

ACADEMY ATTENDANCE AND PENALTY NOTICE POLICY

This policy was ratified by the Trustees:	17/01/2018
This policy will be reviewed in:	January 2019
This policy will be reviewed by:	Curriculum and Standards Committee
This Policy is owned by (SLT Member):	Vice Principal

Contents

1	Aims	3
2	Legislation and guidance	3
3	Academy procedures	3
4	Authorised and unauthorised absence	5
5	Strategies for promoting attendance	7
6	Attendance monitoring	7
7	Children missing in education (CME)	7
8	Roles and responsibilities	8
9	Monitoring arrangements	8
10	Links with other policies	8
Appendices		9 - 28
Appendix 1:	Attendance codes	
Appendix 2:	Timeline of the Staged Approach for Managing Poor Attendance	
Appendix 3:	Late letter (Code L)	
Appendix 4:	Late letter (Code U)	
Appendix 5	Absence Letter 1	
Appendix 6	Absence Letter 2	
Appendix 7	Absence Letter 3	
Appendix 8	Academy Attendance Meeting Letter	
Appendix 9	Academy Attendance Review Letter	
Appendix 10	Academy Attendance Final Warning Letter	
Appendix 11	Unauthorised sessions warning letter re Penalty Notice Referral	
Appendix 12	Unauthorised absence confirmation of PN request	
Appendix 13	Response to Leave Request (Not Authorising)	
Appendix 14	Unauthorised leave confirmation of PN request	
Appendix 15	Academy letter where they believe a holiday was taken	
Appendix 16	Confirmation of PN request where holiday is believed to have been taken	
Appendix 17	Traveller Attendance letter	
Appendix 18	Academy Referral Pathway	

1. Aims

Our Academy aims to meet its obligations with regards to Academy attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory Academy age attend regularly, and will promote and support punctuality in attending lessons.

Dover Christ Church Academy is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling Academy experience. We actively promote regular school attendance for all our students and use annual rewards to promote this.

The Governors, Principal and Staff in partnership with parents have a duty to promote full attendance at Dover Christ Church Academy.

Parental Responsibility

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

It is the parents' responsibility to contact the Academy on the first day their child is absent and each day of absence thereafter. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the Academy and inform the Academy when their child is returning.

Students are expected to arrive in tutor at 08:55. All students that arrive late must report to the Academy office where the reason for lateness is recorded.

2. Legislation and guidance

This policy meets the requirements of the [Academy attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [Academy attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern Academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [Academy census](#), which explains the persistent absence threshold.

3. Academy procedures

3.1 Attendance register

By law, all Schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each Academy day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

(See appendix 1 for the DfE attendance codes.)

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive in Tutor by 08.55 hrs on each Academy day.

The register for the first session will be taken at 08.55 hrs and will be kept open until 09.30 hrs. The register for the second session will be taken during Lesson 3 at 13.40 hrs and will close at 14.10 hrs.

3.2 Unplanned absence

Parents must notify the Academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 08.55 or as soon as practically possible (see also section 6).

If the authenticity of the illness is in doubt or the student has more than 10 days' absence, the Academy will ask parents to provide medical evidence. This evidence could include a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or Dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence of appointments could include a doctor's note, prescription, appointment card or other appropriate form of evidence.

However, we encourage parents to make medical and dental appointments out of Academy hours where possible. Where this is not possible, the student should be out of Academy for the minimum amount of time necessary.

Parents should supply the Academy with a copy of the medical / dental appointment letter.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the Academy can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late (code L), using the appropriate code.

Students arriving late must enter the Academy by the main entrance and report to the Pastoral Support Team.

A student who arrives after the register has closed (at 9.30 and 14.10hrs) will be marked as absent, using the Code U. This will count as an unauthorised absence.

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

3.5 Following up absence

The Academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

The Academy reports to parents on their child's attendance record, live attendance data is also available to parents via the parental portal system

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Principals may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as

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

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents belong. If necessary, the Academy will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the Academy but it is not known whether the student is attending educational provision

Only the Principal can authorise absence using a consistent approach. The Principal is not obliged to accept a parent’s explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified.

If no explanation is received, absences will not be authorised.

4.2 Unauthorised absence

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

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over Academy dates
- Medical/dental appointments of more than half a day without very good reasons
- Child’s/family birthday
- Shopping trip
- Family Holidays (with some rare exceptions)

Persistent unauthorised absence (10% or more of the Academy year) may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The Academy will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child’s Registration Certificate, copies of all letters sent to parents and minutes of any meetings will be attached to the completed AS1 referral form with any other relevant information.

Local Authority Action may include:

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

4.3 Study leave

Study leave is not granted by default.

4.4 Legal sanctions Penalty Notices Proceedings for Poor Attendance

Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.

- A Penalty Notice will only be issued in cases of absence for 10 or more half day sessions (5 Academy days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.

- A Penalty Notice can also be issued where an excluded child is found in a public place during Academy hours.
- After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out 15 Academy days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15-day period a Penalty Notice will be issued (one per parent per child)

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

5. Strategies for promoting attendance

The Academy's rewards good attendance in celebration assemblies, with certificates and with Reward trips.

The Academy works with parents to support regular attendance by communicating early about issues, acknowledging positive improvements, indicating a named contact in Academy, usually within the Pastoral team.

6. Attendance monitoring

The attendance officer monitors student absence on a daily basis.

Parents are expected to call the Academy in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to call the Academy at the start of every day that their child is ill.

If a student's absence goes above 5 days we will contact the parents to discuss the reasons for this (see appendix 2).

If after contacting parents a student's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected each term and published at national and local authority level through the DfE's Academy absence national statistics releases. The underlying Academy-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The Academy collects and stores attendance data, and uses it internally, for example, to track the attendance of individual students, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7. Children Missing Education

No child will be removed from the Academy roll without consultation between the Principal and the Inclusion and Attendance Service when appropriate.

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

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

8. Roles and responsibilities

At Dover Christ Church Academy there is a whole Academy responsibility and approach for improving Academy attendance, with specific staff taking individual responsibility.

8.1 The Governing body

The governing body is responsible for monitoring attendance figures for the whole Academy on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

8.2 The Principal

The Principal is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring Academy-level absence data and reporting it to governors. The Principal also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

8.3 The Attendance officer

The Attendance Officer will oversee attendance through the Pastoral Team.

- Monitors attendance data at the Academy and individual student level
- Reports concerns about attendance to the Vice Principal
- Works with School Liaison Officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues (See Appendix 2: Timeline of the Staged Approach for Managing Poor Attendance)
- Advises the Principal when to issue fixed-penalty notices
- Advises parents termly, of child's attendance figure

8.4 Class Teachers and Form tutors

Class teachers and Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the Academy office.

8.5 Reception staff

Administration staff are expected to take calls from parents about absence and record it on the Academy system.

9. Monitoring arrangements

This policy will be reviewed every year by the Attendance Officer. At every review, the policy will be shared with the governing body.

10. Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on Academy attendance.

Code	Definition	Scenario
	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the Academy
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the Academy
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the Academy
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the Academy
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the Academy
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	Academy is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at Academy after the register closed

Code	Definition	Scenario
X	Not required to be in Academy	Student of non-compulsory Academy age is not required to attend
Y	Unable to attend due to exceptional circumstances	Academy site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the Academy
#	Planned Academy closure	Whole or partial Academy closure due to half-term/bank holiday/INSET day

Appendix 2: Timeline of the Staged Approach for Managing Poor Attendance

1-3.5 Days	Letter 1 and termly post cards
4 – 6.5 Days	Letter 2 and 15-day challenge run by Tutors
7 – 9 Days	Letter 3 to parent and Head of Year and/or Pastoral Support Manager to speak with students. Student to also be placed on a 30-day contract.
9+	Academy Attendance Meeting with Attendance officer and Director of Student Welfare. To be continually monitored and reviewed. Early help to be put in place to help with attendance.

Continued absence will then be referred to the Local authority.

Appendix 3: Late Letter (Code L)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at Academy. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our Academy the register is taken at ?? am and at ?? pm.

A student's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the Academy to improve punctuality. If we can help in any way, perhaps via our Academy Nurse or Family Liaison Officer, please do not hesitate to contact us.

Yours sincerely

Tutor

Appendix 4: Late Letter (Code U)

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our Academy the register is taken at ?? am and is closed at ?? am for the morning session and taken again at ?? pm and closed at ?? pm for the afternoon session.

Students arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority Academy Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the Academy.

Yours sincerely

Mr A Agar
Attendance and Pastoral Manager

Appendix 5: Absence Letter 1

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: ## days of absence - «forename» «chosen_surname» «reg»

I am writing to confirm that «chosen_forename» has missed ## days of Academy since September. We are encouraging students to have less than 10 days of absence in an academic year. I understand that from time to time, students become ill and need time off Academy.

At this moment «chosen_forename» is within the 10 day target. If «chosen_forename» does stay below 10 days then «he_she» will achieve above 95% attendance by the end of the year. This will be a fantastic effort and mean that «chosen_forename» will be able to achieve «his_her» potential for the year.

If you have any concerns regarding «chosen_forename»'s attendance or would like any help, please do not hesitate to contact myself or Mr Agar our Attendance Officer on 01304 820126.

Yours sincerely

Dover Christ Church Academy

Appendix 6: Absence Letter 2

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: ## Days of Absence - «forename» «chosen_surname» «reg»

I am writing to confirm that «chosen_forename» has missed ## days of Academy since September. I will now be working with «chosen_forename» to mentor and encourage «him_her» to improve «his_her» attendance at Dover Christ Church Academy.

I believe that «chosen_forename»'s tutor has already written to you when «chosen_forename» had been absent for a couple of Academy days this academic year. Unfortunately, now that «chosen_forename» has missed ## days of Academy since September this has been referred to me.

While I understand that sickness can cause students to have time off Academy, and this year has been particularly difficult for our students, I will be meeting with «chosen_forename» and offering «him_her» the chance to attempt the 15 day challenge. The idea will be that «chosen_forename» should be aiming to attend Academy 100% of the time during the 15 Academy days of the challenge.

If «chosen_forename» is to achieve «his_her» full potential, which we know «he_she» can, then it is essential for «him_her» to fully attend Dover Christ Church Academy to enable us to continue to educate and develop «chosen_forename»'s potential and future. At this time «chosen_forename»'s attendance is «percentage_attendance»%.

Please find enclosed «chosen_forename»'s record of attendance to date.

I have to make you aware that should «forename» continue to have time off I will have to pass this matter to Mr Agar our Attendance Officer.

If you have any concerns regarding «chosen_forename»'s attendance, please do not hesitate to contact myself or Mr Agar our Attendance Officer on 01304 820126.

Yours sincerely

«tutor»

Tutor

Appendix 7: Absence Letter 3

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: ## Day's Absence - «chosen_forename» «chosen_surname» - «reg»

The Government has stated that students should achieve at least 95% attendance during an academic year. This would mean that «chosen_forename» can have no more than 10 days of absence (authorised or unauthorised) in the year. The staff at the Academy strive to help all students achieve this goal.

I will be meeting with «chosen_forename» and offering «him_her» the chance to attempt the 30 day contract. The idea will be that «chosen_forename» should be aiming to attend Academy 100% of the time during the 30 Academy days of the challenge. Should «his_her» attendance continue to decline then I will ask you to attend a meeting where we can discuss how we can work together to help «chosen_forename» to attend Academy daily.

However, if you have any concerns or if there is anything you would like to discuss or if you would like to meet earlier, please do not hesitate to get in touch with me.

I am no longer able to authorise any absence for «chosen_forename» from the Academy unless medical evidence is provided to the Academy, ie a prescription or prescribed medication or, in the event of an appointment, a letter or medical card.

Please find enclosed «chosen_forename»'s record of attendance to date.

Yours sincerely

Head of Year

Appendix 8: Academy Attendance Meeting Letter

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg» – Academy Attendance Meeting

I am very concerned regarding the amount of absences that «chosen_forename» has had since the beginning of the academic year, I know that in some cases these are unavoidable. We aim for students to achieve 95% or better. This would mean not having more than 10 days off in a year and unfortunately «chosen_forename» has passed this amount of days absence authorised or not. So far during this academic year «chosen_forename» has had «total_authorized_absences» authorised absences and «total_unauthorised_absences» unauthorised absences.

I would like to invite you to a Academy Attendance Meeting, where we can discuss ways of helping «chosen_forename» to overcome any hurdles «he_she» may have to learning. I have arranged this at Dover Christ Church Academy on **DATE AND TIME**. Please contact the Academy to confirm your attendance at this meeting, either by phone or e-mail using the details at the bottom of this letter. If this is an inconvenient time or you have any questions, please do not hesitate to contact myself on the number below. Please be aware that a member of the Local Authority may also be present.

Any further absences from Academy after the date on this letter, will require medical evidence to be authorised. Evidence can be Medication, Prescription, appointment card or letter notifying you of an appointment. We do not require a doctor's note.

Yours sincerely

Mr Agar
Attendance Officer 01304
820126

Appendix 9: Academy Attendance Review Letter

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg» – Academy Attendance Meeting review

I would like to invite you to a Academy Attendance Meeting Review. We can discuss «chosen_forename»'s attendance and if required further interventions that may be required to support «him_her».

I have arranged this at Dover Christ Church Academy on **DATE AND TIME**. Please contact the Academy to confirm your attendance at this meeting, either by phone or email using the details at the bottom of this letter. If this is an inconvenient time or you have any questions, please do not hesitate to contact myself on the number below. Please be aware that a member of the Local Authority may also be present.

Any further absences from Academy after the date on this letter, will require medical evidence to be authorised. Evidence can be Medication, Prescription, appointment card or letter notifying you of an appointment. We do not require a doctor's note.

Yours sincerely



Mr Agar

Attendance Officer

agara@dccacademy.org.uk 01304

820126

Our Ref: SW/AA/JC

Appendix 10: Academy Attendance Final Warning Letter

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg» – Academy Attendance Meeting

The Education Act 1996 states: *'If any child of compulsory Academy age, who is a registered student at a Academy, fails to attend regularly, the parents of the child shall be guilty of an offence.'*

I wrote to you on **DATE** inviting you to a Academy Attendance Meeting. You failed to arrive and no reasonable reason was given for your non attendance

A Academy Attendance Meeting has been arranged at Dover Christ Church Academy on **DATE AND TIME** to discuss the concern about «chosen_forename»'s attendance and to put some interventions in place. If you fail to attend then I will refer this matter to the local authority. If this is an inconvenient time or you have any questions, please do not hesitate to contact myself on the number below. It is essential that you are present at this meeting.

Any further absences from Academy after the date on this letter will require medical evidence to be authorised. Evidence can be Medication or Prescription or letter notifying you of an appointment. We do not require a doctor's note.

Yours sincerely

Mr Agar
Attendance Officer
01304 820126

Appendix 11: Unauthorised sessions warning letter re: Penalty Notice Referral

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: Unexplained absence - «forename» «chosen_surname» «reg»

I am writing to confirm that «chosen_forename» has had «total_unauthorised_absences» sessions which equates to ## days of unauthorised absence from Academy since September. On each day of absence you have been contacted by a text and other means you have not responded or given adequate reason. These dates are as follows: -

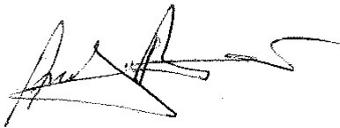
«dates_of_specified_codes»

Should «chosen_forename» reach 10 sessions (5 days) of unauthorised absence a penalty notice could be requested per parent/guardian per child.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Should you wish to meet sooner please do not hesitate to get in contact with myself on 01304 820126.

Yours sincerely



Mr Agar
Attendance and Pastoral Manger

Appendix 12: Unauthorised Absence Confirmation of PN Request

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated ??, «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Principal

Appendix 13: Response to Leave Request (Not Authorising)

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - «year_reg»

I have received your request to take «forename» out of Academy for a leave of absence between **(date)** and **(date)**, a total of **(number)** Academy days, **((number)sessions)**.

As an Academy we will not authorise any absence unless there are short term extenuating circumstances discussed face to face with myself. However to stay in line with the law, should any of the following apply to your child/ren we will not authorise the absence and notify Kent County Council who will issue a penalty notice.

From September 2013 the Department for Education has amended the Education (Student Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The Academy's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of Academy I will be making a request for a Penalty Notice to be issued.

Penalty notices are issued per **Parent or Guardian** per **child** and the amount of each penalty notice will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely



Mr A Agar
Attendance and Pastoral Manager

Appendix 14: Unauthorised Leave Confirmation of PN Request

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg»

With reference to my letter dated **(date)**, the holiday taken between «**dates_of_specified_codes**» «**total_of_specified_codes**» has now been recorded as Unauthorised Absence. As stated in this letter a Penalty Notice has been requested from the Local Authority.

Penalty Notices are issued to **each parent of each child** and the amount of the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service. This is issued by the Local Authority and notification of how to pay will be included in their paperwork. Please do not bring payment into the Academy.

Yours sincerely

Mr J. MacLean Principal

Appendix 15: Academy Letter Where They Believe a Holiday Was Taken

Our Ref: SW/AA/jc

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - «year_reg»

We believe that «chosen_forename» has been on an unauthorised holiday because

.....

From September 2013 the Department for Education have amended the Education (Student Registration) (England) Regulations 1996 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The Academy's Attendance Policy confirms that:

- Agreement to each request is at my discretion, acting on behalf of the Governing Body
- Each case will be judged on its merits
- My decision is final
- Leave cannot be authorised retrospectively

You failed to apply in advance for permission for «chosen_forename» to be absent from Academy. As stated above, I am unable to authorise leave retrospectively and will require medical evidence for «chosen_forename» to show that you have not taken a holiday, I will require this by **DATE**. Failure to provide this information will result in a request being made for a Penalty Notice to the Local Authority.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Mr J. MacLean Principal

Appendix16: Confirmation of PN Request Where Holiday is Believed to Have Been Taken

Our Ref: SW/AA/JC

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «year_reg»

I wrote to you on **DATE** as we believed that «chosen_forename» has been on an unauthorised holiday because: -

-

As an Academy we will not authorise any absence unless there are short term extenuating circumstances discussed face to face with myself.

You have failed to provide any form of medical evidence for «chosen_forename» to show that you have not taken a holiday as requested, I will therefore have to make a request for a Penalty Notice to be issued by the Local Authority.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Mr J MacLean Principal

Appendix 17: Traveller Attendance Letter

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence

«forename» «surname»

Thank you for contacting me to say that «forename» will be absent from Academy from ??Date as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to Academy. Unless you contact me during the next 10 Academy days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»'s name off the Academy roll and you will have to re-apply for an Academy place when you return.

Yours sincerely

Mr J MacLean Principal

Appendix 18: Academy Referral Pathway

Kent School Referral Pathway – Pupil Attendance

