



## **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. Regular attendance at school supports the social education of the child.

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, either by telephone (01829 732558 option 1) or to the attendance email ([attendance@tarporleyhigh.co.uk](mailto:attendance@tarporleyhigh.co.uk))

Send a note in to the Attendance Office on the first day they return, or email [attendance@tarporleyhigh.co.uk](mailto: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 no reason is provided for the absence within 3 working days, 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) 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 previous 10-week period, (a session could be either a morning or afternoon during the school day), school will inform the Local Authority who may issue a Notice to Improve Letter.

If further unauthorised absences occur, the Local Authority may issue a Fixed Penalty Notice.

- The first penalty notice issued to each parent in respect of a particular pupil will be charged at £160. If paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action may be taken instead. This could include considering prosecution but may include other attendance legal interventions.
- 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.

School will regularly review attendance data in relation to illness absence, and any student who accrues 10 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 which could be 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 the parent(s) or carer(s) 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. The court may also give you a Parenting Order.*

**Action:** If there is no sustained improvement in attendance after the first warning letter has been sent, parent/carer will be invited to attend an Attendance Planning Meeting (letter B).

The Attendance Planning Meeting will take place in person in school, or via TEAMS; in exceptional circumstances it might take place over the telephone. The meeting will explore the issues around low 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 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.

**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.

### **Lateness:**

The 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 school work and time with their tutor group getting vital information and news for the day. Lateness also disrupts lessons and the learning of other students.

**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 lesson by that time.

At **9:20am** 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 issue, 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**

**Mrs Barton & Miss Baines – Pastoral Support Managers**

**Mrs H Lightfoot – Attendance Administration.**

<b>Year Group</b>	<b>Year Leader</b>	<b>SLT Link</b>
7	Miss Blackhurst	Mrs A Spann
8	Mr Pryor	Mr L Martin
9	Mr Morrison	Mrs F Eaton
10	Miss Louis	Mr C Nuttall
11	Miss Greatbanks	Mr L Martin

In the 6<sup>th</sup> Form, Mrs T McMillan, Director of 6<sup>th</sup> Form, is responsible for attendance, supported by Mrs H Chapman & Mrs N Henry, Pastoral Support Managers.

## Leave of Absence from School Request

Amendments to the Education (Student Registration) (England) Regulations 2006, 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 Office. 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

- The first penalty notice issued to each parent in respect of a particular pupil will be charged at £160. If paid within 28 days, this will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action may be taken instead. This could include considering prosecution but may include other attendance legal interventions.

## **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 School Attendance 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.

### **School Attendance Order**

You may get a School Attendance Order if the local council thinks your child is not getting a school education.

You have 15 days to provide evidence that you've registered your child with the school listed in the order or that you are giving them home education (Elective Home Schooling). If you do not, you could be prosecuted or given a fine.

### **Penalty**

Your local Authority can give each parent a Fixed Penalty Notice

- The first penalty notice issued to each parent in respect of a particular pupil will be charged at £160. If paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action may be taken instead. This could include considering prosecution but may include other attendance legal interventions.

Check the Local Authority's policy on when you can be fined:

[School Attendance | Cheshire West and Chester Council](#)

## **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 (2 versions: Y7-10, Y11)
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
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Appendix 9:	Letter A - First Warning – Planning Meeting
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Appendix 12:	Letter C – Final Warning (post Planning Meeting)
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Appendix 15:	Leave of Absence Request Form
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Appendix 18:	Letter N – Unexplained Absence
Appendix 19:	LOA not requested for Sporting Events – details requested
Appendix 20	Letter 6 – To advise that a Notice to Improve has been requested from the Local Authority

Appendix 1

Letter 1a - (below 95%)

Date

Address



Dear

I am writing to you concerning <<Forename>>'s attendance at school. As you can see from the enclosed Registration Certificate, currently their attendance stands at <<PercentageAttendance>> % 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](mailto:contact@tarporleyhigh.co.uk) W: [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)  
Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (Hons)

Appendix 2

Letter 1b - (below 95%) **Year 7-10 only**

Date

Address



Dear

I am writing to you further to my letter dated **Date** concerning <<Forename>>'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 above 95%. For the year to date, their attendance is <<PercentageAttendance>> %

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. All absences need reporting to school each day your child is absent.

School will closely monitor <<Forename>>'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

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**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (Hon

## Appendix 2

### Letter 1b - (still below 95%) **YEAR 11 ONLY**

Date

<<ParentalAddressee>>

<<AddBlock>>

Dear <<ParentalAddressee>>

I am writing to you further to my letter dated **Date** concerning <<Forename>>'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 above 95%. For the year to date, their attendance is <<PercentageAttendance>> %

Recent data shows that Tarporley High School students whose attendance is 95% or higher make significantly more progress than students with lower attendance. This is especially important considering the upcoming GCSE examinations for Year 11.

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. All absences need reporting to school each day your child is absent.

School will closely monitor <<Forename>>'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**

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**Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (Hon**

Appendix 3

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

DATE

Name

Address



Dear

**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 absence from school 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 medicine prescribed by the GP.

The school is duty bound to follow Local Authority attendance procedures whereby a penalty notice (previously called a fixed penalty notice) must be considered by school after 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. School will unauthorise absence if:

- You do not advise us of the reason for your child's absence.
- If the reason is not sufficient for school to feel able to authorise the absence.
- If, due to already high levels of absence, you have already been notified that further absences will not be authorised without some further evidence of the need for an absence from school.

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,

Year Achievement Leader

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL

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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



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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](mailto:contact@tarporleyhigh.co.uk) **W:** [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (Hons)

Appendix 6

Letter 5 (Failed to attend PANEL)

Date

Address

Dear



**Attendance Meeting**

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

As you did not attend the Meeting that was held on **(Date)** at **(time)** to discuss **Name's** attendance at school, I am writing to inform you that an Action Plan to improve **Name's** attendance was discussed and agreed, and a copy is enclosed.

**Name's** attendance is a concern and we hope will improve over the coming weeks; otherwise 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

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL

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**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (Hons)



## Appendix 7: Parenting Contract

**PERSONAL DETAILS:**

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

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

<b>Name of Parent 1</b>		<b>D.O.B.</b>	
<b>Address of Parent 1</b>			
<b>Parent 1 Contact Number</b>			
<b>Emergency Contact Number</b>			

<b>Name of Parent 2</b>		<b>D.O.B.</b>	
<b>Address of Parent 2</b>			
<b>Parent 2 Contact Number</b>			
<b>Emergency Contact Number</b>			

**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;
- Inform school of any 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	01829 732558	For all staff contacts
Teacher/Headteacher <i>Email contact details</i>		
Other Services		
(e.g. Early Help)	<a href="#">Early Help and Prevention Service   Cheshire West and Chester Council</a>	
(e.g. Social Worker)		
(e.g. CAMHS)	<a href="#">CAMHS 0-18 - Cheshire West :: Cheshire and Wirral Partnership NHS Foundation Trust (cwp.nhs.uk)</a>	
Parenting Advice	<a href="#">Information advice and support service   Cheshire West and Chester Council/</a>	

## 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 low 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 medicine prescribed by the GP

The school is duty bound to follow Local Authority attendance procedures whereby a penalty notice (previously called a fixed penalty notice) must be considered by school after 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. School will unauthorise absence if:

- You do not advise us of the reason for your child's absence.
- If the reason is not sufficient for school to feel able to authorise the absence.
- If, due to already high levels of absence, you have already been notified that further absences will not be authorised without some further evidence of the need for an absence from school.
- In the first instance, the local authority penalty notice is £160 if paid within 28 days, and £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling 3 year period will now be charged at £160 with no option for this second offence to be discharged at the lower rate of £80.
- There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered by school which includes prosecution.

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

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Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (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.

The 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.

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

Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL

**T:** 01829 732 558 / 732 830 **E:** [contact@tarporleyhigh.co.uk](mailto:contact@tarporleyhigh.co.uk) **W:** [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (Hons)

Appendix 10

Letter B (Invite to PLANNING meeting)

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

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**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (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 \_\_\_\_\_



## Appendix 11: Attendance Planning Meeting – Minutes Pro forma

**CONFIDENTIAL**

## ATTENDANCE PLANNING MEETING

**HELD ON**

**INSERT MEDIUM: Telephone/TEAMS**

**RE:** **DOB:**

**REGISTERED PUPIL AT:** **YR**

**CURRENT ATTENDANCE RECORD:**

(Record of attendance attached)

<b><u>Present:</u></b>	<b>NAME</b>	<b>AGENCY</b>

<b><u>Also invited but did not attend:</u></b>		

<b><u>Apologies:</u></b>		

### INFORMATION PROVIDED BY SCHOOL

**Response:**

### **INFORMATION PROVIDED BY HEALTH AGENCIES**

**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**.

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

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

Assistant/Deputy Head / 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](mailto:contact@tarporleyhigh.co.uk) W: [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (Hons) Deputy Head



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

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**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (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



Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL

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**Head:** Jonathan Deakin BA (Hons) **Deputy Head:** Liam Martin, BSc (Hons)

## APPENDIX 15 – Leave of Absence Request

**Leave of Absence from School Request Form**

Student Details		
Name	Tutor Group	
Address:		
Contact Numbers		
<b>Sibling Details</b> (please include all children of compulsory school age)		
Name:	School Year:	School:
Name:	School Year:	School:
<b>I request permission for my child to be absent from school between: -</b>		
Date of First Day of Absence From School:	Date of <u>Return</u> to School:	Total Number of School Days Absent:
<p><b>Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. Supporting information might be official notification from an organising body about an event; specific dates of events; a medical appointment letter etc.</b></p> <p><i>Please read carefully the Additional Information for Parents which is attached.</i></p>		
<p><b>Date:</b> ...../...../.....</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>(Parent/Carer):</b> .....</p> <p style="text-align: center;">(print name)</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: right;">Signed</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>(Parent/Carer):</b> .....</p> <p style="text-align: center;">(print name)</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: right;">Signed</p> </div> </div>		

## Leave of Absence from School Request - Additional Information for Parents



Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1<sup>st</sup> 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.

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.

If the absence request is for a sporting event or a performance, the level at which the young person is competing or performing will be considered.

The following will not be deemed to be exceptional circumstances:

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

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.

The school is duty bound to follow Local Authority attendance procedures whereby a penalty notice (previously called a fixed penalty notice) must be considered by school after 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. School will unauthorise absence if:

- You do not advise us of the reason for your child's absence.
- If the reason is not sufficient for school to feel able to authorise the absence.
- If, due to already high levels of absence, you have already been notified that further absences will not be authorised without some further evidence of the need for an absence from school.
- In the first instance, the local authority penalty notice is £160 if paid within 28 days, and £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child

within a rolling 3 year period will now be charged at £160 with no option for this second offence to be discharged at the lower rate of £80.

- There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered by school which includes prosecution.

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](mailto:contact@tarporleyhigh.co.uk) **W:** [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (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 :

- The first penalty notice issued to each parent in respect of a particular pupil will be charged at £160. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action may be taken instead. This could include considering prosecution but may include other attendance legal interventions.

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](mailto:contact@tarporleyhigh.co.uk) **W:** [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

**Head:** Jonathan Deakin, BA (Hons) **Deputy Head:** Liam Martin, BSc (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](mailto:contact@tarporleyhigh.co.uk) W: [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)  
Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (Hons)

## Appendix 19 - LOA not requested for Sporting Events – details requested

Date

ADDRESS

Dear

### **Further to NAME'S absence on DATE to DATE inclusive**

A written request with supporting evidence for term time absence was not received in relation to this absence. When absence from school is requested for sporting events we require information on the event. This usually takes the form of the official letter from the organising body with the dates of competition and any other pertinent details. This helps us make a decision on whether the absence is or is not authorised. A key consideration is the level of the competition. If young people are competing at an elite level, depending on other factors, it is usual for the school to authorise the absence.

The request form is available on our website [Attendance | Tarporley High School](#)

Please complete the request form and include any relevant official event information to aide us in our decision. Without this information we will record the absence as unauthorised.

Yours sincerely



Mr P Gildea  
Assistant Headteacher

**Tarporley High School & Sixth Form College, Eaton Road, Tarporley, Cheshire CW6 0BL**

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**Head: Jonathan Deakin, BA (Hons) Deputy Head: Liam Martin, BSc (Hons)**

## Appendix 20

Letter 6 – (To advise that a Notice to Improve has been requested from the Local Authority)

Date

Address

Dear

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

During our last school attendance review, we noted that name's attendance and punctuality has continued to be a cause for concern.

This school year he/she has been absent for x sessions, of which have been authorised and x unauthorised. (Please find attached copy of the registration certificate). You have a legal responsibility as the parent/carers to ensure that > attends school regularly and punctually.

The National Framework has introduced a single consistent national threshold for when a fixed penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

When the national threshold is met, schools are required to make an assessment as to whether a fixed penalty notice can and should be issued. As a school we have the option of requesting a Notice to Improve where support had not been engaged with or further support is appropriate. This Notice to Improve will give you a final opportunity to engage in support and improve attendance to avoid a fixed penalty notice being issued.

If the Notice to Improve is issued, your child's attendance will now be monitored for a 20 day Improvement Period. If there is any unauthorised absence during the Improvement Period, you will be issued with a Fixed Penalty Notice. Where it is clear that improvement is not being made, a Fixed Penalty Notice can be issued before the Improvement Period has ended.

If you are issued with a Fixed Penalty Notice the payment is £160 if paid within 28 days reducing to £80 if paid within 21 days per parent/carers per child. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

If you feel this decision has not taken into account any relevant exceptional circumstances, please contact the school immediately for further discussion.

Yours sincerely

Year Achievement Leader

