



# LONGHILL

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## HIGH SCHOOL

### Student Attendance Policy

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<b>Reviewed By</b>	Christian Fallick 18/7/22
<b>Date of Approval by Governing Body</b>	
<b>Date of Next Review</b>	

## CONTENTS:

1. Purpose
2. Principles
3. Purpose
4. Underlying principles
5. Role and responsibilities
6. Absences
7. Leave of absence guidelines
8. Unauthorised absences
9. Traveller absences
10. Punctuality
11. Truancy

## APPENDICES

1. Student Attendance Management Procedures
2. Daily Attendance Management Procedures
3. Fortnightly Attendance Management Cycle
4. Punctuality Management Procedures
5. Attendance Rewards
6. Stage 1 Letter (96% or Below)
7. Stage 2 Letter (Below 95.5%)
8. Stage 3 Letter (Below 94%)
9. Stage 4 Letter (Below 92% With Meeting)
10. Unauthorised Attendance
11. Medical Evidence Letter
12. FPN Warning Letter

## Purpose

This policy reflects the vision and aims of Longhill High School by:

1. Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
2. Providing clear procedures for involving parents relating to school attendance.

## Principles

Regular school attendance is the most important factor in achievement at school and we are committed to helping every child achieve their full potential. Any absence from school disrupts a child's learning. Missing lessons damages a student's self-confidence and understanding. In addition, teachers who then have to slow down lessons to accommodate those who have missed previous sessions are not doing justice to the rest of the class who attended all the lessons.

We, at Longhill High School, regard regular attendance to be 96% or higher, this equates to 8 school days of absence over the academic year. Excellent attendance improves students' outcomes and allows each child to fulfil their potential. When students' attendance fall below this, valuable learning time is lost or interrupted.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

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

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

**Present** – The student is on the school site at the time of registration.

**Approved Education Activity (AEA)** – The student is engaged in an approved, supervised activity off site for example, an educational visit, sporting activity or work experience.

**Authorised absence (C,M,I)** – Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause. This will include illness, medical appointments, bereavement or any other circumstances that the school deems appropriate. A request for medical evidence is made when a student falls below 91% attendance and is therefore classified as a Persistent Absentee.

**Excluded** – Excluded from school.

**Unauthorised absences (U)** are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off school unnecessarily

- truancy
- absences which have never been properly explained
- children who arrive at school too late to get a mark

It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time. Even though the latter is authorised, it will still be counted as an absence.

**School refusal (O)** – this is chronic non-attendance, usually where there are wider family, psychological or behavioural problems affecting the student's ability to attend school. The school will use interventions to support such situations, but this can lead to local authority involvement in more serious cases. We can only accept consultant letters to make onward referrals to ISEND Teaching and Learning provision. GP letters are insufficient for such purposes.

### **Persistent Absenteeism**

The Government threshold for Persistent Absenteeism is 90% or lower. This includes all absence, whether as a result of genuine illness or for unauthorised reasons. The names of those on this figure or below are taken directly from our database by Brighton and Hove City Council.

### **Longhill High School Policy regarding Holidays in Term Time**

The DfES instructs schools to consider holidays in term time only in very exceptional circumstances. Almost all holidays taken during term time will be coded as unauthorised absences. There is no entitlement for parents to remove their child from school for a family holiday during term time, even in circumstances where the parents' employers refuse to grant holidays outside of the school term. The school is the only agency which can authorise such a holiday.

Parents who wish to claim exceptional circumstances as a reason for taking holidays in term time should be given the school's request form and return it to the Attendance Manager when possible at least 2 months before the holiday. A copy of our request form, together with a letter from the Headteacher explaining our policy, is available on the website.

### **Attendance Role and Responsibilities**

#### **Parent/Carers**

Parents have the prime responsibility for ensuring that their child regularly attends school.

#### **Parent/Carers are asked to:**

Contact the school by 8.15am on each day of absence via Class Charts, by using the absence line 01273 304086 or via email [studentabsence@Longhill.org.uk](mailto:studentabsence@Longhill.org.uk), stating clearly the reasons for absence.

Parents are also responsible for informing the school of an advanced or planned appointment that cannot be taken outside the school day.

Refrain from requesting any authorised absence except under exceptional circumstances.

**Mentors will:**

- Encourage all students to have regular attendance by engaging in frequent reminders and sharing attendance data with their tutees.
- Have conversations with students regarding absences.
- Have direct correspondence with parents regarding the students' wellbeing and attendance if this falls below 96%.
- Keep an overview of your child's attendance.
- Liaise with the Director of Student Progress regarding interventions and individual concerns.
- Inform students of the procedures regarding planned absence.
- Sanction poor punctuality: if a child has arrived on site and on time, but failed to attend Lesson 1 at 8:40am.

**Teachers will:**

- Take an electronic register each lesson within 10 minutes of the start of the lesson.
- Pass on any concerns about absentees from lessons using 'on call' and the pastoral support team.
- Use Class Charts to record any punctuality issues and pass any concerns to the mentor, Head of Year and Pastoral Support Team.
- Sanction poor punctuality to any lesson.
- If taking students off site, follow the protocol for recording attendance with the Attendance Officer and pastoral leaders.
- Inform the Attendance Officer by email and other staff of the students absent due to off-site activities.

**Pastoral Support Team will:**

- Contact parents regarding poor punctuality on the day this has occurred, follow up with conversations if the problem of poor punctuality persists.
- Track and monitor poor punctuality.
- Provide support and guidance to students and families around school attendance and punctuality.
- Follow ATTEND procedures, in line with Brighton and Hove local authority practices.

**Heads of Year will:**

- Track and monitor attendance for their year group.
- Liaise with mentors and highlight concerns that require action.
- Liaise and meet with the Assistant Headteacher where there are concerns, reporting fortnightly on their year group attendance and vulnerable groups.
- Act on information from staff concerning attendance or poor punctuality, sanctioning accordingly.
- Inform parents of any students where poor punctuality or regular attendance is not habitual and put intervention in place, referring to agencies as required.
- Use assemblies and the school reward system to promote regular attendance.
- Hold attendance meetings with parents.

**Attendance Officer will:**

- Track and monitor whole school attendance and punctuality, initiating whole school policies and systems as required. Track and monitor the attendance of vulnerable groups, passing such information to the relevant members of staff.
- Support Heads of Year to lead their teams to foster regular attendance.

- Liaise with external agencies to devise any necessary interventions for students with persistent absenteeism or at risk of long term absence.
- Contact parents on first day of absence and every day thereafter.
- Compile attendance data for Headteacher, Senior Leadership Team, Governing Body, Education Welfare Officer, Heads of Year and Pastoral Support Team.
- Hold attendance meetings with Parents, Heads of Year, Pastoral Team and Assistant Headteacher.
- Consider withdrawal from learning (holiday) applications.
- Consider exceptional leave requests based on students' prior levels of attendance.

#### **Education Welfare Officer will;**

- Provide support and guidance to pastoral teams in their management of attendance and punctuality.
- Take ownership and manage the attendance of all student at stage 5, with less than 90% attendance.
- Attend the whole-school attendance review meeting, once a fortnight.
- To keep Heads of Year and the Pastoral Support Team updated
- To complete good quality attendance plans on Provision Map for all stage 5 students.
- To update and review attendance plans for all stage 5 students.
- To complete referrals, as necessary to the local authority attendance team and/or Front Door For Families, where necessary.
- To complete home visits.

#### **Assistant Headteacher will:**

- Track and monitor whole school attendance and punctuality, initiating whole school policies and systems as required. This will be achieved with the Senior Leadership Team and other members of the pastoral team.
- Track and monitor the attendance of vulnerable groups, passing such information the relevant members of staff.
- Support Heads of Year to lead their teams to foster regular attendance.
- Liaise with Attendance Manager regarding whole school attendance.

#### **The Headteacher will:**

- Monitor the policy and ensure the policy is adhered to.
- Ensure that attendance data is presented to the governing body and shared regularly with staff.
- Set attendance targets as part of the School Improvement Plan.

#### **The Governing Body will:**

- Approve attendance policy.
- Receive reports form the Headteacher.
- Scrutinise the working of the policy in light of the attendance data presented.
- Support the implementation of the policy.

### **Attendance Procedures**

#### **Notifying the School of a Child's Absence**

If a child is absent from school, parents are expected to notify the Attendance Manager in advance (if this is a planned absence) or as soon as possible on the day of absence, preferably before 8.15am. This can take

the form of a telephone call, Class Charts message or email to the Attendance Manager. Absence line 01273 304086 . They may also email [studentabsence@Longhill.org.uk](mailto:studentabsence@Longhill.org.uk).

If no such communication is received, the Attendance Manager will contact parents by phone or text to inform them that their child is absent from school and request the reason. If the school does not receive an explanation for absence on the first day, an email of enquiry will be sent home. The absence will be unauthorised if no reason given.

The same procedure will be followed on each day of a child's absence and not just on the first day of absence, even if a valid reason is given. This is a precaution in case a child truants after having had an authorised absence for illness. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the local authority and Educational Welfare Officer (EWO). The Local Authority will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, Local Authority Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

The school will have the following rigorous and robust systems to ensure high levels of attendance:

- Daily monitoring of student absence with parent/carer by phone or email where we have not been informed of the absence;
- Daily monitoring of punctuality and lateness to school/lessons with follow up sanctions applied and parents notified on the day.
- Weekly monitoring and tracking of attendance to identify trends and initiate interventions to promote excellent attendance.

### **Punctuality**

Late arrival at school is recorded by the Student Services team for all students regardless of the reason. Parents have a legal obligation to ensure their child arrives for an 8:20 start to the registration periods. Registers will close at 8:40. Students arriving between 8:20am and 8:40am will be coded as Late (L). Any arrivals after this time will be unauthorised and coded as such (U), unless there is medical evidence or special circumstances to which the school have been notified (i.e. half a day).

If a student arrives at school after 8:40am, parents will be notified via Class Charts. They will receive a standard notification that their child has arrived late. They will also receive a same day break sanction and this will be logged on our behaviour management system. Continued issues with punctuality will accelerate the sanction and lead to a meeting with parents and the pastoral team or Head of Year. Late arrival can be authorised in cases of delay in the arrival of school transport or known appointments. The school reserves the right to adjust morning registration time for individuals, after discussion with the Local Authority and/or the Education Welfare Officer. Parents will be notified in writing in such cases.

Students arriving after 8:20 must enter through Student Services where their arrival will be registered to ensure we have an accurate record of students on site at all times.

### **Medical appointment during the school day**

Students who need to leave during the school day require a letter from home, or notify the Attendance Manager prior to appointment, and will need to have this on them when they sign out at student support.

We would encourage all appointments to be made out of school hours to avoid the negative impact this has on your child's learning. If this is unavoidable we urge parents to refrain from using whole day unless absolutely necessary.

### **Child Missing from Education (CME)**

If a child leaves school and is not enrolled at another school within the required period, a CME notification is made. This notification may be made at an earlier point if there are Safeguarding concerns.

### **Rewards and Incentives**

Excellent and regular attendance is acknowledged by the school in Mentor, assemblies and through our school rewards system. Students will receive recognition for achieving excellent attendance (above 95%) each term. Heads of Year may also use rewards to incentivise attendance.

### **Those people responsible for attendance matters in this school are:**

William Holland – Acting Headteacher  
Christian Fallick – Assistant Headteacher  
Jenny Long - Attendance Manager  
Mark Fleming – Education Welfare Officer  
Heads of Year  
PST's



## Student Attendance Management 2022/2023

**STAGE 1**  
**96%**

Student's attendance is below 96%.

1. Stage 1 letter sent home with attendance information on

**STAGE 2**  
**95.5%**

Student attendance is below 95.5% or has an accumulation of :

6 sessions in Term One,  
8 sessions in Term Two,  
14 sessions in Term Three.

1. Stage 2 letter and school attendance information sent home to parents.
2. Mentor to call parents.
3. A record of the conversation is made on class charts.

**STAGE 3**  
**94%**

Student attendance is below 94% or has an accumulation of:

8 sessions in Term One,  
12 sessions in Term Two,  
16 Session in Term Three

1. Stage 3 letter and school attendance information sent home.
2. Meeting in school with parents, student, Head of Year, Pastoral Team and Attendance Manager.
3. An 'Attendance Plan' is agreed with targets set with by the Head of Year / Pastoral Team
4. Medical evidence is required for illness.

**STAGE 4**  
**92%**

Student's attendance is below 92%.

1. Stage 4 letter and a Brighton and Hove enforcement warning leaflet sent home.
2. A second meeting to be held with parents and student, held by Head of Year, Pastoral Team and/or Attendance Manager
3. Medical evidence is required for illness.
4. Attendance Plan reviewed.
5. Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks.

**STAGE 5**  
**90%**

Student attendance below 90%.

1. Student categorised as a Persistent Absentee.
2. A referral will be made to Brighton and Hove Local Authority Attendance Team.
3. Meeting with Education Welfare Officer & Head of Year.
4. Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 4 meeting.
5. If attendance does not improve parents could be prosecuted.



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# Daily Attendance Management 2022/2023

## STEP 1

Advance recording of planned absence recorded on Class Charts by Attendance Officer

1. All parents/carers advised to report planned absence in advance via Class Charts, Phone or Email
2. All Teachers/Support staff advised to report planned lesson absences to Attendance Officer for recording on Class Charts

## STEP 2

Parents requested to make contact with school to report absence.

1. Every Morning after 08:40, Attendance Officer will message all parents, via Class Charts, to request a reason for absence.
2. All reasons for absence recorded in class charts.

## STEP 3

Absent students contacted by Pastoral Support Team

1. Pastoral Support Team make phone calls to all missing students and updates class charts with reasons and codes.
2. For all CIC, PIC, CP and CINI, a follow up call is made to the allocated social worker.
3. All calls to be completed by 10:30.
4. Head of Year / CP informed of any concerns.

## STEP 4

Non-attendance reasons reviewed by attendance Officer.

1. Attendance Officer to review all reasons for absence.
2. Attendance Officer to email Heads of Year and SLT with daily attendance update
3. Attendance Officer to request Head of Year follows up on any student who is absent without reasonable cause.

## STEP 5

Parents/Carers challenged

1. Head of Year to make contact home, before the end of the same day, to challenge parents/carers where absence is unreasonable.
2. Attendance plan to be updated.
3. If parents/carers uncontactable, Head of Year to inform Attendance Officer who will send an 'unexplained absence letter'.



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# Fortnightly Attendance Management Cycle 2022/2023

## STEP 1

Fortnightly Attendance  
Report

1. Attendance Manager to create and share a fortnightly attendance & punctuality report for each year group.
2. Attendance report sent to Heads of Year and SLT.

## STEP 2

Head of Year / PST / Mentor  
Review

1. Head of Year to review fortnightly attendance & punctuality report and set actions.
2. Head of Year to brief mentors on attendance actions.
3. Head of Year / PST to administrate Weekly Mentor Attendance Raffle tickets.
4. Head of Year to award reward points to all 100% attenders and top 10 most improved.

## STEP 3

Actions

1. Mentors to call all Stage 2 (<95.5%) students.
2. Head of Year / PST to complete and update attendance plans for all Stage 3 and 4 students.
3. Head of Year / PST to complete attendance meetings.
4. Attendance Officer to check all actions have been completed.

## STEP 4

Year Team Attendance  
Review Meetings

1. Head of Year and PST to attend fortnightly attendance & punctuality review meeting with Assistant Headteacher and Attendance Officer.
2. All students at Stages 2-5 reviewed.
3. Attendance plans update with actions.
4. Attendance Officers completes referrals, sends letters home and organises meetings.

## STEP 5

Whole School Attendance  
Review

1. Assistant Headteacher, SENCo, Attendance Officer and Education Welfare Officer review whole-school attendance and punctuality.
2. Actions reviewed and set for EHCP, Learning Support and Inclusion students.
3. Further interview and/or triage considered.



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# Punctuality Procedures - 2022/2023

## Late to School

**Student arrives  
08:20-08:40**

1. Student must enter the school via Late Gate through student Services.
2. Student Services will register students on Class Charts.
3. At 08:40 Attendance Manager will set all late students a 20 minute Lunchtime Head of Year Detention.
4. Parents will receive an automatic notification to inform them that the student was late.
5. SLT Late Gate duty will support with this process.

**Student arrives  
after 08:40**

1. Students must enter the school via Late Gate through Student Services.
2. Student Services will register students on Class Charts as 'U', unauthorized, with a 'Late Gate' note.
3. Attendance Officer will set all students an After School detention.
4. Parents will receive an automatic notification to inform them that the student was late.
5. SLT Late Gate duty will support with this process.

**0-5 minutes late to  
mentor**

**15 minutes Head of Year  
Lunchtime Detention**

1. Mentor to check register for marks from student services.
2. If no marks present, student can be assumed late to mentor. Mentor to issue a 20 minute HoY Lunchtime Detention

**3 x 0-5 minute late  
marks**

**30 minutes After School  
Detention**

1. Class Charts automatically sets an After School Detention.
2. Automatic notification sent home to parents via Class Charts.

**5+ minutes late to  
lesson or mentor**

**30 minutes After School  
detention**

1. Teacher to mark as L on the register and enter how many minutes late.
2. Teacher to set an After School Detention.
3. Automatic notification sent home to parents via Class Charts

### Persistent Punctuality Issues

1. Attendance officer to complete a fortnightly attendance and punctuality report, and circulate to Heads of Year.
2. Heads of Year to circulate to mentors and to set actions to address punctuality.
3. Parents meeting and Attendance plan to be completed for students who are persistently late.



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# Attendance Rewards

Mentor issues rewards points for all students with 100% attendance and top 5 most improved.



Head of Year assembly at the end of every half term to include attendance raffle for most improved and 100% attendance, and a prize for the mentor group with the best attendance.



Attendance Officer and Education Welfare Officer to organize targeted engagement trips for stage 5 students

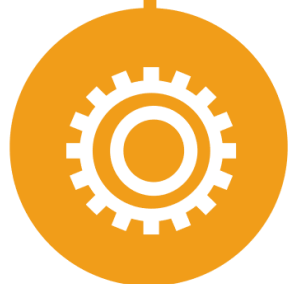
Weekly Mentor Reward

Half Termly Year Group Celebration Assemblies

Engagement Reward Trips / Activities

Half Termly Mentor Raffle

Targeted Rewards



Every week, all students with 100% attendance and top 10 in year, most improved have a raffle ticket entered for half-term attendance prize draw.



Attendance Officer and Education Welfare Officer to give targeted rewards to any Stage 3,4 or 5 students.



CONFIDENTIAL

[Date]

Dear [Parent/Carer's Name]

<b>Poor Attendance – Below 97 %</b>
-------------------------------------

I have just completed a review of students' attendance and I see that «chosen\_forename»'s attendance is only «percentage\_attendance»% for this academic year. The school regards regular attendance to be 97% or above.

Attendance below 97% equates to 1 week of absence over an academic year and is of concern. Evidence shows that poor attendance affects a student's learning and subsequent academic achievements. To ensure that your child receives the maximum benefit from their education it is essential that an immediate improvement is made.

Coronavirus has affected us all in so many different ways, and we are still coming to terms with the impact on our daily lives and children's education. Please be reassured that we take this into account when looking at Students attendance and at no point would we penalise those that have been off from school with Coronavirus.

If you would like an opportunity to discuss any issues that may be affecting your child's attendance at school please contact me and we can arrange a mutual convenient time to meet.

Working together and communication is very important in ensuring Longhill High School remains a safe place for all children to learn in.

Yours Faithfully,

[Mr/Mrs/Ms Name]  
Head of Year [year]  
[email & direct dial]



# LONGHILL

## HIGH SCHOOL

### Attendance Matters

100%	0 DAYS	0 LESSONS MISSED
99%	1 DAY	5 LESSONS MISSED
98%	3 DAYS	15 LESSONS MISSED
97%	1 WEEK	25 LESSONS MISSED
96%	1.5 WEEKS	35 LESSONS MISSED
94%	2 WEEKS	50 LESSONS MISSED
93%	2.5 WEEKS	65 LESSONS MISSED
92%	3 WEEKS	75 LESSONS MISSED
90%	3.5 WEEKS	90 LESSONS MISSED

**MAXIMISE YOUR POTENTIAL.**  
**ATTEND SCHOOL EVERY DAY.**

**CONFIDENTIAL**

[Date]

Dear [Parent/Carer's Name]

<b>Poor Attendance – Below 95.5%</b>
--------------------------------------

Following a recent review of students' attendance I see that «chosen\_forename»'s attendance has not improved since my previous letter to you and that «his\_her» attendance is now only «percentage\_attendance»% for this academic year.

Attendance is a legal requirement and as stated in my previous letter, evidence shows that poor attendance affects a student's learning and subsequent academic achievements.

Please can you contact [student's name]'s mentor to arrange a meeting or a telephone call at the school, for you and «chosen\_forename» to discuss «his\_her» attendance and for us to work together to consider strategies for improvement. We can be flexible with dates and times, however the sooner this meeting can be held the better. In the first instance please contact the school's reception team who can direct your call.

Should we not hear from you within two weeks of this letter we will hold a meeting with «chosen\_forename» in your absence and forward a copy of the meeting outcomes to you.

Coronavirus has affected us all in so many different ways, and we are still coming to terms with the impact on our daily lives and children's education. Please be reassured that we take this into account when looking at Students attendance and at no point would we penalise those that have been off from school with Coronavirus.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Please rest assured that staff will contact you if they feel that your child is not well enough to be in school during the day. If there are any ongoing medical conditions or circumstances which may be affecting your child's attendance that the school is currently unaware of it would be useful if we were informed.

In the unlikely event that your child is unable to attend school in the future due to illness, can I remind you that you are required to telephone the school to inform us on the first day of their absence, or report the absence via Class Charts. This should be done before 08:15 in the morning, and as soon as possible. For anyone who is absent, and we have not had a message, you can expect the school to make contact, to confirm the student's whereabouts.

We will continue to monitor your child's attendance in school and with your support we are confident that we will see an improvement. However, if it fails to improve, or it deteriorates, please expect a follow up letter.

Thank you for your continued support in this matter.

Yours Sincerely

[Mr/Mrs/Ms Name]

Head of Year [year] [email & direct dial]



**CONFIDENTIAL**

[Date]

Dear [Parent/Carer's Name]

<b>Poor Attendance – Below 94%</b>
------------------------------------

I am writing to express further concerns for «chosen\_forename»'s attendance at school.

As part of our weekly attendance monitoring I have noticed that your child's attendance so far has been [ ]%, which is the equivalent of [No. of Days] and [No. of lessons]. It is important to be aware that an annual attendance figure of 94% represents 2 weeks missed from school (that's 50 lessons). This puts your child at serious risk of underachievement.

In view of this I would like to schedule a meeting with yourself to discuss «chosen\_forename»'s attendance with, the Attendance Manager and myself. Please contact me to arrange a convenient date and time.

Please be aware that you will be required to provide medical evidence to support all future absences from school. This may be in the form of a doctor's letter, appointment card from the surgery, letter or evidence of consultation, copy of prescription for medicine or the prescribed medicine packaging itself

Under the Education Act 1996, parents have a duty to ensure their child attends school regularly and failure to do so is therefore an offence. It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.

Coronavirus has affected us all in so many different ways, and we are still coming to terms with the impact on our daily lives and children's education. Please be reassured that we take this into account when looking at Students attendance and at no point would we penalise those that have been off from school with Coronavirus.

Failure to attend or make contact to rearrange this meeting, without a valid reason, may be used as evidence if legal intervention were to be considered should «chosen\_forename»'s attendance not improve.

I look forward to meeting you and organising a package of support to address «chosen\_forename»'s attendance concerns.

Yours Sincerely

[Mr/Mrs/Ms Name]  
Head of Year [year]  
[email & direct dial]

CONFIDENTIAL

[Date]

Dear [Parent/Carer's Name]

Poor Attendance – Below 92%
-----------------------------

I am writing to express further concerns for «chosen\_forename»'s attendance at school. Their attendance so far has been [ ]%, which is the equivalent of {No. of Days} and [No. of lessons]. It is important to be aware that an annual attendance figure of 94% represents 2 weeks missed from school (that's 50 lessons). This puts your child at serious risk of underachievement.

In view of this I would like to schedule a second meeting with yourself to discuss «chosen\_forename»'s attendance with, the Attendance Manager and myself. Please contact me to arrange a convenient date and time.

Please be aware that you will be required to provide medical evidence to support all future absences from school. This may be in the form of a doctor's letter, appointment card from the surgery, letter or evidence of consultation, copy of prescription for medicine or the prescribed medicine packaging itself

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Coronavirus has affected us all in so many different ways, and we are still coming to terms with the impact on our daily lives and children's education. Please be reassured that we take this into account when looking at Students attendance and at no point would we penalise those that have been off from school with Coronavirus.

Failure to attend or make contact to rearrange this meeting, without a valid reason, may be used as evidence if legal intervention were to be considered should «chosen\_forename»'s attendance not improve. If, however there is no improvement please be aware that further absences to school may trigger a referral to the local authority.

I look forward to meeting you and organising a package of support to address «chosen\_forename»'s attendance concerns.

Yours Sincerely

[Mr/Mrs/Ms Name]  
Head of Year [year]



**CONFIDENTIAL**

[Date]

Dear [Parent/Carer's Name]

**Poor Attendance – Below 90%**

I am writing to express further concerns for «chosen\_forename»'s attendance at school. Their attendance so far has been [ ]%, which is the equivalent of {No. of Days} and [No. of lessons]. It is important to be aware that an annual attendance figure of 94% represents 2 weeks missed from school (that's 50 lessons). This puts your child at serious risk of underachievement.

In view of this I would like to schedule a second meeting with yourself to discuss «chosen\_forename»'s attendance with, the Attendance Manager and myself. Please contact me to arrange a convenient date and time.

Please be aware that you will be required to provide medical evidence to support all future absences from school. This may be in the form of a doctor's letter, appointment card from the surgery, letter or evidence of consultation, copy of prescription for medicine or the prescribed medicine packaging itself

Under the Education Act 1996, parents have a duty to ensure their child attends school regularly and failure to do so is therefore an offence. It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered pupil at the school. On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.

Coronavirus has affected us all in so many different ways, and we are still coming to terms with the impact on our daily lives and children's education. Please be reassured that we take this into account when looking at Students attendance and at no point would we penalise those that have been off from school with Coronavirus.

Failure to attend or make contact to rearrange this meeting, without a valid reason, may be used as evidence if legal intervention were to be considered should «chosen\_forename»'s attendance not improve. If, however there is no improvement please be aware that further absences to school may trigger a referral to the local authority.

I look forward to meeting you and organising a package of support to address «chosen\_forename»'s attendance concerns.

Yours Sincerely

Mr Mark Fleming  
Education Welfare Officer



**LONGHILL**  
HIGH SCHOOL

Longhill High School  
Rottingdean  
BN27FR

CONFIDENTIAL

[Date]

Dear [Parent/Carer's Name]

<b>Re: Medical Evidence Request</b>
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It has come to our attention that [Student Name] has been absent from school for medical reasons recently and according to our attendance record her overall attendance is now [Attendance %].

As a result of this we request that any further absence caused by illness be followed up with medical evidence, which could include a letter from a doctor outlining the nature of the illness or any prescriptions taken or an appointment card. This can then be logged and may also allow us to support [Student Name] better once she has returned. Failure to provide appropriate evidence may result in the absence being recorded as unauthorised.

In the event that your son/daughter is absent, all parents are asked to report their child's absence by leaving a message on the school's Absence line 01273 304086 **by 8:15 am on each day of absence**.

You may be aware that the local authority is able to issue Fixed Penalty Notices to parents of pupils who have 10 or more unauthorised sessions in an identified period. I enclose a leaflet that explains more about unauthorised absences and the Fixed Penalty Notice process.

Thank you for your support.

Kind Regards

Mr Mark Fleming  
Education Welfare Officer  
cc Student file

CONFIDENTIAL

[Date]

Dear [Parent/Carer's Name]

Re: Unexplained Absences Letter

Our records show that your child did not attend school on the following date(s):

- 
- 
- 

We have not yet received any message either in writing or via a phone call to explain this absence.

As outlined in Longhill High School Student Absence Policy, regular attendance is a legal responsibility of Parents/Guardians in the first instance and condoning absence without a good reason creates an offence in law and may result in legal action. Regular attendance and punctuality are vital to ensuring your child meets their academic targets as well as supporting their overall wellbeing.

Please fill in the form below with the exact reasons your child missed the school day(s) and return it to his Form Teacher (please be specific as reasons like 'unwell' will not be considered clear enough).

All parents are asked to report their child's absence by leaving a message on the school's Absence line 01273 304086 **by 8:15 am on each day of absence**. Medical/dental appointments must be followed up with a relevant letter or appointment card.

Thank you for your support.

Yours Faithfully,

Mr Mark Fleming  
Education Welfare Officer  
cc Student file

My child: .....

has missed school on ...../...../..... due to (please provide the reason below):

.....

.....

.....

Parent/Guardian:

Signed .....

Date .....



**CONFIDENTIAL**

[Date]

Dear [Parent/Carer's Name]

<b>Re: Medical Evidence Request</b>
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It has come to our attention that [Student Name] has been absent from school for medical reasons recently and according to our attendance record her overall attendance is now [Attendance %].

As a result of this we request that any further absence caused by illness be followed up with medical evidence, which could include a letter from a doctor outlining the nature of the illness or any prescriptions taken or an appointment card. This can then be logged and may also allow us to support [Student Name] better once she has returned. Failure to provide appropriate evidence may result in the absence being recorded as unauthorised.

You may be aware that the local authority is able to issue Fixed Penalty Notices to parents of pupils who have 10 or more unauthorised sessions in an identified period. I enclose a leaflet that explains more about unauthorised absences and the Fixed Penalty Notice process.

Thank you for your support.

Kind Regards

Mr Mark Fleming  
Education Welfare Officer

cc Student file

**CONFIDENTIAL**

[Date]

Dear [Parent/Carer's Name]

**Re: School Attendance: Education Act 1996/Children Act 1989****Pupil:****Date of birth:****Attendance percentage:**

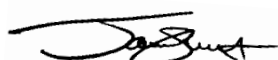
During a routine check of the registers, it came to our attention that \*\*\* has had \*\*\* unauthorised sessions from school this term and to date no reason has been provided as to why she has not been in school. A session is either morning or afternoon, so one day absent is 2 sessions.

We aim to work with parents to help all pupils achieve their full academic potential and full attendance at school. As {STUDENT} has already had some unauthorised sessions, and their attendance has not improved since we last contacted you, we are now obliged to complete a referral to the local authority for enforcement action.

You may be aware that the local authority is able to issue Fixed Penalty Notices to parents of pupils who have 8 or more unauthorised sessions in a 6 week period. I enclose a leaflet that explains more about unauthorised absences and the Fixed Penalty Notice process.

In addition, as your child's attendance is such a concern we would like you to attend the following meeting with [ ] Head of Year [7/8/9/10/11] to discuss ways we can make sustained improvements to their attendance over the rest of this academic year.

Yours Faithfully,



James Stuart  
Assistant Headteacher

cc Student file