



**Truro and Penwith  
Academy Trust**

# **Primary Attendance Policy**

## **Review Summary**

<b>Approved By:</b>	<b>Trust Board</b>
<b>Approval Date:</b>	<b>30 January 2024</b>
<b>Next Review Date:</b>	<b>September 2025</b>

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## 1. Policy Statement

It is the aim of all TPAT schools that every pupil enjoys learning, experiences success and realises their full potential. The Attendance Policy reflects these aims and recognises that regular full time attendance has a very significant positive effect on the motivation, social development and attainment of pupils.

As part of the Truro and Penwith Academy Trust (TPAT), we are committed to our shared core purpose, which is at the heart of all we do. This core purpose is to improve the life chances for all children and young people in our schools. Our school's mission/ core values are aligned with that of the Truro and Penwith Academy Trust.

At **Tywardreath School** our vision is to create a safe and stimulating environment where all children feel they belong and are able to challenge themselves, take risks and flourish both academically and socially. To develop our children so that they **value** and respect their own and others individuality, culture and heritage. We are committed to providing a place of excellence with high standards.

### **To achieve our vision**

All our children should:

- Enjoy their primary school years and develop high self-esteem regardless of 'academic' ability
- Feel safe and secure and have a passion for learning and experience success.
- Develop perseverance, flexibility, independence in a wide range of learning skills.
- Be well mannered, respecting themselves, others and the environment.
- Make a positive contribution to the school and the wider community.
- Enjoy equal opportunities to succeed
- Develop lively, inquiring minds and become confident communicators.
- Experience teaching of the highest quality and develop core skills to a high level.
- Appreciate the beauty, the diversity of the world and their duty to protect it.

Our school strives to deliver excellent educational experiences for pupils, improving their life chances and serving the communities to which we belong.

**This policy should be read in conjunction with existing school policies including (but not limited to) the following policies:**

- Safeguarding and Child Protection
- Special Educational Needs and Disability
- Behaviour
- Exclusions and Suspensions
- Anti-Bullying Policy

- Supporting Pupils with Medical Conditions

## Legislation and DfE guidance

This policy meets the requirements of the following legislation which sets out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

## DfE guidance:

- The Equality Act 2010 and schools (DfE May 2014)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315587/Equality\\_Act\\_Advice\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf)
- Supporting pupils at school with medical conditions (DfE December 2015)  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Education for children with health needs who cannot attend school (DfE January 2013)  
<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>
- Keeping children safe in education (DfE)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working together to improve School Attendance (DfE)  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- School attendance parental responsibility measures (DfE January 2015)  
<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
- School census guidance (DfE)  
<https://www.gov.uk/guidance/complete-the-school-census>
- [Suspension and permanent exclusion \(DfE May 2023\)](https://www.gov.uk/government/publications/school-exclusion)  
<https://www.gov.uk/government/publications/school-exclusion>
- Home to school travel and transport guidance (DfE June 2023)  
<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

## 2. Aims

- To communicate the importance to all pupils and their parents/carers of maximum attendance at school as an essential pre-requisite for taking full advantage of the educational opportunities and to maximise individual achievement;
- To make explicit to all relevant parties (staff, parents/carers and students) the School's expectations for attendance;
- To promote a consistent approach across the school towards all matters relating to attendance;
- To clarify the roles and responsibilities of all parties with respect to attendance;
- To communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- To communicate the need for families and school staff to work in close partnership to achieve high attendance.

## 3. Introduction

Section 7 of the Education Act 1996, places a legal duty on Parents/Carers to ensure that any child of compulsory school age receives full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have. It is essential for children to attend school regularly in order to maximise the opportunities available to them. For a child to reach their full potential a high level of school attendance and punctuality is essential. We aspire to achieve 100% attendance for every child. We acknowledge that there may be times when a child is unavoidably absent from school.

Tywardreath school supports children and parents by:

- ***Promoting the value of high attendance and punctuality and reducing absence, lateness and particularly persistent absence***
- ***Ensuring every child has access to full time education to which they are entitled***
- ***Acting early to support high attendance and address absence***
- ***Ensuring school is a safe and supportive environment in which children can thrive.***

## 4. Why regular attendance is important

Any absence impacts on the progress of a child and disrupts learning, relationships with peers and academic, personal and social development. Repeated absence is therefore most likely to be detrimental to children and to seriously impede their learning. Any child's absence disrupts teaching and may, therefore, affect the learning of others in the same class.

Ensuring a child's regular attendance at school is the responsibility of the parent/carer and permitting absence from school without a good reason is an offence in law and may result in prosecution.

## 5. Safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State about safeguarding and promoting the welfare of children and students under the age of 18.

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and, within the context of this school, we will adhere to the latest safeguarding policies and practices. A child missing from education may be at risk of abuse or neglect or become a victim of harm, exploitation or radicalisation. Failing to attend school on a regular basis is therefore a safeguarding concern.

Here at Tywardreath school we monitor trends and patterns of absence for all pupils as a part of our standard procedure. However, it is recognised that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#), Local Procedures and the School's Safeguarding Policy, staff will monitor and report any safeguarding concerns within the school to the DSL on to the relevant authorities as appropriate. As part of the school's safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when they cannot establish their whereabouts and there is concern for the pupil's welfare.

If a pupil is not attending school regularly as required, staff may make home visits to see and speak to the pupil and parents/carers as part of the school's safeguarding and attendance processes. If staff are unable to see and speak to the pupil and parents/carers, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the school with relevant information.

## 6. Why Do Pupil's benefit from 'High' attendance?

Achieving high school attendance is a national priority. Tywardreath school data clearly shows a correlation between high attendance rates and high achievement.

We want our children to achieve excellent attendance in line with national average. Illness usually appears as a block of time off school. We review attendance patterns each week and look for unbroken and broken weeks as a key indicator. We would not usually expect that children would have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and we will offer support to families where there are more frequent broken weeks, in line with our attendance procedures. The impact broken weeks and missed learning can have on a child's education (taken from national data) is illustrated below for guidance:

If your child misses...	That equals at least...	Which is the same as....	And over 13 years of education that's...	Or at least...
1 day a fortnight	80 lessons per year	4 whole school weeks per year	Nearly 1.5 whole years	1040 lessons
1 day a week	160 lessons per year	8 whole school weeks per year	Over 2.5 whole years	2080 lessons
2 days a week	320 lessons per year	16 whole school weeks per year	Over 5 whole years	4160 lessons
3 days a week	480 lessons per year	24 whole school weeks per year	Nearly 8 whole years	6240 lessons

## 7. Understanding Absence

By law, schools must register pupils for two sessions each day (morning and afternoon registration). Every half-day of absence must be classified by the school as either authorised or unauthorised. This is why information about the nature of any absence is always required from parents.

'Authorised absence' means that the school has either given approval in advance for a pupil to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by Tywardreath school:

### Illness

- In most cases, absences for illness which are reported by parents/carers in line with the school's absence reporting procedures will be authorised.
- If the school has a genuine and reasonable concern about the authenticity of the illness, the school will request medical information and/or evidence to support the absence - such as a prescription, appointment card, or other appropriate form of information/evidence.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- Where a pupil has a high level and/or frequency of absence, the school may require suitable information and/or evidence in order to authorise any future absence where illness has been given as the reason. If this is the case, the school will make the parent/carer/s aware of this expectation in advance.
- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have **not** been reported to the school by the parent/carer on the first and any subsequent days of absence may not be authorised.

### Pupils taken ill during the school day

If a pupil needs to be sent home from school due to illness, this will be agreed by an appropriately authorised member of school staff. In such circumstances, the pupil must be collected by a parent/carer or adult authorised to collect the child by the parent/carer and identified to the school. No pupil who is ill will be allowed to leave the school without being collected by a known adult. Even if a family home is relatively close to the school, we do not allow sick children to walk home unaccompanied.

### Medical/Dental Appointments

- Parents/carers must, wherever possible, arrange for medical and dental appointments to take place outside of school hours. Where appointments during the school day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is. The school recognises that pupils with a health condition may have a higher number of medical appointments than other pupils and it is therefore possible that at least some of these appointments may be during the school day.
- If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent/carer or another authorised adult and

signed out. No pupil will be allowed to leave the school site without parent/carer confirmation.

- The school reserves the right to request evidence of appointments from parents/carers. Suitable evidence may include appointment letters or cards, copies of emails from a verifiable address (e.g. NHS) confirming the date and time of the appointment.

## 8. Exceptional Circumstances Leave of Absence

By law, Headteachers are not allowed to authorise absence during term time unless the circumstances are exceptional.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court

All requests from parents for term time leave of absence must be made in writing to the Headteacher using the school's form (available on the website or from Reception). Wherever possible, a request must be made at least 3 weeks (15 school days) prior to the requested leave of absence. Parents will receive written notification to confirm whether their request has been authorised.

Each application from parents for an 'exceptional circumstance' leave of absence during term time will be considered on its own merit - see Appendix 6 Exceptional Circumstances Request Form

## 9. Persistent Absence

In line with DfE Guidance, a pupil is considered as 'persistently absent' when they miss 10% or more of their schooling across the school year **for any reason**. Absence at this level is highly likely to significantly harm a child's educational progress.

Children who are persistently or severely absent are supported by school staff and the TPAT Attendance and Inclusion Lead in line with our attendance procedures.

## 10. Home/School Partnership

Tywardreath School works in close partnership with parents and families to achieve high attendance for every pupil.

### Parents must:

- Contact the School on the first day of a child's absence – by 8.50am at the latest;
- Ensure their child arrives at school on time – the school day starts at 8.50am. Late arrival after registers close may be classed as an absence –see Appendix 3 (Late to School Protocol)
- Arrival after the register closes at 9.30am or at 1.30pm without satisfactory explanation will result in an unauthorised absence being recorded on the register.

### The School will:



- Contact parents on the first day of absence if a reason for absence has not been given. Wherever possible the school will phone the parent to discuss their child's absence;
- Meet with parents to discuss and agree support to improve attendance in line with our attendance procedures.
- Escalate concerns about attendance to the TPAT Attendance and Inclusion Lead when appropriate and in line with our attendance procedures to ensure children receive support to attend school regularly.
- Where necessary to ensure regular attendance, it may be necessary to apply for sanctions such as Penalty Notice fines or prosecutions in the Magistrates Court. In all cases we believe it is in the child's best interests to attend school regularly and our decision making is always led by our commitment to protecting the entitlement of children to full time education.
- Follow up promptly any concerns parents pass on to us that may be affecting a child's attendance;
- Provide support and involve the school's support staff and other support agencies to help pupils re-integrate into school after illness or other individual circumstances;
- Regularly remind pupils (where appropriate) of the importance of high attendance and punctuality for example, through assemblies and class time;
- Acknowledge and celebrate improving attendance.

### **11. Telephone numbers:**

There are times when the School needs to contact parents about educational matters, including attendance, punctuality and absence. The school may also need to contact parents in the event of an emergency. Therefore, we need to have correct parental contact phone numbers at all times. Parents must ensure the school always has an up to date contact number. **Parents have a duty to notify the school as soon as possible of any changes to their contact details.**

### **12. Supporting High Attendance and Reporting**

To promote the importance of high attendance and punctuality, the School will recognise improvement in attendance.

Attendances, punctuality and absence are reported to parents in all written reports and attendance records are available to parents on request.

### **13. Roles and responsibilities**

The roles of the class teacher, Administrator/Attendance Officer and Headteacher are explained in **Appendix 2**. All members of staff have a responsibility to promote high attendance.

### **14. The Trusts Attendance and Inclusion Lead**

The trust Attendance and Inclusion Lead works alongside the school's Attendance lead. The School works closely with the Attendance and Inclusion Lead to support pupils whose attendance is a cause for concern. The Attendance and Inclusion Lead may accompany staff to visit homes, meet with parents in school (or at their home) and is a vital component in our efforts to secure high attendance.

The TPAT Attendance and Inclusion Lead may initiate legal proceedings against parents who have not fulfilled their responsibility for ensuring regular attendance. Before a case goes to court, Parenting Contracts may be drawn up, setting targets for improving attendance. The primary aim of all school action is to ensure every child attends school on a regular basis and is therefore able to achieve their full potential.

### **15. Students with Special Educational Needs (SEND)**

Our School supports the attendance of pupils with SEND and understands that their specific needs present additional school challenges. Good attendance for all pupils including and especially those with SEND is crucial in ensuring academic and social progress. Further information relating to the support available to pupils with SEND is available from the school's SENDCO.

## **16. Young Carers**

Students identified as Young Carers are offered additional support to ensure they can achieve high attendance. We recognise that attending regularly can be particularly challenging for Young Carers. Further information about the support available for our Young Carers is available from our Pastoral Team.

## **Appendices**

- Appendix 1 – Registration Procedures
- Appendix 2 – Roles and Responsibilities
- Appendix 3 – Tiered Approach to Supporting Attendance
- Appendix 4 – Punctuality Procedure
- Appendix 5– Attendance letters (Model Letters)
- Appendix 6 – Exceptional Circumstances Leave Request Form and Model Letter

## **Appendix 1: Registration Procedures**

### **Staff Guide to Registers and Associated Procedures:**

This section complements our Attendance Policy and should be read in conjunction with it. It deals with the practicalities of completing registers and associated attendance procedures. The register is a legal document which may be used as evidence in court. The decision on whether or not to authorise a particular absence rest with the Headteacher. The class teacher will record attendance of a child at morning and afternoon registration. In some circumstances, the Headteacher will authorise another member of staff to take the register with the same level of delegated authority as the teacher or tutor.

### **Marking the register**

A register is taken at the beginning of the AM and PM session to ensure the school has accurate information about where children are. Every register must be taken accurately and in a timely way as an essential part of the school's culture of safeguarding. The responsibility for taking the register will be held by the class teacher (including supply or temporary teachers), cover supervisor, or other school staff as appropriate.

### **Reading the registers**

The registration information is read every morning after Registration. It is imperative that the data entered is accurate and that there is a mark for **EVERY** pupil. Every pupil **must** fall into one of the three categories of present, absent or late. Staff must enter either 'present', 'absent' or 'late' (+ how many minutes late). **Staff have a responsibility to safeguard the children in schools care and it is vital that the information held is accurate.**

The school operates a policy of '1<sup>st</sup> day response' regarding absence across the school. The Administrator/Attendance Officer will contact the parents of any child who is absent without an explanation.

### **Communication with/from parents**

Same-day contact has been shown to be the single most effective strategy in improving rates of attendance. It is also vital to safeguard children. Parents must contact the school as early as possible on the **first** day of absence to notify the school of their child's absence and the reason for absence.

Communication by phone or in person is required on each day of a period of absence. If absence notes are received, they should be initialled and dated by the class teacher. **All notes must be sent to the Administrator/Attendance Officer on the same day they are received.**

### **Punctuality**

- Registration starts at 8:50am and at 1:00pm. Thereafter a pupil's absence will be recorded as late (L).
- A pupil should be marked as **late** when the class teacher has completed the register and a pupil arrives after the register has been "sent". A late mark should be added for any student who arrives to class after 8.50am and after 1pm . The number of minutes late should be recorded.
- Parents may be prosecuted for persistently failing to get their child to school on time. The school will take a robust response to pupils who are regularly arriving late.

## **Appendix 2: Roles and Responsibilities**

### **Class Teachers**

- Class Teachers are responsible for taking the register at 850am and at 1.00pm.Registers must be accurate, use the correct absence and attendance codes. Teachers must pass on any information they may have for a pupil's absence or lateness to the Administration team.
- Regularly remind pupils (where appropriate) of the importance of high attendance and punctuality for example, through assemblies and class time;
- Acknowledge and celebrate improving attendance.
- Contact/meet with parents/carers whose child has a falling level of attendance and is noted to be a concern by the Admin/Attendance officers.

## **Administration Team**

- Monitors AM/PM registers and ensures present/absence codes have been entered and are correct. Providing an accurate account of all code changes where applicable.
- Is the first point of contact for parents reporting absence and coordinates appropriate follow up for unexplained absence.
- Holds Tier 1 support calls with parents/carers to discuss attendance issues, prioritising vulnerable and disadvantaged pupils as directed by the Headteacher.
- Refers pupils meeting threshold for Tier 2 support (3 broken weeks in a half term, or 5 broken weeks within a term) to the HT as appropriate, providing details of the Tier 1 support. This referral will be discussed in the fortnightly Attendance Team meeting.
- Co-ordinates requests for Term-time Leave of Absence, liaising with the Headteacher as appropriate.
- Completes Children Missing Education referrals to the Local Authority where appropriate (this includes liaison with the DSL and Headteacher).
- Contact Parents/Carers by telephone in the first instance for any missing pupils for each day of absence. If unable to reach parents by telephone Admin staff will text or email parents requesting them to contact school with reason for their child's absence. The absence will be unauthorised until reasonable information is received.
- Ask for proof of medical appointments if considered appropriate.
- Encourage and support families to bring their children to school regularly and on time.
- Share absence information daily with the Attendance Officers.

## **Attendance Officer.**

The Attendance Officers will:

- Monitor attendance and absence data at school, cohort and individual pupil levels using the broken weeks and persistent absence reports.
- Issues an initial Tier 1 attendance support letter at 2 broken weeks in a half term, 3 in a term.
- Write to parents alerting them of their child's absence rates and the need for attendance to improve and offer support.
- Meet with parents to discuss and agree support to improve attendance in line with our attendance procedures.
- Follow up promptly any concerns parents pass on to us that may be affecting a child's attendance;
- Provide support and involve the school's support staff and other support agencies to help pupils re-integrate into school after illness or other individual circumstances;
- Escalate concerns about attendance to the TPAT Attendance and Inclusion Lead when appropriate and in line with our attendance procedures to ensure children receive support to attend school regularly.

### **Headteacher responsibility - Tier 3:**

- Arranges for staff home visit and issues the first warning notice of prosecution
- Ensures a home visit report is completed which considers any additional information in relation to barriers to attendance
- Serves notice of improvement or refers back to school support for unaddressed barriers to attendance
- Ensures the Administrator provides a weekly update on attendance of all referred pupils
- Reviews attendance at 5 weeks. Where attendance has improved the HT will agree a further improvement period (usually 5 weeks). Where there has been some limited improvement, The HT will notify parent/carers of the deferral for Education Planning Meeting (EPM) request and will agree further improvement period (usually 5 weeks). Where there has been no improvement either at the first notice of improvement conclusion and/or deferred period, the HT will consult with the Attendance and Inclusion lead to proceed to an EPM.
- Ensures EPM reports and minutes are provided
- Serves Final warning Notice of prosecution (where applicable) in discussion with the Attendance and Inclusion Lead
- Completes Section 9 witness statements and ensures preparation of court papers for Cornwall Council legal services to consider court action

### **Headteacher continued:**

The Headteacher is responsible for considering all leave of absence requests and deciding whether or not to approve requests where the reason provided is exceptional. They hold responsibility for resourcing the Tiered Approach and for ensuring that all staff within the school receive appropriate training and support to deliver this response. Headteachers are responsible, along with Chairs, for ensuring that the LGB receives appropriately detailed reports on student attendance to be able to fulfil their duties to monitor the work and effectiveness of the school. Headteachers are responsible for liaising with the TPAT Attendance and Inclusion Lead with regards to the Trust's Attendance Strategy and for monitoring the effectiveness of their school's actions to implement this strategy in order to support all students to attend school regularly.

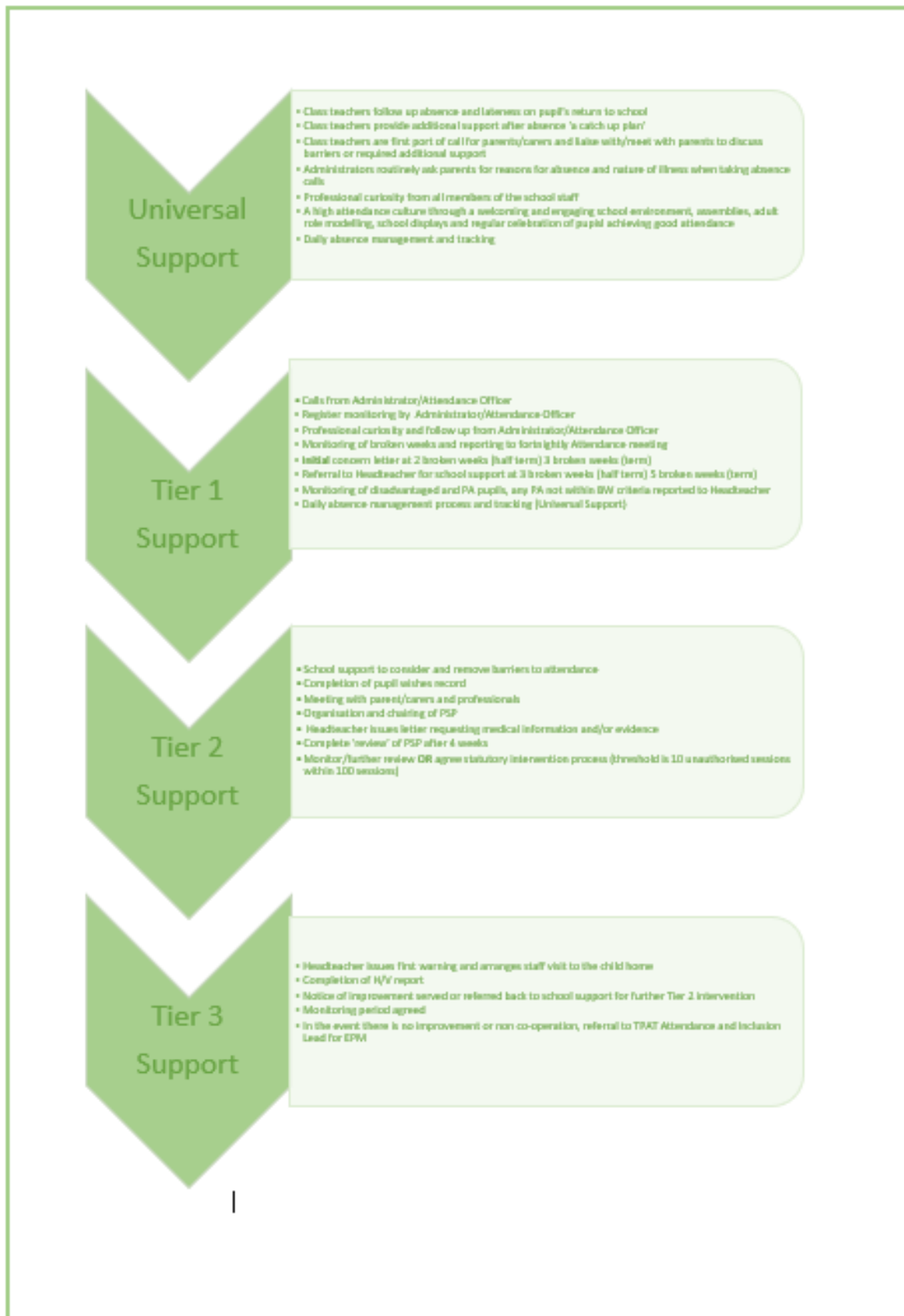
### **TPAT Inclusion and Attendance Lead**

#### **TPAT Attendance and Inclusion Lead:**

- Provides regular meetings for Headteacher and Administrators/Attendance Officers, providing advice and keeping teams updated on guidance, process and sharing good practice
- Supports the Headteacher with the statutory process, providing appropriate training, advice and guidance.
- Chairs EPM's and liaises with Headteacher in relation to desired outcomes
- Audits tiered response process and feeds back on timescale/progress and outcomes to Headteacher and the Trust
- Guides and advise Headteacher and Attendance Officers on complex case management
- Liaises with services and LA to ensure clarity on duty and responsibility (where necessary)
- Devises strategy and monitors school attendance data and reports to the Trust.



## Appendix 3: Tiered Approach to Supporting Attendance





## Appendix 4: Punctuality Procedure

### Punctuality Procedure

**Aim:**

- To achieve high levels of punctuality for all pupils, through partnership with parents and students.

**Rationale:**

- Excellent punctuality is central to learning. For pupils to achieve their potential it is essential that high levels of punctuality are maintained. All parents are expected to ensure that their children are on time every day.

Our school acknowledges its legal duties under the Equality Act 2010, with respect to safeguarding and in respect to students with Special Educational Needs and Disabilities.

### Punctuality

Poor punctuality is not acceptable. If a child misses the start of a lesson they may miss work and vital information to support progress. Late arriving pupils disrupt lessons and the learning of others. The school day starts at 8.50am and we expect every child to be in registration at that time. Registers will be marked at 8.50am and a child will receive a late mark if they are not present in the class.

If a child arrives after the register closes at 9.30am and the explanation provided is not satisfactory they will receive a mark that shows them to be on site, but this may **not** count as a present mark and it may mean they have an unauthorised absence. Ten or more unauthorised sessions (5 school days) in 100 sessions (50 school days/10 school weeks) could result in a first warning of Penalty Notice and/or prosecution.

If a child is persistently late parents/carers will be asked to meet with a member of school staff and/or Attendance and Inclusion Lead to resolve the problem. We encourage Parents/Carers to approach us at any time if there are problems getting a child to school on time.

All pupils are expected to be on time every day and to every lesson. Lateness is only excused in exceptional circumstances. Where lateness is caused by unforeseen family circumstances, parents must contact the school to provide a reason, or provide a written explanation. Persistent lateness will not be authorised.

If a pupil is late to school and arrives during registration, this will be recorded by the school administration team, who will ask parents to accompany the child into reception and sign a late book providing an explanation for the late arrival. The administrator/attendance officer will monitor punctuality and follow schools' absence management process

## Appendix 5: Tier 1 Letter

Private and Confidential

Mr & Mrs

House

Street

Town

Postcode

Date

Dear Parental Salutation

Pupil name:	Attendance percentage:
-------------	------------------------

During routine absence monitoring this term, it has been noted that your child has already had **two/three/five** weeks broken by absence related to illness and/or arrival after the close of register.

We know that pupils fall behind their friends and classmates when they miss school. At Tywardreath school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our children in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on **{Pupil Name}** absences this academic year and we would really appreciate your help and support ensuring that **{Pupil Name}** comes to school every day so that they can get the best possible outcomes. We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/a-z/is-my-child-too-ill-for-school/) is designed to support parents in their decision making about mild illness.

We very much value your support and have researched how parents can help improve attendance.

- Be clear with your child that they must attend school whenever possible.
- Book routine medical and other appointments outside of school time.

- Do not allow your child to take occasional 'days off' and only allow them to stay at home if they are so unwell that they cannot reasonably attend school.

Please help us to ensure your child's attendance improves and be assured that we remain available to assist with any barriers or issues that you feel may be impacting on your child's ability to attend school regularly. If you would like to discuss your child's attendance, or if you would like further advice, please contact me on ----- . However, please be aware that if we do not hear from you and your child accrues further absence, a referral to the Pastoral team will be made who will contact you direct to undertake further enquiry,

Yours sincerely

Attendance Officer

POLICY

## Appendix 5a: Tier 2 PSP Invite Letter

Private and Confidential

Mr & Mrs Parent  
123 Road Name  
ST IVES  
Cornwall  
Postcode

Date

Dear Parental salutation

**Re: Child's Name**

You will be aware that your child's attendance at school has been cause for concern this **term/year**. We note that **add number** weeks have already been broken by absence as a result of illness, unexplained absence or arrival after the close of register.

We are committed to supporting you and your child to ensure that they have access to education and learning in line with any identified health needs.

We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success. Therefore, we would like to invite you to attend a pupil support plan meeting on **add date** at **add school** so that we may better understand and assist with any barriers or issues preventing your child from attending school regularly.

We look forward to meeting with you.

Yours Sincerely

Headteacher

## Appendix 5b: Tier 2 Medical Information Letter

Private and Confidential

Title/ Name Parent/Carer

Address

Date

Dear Parental/Carer salutation

**Re: Child's Name**

I am writing to you as your child's school attendance continues to be of concern.

As you are no doubt aware, attendance at school has a huge impact on your child's academic achievement; if this pattern of attendance were to continue, it could have a significant impact and your child could fail to achieve their potential.

I appreciate that **NAME** has been experiencing difficulty attending school. In line with our Attendance Policy's tiered response, and due to the number of weeks your child has had broken by absence, we now require medical evidence and/or information to be supplied to the school in order for us to authorise any further absence. This evidence should relate to specific days that your child is absent or any condition that is identified or suspected as impacting on your child's ability to attend school regularly.

**All further absence will remain unauthorised on schools register unless medical evidence and/or information is provided to school.** For ad hoc absence you can provide a compliment slip or appointment card from the doctor's surgery. Prescription slips or packaging for any prescribed medicines for your child could also be provided. However, where absence is more frequent and related to a health issue, we require clear and concise information from the health practitioners involved, so that we can ensure we provide access to education in line with your child's identified health need.

**Please note that the school does not pay for medical letters. It is the responsibility of the parents and health practitioners managing the child's condition to provide any medical evidence or information.**

If you are unable to provide information relating to your child's absence from school, further absence may not be authorised. Please be aware that parents may face prosecution should their children have absences that are not supported by health-related information or evidence, and as such are not authorised by the school.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

I will continue to monitor **NAME's** attendance and if their attendance fails to improve, it may be necessary for the school to proceed to Tier 3 and an Education Planning Meeting where you will be made aware of your legal responsibilities as **parent/carer**, and information will be given as to what legal action could be taken should **child name** not attend regularly in the future.

We remain committed to supporting you and your child to access their education and learning. If you would like further advice with regard to any issues surrounding your child's absences from school, please do not hesitate to contact either the pastoral team or me, for further information.

Yours sincerely

**Headteacher**

## Appendix 5c: Tier 3 First warning Letter

Private and Confidential

Mr & Mrs Parent

123 Road Name

ST IVES

Cornwall

Postcode

Date

Dear Parental salutation

Re: Child's Name

### First Warning Letter of Prosecution for Poor School Attendance.

I am writing to inform you that following a review of child's name, his/her attendance has still not improved.

I enclose for your information, a copy of his/her latest attendance certificate from ----- School. You will see that his/her attendance is currently --% and he/she has accrued --sessions of unauthorised absence, with -- weeks broken by absence since 0?/09/2023. I am therefore issuing you with a First Warning Letter of Prosecution and would be grateful if you could take some time to carefully read through the enclosed Warning Document.

I would like to visit you at home on ----- at ---- to explain the Warning Letter in more detail and to discuss how we can work together to improve child's name attendance. I can offer advice and support, but must also explain the possible legal implications in regard to absences that are not now authorised by school in accordance with our Trust policy and process. Please be aware that you may face prosecution in the Magistrates Court for failure to ensure your child attends school on a regular basis, under section 444 of the Education Act 1996.

I hope when we meet we can agree a further support plan to improve child's name attendance, but in accordance with our policy, if his/her attendance does not improve, and they miss a further 10 sessions within the next 10 school weeks, I will be left with no alternative other than to call an Education Planning Meeting where a decision on taking legal action will be made, should we be unable to resolve the attendance problems.

Please contact me if you have any queries in regard to this letter. You can also contact me to rearrange the appointment, if the date and time are not convenient.

Yours sincerely,

POLICY



## Appendix 6: Exceptional Circumstance Leave Request Form

### NOTICE TO PARENTS /CARERS

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteacher to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although

not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

All requests must be completed on this form; letters will not be accepted. This form should be returned to the Reception Office at least 15 school days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at Tywardreath School

*Tywardreath School*

**APPLICATION BY PARENT/CARER**

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the Reception Office at least 15 school days before the date you wish to remove your child from school.

**Pupil Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Year group:** \_\_\_\_\_

**Home Address:**

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Name of Parent/Carer completing this form:** \_\_\_\_\_

\_\_\_\_\_

**First day of absence:** \_\_\_\_\_ **Date of return to school:** \_\_\_\_\_

If leaving your home address before the first day of absence, please provide the date on which you will leave \_\_\_\_\_

Total number of days missed: \_\_\_\_\_ days

Reason for absence:

*I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Signed ..... Dated .....

*(Please ensure you give at least 15 school days' notice of the proposed absence)*

---

**Below to be completed by the school:**

FAO – Attendance Officer

% Current	% Last Year	Comments

Pupil Name: ..... Year: .....

**AUTHORISED:**

Request has been authorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

**UNAUTHORISED:**

Request has been unauthorised for the following dates **only:**

\_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Total days authorised	
Total days unauthorised	

Signed ..... Headteacher

Date \_\_\_ / \_\_\_ / \_\_\_

Letter sent / Phone Call / other	Signed:	Date:
Action: PN Request on pupil return	Signed:	Date:

## Appendix 6a: Exceptional Circumstances Leave Refusal

Private and Confidential

Mr & Mrs **Name**

**House**

**Street**

**Town**

**Postcode**

Date

Dear **Parental Salutation**

I am writing regarding your request to take **(child name)** out of school on **Date** until **Date**.

The law states that a planned absence from school should only be authorised for pupils in 'exceptional circumstances'. Here at Tywardreath School, we recognise that there are occasions when it is appropriate to authorise an absence; we look at each request on its own merit, before reaching a decision.

Unfortunately, we regret that on this occasion we are unable to authorise your request for absence. If **(pupil name)** does not attend school on the dates concerned, the absence will be recorded as unauthorised. In cases where parents subsequently report their child as ill during this period, we reserve the right to record the absence as unauthorised.

I urge you to reconsider your decision, and bring to your attention the following warning;

**If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.**

'Parent' as set out in Section 576 of the Education Act 1996, defines parent to include: natural parents, whether they are married or not; any person or body who has parental responsibility for a child (as defined by the Children Act 1989) and; any person who, although not a natural parent, has care of a child. Having care of a child means a person with whom a child lives and who looks after a child, irrespective of what their relationship is with said child.

I would like to offer you the opportunity to contact {enter staff contact} if you would like advice or support in helping your child attend more regularly. Tywardreath School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved. If you would like to discuss this matter further, please contact the school at your earliest convenience.

Yours sincerely

Headteacher