



Tarporley High School and Sixth Form College

POLICY: STUDENT ATTENDANCE

Our aim at Tarporley High School and Sixth Form College is for every child and young person to aspire, learn and achieve. For our students to gain the greatest benefit from their education it is vital that they attend regularly and arrive at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Parents and carers should make sure that their child attends regularly and this Policy sets out how parents/carers and the school will work together to achieve this.

Why Regular Attendance is important:

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is parents' or carers' legal responsibility. Permitting absence from school without a good reason is an offence in law and may result in prosecution.

Safeguarding

A child may be at risk of harm if he or she does not attend school regularly.

Failing to attend school on a regular basis, depending on the circumstances, may be considered a safeguarding matter.

Absence Procedures; Guidance for Parents:

If your child is absent you must:

Contact us as soon as possible on the first day of absence and on each day thereafter.

Send a note in to the Attendance Office on the first day they return, or email attendance@tarporleyhigh.co.uk, with an explanation of the absence – you must do this even if you have already telephoned us.

You can telephone school and ask to speak to your child's Form Tutor if you want to discuss any issues to do with your child's absence.

Student Absence: Early Interventions - School Actions

Action

On the first day of an absence school will text message the parent or carer if they have not contacted school to explain the reason for the absence. If the parent or carer does not contact school with a reason for the absence, school may send letter N. If there is no reply within 3 working days of receipt of the letter the absence will be recorded as unauthorised.

Action

If absence or pattern of poor attendance continues, and/or attendance is below 95% school may send a letter of concern (Letter 1a), or letter 1b (see below) to the parent/carers detailing the pattern of absence and emphasising that above 95% attendance is a national expectation.

Action

If absence or pattern of poor absence continues, and/or attendance is below 90%, and/or the school's Year Leader has a concern, school will send a second letter of concern (Letter 1b) to the parent/carers detailing the pattern of absence.

Action

If there is no improvement in absence or pattern of poor absence continues, and/or the school's Year Leader has a concern, school will send a letter to the parent/carers requesting medical evidence for any future absences. (letter 2)

Action

Following the Letter 2, if there has not been an immediate and sustained improvement in attendance, or there is not on-going medical evidence to explain the absence, school will invite parent or carer and the student by letter (Letter 3) to an Attendance Panel. The panel will meet via telephone, TEAMS or in school. The objective of The Attendance Panel will be to support the student and parent or carer in overcoming any barriers to attendance; it will:

- Include the student voice through an opportunity to discuss their wishes and feelings
- Discuss medical evidence
- Explain the possibility of an Education Supervision Order
- Agree a Parenting Contract or if appropriate, recommend a Team Around the Family (TAF) process begins.

After the meeting, school will send a letter to the parent/carers (letter 4) along with a copy of the agreed Parenting Contract.

If parents or carers do not attend the Attendance Panel Meeting, school will hold the meeting, agree a Parenting Contract and send it to parent or carers along with letter 5.

Action

Following the Letter 4 or 5, if no formal medical evidence has been provided and the student has accrued 10 or more unauthorised sessions of absence during the current term (a session could be either a morning or afternoon during the school day), school will inform the Local Authority who may issue a Fixed Penalty Notice Warning Letter.

If further unauthorised absences occur, the Local Authority may issue a Fixed Penalty Notice where each parent receives a penalty of £60 per child to be paid within 21 days. This will rise to £120 between the 21st and 28th day. If the penalty is unpaid after the 28th day, the Local Authority will instigate legal proceeding in the Magistrate's Court.

School will regularly review attendance data in relation to illness absence, and any student who accrues 14 sessions of illness (a session could be either a morning or afternoon during the school day) may receive a Medical Evidence Letter (letter M) requesting formal medical evidence in the form of one of the following:

- Copy of prescription relating to the illness
- A dated note from the GP's receptionist confirming your visit to the GP
- A medical appointment card
- Evidence of medication prescribed by the GP.

Persistent Absence - School Actions

Action: For more entrenched cases of unauthorised absence, or when early interventions have not led to significant and sustained improvement in attendance, school will write to parent or carer with a first warning of possible prosecution (letter A). The letter outlines the legal implications of unauthorised absence and includes the following:

Failure to attend school regularly may result in the Local Authority taking one of the following actions:

- *Initiating legal proceedings in the Magistrates Court under S.444 (1) Education Act 1996. If convicted under this section, the parent or carer may be fined up to £1000.*
- *Initiating legal proceedings in the Magistrates Court under S.444 (1A) Education Act 1996. If convicted of this offence the parent or carer may be fined up to £2,500 or be sent to prison for up to 3 months or both.*

Action: If there is no sustained improvement in attendance after the first warning letter has been sent, parent/carers will be invited to attend an Attendance Planning Meeting (letter B). The Attendance Planning Meeting will take place over the telephone, via TEAMS or in school. The meeting will explore the issues around poor attendance along with the possibility of prosecution if there is no immediate and sustained improvement in attendance. After the meeting school will send home a record of agreed actions (Letter 4 or Letter 5).

Action: After the Attendance Planning Meeting, if there is still no immediate and sustained improvement in attendance, school will send home a final warning letter (letter C). This warns of imminent legal proceedings from the Local Authority.

Action: After legal proceedings have been completed, if there is no resulting immediate and sustained improvement in attendance, school will write to offer a meeting where ongoing issues around attendance can again be discussed so that school, along with parent/carers, can

jointly overcome any barriers (letter D). If this is unsuccessful, school will again work with the Local Authority towards a further prosecution.

Lateness:

Poor punctuality is not acceptable. S.444, Education Act 1996 requires you to make sure your child attends school, on time, whenever school is open. If your child misses the start of the day they can miss work and time with their tutor group getting vital information and news for the day. Lateness also disrupts lessons.

How we manage lateness: The school day starts at **8.45am** with a five-minute warning bell before Period One which begins at **8.50am**. By this time, we expect your child to be in class, ready to learn. Students go directly to their period 1 room on arrival.

Registers are marked at **8.50am** and your child will receive a late mark if they are not in by that time.

At **10.00 am** the registers will be closed. A child arriving after this time will be counted as absent for the morning session (coded U on the register to show that the student was late after registers closed). If your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that a parent could face the possibility of a Penalty Notice if the problem persists, as detailed in the Early Intervention section of this policy.

If your child has a persistent late record you will be asked to discuss this with the Year Achievement Leader to resolve the problem, but you can contact us at any time if you are having problems getting your child to school on time.

The people responsible for attendance matters in this school are:

Mr Gildea – Assistant Headteacher

Miss Hough – Pastoral Support Officer

Mrs Crank – Attendance Administration.

Year Group	Year Leader	SLT Link
7	Mr Morrison	Mr Martin
8	Mr Phillips	Mr Martin
9	Miss Greatbanks	Mr Martin
10	Miss Blackhurst	Mr Deakin
11	Mr Pryor	Mr Deakin

In the 6th Form, Mrs MacMillan, Director of 6th Form, is responsible for attendance, supported by Mrs Helsby & Mrs Henry Pastoral Support Managers.

Leave of Absence from School Request

Amendments to the Education (Student Registration) (England) Regulations 2006, in force from 1st September 2013, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

Parents should not plan for their child to be absent from school without gaining prior agreement. **Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form in the document below (appendix 15), also available on the school website (follow 'School Information', Attendance').** This should be returned to the Attendance Officer. The Headteacher cannot retrospectively authorise a planned absence.

School will reply to your request, advising whether the planned absence will be authorised (letter H1) or unauthorised (letter H2). If the absence is unauthorised and is for 5 consecutive school days or more, you may receive a Fixed Penalty Notice from the Local Authority where each parent receives a penalty of £60 per child to be paid within 21 days. This will rise to £120 between the 21st and 28th day. If the penalty is unpaid after the 28th day, the Local Authority will instigate legal proceeding in the Magistrate's Court.

Legal action to enforce school attendance

Local Authorities and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a Fixed Penalty Notice or prosecution in the Magistrate's Court.

Parenting Order

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If the Local Authority thinks you need support getting your child to go to school, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education.

Penalty

Your local Authority can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

Check your Local Authority's policy on when you can be fined.

Prosecution

When a Fixed Penalty Notice remains unpaid or in cases of more entrenched unauthorised absence, you may receive a fine, dependent on circumstances, of up to £2,500, a community order or a jail sentence up to 3 months.

Appendices

Appendix 1:	Letter 1a – below 95%
Appendix 2:	Letter 1b– No improvement following Letter 1a
Appendix 3:	Letter 2 - (Concern – requesting Medical Evidence)
Appendix 4:	Letter 3 - Invite to Panel meeting
Appendix 5:	Letter 4 – Attended Meeting – Copy of Plan
Appendix 6:	Letter 5 – Failed to Meeting – Copy of Plan
Appendix 7:	Parenting Contract
Appendix 8:	Letter M – Medical Evidence
Appendix 9:	Letter A - First Warning – Planning Meeting
Appendix 10:	Letter B – Invite to Planning Meeting
Appendix 11:	Attendance Planning Meeting Pro forma
Appendix 12:	Letter C – Final Warning (post Planning Meeting)
Appendix 13:	Letter D – Invite to Planning meeting – continued absences
Appendix 14:	Letter L – Persistent Late Arrival.
Appendix 15:	Leave of Absence Request Form
Appendix 16:	Leave of Absence Request Response - Agreed
Appendix 17:	Leave of Absence Request Response – Declined
Appendix 18:	Letter N – Unexplained Absence

Appendix 1

Letter 1a - (below 95%)

Date

Address



Dear

I am writing to you concerning **Name's** attendance at school. As you can see from the enclosed Registration Certificate, currently their attendance stands at **X**% for the academic year. The National expectation is that students should maintain at least 95% attendance.

Whilst I appreciate that there may be genuine medical reasons for their absences, and I am sensitive to this, it is important that we work together to improve their attendance.

I am sure their attendance will soon improve. However, if there are reasons for any absences that school is unaware of, please inform me at school.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 2

Letter 1b - (still below 95%)

Date

Address



Dear

I am writing to you further to my letter dated **Date** concerning **Name's** attendance at school. As you can see from the enclosed Registration Certificate, currently their attendance for the **period** remains below the national expectation of 95% and stands at **X**%. For the year to date, their attendance is **X**%

Recent data shows that Tarporley High School students whose attendance is 95% or higher make significantly more progress than students with lower attendance.

Whilst I appreciate that there may be genuine medical reasons for their absences, and I am sensitive to this, it is important that we work together to improve their attendance. May I remind you that all absences need reporting to school each day your child is absent.

School will closely monitor **Name's** attendance. If it does not improve, school may ask for medical evidence to authorise future absences.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 3

LETTER 2 – Concern, below 90% & not improved after letter 1a or 1b

DATE

Name

Address



Dear <insert parent/carers name>

Re: pupil name - Attendance – XX%

Tarporley High School places great emphasis upon every student achieving their full potential. It is important therefore that every student attends the school regularly and participates in the schooling that is offered if they are to make good progress and benefit from the opportunities that school offers.

I am aware that there may have been reasons provided for these absences however to enable us to authorise any future absences due to illness, medical evidence will be required.

This can be in the form of:

- Copy of prescription relating to the illness
- A dated note from the GP's receptionist confirming your visit to the GP
- A medical appointment card
- Evidence of medical prescribed by the GP.

The school is duty bound to follow Local Authority attendance procedures, therefore, after 10 sessions (5 days) of unauthorised absence, you may receive a Local Authority warning letter of a fixed penalty notice.

If there is anything that you feel the school should be aware of, or that I can help you with, I would be grateful if you could telephone me at school to discuss this further.

Yours sincerely,

HOY Name

Year X Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 4

Letter 3 (invite to PANEL)



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx** - Attendance Panel Meeting

Further to my letters of **(Date)** and **(Date)**, I am writing to you concerning **Name's** attendance at school, which stands at **X%** for the academic year.

As parents/carers of **Name** we would like to invite you to meet with the **Attendance Panel** with school on **(Date)** at **(time)** where we hope to be able to discuss any concerns or issues affecting your **son's/daughter's** attendance. The meeting will last approximately 15 minutes and take place through **Insert Medium/ at school.**

We look forward to your co-operation in this matter and if you have any questions please do not hesitate to contact the school on the telephone number shown below.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 5

Letter 4 (Attended Meeting – copy of plan)



Date

Address

Dear

Attendance Meeting - Action Plan

Name: **Name** - Date of Birth: **xx/xx/xx**

Thank you for attending the meeting on **(Date)** to discuss **Name's** attendance.

Please find enclosed a copy of the Action Plan which we hope will encourage and support **Name**. The Action Plan will be reviewed in school over the coming weeks.

If you wish to discuss the Plan or have any questions, please do not hesitate to contact school on the telephone number shown below.

Yours sincerely

Year Achievement Leader

Enc: Copy of Attendance Planning Meeting Action Plan

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 6

Letter 5 (Failed to attend PANEL)

Date

Address

Dear



Failure to attend Attendance Meeting

Name: **Name** - Date of Birth: **xx/xx/xx**

Unfortunately, you did not attend the Meeting that was held on **(Date)** at **(time)** to discuss **Name's** attendance at school.

An Action Plan to improve **Name's** attendance was discussed and agreed in your absence, and a copy is enclosed.

Name's attendance is a concern and must improve over the coming weeks or the school may consider requesting a Fixed Penalty Notice or other action.

If you wish to discuss this matter further, please contact school on the telephone number shown below.

Your sincerely

Year Achievement Leader

Enc: Copy of Attendance Planning Meeting Action Plan

Tarpoley High School & Sixth Form College, Eaton Road, Tarpoley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarpoleyhigh.co.uk W: www.tarpoleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 7: Parenting Contract

PERSONAL DETAILS:

Name of Young Person		D.O.B.	
School			
Year Group/Class			

Name of Young Person		D.O.B.	
School			
Year Group/Class			

Name of Parent 1		D.O.B.	
Address of Parent 1			
Parent 1 Contact Number			
Emergency Contact Number			

Name of Parent 2		D.O.B.	
Address of Parent 2			
Parent 2 Contact Number			
Emergency Contact Number			

THE REASONS FOR THE PARENTING CONTRACT

PARENTING CONTRACT AGREEMENT

The following has been agreed between *the name of school* and the parent Mr/s *name of parent/parents*

(a) The School,, has agreed to:

- Make sure that a member of staff contacts parents immediately if *name of student* is not at school when the register is taken;
- Be available after school if there is anything parents wish to discuss in person;
-

(b) The parent, *name of parent*, has agreed to:

- Let school know if there are any problems that might affect attendance;
- Contact school if is to be absent that day;
- Keep their mobile phone in working order and switched on;
- Inform school of a change in mobile phone number;
-

Is the child, *Name of child*, of an appropriate age to comply with any expectations set in this contract?

- If yes then parents agree to support the child in achieving the expectations set out on the accompanying appendix.

TARGET:

Eg - Over the next 2 / 4 / 6 weeks / half-term (whichever is most appropriate)

REVIEW DATE:

The School will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

NB: A meeting can be requested, at any time, by any of the people concerned to discuss the agreement.

An earlier review *should* be arranged if further difficulties or problems arise, or if it becomes clear that the target set above will not be met in the given timeframe. Consideration should then be given to the drawing up of a new agreement or the implementation of additional strategies e.g. TAF process, referral to iART, legal process etc.

FURTHER REVIEW DATES:

This contract will run from until and the attendance will be monitored for a period of six months after this date.

- We will next meet on (date)at (time) at
(location).....
-

CONTRACT AGREEMENT

We agree to work together to meet the agreements set out in this parenting contract to help *name of student* attend school regularly and punctually and to behave well for the period of this contract *date to (date)*.....

Signed:

	Signature	Date
Parent(s)		
School		

USEFUL CONTACT NUMBERS AND ADDRESSES:

School Office		
Teacher/Headteacher		
Other Services		
(e.g. Early Help)		
(e.g. Social Worker)		
(e.g. CAMHS)		
Parenting Advice		

STUDENT'S AGREEMENT

NB: This appendix is only to be used where the pupil is of an appropriate age to comply with any expectations set out in this contract

(c) The student, *(name of student)*, has agreed to:

- Let a teacher/member of school staff know if there are any problems that might affect attendance/behaviour;
-
-
-

I agree to work with school and my parent(s) to meet the agreements set out in this parenting contract to help me attend school regularly and punctually and to behave well for the period of this contract *(date)* to *(date)*.

Signed:

	Signature	Date
Student		

Appendix 7

Letter M (Medical evidence)



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx**
Registered Pupil at Tarporley High School

We are concerned about your child's poor attendance. We met with you on **(Date of meeting) /invited you to attend a meeting on (Date meeting was arranged for)**.

It is the school's responsibility to authorise all absences and we need to be sure that we receive a satisfactory reason for each absence.

Your child has a high level of absence due to illness. We will be unable in future to authorise absence without proof of illness. This can be in the form of:

- Copy of prescription relating to the illness
- A dated note from the GP's receptionist confirming your visit to the GP
- A medical appointment card
- Evidence of medical prescribed by the GP

It is our duty to inform you that ten or more unauthorised absences within a term may result in you receiving a Fixed Penalty Warning Letter from the Local Authority. The letter explains that if attendance does not improve within a monitoring period, there is a Penalty of £60 per parent/carer per child to be paid within 21 days. If not paid by the 21st day, the Penalty increases to £120 per parent/carer per child up to the 28th day. When a Fixed Penalty Notice remains unpaid, you may receive a fine, dependent on circumstances, of up to £2,500, a community order or a jail sentence up to 3 months.

If you would like to discuss this matter with me then please contact the school office to make a telephone appointment. I have enclosed a copy of your child's attendance certificate for your information.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 9

Letter A (First Warning – PLANNING MEETING)

NOTE: Separate letter needed for each Parent who has day to day responsibility

Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx**

FIRST WARNING



I am writing to you because my attention has been drawn to **Name's** irregular attendance at school. According to the class register, since (**Date of first absence**), **Name** has been marked absent for **X** sessions, of which **X** were authorised and **X** were unauthorised. **Name** has completed **X** full weeks in school, out of a possible **X** weeks and their attendance stands at **X**% for the year to date. A copy of the attendance register is enclosed.

Such attendance is not acceptable, and I must remind you that S.444, Education Act 1996 requires you to make sure that your child comes to school, on time, every time the school is open. I am writing this letter to give you an opportunity to make sure that from now on and in future, your child attends school regularly.

Failure to do so may result in the Local Authority taking one of the following actions:

- (A) Initiating legal proceedings in the Magistrates Court under S.444 (1) Education Act 1996. If convicted under this section, you may be fined up to £1000.
- (B) Initiating legal proceedings in the Magistrates Court under S.444 (1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.

I now look forward to your co-operation in ensuring an immediate and sustained improvement in your child's school attendance.

If you wish to discuss this matter further or you require any help, please do not hesitate to contact me at the address below.

Yours sincerely

Year Achievement Leader

Appendix 10

Letter B (Invite to PLANNING meeting)

NOTE: Separate letter needed for each Parent who has day to day responsibility

TWO PAGES! – see second sheet



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx** - **ATTENDANCE PLANNING MEETING**

As there has been no improvement in **Name's** school attendance, you are requested to attend an Attendance Planning Meeting at **(time)** on **(date)**, through **Insert Medium/ at school**, along with your **(son/daughter)**.

It is extremely important that you attend this meeting, as **Name's** attendance record is so poor that we now have to consider whether legal proceedings should be investigated.

The meeting will give you the opportunity to discuss your views with the senior leadership team, and discuss how **Name's** attendance can be improved to an acceptable level.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

TO: **(STAFF NAME)** Year Achievement Leader

FROM: **(Parent name)**

ATTENDANCE PLANNING MEETING

RE: **Name** DOB: **(xx/xx/xx)**

REGISTERED PUPIL AT TARPORLEY HIGH SCHOOL & SIXTH FORM COLLEGE

DATE and TIME: xxxDAY xx/xx/xx at xx:xx a/pm

INSERT MEDIUM: Telephone/TEAMS

I ***will/will not** be sending a representative to the above meeting.

*(Please delete as appropriate)

Written reports attached Yes No (please indicate)

Signed: _____ Date _____

Response:

INFORMATION PROVIDED BY OTHER AGENCIES

Response:

INFORMATION PROVIDED BY PARENT/CARER

Response:

INFORMATION PROVIDED BY CHILD

Response:

SUMMARY

ACTION AGREED

REVIEW DATE AND TIME:

Appendix 12

Letter C (Final Warning – post PLANNING MEETING)

NOTE: Separate letter needed for each Parent who has day to day responsibility

Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx** **FINAL WARNING**

On **(Date First Warning Letter was sent)**, we wrote to you concerning the irregular attendance at school of your **son/daughter**.

Unfortunately, I now have to contact you again as **Name** has continued to be absent from school over the last **X** weeks.

Obviously such a record is not acceptable and I now have to warn you that unless there is an immediate improvement in **Name's** school attendance, the school will have no option but to refer the case to the Local Authority who will instigate one of the following options:

(A) Initiating legal proceedings in the Magistrates Court under S.444 (1) Education Act 1996. If convicted under this section, you may be fined up to £1000.

(B) Initiating legal proceedings in the Magistrates Court under S.444 (1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.

I now look forward to your co-operation in ensuring an immediate and sustained improvement in your child's school attendance.

If you wish to discuss this matter further or you require any help, please do not hesitate to contact me at the address below.

Yours sincerely

Deputy Headteacher / Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)



Appendix 13: Letter D – Invite to meeting – continued absences



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx** – Continued Absences

We are concerned with **Name's** continued absences from school as shown on the attached registration certificate, which shows that current attendance is **XXX%**. Whilst we understand there has been an outcome from the courts regarding previous attendance, we want to work together with you to ensure that **Name** is attending school regularly and is able to fulfil their academic potential.

In this respect, I would like to hold an Attendance Planning meeting at school to discuss how we can jointly overcome any barriers to their attendance at **(time)** on **(date)**, along with your **(son/daughter)**. Please advise alternative dates if this time is not convenient.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 14

Letter L (Persistent Lates)



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx**

Despite discussions with **(Name)**, I am concerned with their attendance at the start of the school day. According to the class register, since **(Date - start of term)**, **Name** has been marked late for **XX** morning sessions out of a possible **XX** during this current term. A copy of the attendance register is enclosed for your reference.

S.444, Education Act 1996 requires you to make sure your child attends school, on time, whenever school is open and I look forward to **Name's** punctuality improving. However, if there are reasons for **Name's** late arrival at school that we are unaware of, I would be grateful if you would inform me on the telephone number below.

Please do not hesitate to contact me should you wish to discuss this further.

Yours sincerely

Year Achievement Leader

APPENDIX 15 – Leave of Absence Request

Leave of Absence from School Request Form

Student Details		
Name		Tutor Group
Address:		
Contact Numbers		
Sibling Details (please include all children of compulsory school age)		
Name:	School Year:	School:
Name:	School Year:	School:
I request permission for my child to be absent from school between: -		
Date of First Day of Absence From School	Date of Return to School	Total Number of School Days Absent
Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. <i>Please read carefully the Additional Information for Parents which is attached.</i>		
Signed: (Parent/Carer)		
Full Name:		Date:

Leave of Absence from School Request - Additional Information for Parents



Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1st September 2013**, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of examinations or tests
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

There is **no** entitlement in law to time off in school time to go on holiday.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.



Appendix 16: Letter H1 – UNAUTHORISED ABSENCE AGREED

Date

Address

Dear

Thank you for your correspondence requesting my authorisation of absence for **NAME**, to have **XX** day(s) of absence on **DATE**, for **PURPOSE OF ABSENCE**.

With this in mind, I am willing to authorise the absences as requested. It will be important for **NAME** to arrange with their teachers to catch up with missed work as appropriate.

I will ensure that their Heads of Year, Form Tutors and the Attendance Team are informed.

Yours sincerely

Mr P Gildea

Assistant Headteacher

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 **E:** contact@tarporleyhigh.co.uk **W:** www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) **Deputy Head:** Liam Martin, BSc (Hons) **Deputy Head:** Jonathan Deakin, BA (Hons)

Appendix 17: Letter H2 – UNAUTHORISED ABSENCE DECLINE



Date

Address

Dear

I am writing in regard to your request for leave of absence for **Name** for the **DATE and DAYS**. We are always grateful when families are open and clear regarding absences and we thank you for taking the time to complete the request form.

However, when parents or carers request an absence, the school is required to refer to the Local Authority's regulations. This determines whether we can authorise the absence. In this instance, it is not possible to authorise the absence. This occurrence will total **NUMBER** sessions of unauthorised absence.

It is important that you are aware that if an absence is unauthorised and is for 5 consecutive school days or more, you may receive a Fixed Penalty Notice from the Local Authority where each parent receives a penalty of £60 per child to be paid within 21 days. This will rise to £120 between the 21st and 28th day. If the penalty is unpaid after the 28th day, the Local Authority will instigate legal proceeding in the Magistrate's Court.

I would urge **NAME** to speak to teachers and peers to either get ahead or catch-up with work either side of this absence. In doing this, **HE/SHE** will minimise the impact of the absence and, in most cases, students continue to enjoy a successful year. We hope that this is the case in this instance and thank you for understanding our position as a school that must follow Local Authority guidance, while also working in partnership with our parents and carers.

Yours sincerely

Mr P Gildea

Assistant Headteacher

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)

Appendix 18

Letter N (unexplained absences letter)



Date

Address

Dear

Name: **Name** - Date of Birth: **xx/xx/xx** – Unexplained Absence

We have tried to telephone you today regarding **Name's** absence from school on **(Date)**. We are not aware of the reason for this and I would be obliged if you could contact the attendance office (01829 732558 extension 291) to provide details.

If your child is absent, you must contact the attendance office as soon as possible on the first day of absence and on each day thereafter; confirming the reason in writing on the first day back in school. You may also speak to your child's Form Tutor if you want to discuss any issues to do with your child's absence.

If I do not hear from you within the next three working days, this absence will be recorded as unauthorised.

Yours sincerely

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL
T: 01829 732 558 / 732 830 E: contact@tarporleyhigh.co.uk W: www.tarporleyhigh.co.uk
Head: Jason Lowe, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head Jonathan Deakin, BA (Hons)