St. Clement's C. of E. Academy

Attendance and Punctuality Policy

Our vision is to inspire happy, courageous, independent, curious and creative, life-long learners. We aim for all to achieve their full potential, striving both academically and socially with humility and dignity.

We believe being anchored in Jesus Christ will guide us all with hope, compassion and wisdom in becoming successful members of a global community.

 # Learning for Life, Anchored in Christ

Reviewed on…07/06/20

Next review date –July 2021

ST. CLEMENT'S C. OF E. ACADEMY

Values:

'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.

School Attendance: Statutory guidance and departmental advice, DFE September 2018
Keeping children safe in education: for schools and colleges, DFE September 2018

St Clement's expects the highest attendance and punctuality from all pupils, always. We support pupils and their families to ensure that excellent attendance is achieved.

Birmingham Education Authorities target for attendance is 96%.

At St Clement's, we are continuously working towards our goal of 100% attendance for all pupils. We are committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We believe every child has the right to an education (Article 28) and as a Level 1 Rights Respecting school, we support the convention for the rights of every child in ensuring all children receive a good education and are encouraged to develop their own talents (Article 29).

Overall Aims:

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for 'good' attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, to address barriers to attendance and overcome them.
- Rights and responsibilities for attendance/punctuality:

The Legal Framework:

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance.

Head Teacher:

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Birmingham Local Authority policies and procedures.

- To consider the use of Penalty Notices, in line with Birmingham Local Authority policies and procedures.

Pastoral Manager:

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.
- Inform parents of school procedures, when parents have failed to inform the school.
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.
- To meet with the School Administrator to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the teachers, to plan for the reintegration of pupils after long-term absence.
- To revise and amend the policy, as required.
- To carry out and record the outcome of first day calls, when a child doesn't arrive at School when no reason has been received.
- To monitor weekly attendance data for their year groups.
- To check if there have been any messages from parents/carers about pupil absence.
- To promptly inform the Head teacher, if there are any concerns relating to attendance/punctuality
- To produce weekly/termly/yearly data for Head teacher/SLT to analyse.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- To record reasons for absence and updating class registers.
- To report to the Local Authority, as requested
- To oversee the admission and induction of new pupils

Admin:

- To implement the daily checking of e-Portal registers after the morning and afternoon registration sessions.
- To contact parents/carers by letter, following 3 instances of lateness or absence.
- To maintain CMIS attendance records in line with this policy.
- To ensure staff are following the registration systems and structures in this policy.

Staff:

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
- To complete the daily class attendance and punctuality chart, with the pupils'.
- To keep accurate and up-to-date daily records of pupil attendance through the ePortal register system.
- Take a formal register of all pupils twice a day. This is done on the school's E-Portal system at 9.05 am and 12.45 pm EYFS/KS1 AND 1.00 KS2.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- To promptly inform the Head teacher, of pupils who persist with poor attendance.
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings.

Parents:

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

The UN Convention for the Rights of the Child says that both parents have responsibility for their child and must consider what is best for them; this policy supports parents in doing so. (Article 18)

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach-ache etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them. If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought child back to school after appointments. Pupils should miss as little time as possible. This included the Nursey class. Although compulsory school age is 5, any children on our roll will be expected to follow the same procedures and phone calls will made to follow up non-attendance of Nursery age pupils as part of our Safeguarding procedures.
Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school to on the first day of absence for their child.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

The Local Authority, is expected to:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions, e.g. FAST Track
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

FAST Track

This is a formal legal system, which involves fining parents for their child's poor attendance; over a specified period. The action is taken with an identified cohort of pupils (a year group). All families are formally written to by the school, outlining the FAST process. Formal meetings are held after a specified period, for pupils with continued poor attendance. Targets are set and attendance is monitored for a further specified period of time. EWS court section issues fines to families, whose pupils fail to improve their attendance.

Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:-
Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-
☐ If the whereabouts of the child is unknown and the school has failed to locate him/her.
☐ The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

Strategies for promoting/rewarding excellent attendance:

Aims:

- To ensure good attendance and punctuality (above 97%) is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality (above 97%) through rewarding good attendance and punctuality.

Attendance Rewards

Pupils are informed on a weekly basis of attendance/punctuality achievements. The class achieving the highest attendance/punctuality, 100% attendance are shared in assemblies.
This develops healthy competition between year groups to improve attendance. It also engages the form teacher in conversation with their classes about attendance.
Celebration Assemblies are held every week on Monday. Classes with the highest attendance/punctuality receive Attendance and Punctuality Certificates.

School Newsletter
The school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

School Attendance Board
The boards includes attendance information and Details of how parents can support the school by improving their child's attendance and punctuality.

Breakfast Club
Daily Breakfast Club is £1 every day. This supports parents by allowing them to drop their children off from 8.00 am, ensuring they are on time for school. The club is supervised by three members of staff.

The School Learning Environment
A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance
It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

Parent/teacher consultation evenings
This provides an opportunity for form teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving, attendance is set. The class teacher then monitors this. If there is no improvement in attendance/punctuality, the pupil is referred to the HT.

Monitoring and Recording Attendance & Punctuality

Class Registers

Class registers are recorded using e-Portal. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

Morning Register

Class registers remain open until 9:05am. At that point, the teacher may submit their final register and close e-Portal. The teacher may submit the register as many times as they wish before 9.05 am (e.g. if a mistake has been made or a child has arrived slightly late) but at 9.05 am the register must be correct and submitted.

From 9.00 am the school playground gates are closed. One of the pastoral team is outside the main office reception to meet children arriving late. The children's names and classes are recorded in the 'Children Arriving Late' book. This is to ensure that no children are missed on the register due to arriving in school late.

The pastoral staff remains in the main entrance dealing with late arrivals until 9:15am, at which point the receptionist takes over. Children arriving after 9:25am are recorded as 'L' (late after register closed) in the register.
The School Administrator officer then checks that the children who have arrived late have been marked '/' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. The administrator then begins first day absence calls.

Afternoon Register

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. They should be by 1:05pm KS1 AND 1.10pm KS2.

School Attendance Letters
The school sends out letters, to communicate with parents about attendance and punctuality.

Punctuality Folder
The pastoral manager monitors the punctuality book regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over lateness may also be sent; explain how much learning pupils are missing. If it does not improve, parents are invited in to school, to discuss the concerns with the pastoral manager and plan a way forward.

IMPORTANT:
Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The SA follows this system:

- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- Pastoral manager to speak to the parents at home time, if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.

The pastoral manager must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the pastoral manager has not been able to contact parents after 2 days, then the absence is recorded as 'O' (unauthorised).

Attendance Meetings

The pastoral manager monitors individuals, classes, year groups, different ethnic groups, SEN and FSM pupils. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below
90% and parents who are concerned about their child's attendance, are invited to work in partnership with the school.

Extended Holidays

In line with Birmingham Local Authority, 'Leave in term Time Guidance', leave for pupils during term time is not authorised under any circumstances. The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Head teachers may now only grant leave in term time where the circumstances are exceptional, for example:

- Death of parent/carer or sibling of the pupil
- Life threatening or critical illness of parent or sibling of the pupil
- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Head Teacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

Penalty Notices

If a child is taken out of school without the Head Teacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

Section 23(1) Anti-Social Behaviour Act 2007:

- Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.
- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

- *"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."*
- The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.
- These prosecutions are criminal proceedings and could result in you having a criminal record.

Updated by Danielle Akers: Pastoral Manager Attendance Lead

Date agreed by the Governing Body: _____

Signed: (Chair of the Governing Committee) _____

Policy to be reviewed in June 2021

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 1 Late letter (Code L)

Appendix 2 Late letter (Code U)

Appendix 3 Absence Letter

Appendix 4 School Attendance Meeting Letter

Appendix 5 School Letter Warning re: Penalty Notice Referral

Appendix 6 Unauthorised absence confirmation of PN request

Appendix 7a Response to Leave Request (Not Authorising)

Appendix 7b Response to Leave Request submitted retrospectively (Not Authorising)

Appendix 8 Unauthorised leave confirmation of PN request

Appendix 9 School letter where they believe a holiday was taken

Appendix 10 Traveller Attendance letter

Appendix 11 Traveller Absence due to travelling

Appendix 12 School Referral Pathway

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 1

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates_of_lates_before»

Total lates before registration closed: «total_lates_before» half day sessions

At our school the register is taken at **??** am and at **??** pm.
A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.
I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our School Nurse or Family Liaison Officer, please do not hesitate to contact us.
Yours sincerely

Headteacher/Pastoral manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 2

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates_of_lates_after»

Total lates after registration closed: «total_lates_after» half day sessions

At our school the register is taken at **??** am and is closed at **??** am for the morning session and taken again at **??** pm and closed at **??** pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session. Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.
Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.
If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.
Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S C. OF E. ACADEMY

Appendix 3

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via your Class Teacher or our Pastoral Manager, please do not hesitate to contact us.

Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 4

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re: «forename» «surname»

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage_attendance»% which means «he_she» has missed «total_authorised_absences» half day sessions for authorised absence and «total_unauthorised_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.
As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.
I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by: ??
If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.
If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action and possible prosecution.
Thank you for your co-operation.
Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 5

«addressee»
«address_block»

«date_of_printing»

Dear **«salutation»**

Re **«forename» «surname»**

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.
Our monitoring process has shown that «forename» has been absent from school for a total of «total_unauthorised_absences» unauthorised half day sessions. I refer you to legislation regarding Penalty Notices.
'Birmingham Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) during any 100 possible school sessions.' A separate Penalty Notice can be issued to each parent and for each child.
On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.
Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 6

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

With reference to our letter dated **??**, «forename» has now reached a total of «total_unauthorised_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice from the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 7a

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.
From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:
- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.
Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.
Yours sincerely

Head Teacher

ST. CLEMENT'S C. OF E. ACADEMY

Appendix 7b

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Request for leave during Term-Time
For the attention of the parents of «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.
From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:
- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.
Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.
Yours sincerely

Headteacher

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 8

«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Name: «forename» «surname» DOB: «date_of_birth»

With reference to our letter dated **??date,** the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.
A separate Penalty Notice can be issued to each parent and for each child.
Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 9

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Re «forename» «surname»

You failed to apply in advance for permission for «forename» to be absent from school.
From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***
Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".
I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.
The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.
Yours sincerely

Head Teacher

ST. CLEMENT'S
C. OF E. ACADEMY

Appendix 10

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»

Traveller Absence
«forename» «surname»

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total_authorised_absences» authorised half day sessions and «total_unauthorised_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher/Pastoral Manager

ST. CLEMENT'S
C. OF E. ACADEMY