education.	

* if a note is not received, this absence will be marked as unauthorised until confirmation of the absence is received. Following 5 days of absence with no communication from the parent and all contact attempted, the school will inform the Education Welfare Officer who may carry out a home visit.

Ongoing Attendance Concerns:

Attendance Percentage	Action
96% - 100%	Attendance monitored by attendance officer. If the attendance falls below 96% a letter will be sent to the family
94% - 95%	Attendance monitored by Learning Family Tutor. A letter will be sent informing you that attendance has dropped below 96% (these will be issued after HT1) (appendix 1.9) Any patterns or trends to be investigated and discussed with Head of House. Parent to be contacted for first and second day absence. Excellent attendance to be rewarded through weekly, termly and annual celebrations and awarding of House Points.
92% - 94%	Attendance monitored by Head of House A letter will be sent informing you that attendance has dropped below 94% (appendix 1.10)

	You will be asked to meet with your child (ren) s Head of House for a pre referral meeting
Below 92%	Attendance referred to Senior Staff and Education Welfare Officer You will be requested to attend a meeting with the schools Education Welfare Officer and will be placed on a 4 to 6 week Attendance Improvement Pan
Below 90%	A letter will be sent informing you that attendance has dropped below 90%. (appendix 1.11) There will be continued involvement by the schools Education Welfare Officer which could lead to the parent/carer being liable to prosecution of a fixed penalty notice being issued.

4. Exceptional Leave of Absence

Amendments to school attendance regulations were updated and re-inforced from September 2015: (Pupil Registration) (England) regulations state that:

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances....The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There is, however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Parent's/Carers wishing to apply for leave of absence need to write to the Principal in advance and before making any travel arrangements (See appendix 1.5). The Principal will consider the request taking into account:

- The pupil's previous attendance history
- The time of the year regards any public or internal exams
- Attendance and punctuality in the current and previous academic year
- The nature of the request and whether any other requests have been made

A letter of approval (or a letter stating that the request is not approved) will then be sent to the parent/carer clearly stipulating that approval is only given in these **exceptional circumstances** and that **no** further requests will be considered. Parents/carers are also informed that if any leave is taken beyond the dates agreed, affixed penalty notice could be issues to each parent and if applicable for each child.

If term time leave is taken without prior permission from the school, the absence will be unauthorised. This can lead to a parents/carers being issued with a fixed penalty fine, or other legal action (See appendix 1.4). Taking holidays in term time will affect your child's schooling as much as other absence and we expect parents to help us by not taking children out during school time.

5. Medical/Hospital Appointments and Medical Absence

Parents and carers must try and ensure where possible that any medical appointments are made after school or during the school holiday period. Should a child have a medical appointment during an am or pm session, the expectation is they will be returned to school following the appointment and not be taken

out of school for the whole day. They will be marked as unauthorised for the session if they do not return to school and no explanation is given. An appointment card will need to be shown to the Attendance Officer in order for the absence to be authorised in the first instance.

Where pupils are likely to have a period of long absence, for example from a period of illness, then teachers/tutors should liaise with parents and make arrangements for work to be sent home.

The Attendance Officer, along with Heads of House, has the major responsibility for identifying persistent poor attendance and punctuality. The Attendance Officer will also analyse attendance data and look for patterns of absence and poor punctuality.

Where there is a significant pattern of medical absence or absence through illness, the school will:

- Contact the parent/carer to discuss reasons why and may invite them to the school for a meeting. This will always be the case after three consecutive days of absence.
- If no contact is made a letter will be sent to the parents advising them that any future absences will require them to produce medical evidence and failure to do so will result in the absences been unauthorised (appendix 1.12)
- If attendance has previously been a concern, or continues to be a concern a referral will be made to the Education Welfare Officer who will offer support and guidance, but may also refer to the LA to issue a Penalty Notice or consideration of legal proceedings

6. Punctuality - Promotion and Consequences

In order to promote good punctuality, the School is open from 7.45am daily, and a breakfast club operates **from 7.45am to 8.15am daily**; all students are both welcome to attend and encouraged to begin their day in this way, with no charge levied for breakfast.

Poor punctuality affects the chances of individual learners in making progress. It also interrupts the flow of the lesson being taught and as such has a negative impact on all learners present. This is unacceptable.

All lateness to school and lessons is recorded electronically. Where punctuality is a serious concern, Learning Family Tutors and parents/carers are informed via telephone, email or post.

The formal start to the school day at Compass School **is 8.20am** and pupils must be on site by 8.15am. Any pupil arriving after this time is considered to be late.

If a student arrives after **8.20am**, they should sign in at the School Reception before continuing to lessons. All lateness to school will be recorded on the electronic registration system and will be hand recorded in the student's planner.

We run two late gates per term staffed by both Compass staff and members of the Education Welfare Officer.

- If a pupil is late to school, they will serve a 30 minute detention that day
- If a pupil is late to school twice in a week, they will serve a 30 minute detention for each day missed along with a 60 minute detention on the Friday of the following week.
- If a pupil is late to school on six occasions, a warning letter will be sent from the Head of House
- If a pupil reaches ten late arrivals, the Head of House will issue a final warning letter
- If there is limited improvement, ongoing and repeated lateness is considered as an **unauthorised absence** and pupils who are continually late after the close of register will wither be referred to

the Education Welfare Officer and 'or parents could be issued with a Fixed Penalty Notice (fine of £60 rising to £120 if not paid within 28 days)

7. Monitoring and Rewarding Attendance

Individual student attendance is updated weekly and displayed on the schools attendance notice board. Students are expected to know the colour band of their attendance and how they can move into a higher band.

Weekly LFT attendance is shared with students through the Celebration PowerPoint during LFT on Friday and through date sheets shared with LFTs weekly. Students who attend school punctually every day for a week are entered into a weekly attendance draw where prizes are awarded. At the end of each half term, a half termly attendance draw takes place. Each of the names from the weekly draw is added to a cumulative draw where a larger reward is given.

Students who have 100% attendance each half term are invited to a reward event in school. There are cumulative rewards for students who maintain this 100% record over more than one half term. There are also awards for students and groups where there have been significant improvements in attendance.

Unauthorised absences are followed up weekly with Learning Family Tutors responsible for following up where absence has been unauthorised.

Whole school attendance trends (including group comparisons) are shared through line management meetings with those responsible for whole school attendance.

The school runs reward activities and events for good punctuality and attendance both as a whole school and for students with Inclusion needs. These include termly certificates, reward activities, recognition in whole school leadership roles and reward trips.

8. Deletions from the register/ removal from the school role

Parents must ensure they inform the School of any change of address, contact details or family circumstances. Should a parent advise they are moving and will be removing their child (ren) from the school role, the school/school must attempt to obtain the parent's new address and if possible the name of new school the child will be attending. If this information has not been supplied the School must inform their EWO if the child leaves without obtaining any forwarding information.

In accordance with the Education (Pupil Registration) (England) Regulations 2006, children will only be deleted from the register when one of the following circumstances applies:

- Permanent exclusion has occurred and procedures have been completed
- Transfer between schools
- Children withdrawn to be educated outside the school system (Educated otherwise)
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the child
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the child
- Left the school but not known where he or she has gone after both the school and the local authority have tried to locate the child

The School will report a child is Missing from Education to the LA, following 10 consecutive days of absence, when all checks have been exhausted. This will include: Telephone calls to all known numbers on the school system, including relatives, discussion with class teacher and known friends of pupil, home visit by School/ EWO. The school will contact the local authority completing a 'CME' form with the relevant information and await confirmation to remove.

9. Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. Attendance at the school will be benchmarked against national and local averages to determine impact and effectiveness of the policy.

Appendix:

- 1.1 How I can help my child improve attendance
- 1.2 Contact details for attendance at Compass School
- 1.3 Graph Showing impact of attendance on academic achievement
- 1.4 The Law related to Fixed Penalty Notices
- 1.5 Application for exceptional leave of absence
- 1.6 Exemplar Letter – Unexplained absence from school
- 1.7 Exemplar Letter – leave of absence granted
- 1.8 Exemplar Letter – leave of absence not granted
- 1.9 Exemplar Letter – Attendance below 96%
- 1.10 Exemplar Letter – Attendance below 94%
- 1.11 Exemplar Letter – Attendance below 90%
- 1.12 Exemplar Letter – Medical Absence

Appendix 1.1

Supporting my child(ren) with attendance

1. My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. **This gives the impression that attendance does not matter, and may make things worse.**

Contact your child's Learning Family Tutor immediately (please see e-mail contact details Appendix 1.2) and openly discuss your worries. Your child could be avoiding school for a number of reasons, such as difficulties with school work, friendship problems and family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

At Compass School, the relevant staff are:

1. Learning Family Tutor
2. Attendance Officer
3. Head of House
4. Leader of Achievement/ SENCO
5. Educational Welfare Officer

2. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home a student diary. Please ensure you look at it with your child and sign it weekly. Be interested in what your child is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch.

Share your child's attendance with them and refer to the graph (appendix 1.3) that clearly shows the impact of attendance on academic achievement. Discuss aspirations for the future and encourage your son/daughter to understand the impact that poor attendance has on future prospects.

Celebrate with them when they have perfect attendance for a given period of time or they work hard to improve their attendance. Communicate this with the school in order that we can also reward via our house point and VIVO miles reward platforms.

Appendix 1.2

Contact details for attendance at Compass School

Please see below the contact details for key colleagues with regards attendance and reporting absence at Compass School.

You should report your child's absence via attendance@compass-schools.com

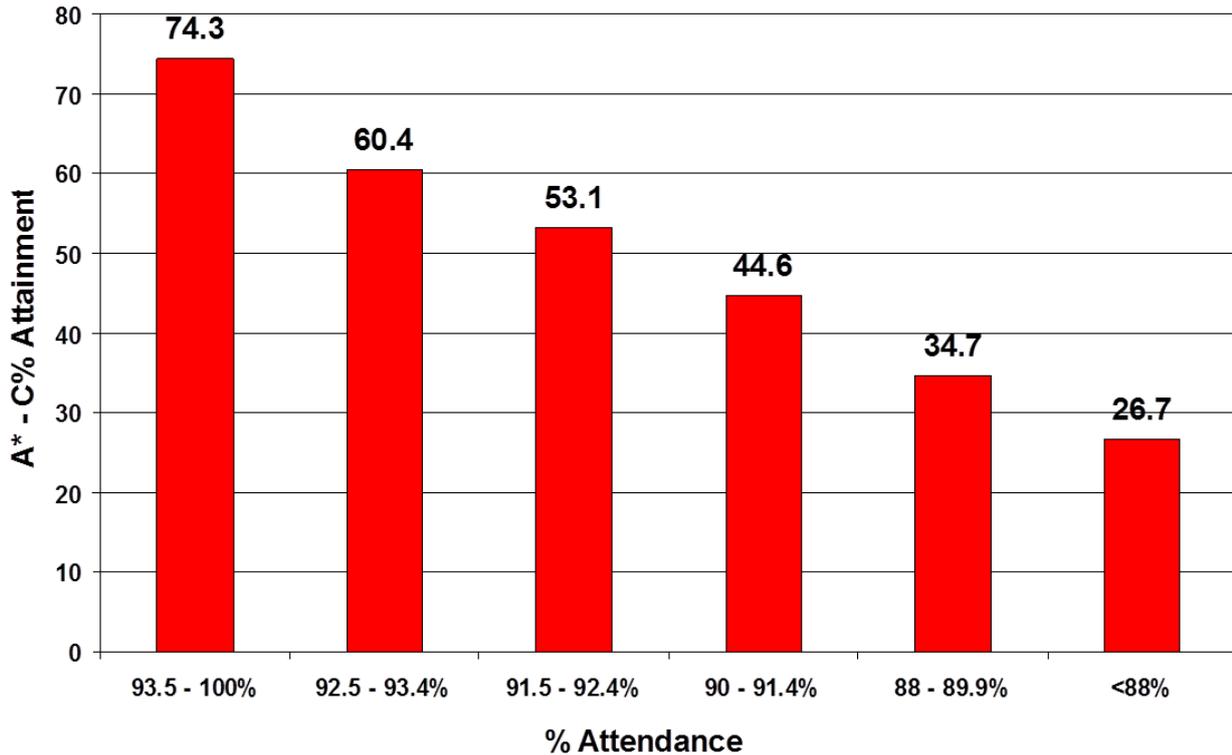
North		
Head of House	Mr Flowers	mflowers@compass-schools.com
SLT Link	Ms Cockram	vcockram@compass-schools.com
Armstrong	Mr Haverty	phaverty@compass-schools.com
Fiennes	Ms Sharif	nsharif@compass-schools.com
Mackenzie	Mr Thompson	dthompson@compass-schools.com
Tereshkova	Ms Green	egreen@compass-schools.com
Link Tutors	Mr Enriquez-Borges Mr Christie Mr Dimmock Ms O'Brien	jenriquez-borges@compass-schools.com achristie@compass-schools.com gdimmock@compass-schools.com jobrien@compass-schools.com
East		
Head of House	Mr Egbuchiem	pegbuchiem@compass-schools.com
SLT Link	Ms Milburn	smilburn@compass-schools.com
Gagarin	Ms Stone	mstone@compass-schools.com
Darwin	Ms Walkey-Williams	ewalkey-williams@compass-schools.com
Polo	Mr Sonan	asonan@compass-schools.com
MacArthur	Ms Aiworo	caiworo@compass-schools.com
Link Tutors	Ms Akinwale Ms Tibble	dakinwale@compass-schools.com ntibble@compass-schools.com
West		
Head of House	Ms Hayward	chayward@compass-schools.com

SLT Link	Mr Crow	mcrow@compass-schools.com
Drake	Ms James	ajames@compass-schools.com
Colombus	Ms Cunninghame	vcunninghame@compass-schools.com
Cartier	Mr Meehan	gmeehan@compass-schools.com
Vespucci	Mr Gohar	ugohar@compass-schools.com
Link Tutors	Ms Helme Ms Wiltshire Mr Kargbo Mr Omotayo	shelme@compass-schools.com lwiltshire@compass-schools.com dkargbo@compass-schools.com oomatayo@compass-schools.com
South		
Head of House	Ms Di Stazio	adistazio@compass-schools.com
SLT Link	Ms Kennedy	pkennedy@compass-schools.com
Shackleton	Ms Richards	arichards@compass-schools.com
Scott	Mr Jones	gjones@compass-schools.com
Byrd	Mr Guilherme	jguilherme@compass-schools.com
Ross	Ms Mohamed	fmohamed@compass-schools.com
Link Tutors	Sodiq Suleman Ben May Craig Latimir Omotoyosi Oluwaseyi	ssuleman@compass-schools.com bmay@compass-schools.com clatimir@compass-schools.com ooluwaseyi@compass-schools.com

Appendix 1.3

Graph Showing impact of attendance on academic achievement

Chances of Success at GCSE



Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family visits, holidays, shopping, household jobs and other appointments

190 SCHOOL DAYS IN EACH YEAR 190 days for your child's education	10 days absence 180 days of Education	19 days absence 171 days of Education	29 days absence 161 days of Education	38 days absence 152 days of Education	47 days absence 143 days of Education
100%	95%	90%	85%	80%	75%
Excellent Best chance of success. Gets your child off to a flying start	Good Great chance of success.	Worrying Less chance of success. Makes it harder to make progress		Serious Concern Not fair on your child Court action!	

	Gets your child off to a good start		
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Appendix 1.4

The Law related to Fixed Penalty Notices

Appendix 1 The Law The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

[a] To his/her age, ability and aptitude and

[b] To any special needs he/she may have

either by regular attendance at school or otherwise. For educational purposes, the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006

Guidance documents on attendance

The following DfE documents are used to guide attendance recording:

- Absence and Attendance codes (Guidance for Schools and Local Authorities)
- Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations).
- These and other guidance documents are available on the DfE website.

Appendix 1.5

Application for exceptional leave of absence

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

Please read the following information before you complete the request.

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action. You are advised not to make any arrangements until your request has been considered.

However, if you wish to request an exceptional leave of absence you need to read the following advice and complete the form below. This form must be completed prior to the requested leave of absence. Each request for exceptional leave will be considered individually and we will take into account:

- The pupil's previous attendance history;
- The time of the year regards any public or internal examinations;
- Attendance and punctuality in the current academic year;
- The nature of the request and whether any other requests have been made.

A Penalty Notice of £120 (£60 if paid within 14 days) may be issued to each parent should a pupil be taken on a leave of absence without permission from the Head teacher.

Full Name of Pupil:	Class Group:
Full Name of Parent (s) taking child on exceptional leave	
Address:	
Telephone Number:	

Reason for request for leave of absence:		
Intended dates of absence:		
Name of parent/carers:	Signature:	Date:

For Office Use only:

Form to be submitted to Head teacher along with registration certificate

Agreement given Yes/No

Appropriate letter to be prepared for return to parent/carer and given to Head teacher for signature.

Signed:

Date:

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (Principal) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

For School use only:

Tick as appropriate.

Request approved for _____ days from the dates and times _____

A personal discussion with you is requested. Please contact: _____

Request not approved as the circumstances are not considered to constitute exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

Principal: _____ **Date:** _____

Appendix 1.6

Exemplar Letter – Unexplained absence from school

Date >
<Address>
<Address>
<Address>
<Address>

Dear <name of parent / carer>

According to our records, <name of pupil> has recently been absent from the school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the <s/he> is unable to attend school and an expected date when <s/he> should return. Unfortunately we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn't been explained within two weeks will be categorised as "Unauthorised" Absence – an explanation of this term and the possible consequences are attached.

If you wish to discuss this letter further, please contact me on 020 3542 6506.

Yours sincerely

Ms V Brown
Attendance Officer
Compass School Southwark

Please complete this slip and return to <school> as soon as possible.

Dates of unexplained absence: _____

Explanation for the above dates of unexplained absence:

Failure to return this will result in absences coded as unauthorised and a possible referral to our Education Welfare Officer

Parent/Carer Signature..... Date.....

Appendix 1.7

Exemplar Letter – leave of absence granted

{Parent name}

{Address}

{Date}

Dear {Parent Name}

Re: **Request for Leave of Absence**

I refer to your leave of absence request to take {pupil name} out of school for the period {dates}.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that Head teacher may not authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional, i.e. compassionate grounds and permission has been requested to the Head teacher.

Under the circumstances your leave of absence request has been deemed as exceptional. I am able to grant you the leave of absence for the period {add dates} requested. Should you not return on the agreed dates and no explanation provided consideration will be given to request a Penalty Notice which is a fine of £60 that must be paid within 21 days or £120 within 28 days.

Yours sincerely

Mr M Huntley
Principal

Appendix 1.8

Exemplar Letter – leave of absence not granted

{Parent name}

{Address}

{Date}

Dear {Parent Name}

Re: **Request for Leave of Absence**

I refer to your leave of absence request to take {pupil name} out of school for the period {dates}.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that the Head teacher may not authorise any leave of absence during term time (i.e. holiday taken in term time).

I am unable to authorise this absence, as it is not deemed as exceptional leave. Should you decide to go ahead with this holiday, a Penalty Notice request will be made to Southwark LA who may issue a Penalty Notice to each parent for taking a child out of school during term time. ***The Penalty Notice is £60 that must be paid within 21 days or £120 within 28 days.***

Please note this is one of the following legal changes that have come into force in September 2015. Parents will receive a Penalty Notice if their son/daughter is marked as being: absent for 10 or more half-day sessions (five school days), which is unauthorised, during any 100 possible school sessions – these do not need to be consecutive.

Thank you for supporting your child's attendance. We trust that your child's full attendance will be encouraged given this information and our decision. If you have further attendance queries please contact your child's Head of Year or, if it is regarding this specific request, please write to the Headteacher.

I trust this will not be the case and you make alternative arrangements for your holiday during the school holiday period.

Thank you for your attention in this matter.

Yours sincerely,

Mr M Huntley
Principal

Appendix 1.9

Exemplar Letter – Attendance below 96%

Dear Parent/carer of

School Attendance

I am writing to you because attendance has dropped below 96% this school year. I enclose his/her attendance certificate and our school leaflet on absence.

Good attendance at school is linked to better GCSE grades. Please speak with your child about the importance of attending school every day.

Your child's tutor will be keeping a close eye on his/her attendance. I will also offer support as highlighted in our attendance policy, found on the schools website. We appreciate that 96% may appear to be a good level of attendance but we strive for 100% where possible. We are therefore keen to explore how we can help you to improve your child's attendance.

We are grateful for your support.

Yours sincerely
Ms V Brown
Attendance Officer

Appendix 1.10

Exemplar Letter – Attendance below 94%

Drop to 94% and HoH support required

Dear Parent/carer of

School attendance issues

I am writing to you because <name's> attendance has dropped below 93% this school year. I enclose his/her Registration certificate and our school leaflet on absence. Please speak with your child about the importance of attending school every day.

We would also like to speak with you to talk through any issues and barriers to your child attending school. Please could you call the school to speak with me. We will set targets for improvement across the rest of the year.

Attendance at 94% is the same as missing a whole term's work across the five years. Evidence shows that this impacts on GCSE grades. We are grateful for your support regarding your child's attendance.

Yours sincerely

<Name>

Head of House

Appendix 1.11

Exemplar Letter – Attendance below 90%

Drop to 90% and EWO intervention required

Dear Parent/carer of

Attendance meeting

Your child's attendance has reached below 90%. Please find enclosed his/her Registration certificate. We have reviewed <names> attendance since our previous meeting and it has not improved. Please could you attend a meeting at school on <date> at <time> to discuss how we can improve the situation. An attendance of less than 90% means that is categorised as a persistent absentee.

Falling into this attendance category has profound effects on his/her future; he/she will miss the equivalent of half a year off school across five years if this pattern continues. Please speak with your child about the importance of attendance.

We enclose the following additional information on attendance that you may find useful:

- Parent leaflet on Penalty Notices
- Our school leaflet on absence
- DFE guidance on attendance effects on attainment.

Please note the following legal changes that have come into force in September 2015. Parents will receive a Penalty Notice if their son/daughter is marked as being:

- absent for 10 or more half-day sessions (five school days), which is unauthorised, during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed; our registration closes at 09:00
- persistently late before the close of the register (coded L), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance absent for any formal school assessments, tests or examinations where the dates have been published in advance.

Thank you for your support regarding your child's attendance.

Yours sincerely

Mr D Collins
Director of School

Appendix 1.12

Exemplar Letter – Medical Absence

10th October 2017

Dear Parent/Carer,

Name of Child:

Attendance Percentage:

<Name>'s attendance this academic year is currently <current>%. This is considerably below what the DFE and the school consider being an acceptable level of attendance, and well below the schools target for each child to have an attendance of above 97%.

It is the Head teacher's decision as to whether to accept any parental explanation for absence, and as there have been previous days missed from school due to illness, I need to make you aware that future **absences due to illness will no longer be authorised without medical evidence. Some examples of medical evidence include: a letter from your doctor, a copy of your child's prescription or a medical appointment card.**

I will be monitoring your child's attendance and should there be any further unauthorised absences, I will refer you to our Education Welfare Officer, who will invite you to attend a meeting in school to discuss your child's attendance.

Every day in school counts towards <name>'s future, and I thank you in advance for supporting our School in ensuring excellent school attendance.

If you would like to talk to me more about your child's attendance please contact me.

Yours sincerely

<Name of Head of House>
Head of <House>
Compass School Southwark

