



CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION ATTENDANCE POLICY 2020

Date of policy	November 2020
Review date	November 2021
Staff responsible	Headteacher/ Attendance Officer

Equalities Statement

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

Safeguarding Statement

- The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Head Teacher about their concerns
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Accessibility Statement

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

CONTENTS

1. Introduction

2. Aim

3. Rationale

4. Policy in Practice

5. Indicative Actions for Attendance less than 100%

6. Roles and Responsibilities

7. Monitoring and Evaluation

1. Introduction

Our Attendance Policy is designed to promote outstanding attendance for all pupils across the school. We understand that there is a proven critical link between attendance and academic and social outcomes for our pupils. It is the desired outcome of this policy that it supports the development of our pupils into academically successful young people of good character with a thirst for knowledge and a love of learning.

Our Attendance Policy takes account of the guidance set out in "Departmental advice for maintained schools, academies, independent schools and local authorities" published by the Department of Education in September 2014.

The policy takes account of key relevant legislation including;

- ❖ **The Education Act 1996 – sections 434(1)(3)(4) & (6) and 458(4)&(5)**
- ❖ **The Education (Pupil Registration) (England) Regulations 2006**
- ❖ **The Education (Pupil Registration) (England) (Amendment) Regulations 2010**
- ❖ **The Education (Pupil Registration) (England) (Amendment) Regulations 2011**
- ❖ **The Education (Pupil Registration) (England) (Amendment) Regulations 2013**
- ❖ **The Education (Pupil Registration) (England) (Amendment) Regulations 2016**

The policy complies with the Gloucestershire County Council Penalty Notice Protocol which, under Section 23 of the Anti-Social Behaviour Act 2003, empowers designated Local Authority (LA) officers, Head Teachers (Deputies and Assistants authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school (as February 2004).

This policy takes due regard to all the requirements of the Human Rights Act and all Equal Opportunities legislation.

Definition of a parent

The parent of any child of compulsory school age has a legal duty to secure the regular attendance of that child at the school where he or she is registered. Failure to secure the regular attendance at school of a registered pupil is a criminal offence which can lead to prosecution of the parent(s) in a magistrates' court.

In Education Law, (Section 576 of Education Act 1996), 'parent' means:

- ★ All natural parents, whether they are married or not.
- ★ Any person who has parental responsibility for a child or young person.
- ★ Any person who has care of a child or young person i.e. lives with and looks after the child.

The Local Authority and school will need to decide who becomes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

2. Aim

It is our duty to consistently strive to achieve regular attendance for all children. We expect pupils to attend every day that the school is open unless a reason, acceptable to the school, is given and we are able to authorise the absence. Every opportunity will be used to convey to pupils and their parent or carers the importance of regular and punctual attendance. It is our aim that we support all our pupils so they can continue to attend school even though they may be facing challenging personal circumstances.

We are an inclusive school with high expectations for all our pupils.

We expect that;

- every teacher accepts responsibility for promoting and encouraging 100% attendance;
- all staff are consistent in their approach to attendance and work within the framework set out in this policy and liaise closely with the Head Teacher to ensure good attendance;
- every pupil is made aware of the importance of attendance through lessons and assemblies where the school's high expectations are set out;
- every parent and carer accepts shared responsibility for their child's regular and punctual attendance at school.

The Attendance Policy will ensure;

- that all pupils will be supported in their right to enjoy and access a broad and balanced curriculum by attending school regularly;
- that pupils are recognised for 100% attendance and judiciously supported when their attendance falls below what is considered regular attendance;
- that all staff across the school will work together within a single clearly defined framework to challenge poor attendance and to support good or outstanding attendance.

3. Rationale

Our policy is that all of our pupils have the potential to achieve at or beyond their indicated potential and we endeavour to provide an environment where all pupils feel welcome.

Parents and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. This policy seeks to ensure that parents and teachers share the responsibility for supporting and promoting 100% school attendance and punctuality for all.

For a pupil to reach their full potential a high level for school attendance is essential. We understand that research indicates that;

- ❖ there is a direct link between under-achievement and absence below 95%;
- ❖ regular attenders make better progress, both socially and academically;
- ❖ regular attenders find school routines, school work and friendships easier to cope with;
- ❖ regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

The routines children develop around attendance and punctuality at school are the same as expectations of any future employer in the world of work. We believe that high attainment, confidence with peers and staff, and future aspirations depend on good attendance.

4. Policy in Practice

This policy reflects the fact that the school cannot legally authorise any leave of absence (unless there are exceptional circumstances). The Department for Education (DfE) has issued guidelines to all schools detailing valid reasons for authorised or justified absences.

As a school we believe that the work to promote outstanding attendance for all pupils starts with proactive high-quality pastoral care. The Head Teacher, Inclusion Support Worker and the Attendance Officer seek to identify early issues that will affect pupil's attendance and work in partnership with parents and pupils to support attendance.

5. Indicative Actions for Attendance less than 100%

- The Head Teacher and Attendance Officer identify any unusual patterns of attendance and will make personal contact with families of pupils who the school has concerns about.
- Medical evidence in the form of a copy of a prescription, letter from GP etc. may be requested and if not forthcoming, will result in an unauthorised mark in the register.
- The Attendance officer will informally write/email a parent/carer to offer support if a child's attendance falls below 95% or there is a sudden drop in attendance, including late marks after registers closing (U). A Warning letter, stating there could be a risk of prosecution may be sent at this time. **(Appendix 1)**
- If a pupil's attendance continues to fall the Head Teacher will formally write/email asking to meet with the parent/carer to discuss why their child's absence is low and offer any help the parents may need. The help offered will be a meeting with our Inclusion Team, who will work with you to fully understand and remove barriers to your child attending school and also discuss any worries the parent or child may have. We as a school will do all that we can to overcome these barriers. **(Appendix 2)**
- If no improvement in attendance is made the Head Teacher will send a letter warning of the possibility of prosecution following the Local Authority guidance and request a formal meeting with either the Attendance Officer, a member of the Inclusion Team, Educational Welfare Officer or/and the Head Teacher. This is called an AIM meeting (Attendance Improvement Meeting). If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the local authority, which will start a legal process. **(Appendix 3)**
- The AIM is the start of the legal process. At this meeting we will put forward strategies and goals, set over a set time scale. If agreed, referrals to outside agencies i.e. Early Help/Families First will be offered. If parents/carers continually reach the set targets and attendance improves, the AIM will be withdrawn. If the targets have not been met and any help offered has not been accepted and no improvement in attendance, then the Head Teacher will make a referral to the Local Authority for legal action.

The register will be called promptly in the morning and afternoon by each classroom teacher and a mark will be made during the registration period in respect of each child.

It is the expectation of the school that all pupils attend registration and lessons on time every day. All pupils arriving to school in the morning should register with their teacher. The punctual attendance of each pupil will be recorded using the following protocol:

- ❖ When a pupil is present during registration they will receive a present mark (/).
- ❖ When a pupil arrives after 8.55am and the register has closed, they are late and should be marked with a late mark (L). Children should be brought to the school office for parents to sign in the late book.
- ❖ The school office will officially close the registers at 9.15am and any pupil arriving after this time will receive a late after registration closes mark (U). Children should be brought to the school office for parents to sign in the late book.

- ❖ No explanation for absence, after a call to parent, letter regarding absence being sent home and not returned to school within 7 days will result in an unauthorised mark in the register (O).
- ❖ Unauthorised holiday absence will be recorded with a (G) code.

The school expects absences to be kept to a minimum; routine medical and dental appointments should be arranged out of school hours wherever is possible.

It is important that pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day also report to the school office to be signed in or out of the signing in/out book, this is to ensure the utmost safety of our children in case of a full school evacuation, so as we know who is or is not present.

Unauthorised Holidays in Term Time (G) (*Appendix 4abc*)

Holidays in term time will not be permitted except in exceptional circumstances and only at the Head Teacher's discretion. It is important that a 'Request for a Leave of Absence During Term Time' form is completed for each child, with both parent's names and addresses where applicable (please see above for definition of parent). The form is to be returned to the child's corresponding school office. The Head Teacher will decide whether to authorise or unauthorise the holiday. The form will be passed back to the Attendance Officer who will copy and return the form back to the parent(s) with an accompanying response letter.

(G) Code will be marked in the register if a pupil is absent from school due to an unauthorised holiday.

After 10 sessions of G codes (5 Days) have been marked in the register, within the preceding ten-week period the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

If the Head Teacher has reason to believe that a child is absent from school due to a holiday that has not been requested, a letter will be sent to the parent, stating why the Head Teacher has made the decision to unauthorise the absence using the G code; this may result in a request to be made to the Local Authority for a Penalty Notice.

Authorised Holiday (H)

If a holiday has met the Head Teacher's criteria and has been authorised a (H) code will be marked in the register.

Persistent Absence (O)

If a child is absent from school and no reason has been given, a 'Reason for Absence' form will be sent home with the child once they have returned to school. If the 'Reason for Absence' form has not been returned within 7 days, then an unauthorised mark (O) will be put in the register. The Head Teacher will arrange a meeting with our Educational Welfare Officer /Attendance Officer and parents to discuss the reasons for absence and offer support through our Inclusion Team who may contact outside agencies with/without the parent's permission. If no support is taken up by the parent, it may be that the school would request prosecution by the Magistrates' Court.

Persistent Lateness (U) (*Appendix 5*)

Registers close at 9.15am. Any child arriving after this time will have an unauthorised mark in the register (U). 10 sessions of unauthorised lateness within the immediately preceding 10-week period will result in a Penalty Warning letter being issued, stating that if there is further unauthorised absence within the next fifteen school days then a penalty notice will be requested for each parent, (please see above definition of parent).

Medical Appointments (M) (*Appendix 6*)

There are 190 days in a school year, which leaves 175 days to schedule all non-essential appointments such as routine dentist, haircuts etc. An appointment form is available from both school offices. Please note the school may request evidence of appointment so as to authorise the absence.

If a child has a medical condition and regularly attends medical appointments, please speak to the Attendance Officer who will advise on what code to use in the register.

An Excluded pupil found in a public place

A Penalty Notice may be issued by the LA if an excluded pupil is found in a public place, without a justifiable reason for being there, during school hours on a school day during the first five days of a fixed exclusion period or a permanent exclusion.

6. Roles and Responsibilities

We believe the responsibility for the attendance of all pupils is shared between the pupil, parent/carer and school.

6.1. Parents/carers will:

- make all reasonable efforts to ensure that their child attends school 100% of the time and arrives punctually to school;
- inform the school on the first day of their child's absence and on every subsequent day of absence, of the reason for the absence and, when requested to do so, supply a medical certificate or other evidential paperwork. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence;
- inform the school of any unavoidable medical or dental appointments during school time in advance of any consequent absence;
- work in partnership with the school, for attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. CPMSF will endeavour to support parents to address their concerns;
- complete a 'Request for a Leave of Absence During Term Time' form 7 days before the first day of absence;
- contact both schools to report an absence, if a family has children absent from both schools at the same time;
- complete and sign a Home School Agreement and return it to school. (**Appendix 7**)

6.2 Teachers will:

- mark registers accurately;
- maintain awareness of prior and current absentees and liaise closely with the Head Teacher and Attendance Officer to pick up any attendance issues for pupils or groups of pupils;
- reinforce the positive messages about attendance at every opportunity;
- use assemblies regularly to reinforce the importance of punctuality and good attendance and praise students with consistently high punctuality and/or attendance.

6.3 The Education Welfare Officer along with the Attendance Officer will:

- monitor and update registers along with the Head Teacher as necessary when they have been completed by teachers;
- ensure codes are recorded accurately;
- prepare, analyse and share relevant data with the Head Teacher;

- liaise with the Head Teacher and Inclusion Support Worker to identify causes for concern and decide appropriate level of intervention;
- to review weekly and termly attendance data and ensure an appropriate level of response to attendance concerns;
- will call parents/carers after 9.30 am if no contact has been made as to why the child is absent from school;
- on occasions make a home visit to ensure the safety of our pupils when a child is absent for 3 consecutive days, even with contact from parents.

6.4 The Head Teacher will:

- Liaise with the Attendance Officer and LA with regards to patterns of absence;
- analyse data to identify trends, area of improvements and areas needing improvement;
- investigate ways to improve attendance of all pupils in the school's federation;
- will ensure the school follows the DfE guidelines and ensure the legal obligations of the school are met in regard to all matters of attendance.

6.5 Governors will:

- consider all requests for absence during term time;
- review attendance on a regular basis;
- hold senior leaders to account for the level of attendance in school and have an overview of the policy and procedures in dealing with attendance.

7. Monitoring and evaluation

- Our Attendance Policy will be reviewed by the Head Teacher and Governing body every year.

Other related policies and documents

- LA Exclusions procedure
- Equality Opportunities Policy
- Safeguarding Policy
- Home/School Agreement

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Tel: 01452 712214
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Churchdown Parton Manor Junior School
Craven Drive
Churchdown
GL3 2DR
Tel: 01452 713262
Email: admin@partonmanor-jun.gloucs.sch.uk

Date

Address

Parents name
Childs name
DOB

Dear XXXXXXX

Over the last few weeks I have noticed that XXXXX attendance has fallen below 95%. As stated in our school attendance policy any child's attendance which falls below 95% (XXXX attendance is currently ___%) and is being monitored.

'We expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence'

I fully understand, especially at the beginning of the term there are lots of different illnesses around and some children are more susceptible than others and at this time, we are just monitoring. Please do not be alarmed by this letter, we genuinely care about our children and want to offer support to you, before XXXX attendance becomes a barrier to their learning.

Please do not hesitate to contact me if you have any concerns as I am more than happy to help and if needed, I can refer you to our amazing Inclusion Team.

Yours sincerely

Attendance Officer

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Craven Drive
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GL3 2AG
Tel: 01452 712214
Email: admin@partonmanor-inf.gloucs.sch.uk



Churchdown Parton Manor Junior School
Craven Drive
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GL3 2DR
Tel: 01452 713262
Email: admin@partonmanor-jun.gloucs.sch.uk

Date

Address

Parent's name
Childs name
DOB

Dear XXXXXXX

It has been brought to my attention that XXXXXX attendance has dropped over the past few weeks. I know our Attendance Officer _____ has written to you to say that we are monitoring XXXX attendance, but unfortunately it has continued to fall. I also notice there are a number of unauthorised late marks (U) in the register.

'We expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence''

I would like to arrange a formal meeting with you, and with your permission a member of our Inclusion Team. I really feel it would be beneficial to discuss ways of supporting you in regard to lateness and the medical issues XXXXX has been having.

I cannot stress how important it is for XXXXXX to be in school, regularly and on time. XXXX attendance is now ____%, continuing with this percentage equates to attending 4.5 days a week which is equal to 4 weeks missed per academic year.

Please email me at head@partonmanor-jun.gloucs.sch.uk to arrange a convenient time.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Darren Preece
Executive Head Teacher

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Email: admin@partonmanor-jun.gloucs.sch.uk

Date

Address

Parent's name
Childs name
DOB

Dear XXXXXXX

Unfortunately having spoken to members of my Inclusion Team, XXXXXX attendance has not improved. We have offered lots of support and ideas for supporting XXXXX and yourself, but it has been difficult to make contact with you and at this present time nothing we have offered has been acknowledged. I now have no other option but to arrange a meeting with you, with the intention of setting up an AIM plan.

As stated in our school Attendance Policy and in previous letters 'We expect pupils to attend every day that the school is open unless a reason, acceptable to the school is given and we are able to authorise the absence''

If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the local authority, who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

I will arrange for a member of the Inclusion Team to contact you to discuss a date and time to suit you, within the next two weeks.

In the meantime please do not hesitate to contact me if you would like to discuss this further.

Yours sincerely

Mr Darren Preece
Head Teacher



Request for a Leave of Absence During Term Time

Pupil's Name Class.....Year

Pupil's address

Date of first day of absence Date of return to school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing in Education with the Local Authority.

Please detail the exceptional circumstance for which you are requesting leave of absence

.....
.....
.....
.....

I/We understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I/We understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days under section 444 (A) of the Education Act 1996. I/We understand that if I/We do not pay this it may result in legal action.

Please be aware that there are 2 sessions in a school day, 10 sessions are equivalent to 5 days of absence. A Penalty notice is likely to be requested with 10 or more sessions being missed in a 10 week period.

Name(s) of Parent/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms Relationship to child.....DOB.....

Forename(s).....Surname.....

Address:

Signed **Date**

Dr/Mr/Mrs/Miss/Ms..... Relationship to child.....DOB.....

Forename(s)..... Surname

Address:

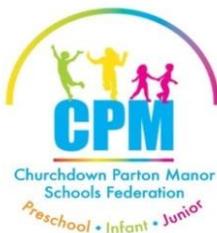
Signed **Date**

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

AUTHORISED **UNAUTHORISED**

Signed _____ **(Head Teacher)** **Date** _____

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Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a head teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational, but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

In the case of an unauthorised leave of absence the head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Mr Darren Preece
Executive Head Teacher

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Request for a leave of absence during term time school response

Dear.....,

Child's Name..... Class.....

Your request for absence on the following dates:

_____ / _____ / _____ returning to school on _____ / _____ / _____

(Totalling.....days), has been considered and is:

AUTHORISED Number of days:

UNAUTHORISED Number of days:

- attendance is currently:%
- b) The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note: An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed _____ Date _____

Mr Darren Preece
Executive Head Teacher

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Date

Parent's name
Address

Dear (Name)

Re: **The Education (Penalty Notices) (England) Regulations 2007 Warning of a penalty notice for persistent lateness after the register has closed**

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for () sessions in the previous () weeks without prior authorisation or an acceptable reason being given to the Head Teacher. Please note there are normally two sessions in each school day. Arriving after the registers have closed for the morning or afternoon session will result in an unauthorised absence mark for the entire session.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely

Mr Darren Preece
Executive Head Teacher



Churchdown Parton Manor Infant School Notification of Medical / Other Appointments

The school is required to record the dates and reasons for all pupil absence, and we have a statutory obligation to report on pupil attendance records. The Local Authority monitors these records.

If an absence is unplanned, you should contact the school as soon as possible to notify us of the reason for the absence. If you fail to notify the school, the absence will be unauthorised.

Child's Name: Class:

Child's Name: Class:

Child's Name: Class:

Date of Absence:

My child(ren) will be collected from school at am/pm and will return to school approximately am/pm

Reason

Please provide evidence of the appointment: Letter attached
Email

Packed Lunch

If missing morning registration, please tick if a school dinner is required:

Indicate choice of dinner: A B C D E F G

Children will be marked as absent if they miss registration after 8.55am and 1pm

Signed _____ Date _____
Parent/Guardian

For Office Use Only:		
<input type="checkbox"/> Authorised	<input type="checkbox"/> Unauthorised	Reason Code _____
Signed: _____		Date: _____
Attendance Officer		

Please return this form to the school office



Home

Agreement 2020

School

School will:

- treat every child fairly and equally
- endeavour to meet every child’s needs
- encourage children to take care of themselves and others
- ensure the safety of all children whilst in our care
- help the children to build the ‘gem’ qualities of independence, perseverance, resilience, kindness and collaboration
- value each child’s contribution to school
- inform parents about the curriculum their child will be studying and their progress through the curriculum
- offer children opportunities to broaden their education beyond the classroom
- expect pupils to attend every day that the school is open unless a reason, acceptable to the school, is given and we are able to authorise the absence

Parents/Carers will:

- ensure their child arrives at school promptly and is collected on time
- ensure their child attends regularly and inform the school of any absence before 9.30 am each day
- attend parents’ evenings to discuss their child’s progress
- encourage and support their child with reading and homework
- support the school’s policies and guidelines for behaviour
- use appropriate language and behaviour when on school grounds
- agree that no comments about school staff or school issues are posted on social media
- agree that photos and videos of other children in school events are not posted on social media
- ensure the safety of the children by not bringing vehicles onto school property

The child will:

- behave well and follow school rules
- be kind, helpful and polite to others
- try their best in all that they do
- look after the school environment and property

Parent/ Carer name		Parent/ Carer signature	
Parent/ Carer name		Parent/ Carer signature	
Child’s name			

I am sure you will agree that children achieve more when school and parents work together in partnership. It is intended that this home/school agreement will strengthen the partnership. Your cooperation is therefore much appreciated. Thank you.

Yours sincerely

Mr D Preece

Covid-19

- Parents should inform the school immediately if their child has a positive test for Covid-19.
- Pupils who have symptoms should self-isolate and be tested.
- If a pupil tests negative and no longer has similar symptoms of Covid they can return to school.
- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of smell or taste. (a cough or loss of smell or taste can last several weeks after the infection has gone).
- If someone in the pupil's household/ support bubble has symptoms, the whole household/ support bubble should self-isolate and the person with symptoms should get a test. The household/ support bubble should remain isolating until the test results are known.
- If the member tests negative, the pupil can return to school.
- If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.