



The King's (The Cathedral) School

Attendance Policy

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Attendance Policy

The King's (The Cathedral) School is committed to providing an education of the highest quality for all its pupils/students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all, we believe that high levels of attendance are important contributors to pupil mental health and wellbeing. Our Christian belief in love, acceptance and equality underpin this policy because as a school we believe that, only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. We believe that we nurture a 'Family Achieving Excellence' and that poor attendance will have a detrimental effect upon achieving this aim for any given pupil in our care.

Ours is a successful school and all pupils play their part in maintaining that. We aim to create an environment which enables and encourages all members of the community to achieve excellence. For children to gain the greatest benefit from their education, it is vital that they attend regularly and punctually, being at school on time and every day on which the school is open, unless the reason for the absence is exceptional.

The whole school community - pupils, parents and carers, teaching and support staff and school governors have a responsibility for ensuring good school attendance and have important roles to play. The purpose of this policy is to clarify everyone's part in this.

All staff (teaching and support) at our school have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils/students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Attendance Leader

The Assistant Headteacher with nominated responsibility for attendance will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure that the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Leader, will also ensure that up-to-date attendance data and issues are shared at Year Group Meetings by the designated SLT link for each year group, are made regularly available to all staff, pupils, and parents/carers (who will regularly be reminded about the importance of good school attendance) and that a report is prepared to be presented at the Governors Personnel Committee meeting. S/he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

It is very important therefore that parents and carers make sure that their child attends regularly and this policy sets out how together we will achieve this.

Why Regular Attendance is so important

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning (see Appendix One). Any pupil's absence disrupts teaching routines, so may also affect the learning of others in the same class.

Ensuring pupils regular attendance at school is the parents' and carers' legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

The Law Relating to Attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- (a) to age, ability and aptitude and;
- (b) to any special educational needs he/she may have;

either by regular attendance at school or otherwise.

According to the terms of the Act, a parent is defined as:

- the natural parents of a child, whether they are married or not;
- anyone who, although not a natural parent, has parental responsibility for a child;
- any person who, although not a natural parent, has care of a child.

The Isle of Wight Council v Platt case considered by the Supreme Court makes it clear that regular attendance shall mean attendance in accordance with the school rules. Therefore, any non-attendance which is not in accordance with the school rules will be deemed unauthorised. The school rules are the days the school is open for pupils to attend.

Under this judgement a child should attend 100% of the time unless there are exceptional circumstances that prevent this.

Safeguarding

A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for a child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-Bullying

Failure to attend school on a regular basis is considered a safeguarding matter.

Helping to create a pattern of regular attendance is everybody's responsibility, parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Report to you regularly on how your child is performing in school, noting any issues with attendance and punctuality and how this relates to their attainment and rate of progress.

The Law relating to Safeguarding

Section 175 of the Education Act 2002 places a duty on Local Authorities and Governing Bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Attendance Procedures

This policy should be read in conjunction with the Extended Absence from School Policy and the Local Authority's Children Missing Education Policy and Procedures

Vulnerable Pupils

The designated SLT link for each year group and the Head of the Junior Department should provide a list of vulnerable pupils to the Attendance Lead. This list should be reviewed regularly at Year Group Meetings; AHTs should notify the Attendance Leader of any changes to the Vulnerable Pupils List. The Attendance Leader will ensure that an updated copy of this list is circulated to all AHTs, their administrative support personnel, the Pupil Support Officers and Pupil Reception. This confidential list should be available to Pupil Reception staff in order that absence can be checked against this list as a first priority (steps regarding procedures regarding first day of absence are outlined below and specifically refer to actions regarding vulnerable pupils).

Children Missing in Education (CME)

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children (please refer to the Local Authority's Children Missing Education Policy and Procedures). A child is classed as CME if he or she is:

- of compulsory school age
- not on a school roll
- not receiving a suitable education otherwise than being at school, e.g. at home, privately or in an alternative provision

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision. This might be:

- a child who has not taken up an allocated school place as expected
- a child who has 10 or more days of continuous absence from school without explanation
- a child who is not at their last known address
- a child who has left school suddenly and the destination is unknown

If a member of staff is concerned that a child is missing from education, they should inform the Attendance Leader, who will make a CME referral to the Local Authority.

Absences due to Religious Observance

The School follows the Local Authority guidance regarding absence for Religious Observance, one day authorised for each religious festival up to a maximum of two in any one academic year, any absences in excess of this will be unauthorised. Parents and Carers should send an email to the School requesting one day's absence for Religious Observance.

The Law regarding Religious Observance

The Pupil Registration Regulations 2006 state that absence for religious observance should be treated as authorised (absence) on a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs.

Leave for pupils for religious observance should only be agreed if the dates fall outside the normal holiday periods. These absences should be coded 'R'. Any additional days for shopping or extended celebrations should be treated as unauthorised.

Registration

Poor punctuality is not acceptable. If a pupil misses the start of the day, they miss work and do not spend time with their class teacher/form tutor getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

Registers are kept in accordance with Government regulations. The legal registration is taken twice during the school day - **morning registration at 8.35 a.m.** The member of staff taking the register should **register a mark by 8.40 a.m.** for all pupils in the tutor group. **Afternoon registration takes place at the start of Period 7 [2.10 p.m.].**

- All pupils must attend both registration sessions.

The register will record the following:

- whether the pupil is present, absent or attending an approved educational activity;
- an 'approved educational activity' is defined as:
 - a. an activity taking place off the School premises;
 - b. approved by a person authorised by the Headteacher or Board of Governors;
 - c. supervised by a person approved by the Headteacher or Board of Governors;
 - d. of an educational nature, including work experience, fieldtrips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education;
 - e. link courses where a pupil attends an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location, while remaining on roll and under School supervision (e.g. sick children being taught at home or in hospital, or attending an approved sporting activity).
- Any **pupil arriving after 8.40 a.m. or 2.10 p.m. will be deemed to be late and will be coded as 'L'** on the register. **Pupils arriving after 9.00 a.m. or 2.30 p.m.** in accordance with the Regulations, **will receive a mark that will indicate that the pupil is in the school building, but will be marked as an unauthorised absence, code 'U'**. A 'U' code means the pupil has incurred an unauthorised absence due to having missed the legal registration period; this may mean that parents/carers could face the possibility of a Penalty Notice if the problem persists.

If a pupil has a persistent late record the parent/carer will be asked to meet with the school to resolve the problem (see Absence Flow Chart), parents and carers can approach the school at any time if they are having problems getting their child to school on time.

Procedures for First Day Absence

1. Registration 8.35 a.m. Register closes at 8.40 a.m.
2. Students attending early morning chorister or musical rehearsals or peripatetic lessons should register using the 'LiveRegister' monitor at Madeley House before the session begins
3. Students with interventions should register with their tutors at 8.35am before attending. The member of staff running the intervention should also check the register on the school management system.
4. Any student registering after 8.40 a.m. should be marked as late (L)
5. Any student registering after 9.00 a.m. should be marked as unauthorised (U)
6. Staff to notify Pupil Registration of vulnerable students that are absent; these students are denoted by a dot in the Quick Note column on the register
7. Pupil Reception will send out an All Staff e-mail asking if these missing vulnerable students have been seen
8. If there is no affirmative response from staff Pupil Reception will phone home and ask for the assistance of SLT to locate the missing student
9. Pupil Reception prints session absence report from SIMS and checks against vulnerable student list
10. Pupil Reception calls home for absent students
11. For those that are still unaccounted for a second phone call is made home
12. If there is no response to this call an e-mail is sent home
13. Pupil Reception should record all communications on SIMS and on the record sheet that is in Pupil Reception
14. For any student who has been marked with an N (not in registration) but marked in periods 1-2 an e-mail is sent to the Form Tutor to find out where the student was during registration

School Attendance Officer

Parents/carers are expected to contact the school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority Attendance Officer from Peterborough City Council, School Attendance Team. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these officers can recommend that the Local Authority use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

Understanding the Types of Absence

- When a pupil of compulsory school age is absent, it must be marked as an '**authorised**' or '**unauthorised**' absence.
- Every half-day absence from school has to be classified by the school (not by the parents/carers) as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required, preferably in writing.
- The School reserves the right to decide whether an absence should be authorised or not. Although reasons for absence will be recorded, the absence may not be authorised if the reason is not deemed appropriate, reasonable or if there are ongoing concerns. Unauthorised absences can lead to legal action.
- **Authorised absences** are mornings or afternoons away from school for a good reason for example: illness or medical/dental appointments which unavoidably fall in school time, emergencies or other exceptional cause.
- **Unauthorised absences** are those which the school does not consider reasonable and for which no "leave" has been authorised. This includes:
 - parents/carers keeping children off school unnecessarily;
 - truancy before or during the school day;
 - absences which have never been properly explained;
 - children who arrive at school too late to get a mark - after the register has been closed at **9.00 a.m.** for the morning session and **2.30 p.m.** for the afternoon session;
 - shopping, looking after other children or birthdays;

- day trips and holidays in term-time, which have not been authorised as an exceptional circumstance by the Headteacher.

This type of absence can lead to the Peterborough City Council, School Attendance Team, using sanctions and/or legal proceedings.

Whilst any child may be absent from school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a pupil is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

- **Lateness** will be monitored and where there are concerns letters will be sent home and Parents/carers will be asked to work with the School to resolve the problem.

Absence Procedures

If a pupil is absent the parent/carer must:

- If the absence is due to illness, the parent/carer must report the absence on the website using the link on the first page, 'Report An Absence' by 08.45 a.m.
- A Leave of Absence Request form must be completed in advance for any planned absence.
- Any absences which the school are not advised of, or no reason is given to the school about the pupil's absence, will be recorded as an unauthorised absence.

If a pupil is absent, we will:

- telephone on the first day of absence if there has been no contact from home;
- Invite you in to discuss the situation with us;
- **if the absence becomes longer term** i.e. falls below 95% in a half-term the parent/carer will be contacted. If there is no improvement, they will be invited into School to discuss the situation. This will be at the discretion of the designated SLT Link for each year group, depending on reasons for absence e.g. a child could have a valid medical reason which would explain a period of absence.
- Take Legal action if there are persistent absences, which may be in the form of Penalty Notices issued to each parent/carer for each child.

Absence should be reviewed at regular Year Group Meetings led by designated SLT Link for each year group. Where appropriate representatives from Learning Support and Pupil Premium teams will be present and contribute to discussions regarding absence together with input from the relevant Pupil Support Officer. The trigger for discussion of absence is when attendance of an individual pupil falls below 95% with the absence of justifiable cause. The consideration of a below 95% attendance will typically operate from the October half-term in the academic year. Should attendance fall below the 95% threshold the designated SLT Link should send either an AO1 or AO1 Alternative Letter depending on the absence circumstances (see Appendix 10a). Ordinarily this should initiate an AO1 meeting between Parent(s) or Carer(s) with the designated SLT Link in the presence of one other from the year group team (PSO, Academic Head of Year (AHOY) or Sixth Form Deputy (SFD)).

All staff should be informed of attendance issues through the circulation of Year Group Meeting Minutes. If attendance fails to improve after this time the designated SLT Link should refer his/her concern to the Attendance Leader (Assistant Headteacher with nominated responsibility for attendance). An AO2 meeting should then be held with Parent(s)/Carer(s), one other from the year group team and the Attendance Leader (Assistant Headteacher with nominated responsibility for attendance) - (AO2 Letter – see Appendix 10b). The Attendance Lead (Assistant Headteacher with nominated responsibility for attendance) should record this meeting through the School Attendance Meeting Record and the Home/School Attendance Contract (Appendix 3 and 5). If attendance issues

continue into a new academic year, then the process of supporting attendance at school should resume from the point it reached in the previous academic year.

Staff should continue to be informed of attendance issues through the circulation of Year Group Meeting Minutes.

In the event of a parent(s)/carer(s) failing to attend this meeting then the AHT for the relevant Key Stage will send a letter with an alternative meeting date (see Appendix 10b). Should the parent(s)/carer(s) fail to attend this meeting then the Attendance Leader (Assistant Headteacher with nominated responsibility for attendance) will send an AO3 letter (see Appendix 10c).

Throughout this process the Headteacher will have been kept aware of ongoing issues both through the circulation of Year Group Meeting minutes and the fortnightly 'Catch-Up' meetings with the Senior Leadership Team.

If there is no significant/relevant improvement in attendance the Headteacher will meet with the Attendance Leader (Assistant Headteacher with nominated responsibility for attendance) to discuss the attendance issue and, if appropriate, issue a Penalty Notice warning to the parent(s)/carer(s) of the pupil (see Appendix 10h).

If attendance of the pupil does not then improve the Headteacher will request that the Local Authority issues a Penalty Notice (Appendix 10i and 10k).

Leave of Absence

Taking leave of absence without exceptional circumstance in term time will affect a pupil's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in school time.

All applications for Leave of Absence **must** be made in advance to the Headteacher who will make the decision as to whether or not it should be authorised. In deciding about whether to authorise this leave, the Headteacher will consider the circumstances of each application individually, including any previous pattern of absence. The Headteacher will **only** authorise Leave of Absence in **exceptional circumstances**.

Any period of leave taken without the agreement of the school (with at least four weeks' notice) and/or is different to that agreed by the school, will be classed as **unauthorised** and may attract sanctions such as a Penalty Notice per parent/carers per child.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost of the child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling within an agreed period of time for whatever reason. Absence at this level may cause considerable damage to any child's educational prospects and we need full parental support and co-operation to tackle this.

We monitor all absences thoroughly. Any case that is at risk of moving towards persistent absence level is given priority and parents/carers will be informed of this immediately.

Persistent absent pupils are tracked and monitored carefully through our pastoral system and we may also combine this with academic mentoring where absence affects attainment.

Deletions from Register

Under Section 8. -(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should a pupil fail to return to school by the time that registration ends on the 20th day of absence the school is permitted to delete the pupil's name from our register.

This is possible if the pupil(s) have not returned by the date specified because the following applies under Section 8 (h), that he/she/they will have been continuously absent from school for a period of not less than 20 school days and:

- at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2).
- the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any exceptional cause.

Those responsible for attendance matters in this School are the Headteacher and Assistant Headteacher with nominated responsibility for attendance

Circumstances where a Penalty Notice may be requested from the Local Authority by the School

A Penalty Notice can be issued if one of the following criteria can be met.

- 10 sessions (equivalent to 5 days) of unauthorised absence in a rolling period of 10 school weeks.
- This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks).
- These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks).
- The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

For further information regarding Penalty Notices please refer to the Peterborough City Council Code of Conduct which is available on the Peterborough City Council Website.

Parent/Carers Contact Details

There are times when the school need to contact parents/carers about lots of things, including absence, parents and carers are asked to make sure the school always has an up-to-date telephone number and email address, to stop something important being missed. Contact details will be checked annually.

Summary

The School has a legal duty to publish its absence figures to parents/carers and to promote good school attendance.

Equally, parents/carers have a legal duty to make sure that their children attend.

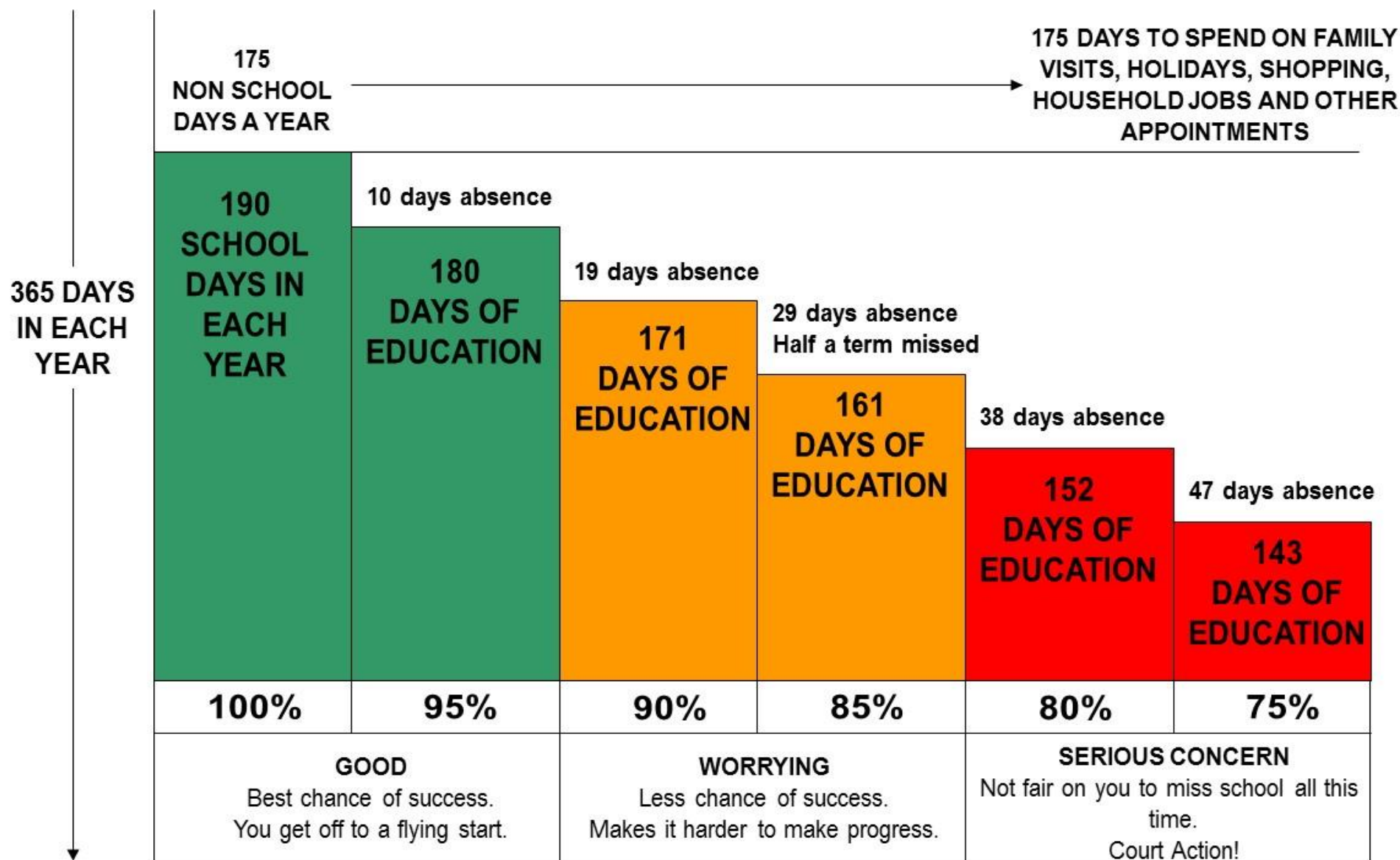
All school staff are committed to working with parents/carers and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Parental/Carer Decision to Elective Home Education

Should parents/carers decide that they wish to home-educate their child/child in their care the School should follow Appendix 3 (Elective Home Education (EHC) Policy and Procedure) of the Local Authorities Attendance Policy.



Appendix One





Appendix Two

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	BackMark
/	Present (AM)	/		Present	In for whole session	Basic
\	Present (PM)	\		Present	In for whole session	Basic
B	Any other off- site Educational Activity	B		Approved Offsite Educational Activity	Out for whole session	Basic
C	Leave of absence for exception circumstances	C		Authorised Absence	Out for whole session	Basic
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	C1		Authorised Absence	Out for whole session	Basic
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	C2		Authorised Absence	Out for whole session	Basic
D	Dual registration - at another educational establishment	D		Approved Offsite Educational Activity	Out for whole session	Basic
E	Suspended or permanently excluded	E		Authorised Absence	Out for whole session	Basic
G	Holiday not granted by the school	G		Unauthorised Absence	Out for whole session	Basic
H	Holiday authorised by the school	H		Authorised Absence	Out for whole session	Basic
I	Illness (not medical or dental appointments)	I		Authorised Absence	Out for whole session	Basic
J1	At an interview with prospective employers, or another educational establishment.	J		Approved Offsite Educational Activity	Out for whole session	Basic
K	Education provision arranged by the local authority	K		Approved Offsite Educational Activity	Out for whole session	Basic
L	Late arrival (before registers closed)	L		Present	Late for session	Basic
M	Medical/Dental Appointments	M		Authorised Absence	Out for whole session	Basic

N	Reason for absence not yet established	N		Unauthorised Absence	Out for whole session	Basic
O	Absent in other or unknown circumstances	O		Unauthorised Absence	Out for whole session	Basic
P	Participating in a supervised sporting activity	P		Approved Offsite Educational Activity	Out for whole session	Basic
Q	Unable to attend the school because of a lack of access arrangements	Q		Not A Possible Attendance	Out for whole session	
R	Religious observance	R		Authorised Absence	Out for whole session	Basic
S	Study Leave	S		Authorised Absence	Out for whole session	Basic
T	Parent travelling for occupational purposes	T		Authorised Absence	Out for whole session	Basic
U	Arrived in school after registration closed	U		Unauthorised Absence	Late for session	Basic
V	Educational visit or trip	V		Approved Offsite Educational Activity	Out for whole session	Basic
W	Work Experience	W		Approved Offsite Education Activity	Out for whole session	Basic
Y1	Unable to attend due to transport normally provided not being available	Y1		Not A Possible Attendance	Out for whole session	Basic
Y2	Unable to attend due to widespread disruption to travel	Y2		Not A Possible Attendance	Out for whole session	Basic
Y3	Unable to attend due to part of the school premises being closed	Y3		Not A Possible Attendance	Out for whole session	Basic
Y4	Unable to attend due to the whole school site being unexpectedly closed	Y4		Not A Possible Attendance	Out for whole session	Basic
Y5	Unable to attend as pupil is in criminal justice detention	Y5		Not A Possible Attendance	Out for whole session	Basic

Y6	Unable to attend in accordance with public health guidance or law	Y6		Not A Possible Attendance	Out for whole session	Basic
Y7	Unable to attend because of any other unavoidable cause	Y7		Not A Possible Attendance	Out for whole session	Basic
#	Planned whole school closure	#		Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional circumstances	Y		Attendance not required	Out for whole session	Basic
Z	Prospective pupil not on admission	Z		Attendance not required	Out for whole session	Basic
-	All should attend / No mark recorded	-		No mark	No mark for session	Basic



Appendix Three

School Attendance Meeting Record Template

Meeting Type:		Date:	
		School:	
School Representatives Full Name and Position:			

Name of Pupil(s)	DOB	Current Year	Attendance %	Present Y/N
Address of Pupil(s)				Language
Postcode:				

Parent(s)/Carer(s) full names (including other adults living at the pupil(s)/address)	Relationship to pupil PR Y/N	Address (if different from Pupils address)	Tel No	DoB	Present? Y/N
Siblings	DOB	School	Attendance Concern?		
			Y/N	%	
Doctors Name	Practice/Surgery Address				
Others Present at Meeting	Title	School/Agency			
Circulation: Parents/Carers	<input checked="" type="checkbox"/>	School (as above)	<input checked="" type="checkbox"/>	Other (please specify)	

POINTS DISCUSSED:

Are Parent(s)/Carer(s) aware of absences? Has the child been at home when absent? Any known harbouring addresses?

Medical Issues?

Is there a diagnosed medical issue? Consultant's Name:	School Nurse Referral Agreed	Yes	No
	GP/DR Appointment Advised	Yes	No

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School Input:

Is pattern of attendance affecting attainment/grades?
Are there any issues in specific subjects?
Any concerns regarding coursework or outstanding homework?

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Behavioural Concerns?

Any seclusions or exclusions?
Any internal arrangements?
Are there behaviour issues at home?

Friendship Issues/Bullying Incidents?

Have issues been reported to and investigated by the school - when, who to and who by?
Diary of incidents?

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Transport Issues?

How far does the pupil live from school? How do they travel to school?

Do Parent(s)/Carer(s) pay for transport? Why is child attending The King's (The Cathedral) School rather than a school closer to home?

Are other agencies involved with the Family? Has a CAF been completed?**Has pupil been absent due to Religious Observance?****Is pupil a carer for a family member?****Extended Notes**



Appendix Four

Request for School Attendance Team Involvement Form

Name of Pupil	D.O.B	Year	M/F	Attendance %	School
Any known siblings					
Name	D.O.B	M/F	School attended if known		
Main Parent(s)/Carer(s)					PR Y/N
Surname		First Name			
Surname		First Name			
Address and postcode					
	Has address been checked with child (if appropriate)?				
Home Phone		Mobile/Email			
Ethnic Origin and first language		Interpreter required?			
Dialect?					
Parent/Carer 2 Please complete if parents live separately					PR Y/N
Surname		First Name			
Address and Postcode					
Home Phone		Mobile/Email			

Please add any details of previous Penalty Notices issued:

Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	
Penalty Notice Number		Penalty Notice Number		Penalty Notice Number	

If known, please provide details of any other involvement from external agencies:-

Name of organisation	Name of contact	Contact number if known	Current involvement?

Please also see section Four A:



Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website [here](#)

Appendix Four A

DOCUMENTATION/EVIDENCE REQUIRED	Yes	No
<p>HAS A SCHOOL ATTENDANCE MEETING (A2) BEEN HELD BY THE SCHOOL?</p> <p>If No please explain why.</p> <p>HAVE AT LEAST ONE PENALTY NOTICE BEEN ISSUED BY THE SCHOOL?</p> <p>If No please explain why.</p> <p>PLEASE ATTACH ALL EVIDENCE OF INTERVENTIONS, meeting notes, calls made etc PLEASE NOTE THAT THIS REFERRAL <u>WILL NOT</u> BE ACCEPTED WITHOUT EVIDENCE THAT ONE PENALTY NOTICE HAS BEEN REQUESTED (SEE ABOVE).</p> <p><i>Please note this request cannot be accepted without a signature, a certificate of attendance, relevant notes from the SAM (A2) and/or PN Meetings.</i></p>		
Are all absences unauthorised on the provided attendance certificate?		
Does the child have a statement of Special Educational Needs/EHCP?		
Are there any child protection issues?		
Is the child subject to a CP Plan?		
LAC team involvement?		
Provide CAF No (if completed)		
Name of Social Worker?		

Please indicate what type of involvement you are requesting (please refer to PCC Scale of Charges):

SAM	Yes	/	No
Review SAM	Yes	/	No
Pre-prosecution meeting	Yes	/	No
Package of all or part of the above (as detailed in the scale of charges document)	Yes	/	No

I am signing this to confirm that:

The details within this request, to the best of my knowledge, are accurate.

The attendance certificate is attached/enclosed and coded correctly.

All documentation in relation to this referral to the Local Authority, will be available as evidence if the case proceeds to court. It may form the basis upon which any legal action may be taken.

I hereby certify that the attached attendance certificate is an accurate extract of the child's Attendance Register. If required, this can be presented as evidence in court for purpose of any legal actions, under the provision of section 566 of the Education Act 1996.



This request must be signed by the Headteacher for legal purposes

Signed	
Print Name	
Position Held	
Date	

Once completed please email this form to the School's linked Attendance Officer

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website at [here](#)



Appendix Five

Home-School Attendance Contract

Names of Parent(s)/Carer(s)

Understand the purpose of this agreement and agree(s) to follow the actions listed below to improve the attendance at school of.
--

Name(s) of Pupil:	
Date of Birth:	

It has been explained that there must be a significant improvement in the attendance at school of the above-named pupil and if further unauthorised absences occur the Local Authority may proceed with the issue of penalty notices or legal action under s444(1) or (1a) of the Education Act 1996 which would result in prosecution at the Peterborough Magistrates Court.

Actions to be carried out by Parent(s)/Carer(s) and Pupil:
Ensure that the above-named pupil attends The King's (The Cathedral) School and/or educational provision regularly, on time, as per their timetable. Maintain regular contact with school staff to discuss any concerns or further issues that may affect attendance at The King's (The Cathedral) School. Contact the school to explain all absences. Provide medical evidence/appointment cards to enable the school to record absences as authorised. Ensure that the school have a current address, contact telephone number and email address in case of emergency. Ensure that appropriate school uniform is provided and worn. Make every effort to return the above-named pupil to school should there be any truancy.

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate.		
Pupil(s) signature(s):		
Parent(s)/Carer(s) signatures:		



Appendix Five

Actions to be carried out by The King's (The Cathedral) School Staff:

Contact parent(s)/carer(s) by telephone or email if pupil fails to attend school and no contact is received from the parent/carer.

Arrange for this document to be provided to the Parent(s)/Carer(s).

Continue to monitor until regular attendance is established or arrange further meetings and take further action if necessary.

Early Help Assessment to be started if appropriate.

Signature(s) of all school staff present at the meeting (insert name and designation):

Name	Designation (i.e. Attendance Leader)	Signature

Signature(s) of others present at the meeting (insert name and designation):

Name	Designation (i.e. Interpreter)	Signature

Date of Meeting:

Consent is given to the Attendance Service, for information regarding this meeting and attendance concerns to be shared with other agencies as appropriate. Information about how the school handles personal information and your data protection rights, is available on our website [here](#)



Appendix Six

Permission for Pupil Absence Guide

Permission for Pupil Absence	
Please include in all communications the pupils name, year and tutor group	
REASON FOR ABSENCE	PERMISSION TO BE REQUESTED FROM
Dental, Medical & Religious Observance	Headteacher
Participation in an Event (including performance exams)	Headteacher
Family or Close Friend Funeral	Headteacher
Close Family Wedding	Headteacher
Early Departure/Late Arrival Holiday	Headteacher
University Visits/6 th Form Absences	Assistant Headteacher (Sixth Form)
Longer Absences - Exceptional Circumstances	Headteacher
Extended Absence from School Policy: https://www.kings.peterborough.sch.uk/page/?title=Policies&pid=34	Leave of Absence Request Form: https://www.kings.peterborough.sch.uk/page/?title=Policies&pid=34



Appendix Seven

Attendance Service Medical Consent Form

Name of Child:		DOB:	
Address:			
School Attended:			
Name of GP:			
Address of Surgery:			

Sharing of Medical Information

I/we consent to information regarding my child named above, being shared with The King's (The Cathedral) School in order to verify medical problems which have impacted on his or her ability to attend school/education provision in order to identify additional support.

Parent/Carer Name:		Date:	
Signature of Parent			
Parent/Carer Name:		Date:	
Signature of Parent			



Appendix Eight

Working in Partnership Form

Surgery Details:			
Name of Pupil:		DOB:	
Address:			
Post Code:		Telephone Number:	
Signature of Parent/carer:			

The above child reported to this surgery today **DATE** _____ and was seen by

DR / PRACTICE NURSE _____. I can confirm that the above child; (* Delete as applicable)

The child's diagnosis/treatment ***WILL or *WILL NOT** impact on their ability to attend school - therefore they are able to return to school.

OR

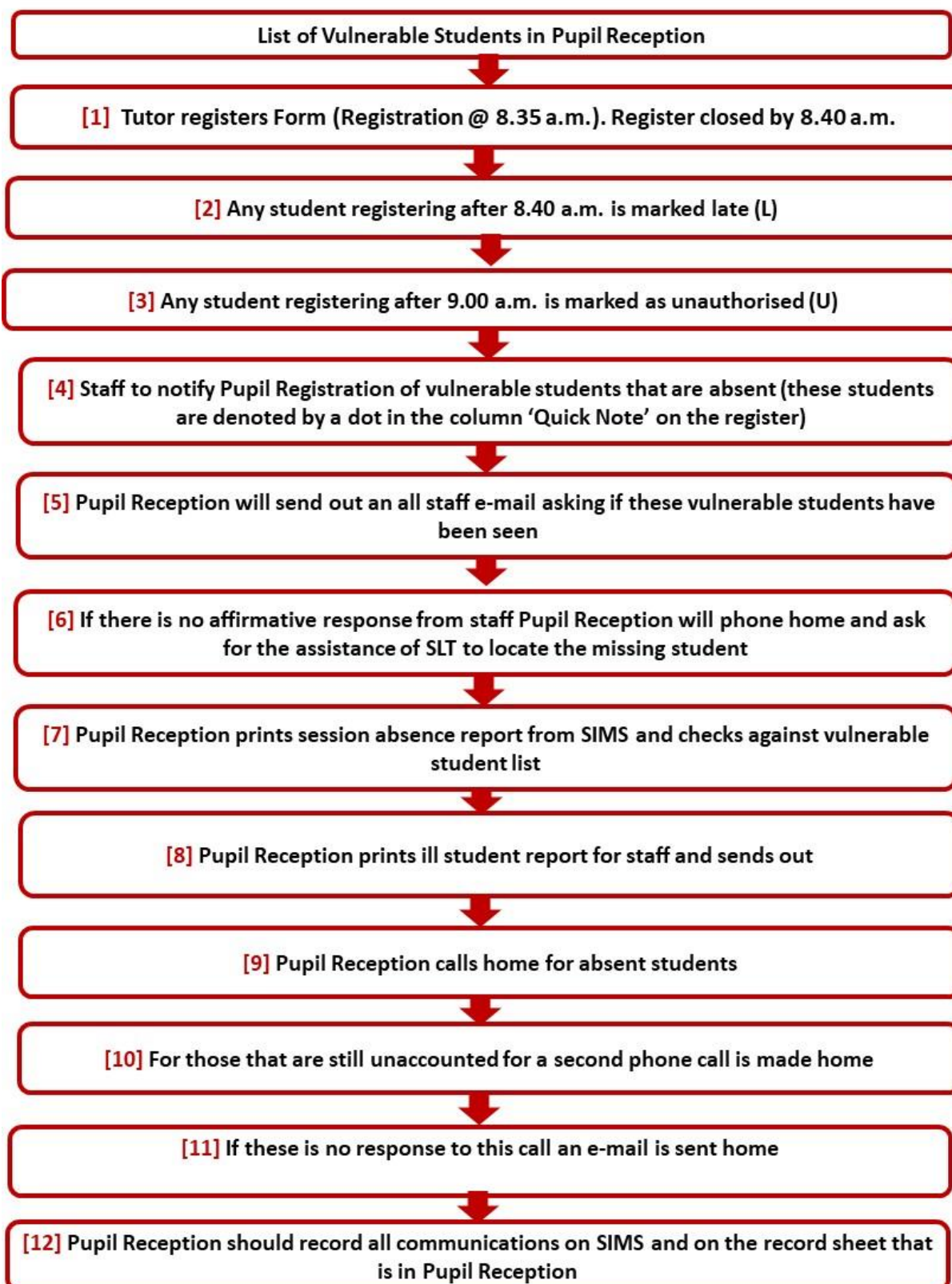
The child will be expected to remain absent from school to rest and recover for approximately _____ day(s).

Additional information by Practitioner:			
Signed:		Date:	
Position Held:	Dr/Practice Nurse		



Appendix Nine

DAILY ABSENCE ACTION FLOW CHART





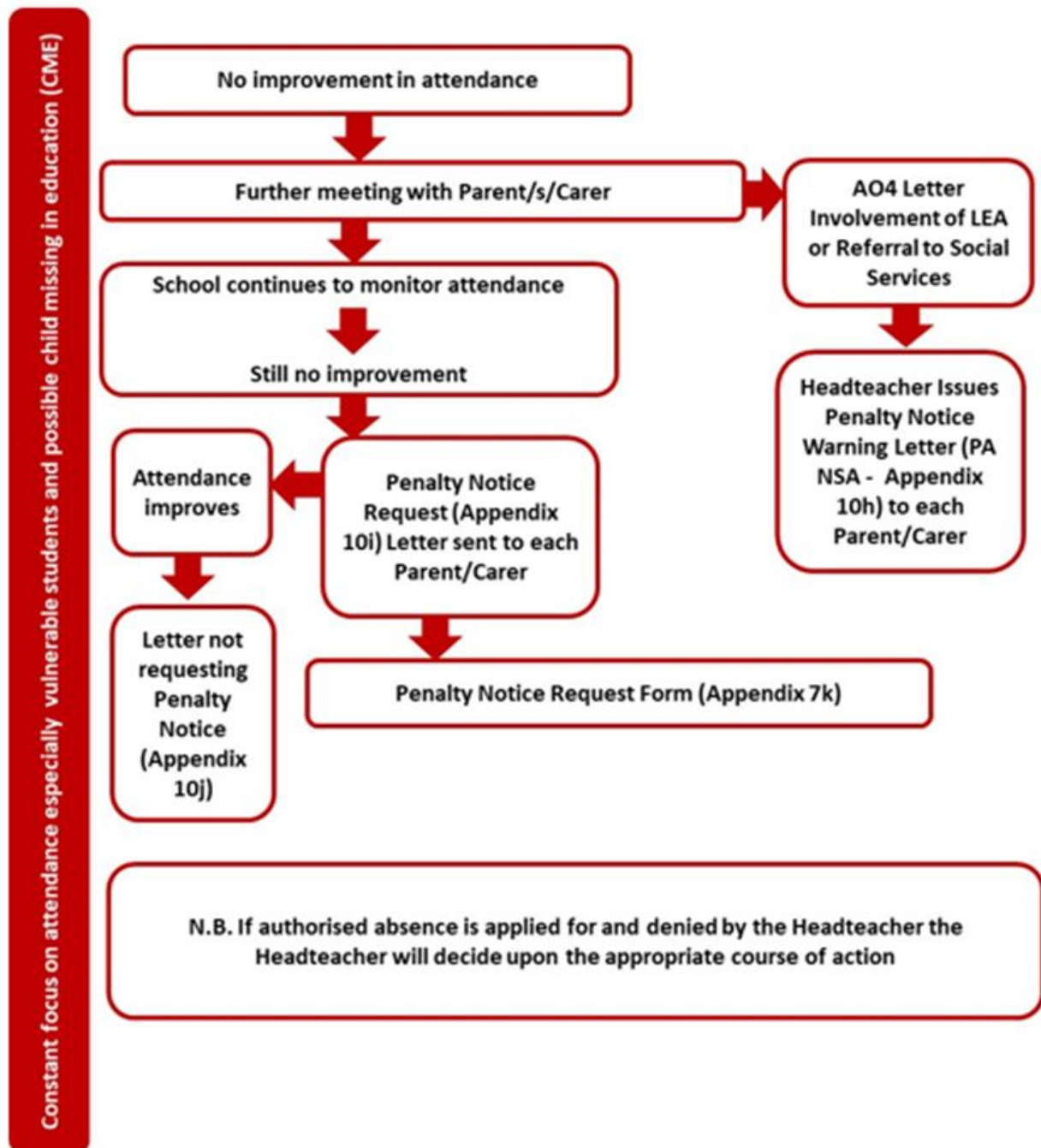
[13] For any student who has been marked with an N (not in registration) but marked in periods 1-2 and e-mail is sent to the tutor to find out where student was during registration



[14] Staff running extra-curricular rehearsals (e.g. music and chorister) or interventions (e.g. SEND or Pupil Premium) should inform Pupil Reception of those present in these sessions before 9.00 a.m.



Appendix Nine





Appendix 10a

AO1 Alternative letter

Dear Parent's/Carer's name,

Re: Full name of pupil and DOB

This letter is for your information. **Pupil's First Name's** School attendance is <%Attendance>. **Pupil's First Name's** attendance record can be viewed on the School Gateway.

School policy is to communicate with home when attendance falls below 95%. We are aware of the reasons for **Pupil's First Name's** absence and have noted how well he/she has managed the challenges associated with such absence. We would like to thank you for your continued communication with the School in ensuring that all medical documentation is in place.

However, it is our duty to inform you in writing that regular attendance is important in helping pupils to make good academic progress, keep up with School work and maintain their regular contact with their friends.

We are hopeful that **Pupil's First Name's** attendance will improve but, as always, if there are any particular circumstances that the School may not already be aware of, please do contact Pupil Support Officer **Name** at **email address** as soon as possible.

Yours sincerely,

Mr Oliver Pengelly
Assistant Headteacher
Copy to: Attendance Officer



AO1 Standard Letter

Dear Parent's/Carer's name,

Re: Full name of pupil and DOB

I am writing to advise you that **Pupil's First Name's** school attendance is causing concern as it has fallen to%. A copy of the attendance record is attached.

Regular attendance is a requirement and essential if pupils are to make the best use of their time at school. It enables them to keep up with the work and also maintain regular contact with their friends. Poor attendance creates the problem that having missed lessons they find it harder to understand subsequent work.

Pupil's First Name's attendance will continue to be monitored and you will be contacted again if it does not improve. Please ensure that you provide any relevant evidence to explain all absences.

If there are any particular circumstances that the school may not be aware of, please contact **School Contact Name and Details** as soon as possible.

I would remind you that it is your legal responsibility to ensure that your child attends school regularly on time and every day. If the reasons given for your child(ren)'s absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of £80 per parent per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely,

Mr Oliver Pengelly
Assistant Headteacher
Copy to: Attendance Officer



Appendix 10b

Dear Mr and Mrs xxx,

No Improvement in Attendance - Invitation to School Attendance Meeting

Re: Students Name - DOB

I write to advise you that The King's (The Cathedral) School continues to be concerned about **student's name** School attendance. A copy of the attendance record is attached.

I would now like us to meet to discuss this matter on:

Place: The King's School, Peterborough

Date: date

Time: start time – finish time

Please contact Miss Nicky Key on 01733 751541 Ext 346 to confirm if this meeting is not convenient so an alternative appointment can be made.

May I remind you that it is your legal responsibility to ensure the regular attendance of your child at this School.

If the reasons given for your child's absence from School are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of £80 per parent per child. This increases to £160 if paid after 21 days but within 28 days for pupils who are of statutory school age.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Yours sincerely,

Mr Oliver Pengelly
Assistant Headteacher
Copy to: Attendance Officer