

# The Kingston Academy



## **Attendance Policy November 2018**

Date approved: 12 November 2018  
Approved by: Pupil Welfare and Community Committee  
Frequency of review: Annual  
Last review: November 2018  
Next review due: November 2019

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## Attendance Policy

### 1. Introduction

The Kingston Academy maintains the highest expectations for achievement, attainment and excellence in all areas of school life. The school community recognises the strong link between positive pupil attendance as not only meeting school expectations, but allowing pupils the best opportunity to achieve their potential. Additionally, we recognise that good attendance has a significant welfare role in making children safe.

The Trust Board and school expect 100% attendance but understand that from time to time pupils fall ill and cannot attend school. However, the Trust Board also recognises that when attendance falls below 96% a pupil's ability to achieve at the expected rate is unduly affected. Absenteeism by some pupils is also disruptive for the progress of others.

### 2. Background

The school day: Pupils are expected to attend school between the core times of 8.40am and 3.45pm during term time. Term dates (including INSED days) are approved by the Trust Board and are available on the school website.

### 3. Purpose of the Attendance Policy

- 3.1. The Attendance Policy forms a key part of a suite of policies for managing pupil welfare including Behaviour, Safeguarding and Child Protection, Anti-Bullying and Special Educational Needs and Disabilities policies. Copies of these policies can be found on the [policy page](#) of the school website.

The Attendance Policy reflects an awareness of:

- pupils' home backgrounds and community values
- The need for good communication with parents/carers
- The need for high expectations of pupils to achieve

and enables pupils to:

- Learn
- Stay healthy and safe
- Develop good working habits which allow pupils to progress well into further education, apprenticeships or employment following school years

by the school providing:

- Support for pupils in the transition from KS2-KS3
- Support for pupils admitted in-year
- Consistency in registration procedures and follow up
- A framework for the analysis of patterns of attendance
- Strategies to improve attendance for individuals, identified at risk groups and for the whole school by making it a whole school focus through raising awareness of the importance of attendance, providing support and challenge for everyone – staff, pupils and parents/carers

#### 4. Registration

Pupils are expected to be on the school site by 8.30am giving enough time for them to be ready for AM registration at 8.40am.

A register is taken within the first 10 minutes of **every** lesson. Lesson 1 registers are linked to AM attendance. The PM register is linked with lesson 5, which embeds the pupils' understanding of the link between attendance and attainment.

Registers must be taken by all members of staff within the first 10 minutes of a lesson. Failure to do this will be followed up by a member of the Senior Leadership Team. Persistent breaches will lead to disciplinary action.

#### 5. Late arrival of a pupil

A pupil is defined as being late if they arrive after 8.40am but before 9.30am when the register is closed. They will be coded as 'L' by the Attendance Officer (AO). Pupils who arrive after 9.30am will be deemed to be absent for the morning session and marked as 'U' by the AO, but will be marked into lessons they attend. If a pupil does not attend afternoon registration they will be marked absent from school for the afternoon session with 'N' by the class teacher and this will be followed up by the AO as soon as is practical and the absence classified by the AO.

If a pupil arrives at school after 8.40am they are required to report to Pupil Services and sign in. A text will be sent to their parents/carers to inform them that their child was late to school (or by telephone where parents/carers have not provided a mobile number). A parent/carer may accompany their child into school to explain their late arrival, or provide an explanation by email (from the parent account) or a signed written explanation.

For unauthorised lates (ie no explanation/evidence provided by the parent/carer) the pupil will be expected to sign in with the AO before 08:30 the following day (or Monday if the pupil is late to school on a Friday). If a pupil fails to sign in at this earlier time, they will be issued an hour detention on the second day of lateness at the end of the school day. Persistent lateness (5 lates or more in a cumulative term or 3 consecutive lates) will be followed up by the Welfare Co-ordinators immediately this threshold is met. The follow-up will include a phone call to the parent/carer by the form tutor or Head of Year and a letter of concern.

#### 6. Absence

It is the responsibility of parents/carers to telephone or email the school before 8.30am on the **first day** of a pupil's absence and then on **every day** until the pupil returns. If the school is not contacted, the school will contact parents/carers by text message to alert them to their child's absence (or by telephone where parents/carers have not provided a mobile number). If no reply is received by 10:30am the AO will phone the parent/carer of the pupil to establish their whereabouts.

## Attendance Policy

On the first day of any absence the Form Tutor is required to call home to acknowledge the absence and to clarify the reasons and expected return date. This will be logged on SIMS.

When a parent/carer fails to report an absence and the AO or Form Tutor have been unable to make contact with a parent or carer by telephone or email and have exhausted all means of contacting them (all attempts will be logged on SIMS), a home visit will be carried out by a member of the pastoral team. For pupils with known vulnerabilities this will usually be on the second consecutive day of absence (unless they have an allocated social worker who would have already been informed). For all other pupils a home visit will usually be carried out on the fifth consecutive day of absence.

When attendance falls within the following thresholds, specific actions will be undertaken by key members of staff as detailed below. Discretion will need to be exercised in some cases and at some points during the school year, particularly during the first term. Although these thresholds provide the opportunity for these key members of staff to begin their involvement/intervention:

**100% to 97%:** attendance is at an acceptable level. On the first day of each absence the Form Tutor will call home to acknowledge the absence and to clarify the reasons and expected return date. No further action will be taken.

**Below 97% to 95%:** parents/carers will be phoned by the Welfare Co-ordinator/ AO and the Attendance Awareness email will be sent home that day requesting medical evidence where appropriate. The Form Tutor continues to call home on the first day of each absence to acknowledge the absence and to clarify the reasons and expected return date.

**Below 95% to 93%:** The Welfare Co-ordinator contacts parents/carers to request their attendance at a meeting with them and/or form tutor and/ or Head of Year to discuss their child's attendance and to agree an Attendance Support Plan and monitoring report. These pupils will be highlighted during the Attendance Team weekly meeting. The support plan is monitored by the Welfare Co-ordinator. The Form Tutor continues to call home on the first day of each absence to acknowledge the absence and to clarify the reasons and expected return date. The Attendance Awareness email continues to be sent on the first day of each absence.

**Below 93%:** An Attendance Awareness letter will be sent by post on the first day of each absence reminding parents/carers that they have a legal duty to ensure regular attendance and if they fail to do so, they may be committing an offence under Sections 7 and 444 of the Education Act 1996. The pupil's attendance case will be passed over to our Education Welfare Officer (EWO) for further intervention and review. The Form Tutor continues to call home on the first day of each absence to acknowledge the absence and to clarify the reasons and expected return date.

**NOTE: During Half Term 1, in most cases, the Attendance Awareness letter will not be sent until the last week of the half term.**

**6.1. Pupils with an allocated social worker**

On the first day of absence, if no contact can be made with a parent/carer, the AO will inform the social worker. The AO will always inform the social worker on the second day of every absence.

**6.2. Absence due to illness/medical grounds**

It is recommended that parents/ carers provide evidence for any absence due to illness/ medical reasons. For pupils absent due to illness or on medical grounds, parents/carers must provide a signed note to the AO explaining the absence on their child's return to school. For periods of absence of more than 5 consecutive days medical evidence must be provided (NHS/Private Medical Certificate or photocopy of prescription, label of bottle, appointment card).

Medical evidence may also be requested where there are repeated absences and these have been raised as a concern. Absences will then only be authorised once the evidence has been provided. A review of unauthorised absences will take place at the end of every half term.

**6.3. Absence due to medical or dental appointments**

Medical or dental appointments should be made outside of school hours or during school holidays. Where an appointment cannot be avoided during the school day, evidence must be produced i.e copy of appointment card or letter at least 3 days in advance in order to authorise the absence.

**6.4. Request to leave school early**

This represents an absence from school and is therefore treated in the same way and follows the same procedures as for a leave of absence, see below. A request to leave early may not be authorised by the school and parents/carer must make a written request at least 3 school days in advance using the Authorised Absence Request Form (see template at Appendix 1), which is available to download from the [school website](#) (or as a hard copy from Pupil Services) and must be returned to Pupil Services. A decision will be made by the head teacher within 48 hours of receipt of the completed Form. Part B of the Authorised Absence Request Form will then be completed and signed by the head teacher. A scanned copy of the signed Form will be retained on the pupil's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent to the parent/carer by email.

Where the request is granted, a pupil must sign out at Pupil Services before leaving school early.

### **6.5. Leave of absence**

The Trustees of The Kingston Academy believe that leave of absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The Education (Pupil Registration) (England) Amendment Regulations 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a pupil can be away from school if the leave is granted. With regard to these regulations, the school policy is as follows:

- Parents must request leave for exceptional circumstances at least 3 school days in advance and ideally as far in advance as possible.
- The request should be made in writing using the Authorised Absence Request Form (see template at Appendix 1), available to download from the [school website](#) (or as a hard copy from Pupil Services) and which must be returned to Pupil Services. Parents/carers should set out as much information as possible to explain why they feel there are exceptional circumstances which make it necessary to take a leave of absence. Copies of any supporting documentation should be attached to the form.
- All of the particular circumstances will be taken into account and a decision will be made by the head teacher within 48 hours of receipt of the completed Form. Part B of the Authorised Absence Request Form will then be completed and signed by the head teacher. A scanned copy of the signed Form will be retained on the pupil's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent to the parent/carer by email.

### **6.6. Term time holidays and unauthorised absence**

All requests for absence related to holidays during term time will be refused and will be recorded as an unauthorised absence on your child's attendance record.

Any leave of absence that is not authorised may result in a Penalty Notice being issued by the Royal Borough of Kingston to each parent/carer. The Penalty Notice carries a fine of up to £60 per child, rising to £120 if not paid within 21 days (if the fine is not paid after 28 days parents/carers may be prosecuted).

### **6.7. Failure to return or late return following a school holiday or a period of authorised absence**

A pupil will only be removed from the school roll if they do not return within 10 days of the original return to school date and the school and local authority have made all reasonable enquiries to locate the pupil, but have not been successful. Until this time all normal attendance procedures will be followed.

A pupil returning late following a school holiday or from a period of authorised absence may result in a Penalty Notice being issued to each parent/carer by the Royal Borough of

Kingston. The Penalty Notice carries a fine of up to £60 per child, rising to £120 if not paid within 21 days (if the fine is not paid after 28 days parents/carers may be prosecuted).

#### **6.8. Education Welfare Officer**

A referral will be made to our Education Welfare Officer when a pupil's attendance falls below 93% and medical evidence has not been provided to the school to support the current level of attendance.

The Education Welfare Officer will arrange a meeting with parents/carers and possibly a home visit to ascertain reasons for irregular attendance, and what support is available to ensure regular attendance. Following the meeting with the Education Welfare Officer the expectation is improved attendance. Failure to do so could result in a referral to an outside agency for support i.e. Social Care and/or may result in the issuing of a Penalty Notice by the Royal Borough of Kingston and consideration of legal proceedings which could result in a prosecution and a fine of up to £2500, a community order or a jail sentence of up to 3 months.

### **7. School support**

Pupils with unsatisfactory attendance and/or punctuality will be offered support from their tutors in the first instance, which will be communicated back to the Head of Year.

Welfare Co-ordinators will then provide further support through Attendance and/or Punctuality Support Plans where attendance is between 95% - 93% or punctuality fails to improve.

### **8. Sending home unwell pupils**

Should a pupil become too unwell to remain at school then authorisation must be sought from the on-call member of the Senior Leadership Team to call home and request that the pupil is collected by a parent/carer. If a pupil is to make their own way home consent must have been obtained from a parent/carer and a slip will be provided for parents, stating the reason the pupil left school early and the time (to be signed by the on-call member of the Senior Leadership Team). All pupils leaving school early must sign out from Pupil Services.

### **9. School Registers**

- 9.1. Admissions Registers – Will be maintained in accordance with [The Education \(Pupil Registration\) \(England\) Regulations 2006](#).
- 9.2. Registers: - The school will maintain AM and PM Registers in accordance with Local Authority guidance and legal requirements/regulations.
- 9.3. Deletion from Registers - The school will maintain all registers in accordance with Local Authority guidance and legal requirements/regulations pertaining to pupils of compulsory and non-compulsory age. This is outlined in the DfE [School Attendance Guidance](#) on The Education (Pupil Registration) (England) Regulations 2006

- 9.4. Dual Registration Pupils on dual registration will not be assumed to be attending the alternative education provision: both the school and the alternative provider must share attendance information and ensure the safety of the pupil.
- 9.5. Transfer of a pupil to another school The school will delete a pupil from the school registers in these circumstance from the day they are expected to start at the new school. The school will seek verbal confirmation from the new school that the pupil has started. Additionally, the school will write to the new school confirming that they have moved and that this pupil has been removed from our roll. We will provide Common Transfer Files for the pupil's new school. See also section 9.4 below, Children Missing Education.
- 9.6. Pupils in custodial sentences Only pupils with at least a 4 month custodial sentence will be deleted from the school roll and attendance register (unless reasonable evidence exists at the point of deletion that the pupil will return at the end of the period of detention). See also section 9.5 below.
- 9.7. 20 days absence A pupil may be removed from the school roll if they have amassed at least 20 school days consecutive absence and the school and the local authority have tried to trace the pupil, but have been unsuccessful. This will include the EWO making a home visit. See also section 9.5 below.
- 9.8. Home educated pupils: On receipt of written notification from the parent of the pupil the school will notify the local authority, and check this has been approved by the local authority before removing the pupil from the school or attendance register. See also section 9.5 below.

## 10. Children missing education

We follow the statutory guidance for schools set out in [Children Missing Education](#) (September 2016) and the safeguarding guidance for schools, [Keeping Children Safe in Education](#) (September 2016).

### 10.1. Managing information on the admission register

We encourage parents/carers to inform us of any changes to their information, to help the school and local authority when making enquiries about missing children.

In particular, where a parent/carer notifies the school that a pupil will live at another address, we record the following in the admission register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

### 10.2. Pupils starting at the school

We enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

Where a pupil is added to the register at a non-standard transition point (i.e. at the start of Year 7), we will:

- Notify the local authority within five days
- Provide the local authority with all the information held within the admission register about the pupil

If a pupil fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's whereabouts and will notify the local authority at the earliest opportunity.

### 10.3. Making reasonable enquiries

Where the whereabouts of a child is unclear or unknown the school, working with the local authority, will make reasonable enquiries to locate them and a record will be kept of the enquiries made.

### 10.4. When pupils leave for another school

Where a parent notifies the school that a pupil is registered at another school or will be attending another school in future, we will record the following information in the admission register:

- The name of the new school
- The date when the pupil first attended or is due to start attending that school

When a pupil leaves the school, we will send a common transfer file (CTF) to the pupil's new school.

Where a pupil leaves the school but their destination school is unknown, or the pupil is moving abroad or to an independent school, we will upload the CTF to the 'lost pupil database' in the DfE's school2school system. Where a pupil arrives in school and their previous school is unknown, we will ask the local authority to search the lost pupil database to find the pupil's CTF.

### 10.5. Removing pupils from the admission register

[Regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#) sets out the grounds on which a pupil can be deleted from the school's admissions register.

Where a pupil's name is to be removed from the admission register at a non-standard transition point (i.e. not including pupils who have completed the school's final year) for any of the reasons set out in the 2006 regulations, we will notify the local authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

The school will also provide the local authority with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives

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- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of the pupil's destination school and the pupil's expected start date there, if applicable
- The ground in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register

### **11. School Closure and forced school closure**

The school maintains all registers in accordance with Local Authority guidance and legal requirements/regulations pertaining to school closure. The school informs parents/carers of any necessary closures by texts (or by telephone where parents/carers have not provided a mobile number) and via our website.

### **12. Data returns**

The school will ensure that all legal requirements are met.

### **13. Roles and Responsibilities**

#### **13.1. The Head teacher**

- Determines whether there are exceptional circumstances which would justify a term time leave of absence and if leave is granted determines the number of school days a pupil can be absent.

#### **13.2. The Deputy Head teacher responsible for attendance (acting on behalf of the Head teacher):**

- Ensures that all aspects of this Attendance Policy are being met including the correct delegation of roles and responsibilities outlined in this policy
- Completes an annual review of attendance and punctuality
- Completes an annual attendance improvement plan, including reference to whole school curriculum provision
- Reviews the Attendance Policy with the Head teacher and Trust Board on an annual basis

### 13.3. Attendance Officer:

- Ensures all administrative tasks/procedures associated with this Attendance Policy are completed as required including the collection of attendance data for pupils on alternative education provision
- Ensures all aspects of the lates/attendance monitoring and Attendance and Punctuality Support Plans are supported as outlined
- Be informed of any extraordinary issues that may impact on a pupil or group of pupils' ability to attend the school on time or at all including regular updates on the running of local transport services
- Ensures the safety of all pupils by following the procedures for pupils who are late or absent from school, including making contact with parents/carers or, if not possible and with the guidance of the school's Designated Safeguarding Lead, making contact with Social Services
- Works closely with the Deputy Head teacher and Assistant Head teacher links, Heads of Year and tutors on strategies designed to improve attendance for individuals and groups of pupils in the school, including lates and truancy detentions, and lates/punctuality reports, Attendance and Punctuality Support Plans, meeting with parents/carers and pupils, rewards and the promotion of attendance issues
- Works closely with the Education Welfare Officer and other outside agencies to support pupils (and their families) who have persistent absences including the TAC and CIN meetings
- Works closely with the Education Welfare Officer on issues and strategies related to improving attendance for individuals, groups of pupils or the school as a whole
- Attends any appropriate local or national meetings on attendance as approved by the Deputy Head link for attendance
- Completes a weekly attendance and punctuality report which is provided to the Deputy Head link for attendance every Monday morning, detailing the previous week's attendance together with attendance for the year to date
- Supports the administrative and other work to meet all aspects of the attendance policy by providing information on individual pupils or groups of pupils as requested.
- Remains alert to any concerning patterns and anomalies across tutor, year and house groups. This will additionally include meeting with the Education Welfare Officer weekly or bi-weekly as required, to review attendance of these groups and to support the referral process

### 13.4. Heads of Year

- Ensure all aspects of the Attendance and Punctuality Support Plans are implemented and reviewed as outlined
- Communicate the importance of attendance in conversations with pupils, their parents/carers and the whole school community during events such as Parent

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Consultation Meetings, Information Evenings, Newsletters, Assemblies and tutor group slides

- Support sanctions for lateness and truancy, including detentions and lates/punctuality reports
- Provide for the reintegration of pupils with a record of long term absence
- Ensure work is provided for pupils who are absent for any reason
- Support Attendance and Punctuality Support Plans for individual pupils including, as appropriate, individual timetables including on a part time basis
- Support Alternative Education provision where appropriate
- Support tutors to raise the profile of the importance of attendance with individual pupils and tutor groups
- Meet with parents/carers and outside agencies as required in relation to issues related with attendance
- Give attendance a high profile by celebrating outstanding attendance within groups
- Work with the Deputy Head teacher and Assistant Head teacher links for attendance on strategies related to improving and maintaining high expectations for attendance across the school

### **13.5. Tutors and teachers:**

- Complete all registers within 10 minutes from the start of every lesson
- Form Tutors to call home on the first day of every absence to acknowledge the absence and to clarify the reasons and expected return date logging details of the call in SIMS
- Communicate attendance and or punctuality concerns and strategies to individual pupils and groups of pupils to support the Attendance Policy
- Ensure all aspects of attendance and or punctuality monitoring and pupil Attendance and Punctuality Support Plans are supported as outlined
- Support sanctions for lateness and unauthorised absence including detentions and lates/punctuality reports
- Alert the Progress Leader, Attendance Officer or appropriate Senior Leader and if necessary the Designated Safeguarding Lead if any issues arise that may impact on the attendance of a pupil or group of pupils
- Give attendance a high profile by celebrating good and outstanding attendance

### **13.6. Designated Safeguarding Lead**

- Where appropriate share information with the Heads of Year and Attendance Officer where the attendance of a pupil may be affected by their circumstances

- Support the Heads of Year in safeguarding or child protection issues
- Work with the Deputy Head teacher link for attendance on strategies related to improving and maintaining high expectations for attendance across the school

### **13.7. Parents/Carers**

- Ensure that their children allow enough time to get to school before morning registration including taking into account local transport conditions
- Notify the school before 8.30am of their child's absence either by phone or email on the first day of the absence and each day thereafter
- Respond to text alerts and/or phone calls by 10:30am where their child is reported late or absent
- Ensure up to date contact information has been provided to the school for three points of contact
- Provide a written explanation for their child's absence from school on their return to school
- Attend meetings as required and actively support any Attendance and Punctuality Support Plans that are agreed at meetings
- Do not take children out of school in term time for any reason (unless there are exceptional circumstances and the absence has been requested following the procedures set out in this policy and authorised by the school)
- Inform the school as soon as possible of any circumstances that may result in the pupil being taken off roll in the future

### **13.8. Pupils**

- Arrive by 08.30am for Lesson 1 every morning and be punctual to Lesson 5 every afternoon.
- Be present in and on time for all timetabled lessons
- Remind parents/carers to send a signed note to explain any absence
- If arriving late after 8.40am, sign in at Pupil Services
- If you have permission to leave school early sign out at Pupil Services
- Tell your tutor or Progress Leader if you are having problems attending school or arriving on time
- Follow all school procedures including attending any detentions and if necessary an Attendance and/or Punctuality Support Plan

## **9. Celebrating attendance:**

The importance of attendance and the links to progress and attainment are given a high profile across the whole school community and good attendance is celebrated:

- Recognition of high levels of attendance by tutors and Heads of Year
- 100% Attendance – Roll of Honour

## **14. Review**

This policy will be reviewed annually by the Deputy Head teacher and Assistant Head teacher links for attendance, the Head teacher and by Kingston Educational Trust. The next review is due in November 2019.

Date: 12 November 2018

Signed: Sue Conder, Chair Pupil Welfare and Community

Sophie Cavanagh, Head teacher



Attendance Policy

<b>Date:</b>	
<b>Parent/carer signature:</b>	
<b>Parent/carer name:</b>	

**Part B: Decision** *(To be completed by the head teacher)*

<p><b>Having taken all of the circumstances into account</b> (including any supporting documentation) the application for a leave of absence is approved/refused <i>(delete as appropriate)</i>.</p> <p><b>If refused set out reasons:</b></p>   
<b>Date:</b>
<b>Head teacher signature:</b>

(Scanned copy to be retained on the pupil's file and the original returned to the parent/carer by post. Where an email address has been provided a scanned copy will also be sent by email.)

Appendix 2: Template Attendance and Punctuality Support Plan

# ATTENDANCE AND PUNCTUALITY SUPPORT PLAN

Date of

Meeting:

Name of Pupil:		Year Group:		Form Tutor:	
		House:		Form Group:	

<b>Outline of attendance/punctuality concerns</b>

**Improvement Actions**

Target	Outcomes	By When/Who
1)		
2)		
3)		

**Review:**

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Parent Signature:
Pupil Signature:
Staff Signature: