



# **Regents Park Community College**

## **Attendance Policy**

## Statement of Intent

At Regents Park Community College we believe that full attendance and punctuality for all our students are essential to enable them to reach their full potential in all aspects of school life and prepare them for their future. We promote the fundamental contribution that good attendance makes to learning and achievement.

Regents Park Community College also endeavours to ensure that:

- A range of strategies are used to support and care for all students in the diverse community we serve to enable all students to achieve full attendance creating an educationally inclusive environment
- The responsibilities of all concerned with the education of our students are clearly stated, monitored, evaluated and reviewed
- The curriculum is broad, balanced and motivating, allowing all to develop their talents and strengths
- Punctuality is given a high priority
- Attendance is regularly reviewed, monitored and evaluated
- All legal responsibilities are carried out efficiently and effectively
- Positive attendance is celebrated
- All stakeholders take ownership for their own individual attendance record as a focus to raising achievement and narrowing the achievement gap
- We reduce the number of Persistent Absences in order that all students are assisted in reaching their potential

Fostering a high level of attendance is a shared responsibility of the school, the student, the parent, the Governing Body and the LA [local authority]. It is vital that all are working together to bring about a high level of attendance for all students.

The schools within the Southampton Co-operative Learning Trust have agreed that full attendance and punctuality are essential for all children to enable them to reach their full potential in all aspects of life.

Parents have a legal duty to ensure regular and punctual attendance by their child at school. The Headteacher has the discretion to grant up to 10 school days of authorised absence, in any academic year, during term time. This is not, however, an automatic entitlement. Taking 2 years into account, the child's attendance must be above 95% before any leave of absence is considered. Exceptional circumstances may be taken into account except in September and during important assessment periods.

## Guidance for Governing Body

The Governing Body will:

- Make attendance an area for enquiry when looking at the strategic direction of the school
- Set annual attendance targets
- Receive and scrutinise termly attendance reports

## Guidance for LA

The LA will:

- Support the school, staff and students by a representative from LA Education Welfare Service meeting with staff and students regularly, including attendance at panel meetings.
- Fulfil all aspects of the Service Level Agreement including supporting the school with regard to the issue of Fixed Penalty Notices and other statutory actions
- Support the school in preparing and processing applications for the Fast Track process

## Guidance for parents

Parents are to:

- **Ensure their child attends school daily and on time**
- Contact the school on each day of absence and update the school on any change of details as they occur
- Send a note in with their child on the first day of their return from an absence giving the reason why they have been absent
- Keep in regular contact with the school if there is a prolonged reason for absence
- Attend Attendance Panel meetings as requested when there has been a high percentage of absence from school
- Request holiday leave in term time **only in exceptional circumstances** and only if their child's attendance exceeds 95%
- Make medical/dentists appointments outside school hours (except if it is an emergency appointment)

## Guidance for staff

All Tutors/Teaching staff will follow the school procedures for registration and dealing with students who are late and:

- Promote a safe and engaging learning environment ensuring bullying and behaviour incidents are dealt with in line with other school policies and procedures
- Use the data circulated regularly to monitor their students for patterns of absence
- Use visual means of highlighting the importance of excellent attendance in the tutor base
- Support students on their return after absence to ensure they catch up with work missed and can cope in the process
- Establish clear routines to feedback to students who are absent and ensure that planning for teaching and learning supports the individual needs
- Keep in touch with the Head of Year/Head of Year Support when concerned about the absence of students
- Ensure students bring notes for absences on the first day of return
- Ensure good attendance is a regular source of celebration within the tutor group; verbal praise and use of the tutor notice board

- Ensure students understand the Colour Coding system and the consequences of low attendance and poor punctuality
- Keep in contact with parents either by letter or telephone when concerned about students' absences
- Promote a safe and engaging learning environment ensuring bullying and behaviour incidents are dealt with in line with other school policies and procedures

### **Guidance for students**

Students are to:

- Attend school punctually every day
- Support one another on a student's return from absence
- Catch up on work missed after absence
- Take an active part in the celebration of good attendance whether in the tutor group or assembly
- Come to school equipped and ready to learn

#### **Equality Impact Statement**

The Governing Body, Headteacher and staff will do all they can to ensure that this policy does not discriminate, directly or indirectly through at least annual monitoring and evaluation of the policy's implementation. The Governing Body and staff will ensure that there is no differential application of this policy on any grounds linked to the protected characteristics as defined by the Equalities Act 2010. As a result, the policy will be amended as required to ensure its adherence to the Equalities Act 2010.

# Appendix 1

## Legal Requirement

The following laws ensure that children of compulsory school age attend school on a regular and full - time basis. Working within the following legal framework:

### 1. Education Act 1996

- Duty on parents: definition of compulsory school age
- College attendance order
- Prosecution of parents

### 2. Children Act 1989

- Education Supervision Order
- General provision for the welfare of children

### 3. Registration Regulations

- Education (Students' Attendance Records) Regulations 1991
- Education (Student Registration) Regulations 1995
- Education (Student registration) (Amendment) Regulations 2006
- The Education School Attendance Targets England regulations 2007
- Dfe Absence and Attendance Codes, Guidance for Schools and LA 2009
- Absence data – Absence and Attendance Codes January 2009

### 4. Crime and Disorder Act 1998

- Introduces a Parenting Order as a sanction where parents are convicted under
- Education Act 1996
- Anti-Social Behaviour Act 2003
- Fixed Penalty Notices

LEGAL ACTION - A consultation between the Education Welfare Officer and the legal department will take place before any legal proceedings are commenced.

## Penalty Notices for Non-Attendance at School

The Anti-Social Behaviour Act 2003 introduced guidance and legislation to supplement existing sanctions, under Section 444 of the Education Act 1996 and Section 36 of the Children Act 1989 (Education Supervision Orders) to aid schools and LAs to enforce attendance at school.

- Unauthorised holiday

- Unauthorised absence
- For consistent lateness after the register has closed

## **Section 444 Prosecutions**

*If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Education Welfare Officer and the school fail to secure that pupil's return to regular attendance, the City Council will take legal action.*

*Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action.*

*If, after legal action has been taken, the child still fails to attend school regularly the Education Welfare Officer will keep the case open and will, if appropriate, take further legal action at a subsequent date.*

*In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the EWO will promptly begin legal proceedings on the grounds that all other courses of action have failed.*

## **Education Supervision Orders**

The EWO will consider applying for an Education Supervision Order when a parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance

Before an application is made for an Education Supervision Order:

- Other possible means of dealing with the student's poor attendance will be explored.
- The attitudes of the parent and student towards the poor attendance, and their wishes as to how it should be dealt with, will be noted.
- The EWO will be of the view that the Order will have a significant effect on the students' attendance at school

# Appendix 2

## Registration procedure

Registration of students is a legal requirement and should be conducted formally, with the class seated and quiet. Accuracy is essential.

During the early morning registration, tutors set the tone for the rest of the day. Afternoon registration will be completed at the start of period 5, within 10 minutes.

Follow the Lesson Monitor instructions (see separate booklet).

Please ensure each student is given a mark Present (/), Absent (N) or Late (L).

Only mark a student present if they are in front of you, unless a specific, one-off arrangement has been made for a very particular reason. Hearsay from other students is insufficient.

Do not leave any blanks, as this will result in a “missing mark”.

Among other things, this ensures that an accurate record is available in the event of an emergency, a parental contact, a suspected truancy, etc.

**Marks can be amended by the Attendance Officer at a later time should this be required.**

## Handling Absences

Once a week an updated “absence report” will be available electronically and every 2 weeks it will be printed for each HOY. Against each absence the tutor should mark a code, which explains the absence. (See appendix).

The tutor must insist that for every absence a note is received on the day of the student’s return. All absence notes should be signed, dated and clearly marked before being passed to the HTLT lead of Student Attendance and Welfare. When a student is absent for more than three days the tutor must inform the Head of Year.

Parents are expected to inform us on each day of absence. If this does not occur, a daily automated absence telephone call or text will be sent by the Attendance Officer.

Holiday leave can only be authorised by the Headteacher or delegated member of HTLT. The form must be passed to Head of Year Support for attendance information to be added.

The Education (Pupil Registration) (England) Regulations 2006 states that:

*(3) Subject to paragraph (4), a student may be granted leave of absence from the school to enable him to go away on holiday where —*

*(a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and*

*(b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the special circumstances relating to that application*

*(4) Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than ten school days leave of absence in any school year.*

No parent can demand, as a right, a leave of absence for the purposes of family for a term time leave of absence.

### **Extended leave of absence**

Only in '**exceptional circumstances**' may any leave of absence be granted.

Each request for term time leave of absence should be considered individually. It is the responsibility of the Headteacher and Governors to decide whether or not to grant leave of absence in exceptional circumstances.

### **Failure to provide a return date**

Requests for term time leave of absence where parents are unable to provide a return date should be refused and parents advised that their child will be removed from the school roll on their last date of attendance and they will need to re-apply for a school place if they return to the country.

### **Failure to return on the agreed date**

If schools have concerns about a parental commitment to return to school on a specified date, proof of travel should be requested.

### **Failure to attend school when leave of absence has been declined**

Schools should give serious consideration to the issue of a Penalty Notice for Non-Attendance at School.

Parents should also be informed of the risk of removal from the school roll if the leave is taken, having been declined by the school in advance.



# Appendix 3

## Which code?

The most commonly used are:

**"I"** ⇒ used for illness

**"M"** ⇒ for a medical visit, e.g. doctor, dentist.

**"L"** ⇒ for any late.

**"O"** ⇒ for an unauthorised absence, e.g. truancy

**"H"** ⇒ is only put in by the office, once the Headteacher has approved a holiday

Update of SIMS codes and their meanings are as follows:

Code	Description	Meaning
<b>/</b>	Present (AM) Present	Present
<b>\</b>	Present (PM) Present	Present
<b>B</b>	Educated off site – NOT dual registration	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description, a footnote must be recorded)	Authorised Absence
<b>D</b>	Dual registration (i.e. student attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised Absence
<b>F</b>	Extended family holiday (authorised)	Authorised Absence
<b>G</b>	Family holiday (NOT authorised or days in excess of agreement)	Unauthorised Absence
<b>H</b>	Family holiday (authorised)	Authorised Absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised Absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before 9 & after 1.30)	Present
<b>M</b>	Medical/Dental appointments	Authorised Absence
<b>N</b>	No reason yet provided for absence	Unauthorised Absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised Absence
<b>T</b>	Traveller absence	Authorised Absence

<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work Experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

***Tutors are not permitted to enter codes, other than those highlighted, unless by prior agreement of the HTLT Link for Attendance and Student Welfare.***

# Appendix 4

## Attendance Colour Coding

Basic Principles
<ul style="list-style-type: none"><li>• Movement between colour bands is determined each half term.</li><li>• All students will receive the same letter with the exception of students who have had a very good reason for absence such as a stay in hospital. The Heads of Year and HTLT link will determine together who these students will be.</li><li>• Any targets set are to be recorded on an attendance profile.</li></ul>

### **Green ⇒ 98% - 100%**

- Certificates issued
- Letters sent home encouraging continuation of high standard

### **Green ⇒ 97% - 96%**

- Monitoring of students within band looking for signs of moving down within the group
- Interview to be held by Tutors to establish on edge of acceptable level
- Discussion of how to improve

### **Amber ⇒ 95% - 93%**

- Communication by Tutors expressing concern at dropping level of attendance
- Interview to be held by Tutors and targets set for student monitoring of students within band looking for signs of moving down within the group
- Student Support Services team / Education Welfare Officer [EWO] involvement with group meetings set up and notes recorded in relation to reasons for absence and targets set for student
- Review the need for FPN or NAI letter

### **Amber/Red ⇒ 92% - 90%**

- Head of Year Support Team/Education Welfare Officer [EWO] involvement with group meetings set up and notes recorded in relation to reasons for absence and targets set for student
- Monitoring of students within band looking for signs of moving down within the group
- Review the need for FPN or NAI letter

### **Red ⇒ 89% - 85%**

- Head of Year Support Team/Education Welfare Officer [EWO] involvement with group meeting set up and notes recorded in relation to reasons for absence and targets set for student
- Monitoring of students within band looking for signs of moving down within the group
- Review FPN
- Panel meetings
- Home visits

### **Red – Below 85%**

- Tutors kept regularly informed of attendance level so that reintegration strategies can be employed
- 4 weekly review meetings held by members of Student Support Services team / Education Welfare Officer [EWO]
- Letters home to invite parents to meeting to be sent jointly by EWO service and school. Targets to be set in meeting and recorded on Student Profile

- Tutors to be informed of targets
- Continuing deterioration results in Attendance Panel being held in school
- Home visit by school staff or EWO
- Legal action if necessary

# Appendix 5

## Procedures for Students Late to School

### Aim

Regents Park Community College aims to encourage students to be punctual to school and to lessons at all times.

Where this is not the case the following procedures will be followed by the appropriate staff.

### Late to School

Students are deemed to be late when they arrive to their tutor base after 8:30am or arrive at their lesson after the 1pm bells have finished ringing.

If the student arrives *before* the end of the registration session, they should go immediately to their tutor base where the progress tutor will mark them in Late.

If the student arrives *after* the bell for the morning registration session they must report to their first lesson immediately. The classroom teacher must record the lateness and discuss consequences in relation to the school consequence grid. If students arrive after 8:35am they must report to the Student Reception and sign in on the InVentry screen.

For on-going issues with punctuality the school will use the U code to unauthorise the lateness and a fixed penalty notice may be issued.

### Role of the Tutor

The only time a detention would not be issued would be if there were **serious** extenuating circumstances e.g. snowfall, student living a long way from college with a difficult bus route or medical reasons. This will be at the discretion of the Tutor **but should be used sparingly as we aim to encourage punctuality in all students.**

Monthly hard copies of the attendance registers should also be looked at by the Progress Tutor for patterns in late arrivals.

Half termly punctuality letters are sent to all parents to keep them informed of this key aspect of learning.

# Appendix 6

## Procedures on other matters of Attendance

### Holidays

The following procedures are to be followed promptly when holiday leave is requested:

1. The student gives the form to staff in reception, this is logged by the Finance and Business Support Team and passed to Head of Year Support.
2. HOY Support gives form to HTLT link within 24 hours with % attendance and any other relevant information for that student noted
3. HTLT signs form, authorises/denies request
4. Form is returned to the Finance and Business Support team to issue letter
5. The Finance and Business Support team ensures it is coded in SIMS attendance with correct code.

**Tutors should not code a holiday at any time – if it is an unplanned holiday, please refer to the Head of Year Support team**

### Truancy

1. On confirmation of a student truanting the Head of Year Support Team will contact parents by phone on the same day.
2. Sanctions will be set for the truancy in line with the consequences grid
3. The work missed will be collected from the teacher(s) to be completed during the sanction
4. On the second occasion a student truants they will be given an attendance report card for a minimum of one week
5. Persistent truancy will result in the parents being called in as a matter of urgency

### Attendance Group Meetings

These are held every term and may involve the EWO and/or Head of Year Support Team

Students selected may have a series of two or three meetings to provide the support needed to improve their attendance. Purposes of the meetings are to:

- Identify issues causing poor attendance
- Set SMART targets for improvement
- Communicate with teaching staff if there are curricular issues affecting attendance
- Refer to the Counsellor if appropriate
- Set up individual support meetings if appropriate
- Invite in parent to separate meeting if appropriate

## Appendix 7

## Attendance Group Meeting Action Slip

Name of student: \_\_\_\_\_ Year / TG: \_\_\_\_\_

Attendance Group Meeting Date \_\_\_\_\_

Head of Year  
Support \_\_\_\_\_

The following concerns were given by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Could you please follow up with \_\_\_\_\_ the next time you see the student and let me know what was agreed on the slip below

CC HTLT Link, Tutor

Attendance Group Meeting feedback - PLEASE RETURN TO SSS as soon as possible

Name of student:\_\_\_\_\_ Year / TG\_\_\_\_\_

Date\_\_\_\_\_

Following the concern expressed by \_\_\_\_\_ we have discussed it and agreed the following action points:

## Appendix 8

Collection, collation and use of data to monitor and evaluate the patterns of absence and effectiveness of strategies

The following table outlines the range of data collected, when it is collected, whose responsibility it is to collect, collate and use it.

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Data	When it is to be collected	Who collects it	Who uses it
Tutor group / whole school attendance figures	Celebrated in assembly/HOY noticeboard	HOY Support Team	All staff
Less than 90% attendance	Fortnightly – used in EWO referrals & group meetings. Also used in HTLT link meetings – Mon. & Eval.	HOY Support Team	Tutors HOY HTLT Link
Register printouts	Fortnightly – issued to all Tutors for checking and looking for absence patterns To be discussed in meetings	Finance and Business Support Team	Tutors HOY HOY Support HTLT lead for Attendance
Attendance panel – registration certificates for individual students	i) Information for the panel ii) Analysed for termly progress	HTLT Link & HOY Support Team	HOY
Attendance data for each year group: FSM Ethnicity Post code	Termly	HTLT Link	HTLT & HOY Support Mon. and Eval. Patterns
Students with 100% attendance - half termly & Termly	Half termly Termly	HTLT Link	HOY Support - assembly
Less than 80% - list of names to the EWS	Termly	HTLT Link	EWS
Analysis of Attendance Panel students	Termly	HTLT Link	HOY Support
Analysis of students attending group meetings	Half termly	SSST	HOY Support

**The above data is monitored and evaluated by HTLT and the Student Support Services Team through regular Link Support meetings and Student Support Services meetings. Attendance will be an item on the agenda of Learning Community meetings and the data gathered is also monitored and evaluated in that forum.**



## Strategies to improve attendance when lower than 90%

The attached Action Ladder outlines the procedures to be followed when attendance is lower than 90%

P R O G R E S S T U T O R C O N T I N U E S I A L K I N G	<u>Attendance Action Ladder</u>		S T U D E N T S U P P O R T I C O N T I N U E S J A L K I N G
	EWO now involved, potential legal action		
	Attendance Profile meeting with HTLT link: review targets		
	UHA Form completed if required		
	HOY Review meeting		
	NAI letter must be sent		
	Unsatisfactory letters to be sent		
	Tutor may contact parent to discuss Telephone calls to be recorded		
	Tutor talks to student – why is attendance patchy? ➤ Talk about <u>Colour Code</u> ➤ Talk about impact on learning		
	HOY Support to e-mail Tutors and ask them to		

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# Appendix 10

## Responsibilities with regards to attendance

### Tutor's responsibility

- To be in the tutor room ready to take register at 8.30 am
- To keep an accurate register
- To ensure notes are brought in on the first day of return following absence of a student
- To update the absence code sheet as required
- To inform HOY Team of any three day absences
- To regularly check for absence patterns
- To have regular dialogue with students when attendance begins to be an issue
- To record lateness and action multiple lateness according to the school procedures
- To display Tutor Group attendance charts on notice board in the tutor room
- To display attendance certificates on the tutor room notice board
- To reintegrate students back into the form after a long term absence
- To use the agreed statements for attendance in annual reports to parents as agreed in the school policy on Assessment (see Assessment section of Handbook)
- To complete attendance action plans as required

### Head of Year responsibility

- To analyse attendance data and take necessary action
- To work with EWO in group meetings with students and by referring students with consecutive absences of three weeks or more
- To liaise with outside agencies
- To send letters home to parents of students whose attendance is below 93% each half term
- To communicate with parents
- To interview students and parents when attendance is an issue
- To co-ordinate the collation of work for a student who has long term absence on medical grounds or has a fixed term exclusion
- To ensure students on part-time timetables are registered correctly
- To ensure those on part-time timetables are increased as quickly as practicable
- To keep a log of all actions on individual students' absences

### Class teacher's responsibility - SIMS

- Take a register at the beginning of **every** lesson
- To welcome students back after an absence
- To give them copies of notes etc. to help them catch up
- To comment on attendance in annual reports using agreed statements in the school policy on Assessments
- To ensure the effort grade given at other times follows the school policy by reflecting attendance levels

### Curriculum Leader's responsibility

- To ensure all teaching staff keep registers of attendance and take it into account when reporting effort grades to parents
- To ensure the curriculum is accessible
- To provide support as appropriate to students returning from long term absence

### Student Support Services Team responsibility

- To make attendance a regular positive feature of the HOY assembly
- To keep assemblies informed weekly of the position of each group's attendance
- To celebrate the giving out of certificates in assembly
- To award certificates in a positive way ensuring the group congratulate recipients
- To inform progress tutors of their group's attendance
- To set challenging targets in the annual Area Improvement Plan
- To regularly check that registers are accurately completed by Tutors
- To meet regularly with HOY Support /EWO/students regarding attendance
- Issue Parents with Attendance Guide and letter re FPN
- Request SCC to issue of Fixed Penalty Notice letter/FPN as appropriate

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# Appendix 11

## **STEPS**

Please refer to EWO checklist

Step 1a: HOY Support to email progress tutors, ask them to intervene and discuss falling attendance if child falls below 90%. Telephone calls to be made and recorded. Attendance report.

Step 1b: HOY Support to e-mail, School Nurse and School Counsellor and refer to Head of Year if Ethnic student. Consider previous FPN.

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Step 2: Unsatisfactory letters under 90%  
Meeting with students  
2 week review **only**  
Telephone calls or home visit if required.

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Step 3: NAI letter must be written and sent  
Meeting  
UHA referral can be started at the meeting if appropriate. **2 weeks**  
Telephone calls or home visit if required.

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Step 4: Review meeting linked to previous step – HOY **3-4 weeks max**  
Completion of UHA form  
Withdrawal of UHA form (inform LA EWO)  
(If at Step 3 **no** improvement was made after 2 weeks then complete and process. EWO invited earlier into the Step 4 process eg, UHA form and invite into meeting **do not** wait with plan for another 2 weeks if **no** improvement)  
In addition if parent(s) do not attend the review meeting then EWO/HOY to do a home visit as a matter of urgency.

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Step 5: If missed review meeting 1 then it is essential that an **immediate** letter must be sent out with a new date (discuss timespan with EWO).  
In the meantime track attendance of student reward positive improvements.  
LAST CHANCE TO MAKE IMPROVEMENTS

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Step 6: EWO now involved  
Potential legal action – Fast Track  
Ongoing tracking/support/telephone calls/home visits as necessary (and evidence will be needed for court)

## **Additional Documents**

Medical Evidence letter  
Checklist of strategies

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# Appendix 12

## Step 2 Letter

Dear

Re:

The school and Local Authority Education Welfare Officer check the school registers weekly and ..... has been identified as regularly arriving late/having an attendance lower than 96%, the school expectation is that all students should have attendance above 96%.

As mentioned in the newsletter, the school and Southampton City Council are duty bound to take legal action should your child continue to have school absences.

Please contact your child's Head of Year to discuss any support we may need to put in place to improve your child's school attendance.

We thank you in advance for your support with improving your child's school attendance.

Yours sincerely,

Head of Year Support

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# Appendix 13

## NAI Letter

Dear

Re

The school has been completing register checks and 's school attendance is % instead of being above 96%.

Our concerns over your child's attendance have been communicated to you in a previous letter and there has been continued absence since our last letter.

The school are unable to authorise any further absence without medical evidence. I would advise that you take your child to the doctor if he is not in school and pass evidence of the medical appointment or prescription or a letter from the doctor to the school as medical evidence so that the absence may be authorised.

It is advisable to send your child to school unless they are too ill. The School Welfare Officer is available to advise should your child need to be sent home. This will also avoid your child's absence being unauthorised.

Further unauthorised absences following this letter may lead to a formal referral to the Education Welfare Service which has a legal remit to prosecute parents/carers regarding school absence.

A meeting has been arranged for you to discuss this matter further on at  
at the school.

If your child's attendance continues to fall, a referral may be made to the Education Welfare Service without further notice for legal action.

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Please contact (Head of Year) on 023 8032 5444 ext if this date is not convenient otherwise we look forward to meeting up with you as arranged.

Thank you in advance for supporting the improvement of your child's school attendance.

Yours sincerely,

Head of Year Support

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# Appendix 14

## Step 5 Letter

Dear

Re:

Following previous school letters regarding \_\_\_\_\_'s school attendance which has not shown the necessary improvement required, you are advised that a referral will be made to the Local Authority Education Welfare Service.

Please find enclosed your child's attendance register for your information. 'O' is unauthorised absence and 'U' is Late after the register has closed which is also unauthorised.

Please contact the school if you would like to discuss your situation with us, we will be happy to meet with you, but be advised that this matter is now being dealt with by the Local Authority.

Yours sincerely,

Head of Year Support

## Appendix 15

## Medical Evidence

Please return to:

Name of child:

Address:

Date of Birth:

From:

[illegible]



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# Appendix 16

## EWO Checklist

Name of pupil	
Tutor Group	
Year Group	
Is the pupil a Child in Care?	Yes/No

Current Attendance %	
Number of sessions UA	
Number of sessions AA	
Reasons for absence/ Codes used on certificate	

Strategies Completed	Date put in place/completed	Details and Comments
Use of truancy call		
Telephone calls to parents – at all steps		
Placed on attendance report		
Discussed with pupil – Step 1a		
Discussed with Tutor – Step 1a		
Review of pupil's educational needs including timetable/subject choice and if necessary amendments made – all steps/must start at step 1a		
Consideration of alternative package for KS4 pupils – Step 1		
Referral to school nurse – Step 1b		
Referral to school counselling – Step 1b		
Attendance letter sent home – Step 2 and 3		
Meeting with parent(s) to establish reasons for UHA and strategies put in place – Step 4		
Use of peer mentor to provide support Name of Peer Mentor:		
Use of mentor to provide support Name of Mentor		
Track attendance of student and rewards positive improvements – Step 5		
EWO involved / Potential Legal Action – Step 6		
Details of any other strategies complete UHA form NAI Home Visit Cahms		
<b>SOCIAL WORKERS MUST BE INVOLVED AT ALL STEPS</b>		

**NOTE:** A UHA form will be required if the student is open to a social worker, however steps must still be followed.

# Appendix 17



## Regents Park Community College Leave of Absence Application Form



Parents/Carers/Guardians have a legal responsibility to ensure their child/children's attendance at school. Good attendance is linked to higher achievement. Under Government legislation, the Headteacher is only able to authorise leave of absence of a pupil during term time, if they deem the reason/s given for the leave of absence to be exceptional circumstances. The Headteacher will consider your application using the information you have provided below so please include as much information as possible. You will be notified of the Headteacher's decision in writing.

**Applications should be received at least three weeks in advance to allow consideration**

### Pupil Information:

FORENAME	SURNAME	DATE OF BIRTH	YEAR GROUP	CLASS/ TUTOR

**Details of siblings at other schools that will be travelling:** *(Please note that we may contact these school/s in relation to this application)*  
**Name of sibling/s:** **Current school/schools:**

**I am applying for leave of absence for my child/children**

**from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Total number of school days absent:**

**Please explain fully the purpose of this absence & why it cannot take place during the 13 out of term time weeks:**

**Name of City/Country being visited during the leave of absence?** *Please note, we may ask for outbound and inbound flight confirmation concerning the leave of absence.*

**Parent/s email addresses and contact telephone numbers whilst on the leave of absence:**

**Email:**  
**Telephone Number:**  
**Current Address:**

**Has your child had leave of absence in the last 12 months?**

**If yes, please provide dates/details:**

**Yes/No**

**I submit the information above for consideration by the Headteacher:**

**Signed:**  
**Printed:**  
**Relationship to Pupil:**  
**Date:**

# Appendix 18

Date.....

Medical consent from Parent

TO:

FROM: (Name of Parent/Guardian)\_\_\_\_\_

(Address) \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

I give permission for you to contact my doctor to provide \_\_\_\_\_ with any relevant information and/or opinion regarding my child's medical condition and whether the recent absences experienced can be medically authorised.

Name and address of Doctor: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

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

N.B. Please note that \_\_\_\_\_ will not pay for medical advice provided.

## Appendix 19

[illegible]

NOTE: Will be needed against ALL steps for EWO – fast track court can be taken off the audit.