



Shawfield Primary School

Attendance Policy
September 2019

Written: September 2019
Reviewed: October 2019
Next Review: September 2021

SHAWFIELD PRIMARY SCHOOL

ATTENDANCE POLICY

At Shawfield Primary School we firmly believe that all pupils benefit from regular school attendance. In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education. This policy should be read in conjunction with the West Surrey Foundation Policy on Attendance (appendix I) and Surrey County Council guidance (appendix II)

Aims

- To ensure that the children achieve maximum possible attendance.
- To identify any problems that prevent full attendance.
- To implement strategies to overcome attendance problems.

The School will:

- Provide a welcoming atmosphere for children
- Provide a safe learning environment
- Provide a sympathetic response to any pupil's concerns
- Meet, where possible, the requirements of the United Nations Convention - The Rights Of The Child, by ensuring that children are consulted in all decisions that relate to them, through the school council
- Award certificate for 100% attendance annually

Governors will:

- Monitor attendance in the school

The Head of School will:

- Emphasise to parents the importance of regular attendance by referring to it in newsletters and at parent meetings.
- Consult with Inclusion Service and make referrals.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Work with the Pastoral Care Lead to discuss attendance concerns
- Make a decision regarding exceptional absence within 10 days of request being made.

Teachers will:

- Keep regular and accurate records of attendance for all pupils, twice daily;
- Encourage good attendance
- Talk to parents regarding attendance at parent's evenings.
- Provide a welcoming and safe learning environment for children.

Pastoral Care Lead will:

- To work in close collaboration with the Inclusion Officer during their termly/half termly register analysis;
- Meet regularly with the Inclusion Officer to discuss any new concerns.
- Monitor and evaluate attendance with the Inclusion Service .
- Contact parents whose child's attendance is below 95%.
- Monitor children's attendance which is below 95%
- Contact parents of any other child whose absence/lateness is cause for concern.

- Will produce attendance letters for pupils whose attendance is below 95% and 90% every half term.
- Refer irregular or unjustified patterns of attendance to the Inclusion Officer.

Office Staff will:

- Contact parents by 10:00am on the first day when a pupil fails to attend where no message has been received to explain the absence;
- Send a pro-forma letter home when an absence is unexplained in order to authorise the absence. (appendix III) – a record of this letter being sent will be added to the child/ren’s CPOMS account.
- Send a pro-forma letter home if a child has been marked late 3 times or more in a 3 week period. (appendix IV)
- Record all reasons for absences in the register.
- Will liaise with Pastoral Care Lead on matters concerning absence.
- Keep a record of the children for whom exceptional absence has been authorised.
- Inform the Head of School and Pastoral Care Lead of irregular or unjustified patterns of attendance or unauthorised absence.
- Request evidence for medical/dental appointments.

All parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
 - Ensure that their children arrive at school punctually, prepared for the school day;
 - Ensure that they contact the school before 9.10 am on the first day of absence, if their child is unable to attend through illness, and every day thereafter for the duration of the absence
 - Contact the school promptly whenever any other problem occurs that may keep the child away from school.
 - Endeavour to arrange medical/dental appointments outside school time. If appointments have to occur during school time provide the school office with appointment cards/letters at least 48hrs beforehand.
 - Take family holidays in school holiday periods.

All pupils will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day
- Speak to a member of staff if they have problems that stop them, from attending the school.

Inclusion Service

- The Inclusion Officers analyse the registers half termly and will advise the Pastoral Care Lead of any attendance concerns.
- The Inclusion Officer will communicate at least termly with the Head of School and Pastoral Care Lead.
- Failure to comply with the expectations set by the Inclusion Officer may result in further action, an application for an Education Supervision Order, or court prosecution.

Guidelines:

Lateness and Non-Attendance

Children should arrive in school between 8:30am and 8:40am. Registers will be taken at 8:50am. Children who arrive after 8.50am should enter the building via the main entrance and will be recorded as late (L code) if they arrive after the register has been taken but before the register closes. Any child who arrives after 9:10am will be recorded as late after close of register (U code) This absence will be unauthorised if a satisfactory explanation is not given.

From January 2020, Children should arrive in school between 8:40am and 8:50am

Holidays/Absences

Shawfield Primary School is committed to promoting the welfare of our pupils through regular school attendance. We know that every day lost to education can have a serious impact on a child's attainment and overall progress in school. We are therefore fully committed to promoting school attendance by promoting an environment and ethos where children feel safe and can build positive relationships with their peers. We expect that in return parents/carers ensure that their child attends school regularly and punctually and that holidays/absences in term time are not taken. The school holiday dates are published a year in advance. Holidays should be booked for these times. Holidays are not considered exceptional circumstances for a leave of absence.

Exceptional Circumstances

If you need to take your child out of school for a reason that is not medical or illness, you will need to get permission from the Head of School and Governors. You need to give clear and adequate reasons why the absence cannot be taken during the school holidays and show that you have taken steps to minimise the amount of time taken out of school. Exceptional circumstances are likely to be one off, or once in a lifetime events. If your child is selected to represent a team at County or national sporting events this would be an exceptional circumstance.

Appendix V – Letter issued when leave of absence is not approved.

Appendix VI – letter issued when exceptional leave of absence is approved.

Penalty Notice – Please see appendix II

The school follows Surrey County Councils guidance and policy in relation to penalty notices being issued.

Changing schools

It is important that if families decide to send their child to a different school that they inform Shawfield Primary School's office staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Inclusion Service.

Attendance Scheme.

Appendix VII – A letter will be issued for attendance between 90% - 95%. The attendance of these children will be closely monitored by the Pastoral Care Lead.

Appendix VIII – A letter will be issued for attendance below 80%. The Pastoral Care Lead will meet with parents to discuss the issues impacting on the child's attendance. The Inclusion Officer may also be in attendance.

Appendix IX – A letter will be issued for attendance between 80% - 90%. The Pastoral Care Lead will meet with parents to discuss the issues impacting on the child's attendance. The Inclusion Officer may also be in attendance.

Appendix X – A letter for lateness will be issued to highlight the schools concerns. The Pastoral Care Lead may meet with parents/carers to discuss the issues impacting on the child's attendance. The Inclusion Officer may also be in attendance.

Pastoral Care Lead

This person will be employed by the school as a contact point for parents with regards to their child's pastoral care.



West Surrey Foundation
Ash Office
Ash Road
GU12 6LF
Tel: 01252 350599
Email: wsfoffice@btconnect.com

ATTENDANCE POLICY

For distribution to: All school staff, governors, parents/carers, pupils and the area Inclusion Officer.

All West Surrey Foundation schools, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from 100% school attendance. Full attendance at school is crucial for a child's/student's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve 100% attendance unless the absence is authorised by the head teacher or delegated person in school.

Further information on encouraging attendance and individual school procedures can be found in individual school policies and procedures which should be read in conjunction with this policy.

Parents/carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school whenever it is open. If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority. In addition, schools are required to report all absence figures to the local authority and the Department for Education and to ensure they are recorded on a child's/student's annual report. Rates of absence are also taken into account by Ofsted as part of a school's inspection.

Expectations

We expect that all pupils will:

- Attend school 100% of the time
- Attend school punctually
- Attend school appropriately prepared for the day
- Discuss with their class/form teacher, house head or headteacher any problems preventing them from attending school.

We expect that all parents/carers and persons who have day to day responsibility for the children will:

- Ensure 100% school attendance and be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day and have completed any homework they have been given.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Contact the school office on the first day of a child/student's absence, giving the reason for the absence.
- Discuss with the class/form teacher, house head or headteacher any problems preventing their child/children from attending school.

We expect that school staff will:

- Keep regular and accurate records of attendance for all pupils, as required by current legislation
- Monitor every pupil's attendance
- Contact parents/carers as soon as possible when a pupil fails to attend and where no message has been received to explain the absence
- Encourage good attendance
- Provide a welcoming atmosphere and a safe learning environment for children
- Provide a sympathetic response to any pupil's concerns
- Make initial enquiries to parents/carers of pupils who are attending irregularly, expressing the school's concerns and clarifying the school and the local authority's expectations regarding regular school attendance
- Refer irregular or unjustified patterns of attendance to the attached Inclusion Officer
- Fulfil, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them.

In order for this Attendance Policy to be successful, **every** member of staff in every school must make attendance a high priority and convey this to pupils at all times. Parents/carers should also need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

Dental and medical treatments – Parents/carers should book routine medical and dental appointments outside of the school day or during the school holidays. When appointments during school hours are unavoidable, the school should be notified of the date and time of the appointment and when the child will be collected and/or returned to school. Children

should be taken out of school for the minimum amount of time. Evidence of the appointment may be requested.

Lateness

Please note that, if pupils arrive after the school start time they will be recorded as late. School registers are closed 15 minutes after the school start time and pupils arriving after this time will be recorded as an unauthorised absence for that session. The pupil's name will be recorded in line with school procedures in case of emergency procedures/fire drills etc.

SEARCH Group Attendance

The law allows for the dual registration of pupils at more than one school. Surrey policy for children attending nurture groups expects dual registration in cases where the children do not register at their own schools.

Children attending SEARCH are generally collected from their own schools and transported to SEARCH and so should be registered at their own schools prior to them undertaking the journey and so dual registration is not necessary.

SEARCH group is based at Ash Grange School and so a register is taken and given to the Ash Grange office for health and safety/fire reasons.

If there is a child who is taken directly to SEARCH group by parents/carers and not registered first at his/her own school the child will be dual registered at both Ash Grange Primary School and his/her own school. Both schools will share responsibility for the child and failure to attend either school at the proper time without good reason will be unauthorised absence. The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. The school where the pupil is not expected to attend will record the child as D.

Requests for leave of absence during term time

No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the head teachers discretion and will only be granted in exceptional circumstances.

Family holidays - The school holiday dates are published a year in advance and are available from the school office and on the individual school websites. Family holidays need to be booked within the school holiday dates. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 remove references to extended leave and holiday and make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Family holidays are not exceptional circumstances and so are deemed as "unauthorised leave of absence".

Family weddings or significant events – The Education (Pupil Registration) (England) (Amendment) Regulations 2013 require head teachers to determine the number of school days that a child can be away from school if leave is granted and this would be for a **maximum** of 3 days.

If a family needs to request absence in term-time then an **Application for Leave of Absence in Exceptional Circumstances** must be completed at least two weeks prior to the leave date. The Head teacher, who may consult with the Chair of Governors and other local schools (in cases where siblings attend a West Surrey Foundation school), will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made based on the reasons for each request.

Traveller Absence

The aim for the attendance of Traveller pupils, in common with all other pupils, is to attend school 100% of the time.

To protect Traveller parents/carers from prosecution for failing to ensure regular attendance, the Education Act 1996, section 444, sub-section 6, states that a Traveller parent/carer is safe from prosecution if their pupil accrues 200 attendances (i.e. 200 half days or 100 full days) in a year. A Traveller absence code can therefore be used if a Traveller child is absent when their parent/carer is engaged in a trade or business of such a nature that requires them to travel from place to place. When travelling a parent/carer has the right to enrol their child at another school in the area they are engaged in their trade. Schools will require evidence that Traveller parents are travelling for work.

Penalty Notices

The Inclusion Service, acting on behalf of Surrey County Council, will issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 per parent per child, if paid within 21 days of receipt of the notice, rising to £120 per parent per child, if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notices may be issued

1) Pupils identified by Police and Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if absence is granted.

2) Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, each parent may be liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3) A Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parent's failure to engage with supportive measures proposed by the school or the Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave taken in term time, parents will be sent a normal warning of their liability to receive such a notice before it is issued.

Parents will be reminded of this policy on a termly basis.

Penalty Notices

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notices may be issued

Pupils identified by Police and Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Penalty Notice relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion.

Failure to do so will render the parent liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Appendix III



Shawfield Primary School
Winchester Road
Ash
GU12 6SX

Tel: **(01252) 320379**

Email: **info@shawfield.surrey.sch.uk**

website: **www.shawfield.surrey.sch.uk**

Head of School: **Mr Stephen Corcoran**

Executive Head: **Ms Jayne Venables**

~~~~~

Dear.....

Date .....

**CHILD'S NAME .....**      **CLASS.....**

..... did not attend school on .....As a reminder we do need to be informed by 9.10am if your child is going to be absent. As you did not contact the school, please complete the section below with details of your son/daughter's absence and return to school as soon as possible. If we do not receive a reply ..... absence will be recorded as unauthorised.

Thank you

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

Signed ..... Date .....

**Appendix IV**



**Shawfield Primary School**  
**Winchester Road**  
**Ash**  
**GU12 6SX**  
**Tel: (01252) 320379**

Head of School: **Mr Stephen Corcoran**  
Executive Head: **Ms Jayne Venables**

Email: [info@shawfield.surrey.sch.uk](mailto:info@shawfield.surrey.sch.uk)  
website: [www.shawfield.surrey.sch.uk](http://www.shawfield.surrey.sch.uk)

~~~~~

Dear.....

Date

CHILD'S NAME **CLASS.....**

I am writing to advise you your son/daughter has been late 3 times or more in a 3 week period.

Please ensure your child is in school ready to start lessons at 8.40am. Registers close at 8.50am and lessons start promptly at this time. Children who arrive late don't just miss out on the introduction of lessons themselves but interrupt the learning of others.

Yours sincerely

Mr Stephen Corcoran
Head of School

Appendix V – Office Letter format.



Shawfield Primary School
Winchester Road
Ash
GU12 6SX
Tel: **(01252) 320379**

Head of School: **Mr Stephen Corcoran**
Executive Head: **Ms Jayne Venables**

Email: info@shawfield.surrey.sch.uk
website: www.shawfield.surrey.sch.uk

~~~~~

Date.....

Dear .....

**Attendance at Shawfield Primary School**

I am writing to inform you that your request for.....to be absent from school from.....until.....has not been approved.

All requests for leave of absence are treated sympathetically, but the policy of Surrey County Council, to which this school has agreed, is that other than in exceptional circumstances, holidays during term time will not be authorised.

If you take your child out of school without the approval of the school, you will be liable to receive a Penalty Notice (see enclosed leaflet) for failing to ensure your child's regular school attendance.

**Each parent will be liable to receive a Penalty Notice for each child who is absent.**

The Penalty Notice is for £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28 day period the Local Authority must prosecute the recipient for failing to ensure regular school attendance under section 444 Education Act 1996.

I hope that you will re-consider your application.

Yours sincerely

Mr Stephen Corcoran  
Head of School

Appendix VI



**Shawfield Primary School**  
**Winchester Road**  
**Ash**  
**GU12 6SX**  
Tel: **(01252) 320379**

Head of School: **Mr Stephen Corcoran**  
Executive Head: **Ms Jayne Venables**

Email: [info@shawfield.surrey.sch.uk](mailto:info@shawfield.surrey.sch.uk)  
website: [www.shawfield.surrey.sch.uk](http://www.shawfield.surrey.sch.uk)

~~~~~

Date.....

Dear

Attendance at Shawfield Primary School

I am writing to inform you that your request for.....to be absent from school from.....until.....has been approved.

All requests for leave of absence are treated sympathetically, but the policy of Surrey County Council, to which this school has agreed, is that other than in exceptional circumstances, holidays during term time will not be authorised.

Yours sincerely

Mr Stephen Corcoran
Head of School

Appendix VII



**Shawfield Primary School
Winchester Road
Ash
GU12 6SX
Tel: (01252) 320379**

Head of School: **Mr Stephen Corcoran**
Executive Head: **Ms Jayne Venables**

Email: info@shawfield.surrey.sch.uk
website: www.shawfield.surrey.sch.uk

~~~~~

\*DATE\*

Dear «Parental\_addressee»

RE: «Forename» «Surname»

We have reviewed attendance across the school and it has come to our attention that «Forename»'s attendance at «M\_\_Present»% is cause for concern. This may have been due to illness but it is important that you are aware of your child's attendance so that you can work with us in order to minimise the impact of any absence on their education.

In order for «Forename»'s attendance to reach an acceptable level it must be at least 95%. If you wish to discuss «Forename»'s attendance please feel free to contact Mrs Dixon our Home School Link Worker through the school office.

We will continue to monitor «Forename»'s attendance and will review it at the end of the term. If there is no improvement we will request you make an appointment to come into school and speak to us about our concerns.

Please sign the enclosed slip and return it to school as soon as possible.

Yours sincerely

Mr Stephen Corcoran  
Head of School

-----

FAO: Pastoral Care Lead/Home School Link Worker

I have received your letter dated \*DATE\* regarding the attendance of my child «Forename» «Surname».

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix VIII**



**Shawfield Primary School  
Winchester Road  
Ash  
GU12 6SX  
Tel: (01252) 320379**

Head of School: **Mr Stephen Corcoran**  
Executive Head: **Ms Jayne Venables**

Email: [info@shawfield.surrey.sch.uk](mailto:info@shawfield.surrey.sch.uk)  
website: [www.shawfield.surrey.sch.uk](http://www.shawfield.surrey.sch.uk)

~~~~~  
DATE

Dear «Parental_Salutation»
RE: «Forename» «Surname»

We have reviewed attendance across the school and it has come to our attention that «Forename»'s attendance at «M__Present»% is unacceptably low. This level of attendance will have an extremely detrimental impact on «Forename»'s education. An attendance rate of 80% is the equivalent to missing one day of school per week which over five years would mean your child had missed a year of their education. Unfortunately our records show that «Forename»'s attendance is lower than this.

In view of this, you will shortly be contacted by Mrs Dixon, our Pastoral Care Lead/Home School Link Worker to discuss «Forename»'s attendance so that we can work with you to improve this situation. If «Forename»'s attendance does not improve you will be required to attend a formal Attendance Panel. Panel members will include the Inclusion Officer, Head of School and Pastoral Care Lead/Home School Link Worker.

It is vital that the school office is informed of any absence by 9:10am on each day of illness. Due to «Forename»'s attendance level being so low we must request that you provide evidence of any illness, such as a medical appointment card, hospital letter, prescription or prescription medication packaging to the school office upon their return to school. We request that wherever possible, medical and dental appointments are made out of school hours. Should you be unable to gain an appointment out of school hours we fully expect your child to be returned to school immediately following their appointment.

Please sign the enclosed slip and return it to school as soon as possible.

Yours sincerely

Mr Stephen Corcoran
Head of School

☐-----

FAO: Pastoral Care Lead/Home School Link Worker

I have received your letter dated *DATE* regarding the attendance of my child
«Forename» «Surname».

Signed _____ Date: _____

Appendix IX



Shawfield Primary School
Winchester Road
Ash
GU12 6SX
Tel: **(01252) 320379**

Head of School: **Mr Stephen Corcoran**
Executive Head: **Ms Jayne Venables**

Email: **info@shawfield.surrey.sch.uk**
website: **www.shawfield.surrey.sch.uk**

~~~~~

«date\_of\_printing»

Dear «salutation»

**RE: «chosen\_forename» «chosen\_surname»**

We have reviewed attendance across the school and it has come to our attention that «chosen\_forename»'s attendance at «percentage\_attendance» is unacceptably low. This level of attendance will have an extremely detrimental impact on «chosen\_forename»'s education. An attendance rate of 80% is the equivalent to missing one day of school per week which over five years would mean your child had missed a year of their education. Unfortunately our records show that «chosen\_forename»'s attendance is nearing this level.

In view of this, you will shortly be contacted by Mrs Dixon, our Pastoral Care Lead/Home School Link Worker to discuss «Forename»'s attendance so that we can work with you to improve this situation. If «Forename»'s attendance does not improve you will be required to attend a formal Attendance Panel. Panel members will include the Inclusion Officer, Head of School and Pastoral Care Lead/Home School Link Worker.

It is vital that the school office is informed of any absence by 9:30am on each day of illness. Due to «chosen\_forename»'s attendance level being so low we must request that you provide evidence of any illness, such as a medical appointment card, hospital letter, prescription or prescription medication packaging to the school office upon their return to school. We request that wherever possible, medical and dental appointments are made out of school hours. Should you be unable to gain an appointment out of school hours we fully expect your child to be returned to school immediately following their appointment.

Please sign the enclosed slip and return it to school as soon as possible.

Yours sincerely

Mr S Corcoran

✂-----

FAO: Mrs Dixon

I have received your letter dated «date\_of\_printing» regarding the attendance of my child «chosen\_forename» «chosen\_surname».

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Appendix X



**Shawfield Primary School**  
**Winchester Road**  
**Ash**  
**GU12 6SX**  
Tel: **(01252) 320379**

Head of School: **Mr Stephen Corcoran**  
Executive Head: **Ms Jayne Venables**

Email: **[info@shawfield.surrey.sch.uk](mailto:info@shawfield.surrey.sch.uk)**  
website: **[www.shawfield.surrey.sch.uk](http://www.shawfield.surrey.sch.uk)**

~~~~~

Date

Dear

We have reviewed punctuality across the school and it has come to our attention that is a cause for concern.

For the period xxxxxx to xxxxxx was late for a total of minutes, which relates to hours of schooling lost. Obviously there are times when unforeseen events arise and lateness results. However, it is important that you are made aware so that you can work with us in order to minimize the impact oneducation. May I take this opportunity to remind you that children are expected to arrive by 8.50am, when the register will be taken, and lessons start promptly.

If you wish to discuss punctuality, please feel free to contact Mrs Dixon, our Pastoral Care Lead through the office.

We will continue to monitor punctuality over the coming term. If there is no improvement we will request you make an appointment to come into school and speak to us about our concerns.

Yours Sincerely

Mr Stephen Corcoran
Head of School