

Charter.

Streatham Wells Primary School

Attendance and Punctuality Policy

Owner:	L Ellis	School Improvement Partner	
Reviewed by:	S Varcoe	Head of Operations	
Date: September 2022			
Approved by:	Headteacher	Date:	21/11/2024
Next Review Date:		June 2027	

1. Introduction

Our mission at The Charter Schools Educational Trust (hereafter referred to as the 'Trust') is to inspire and nurture children and young people in South London to excel, through education that transforms

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lives. A key factor in delivering this is a child's attendance at school. **Streatham Wells Primary School** is committed to providing an education of the highest quality for all its pupils.

It is only by attending school regularly (96% or more of the time) and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. High achievement depends on good attendance. Children who miss out on lessons are at risk of falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
99-100%	Excellent	0-4	Less than 1
96-98%	Good	5-9	1-2
95%	Satisfactory	10-13	2-3
90-94%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

The whole school community, including pupils, parents and carers, teaching and support staff and Trustees and local Governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community are made aware of the policy and have access to it.

2. Legal framework

The Education Act 1996 states that:

- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable
 - a) to their age, ability and aptitude, and
 - b) to any special educational needs, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age
 - a) when they attain the age of five, if they attain that age on a prescribed day, and
 - b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.
 - a) if they attain the age of 16 after that day but before the beginning of the school year next following,
 - b) if they attain that age on that day, or
 - c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

The Charter Schools Educational Trust and its schools are dedicated to complying with attendance laws set out by the legal framework and have set out this attendance and punctuality policy accordingly.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- [DfE \(2024\) 'Working together to improve school attendance'](#)
- [DfE \(2016\) 'Children missing education'](#)
- [DfE \(2024\) 'Keeping children safe in education 2024'](#)

This policy operates in conjunction with the following Trust/school policies:

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- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Pupils with Additional Health Needs Attendance Policy

3. Roles and responsibilities

3.1. The **Trust Board** is responsible for:

- Recognising the importance of school attendance and promoting it across the Trust's ethos and policies
- Ensuring that effective practice on attendance management and improvement across its schools.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

3.2. The **local governing board (LGB)** has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the school leaders to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.

3.3 The **headteacher** is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Appointing a member of the SLT to take the strategic lead on attendance.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

3.4 **All staff** at Streatham Wells Primary are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Providing an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

3.5 **A designated member of the school's Senior Leadership Team** will be identified as the school's strategic lead on attendance and will be responsible for:

- They will ensure that the Attendance Policy is consistently applied throughout the school

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- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Reporting on attendance to the Senior Leadership Team and local governing body.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

3.6 The Attendance Officer will:

- be responsible for attendance on a day-to-day basis and will provide support to any pupils whose attendance drops below 96%.
- be responsible for liaising with the (class teacher/form tutor/Year Leader – delete as appropriate) in relation to pupil absence
- Contacting parents/carers to discuss the pupil's attendance where concerns arise.
- Collating attendance data and providing this along with information to the Senior Leader with strategic responsibility for attendance on a regular basis.
- maintaining the electronic registers
- signing in pupils in who arrive late
- carrying out first day calling and ensuring letters are sent to parents and carers, as directed by the Senior Leader with strategic responsibility for attendance.

3.7 Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Promoting good attendance with their children.
- Ensure their children attend the school regularly (at least 96% or more) and on time
- Support their children's attendance by keeping requests for absence to a minimum
- Parents are also be expected to:
 - notify school on the first day of absence and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence.
 - Provide medical evidence when asked in order to authorise an absence due to illness.

3.8 Pupils are responsible for:

- Being aware of the importance of regular school attendance and punctuality.
- Attending their lessons and any agreed activities when at school on time.
- Ensuring they attend the school regularly (96% or more) and on time.
- Speak to their Class Teacher, a member of the pastoral team or the attendance officer if they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late.

4 Attendance expectations

The school has high expectations for pupil's attendance and punctuality, and ensures that these expectations are communicated regularly to parents/carers and pupils.

4.1 Class Registers

Class registers are recorded using Bromcom. 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 are legal documents and can be used in a court of law, so they **MUST** be accurate.

4.2 Morning registration

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- Streatham Wells will be open to all pupils from 8:50 and the morning registers will be taken at 9:05. The school day starts at 9:00 and pupils will be expected to be in their classroom, ready to start the day by this time.
- Pupils who arrive after 5 minutes after this time will need to report to reception and sign in as late (L).
- The morning registers will close at 9:10 across the school, any pupil arriving between 9:10 and 9:30 will be marked as Late, and any pupil who arrives after 9:25 will be marked as unauthorised absence (U).
- We will conform to the time on the clock in the school office to meet the times listed above.

4.3 Afternoon registration

- Registers must be submitted straight after lunch before afternoon lessons commence at 1:15
- Pupils will receive a late mark if they are not in their classrooms by this time
- The afternoon register will close at 1:25 and any pupil not present at this time will be marked as absent.

5 Categorising absence

5.1 Any pupil who is not present during registration will be marked as absent, unless authorised leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff.

Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised. The decision whether or not to authorise an absence will always rest with the school.

If no explanation about an absence is received by the school within 1 week, the absence will remain unauthorised.

5.2 Authorised Absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances:

- Leave has been granted by the headteacher in advance in exceptional circumstances and for a very limited period, (code C) *NB an application must be made in writing on the prescribed form (Appendix 2), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006. From 1st September 2013 Term-time absence will NOT be authorised unless there are exceptional circumstances.*
- The pupil is performing in a play or filming or is employed abroad (code C1)
- The pupil, who is of compulsory school age has a part time timetable (code C2)
- The pupil has received a suspension or a permanent exclusion (code E)
- The school is satisfied that the child is too ill to attend. (Code I)
- The pupil has a medical or dental appointment and shared evidence with the school such as the appointment letter (code M), although parents should endeavour to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send them to school beforehand
- The absence occurs on a school day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs. (Code R). *NB this is usually set aside for well-recognised and published religious observance from one of the six major religions e.g. Eid, Orthodox Christmas. Other types of cultural observance will be considered on a case by case basis by the*

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school. If the request is for more than one day, this will also be considered on a case by case basis. Day One is recorded as code R and subsequent days as code C. Parent/carers will be aware of these dates and should give the school written notification in advance.

- The pupil is of no fixed abode, their parent is engaged in a trade which requires them to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, they have attended 200 sessions in the preceding 12 months (code T)
- Where a pupil is engaged in off-site approved educational activities – these codes are:
 - Code B – off site educational activity e.g. taster days at other schools.
 - Code D – dual registered at another school e.g. PRU (for the days when the pupils is attending there)
 - Code J1 – Interview for employment or for another educational institution
 - Code K – Attending an education setting that has been arranged by the LA
 - Code P – Sporting event
 - Code S – Study Leave (yr 11 and 13 only)
 - Code V – school visit including overnight
 - Code W – work experience

Notes about certain codes

Code B – Cannot be used if the educational activity is remote and is not overseen by a tutor (so just an online platform). The off site has to be a physical teacher (either online or in person) the tutor has to be overseeing the delivery of the lesson for it to be code B

Code K – e.g. the pupils has a medical need which means they aren't at your school but aren't at any other school either, e.g. a library. This could be because a CAMHS practitioner has recommended that they are out of school for a period of time (a couple of weeks) but they are still linked to your school. Another example could be if the school can't meet the child's needs but is named in the EHCP, and the LA have put in another provision until another, more suitable, school is named.

5.3 Absence related to COVID 19 (Last guidance issued October 2023)

If a pupil has a **confirmed** case of COVID (through the use of a test (LFT or PCR)), then they should stay at home for at least 3 days. This starts the day after they did the test. After the three days has finished, if they are well and do not have a temperature then they can return to school even if tests are still showing positive.

There is no requirement for any person to self-isolate because they have COVID or have been in close contact with someone who has COVID

5.4 Unauthorised absence

Except in the circumstances described above, absences will be unauthorised. Some examples of unauthorised absence would be:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- The pupil is staying at home to mind the house
- Staying at home to care for a sick or disabled parent / carer / family member.
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Truancy before or during the school day
- The parent / carer has medical appointment
- Siblings are unwell so the child is not coming in
- Leaving school for no reason during the day

Unauthorised absence codes are:

Code U – late after the registers close (as detailed above)

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Code O – the absence is not authorised by the school, even though a reason may have been given for the absence. Only the school can authorise. *NB – The 2024 DfE guidance on attendance states that schools will not grant a leave of absence for a pupil to take part in protest activity during school hours*
Code G – a holiday during term time or leave of absence that has not been authorised.

5.5 Administrative codes (do not count as pupil absence)

The following codes are used when the pupil is unable to attend school, largely due to circumstances beyond their control

Code Q – Unable to attend because of lack of access arrangements (*NB: a catch all code if a circumstance appears that isn't covered by any other code*). Normally you wouldn't use this code. One example – a child in care who has to travel with a staff member to a school provision, and that staff member is not available to travel with that pupil, and there is no alternative.

Code X – absent but not of compulsory school age (Nursery or 6th form)

Code Y1 – Absence due to transport normally provided not being available

Code Y2 – Unable to attend due to widespread travel disruption

Code Y3 – Unable to attend due to part of the school premises being closed

Code Y4 – Unable to attend due to the WHOLE school being closed

Code Y5 – Unable to attend due to being in criminal justice detention

Code Y6 – Absent in accordance with public health guidance

Code Y7 – Unable to attend due to other unavoidable cause (which must be detailed)

Code Z – Pupil not on register yet e.g. prospective pupil

5.6 Persistent absence/severe absence

A pupil becomes a 'persistent absentee' when they miss 10% or more school sessions across the school year for whatever reason. Absence at this level has been proven to do considerable damage to any child's education and we need parent's fullest support and cooperation to tackle this.

Severe absence is when a pupil is missing 50% or more school sessions across the school year. Where this is unauthorised absence (i.e. not due to medical conditions which the school is aware of) this is breaking the law and is extremely serious.

We monitor all absences and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

6 Collection and analysis of data

The school uses Bromcom to keep an electronic record of attendance.

The Senior Leader with strategic attendance responsibility will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, to parents and the Local governing body as appropriate. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual child, year group, class/Tutor group and by reasons of absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance. This data is used to identify where intervention and support is required to improve attendance.

As of 19th August 2024, schools must share daily attendance data with the DfE. All TCSET schools do this through their MIS.

7 Systems and strategies for managing and improving attendance / punctuality

7.1 Profile & Rewards

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We use a variety of strategies to improve attendance:

- Weekly assemblies celebrating great attendance
- Attendance rewards
- Weekly Attendance cup
- Inclusive practice to encourage engagement with learning
- Celebratory trips and experiences for great attendance and punctuality
- Collection and/or drop off by a staff member if the family are struggling
- Create a positive and welcoming environment for children and families
- Have updated displays and information about attendance for children and families

7.2 School Strategies to tackle absence

The Attendance Team is responsible for the school management of attendance, policy and systems to ensure that Streatham Wells intervene in non-attendance at an early stage. The Attendance Officer meets with the Senior Leader with strategic attendance responsibility on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken.

Where there is an emerging pattern for a pupil's absence or if staff are particularly concerned, the school will contact the parents (read also carers) to discuss reasons for the absences with them. Plans should be put in place with the family and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences may be unauthorised unless there is clear evidence of a good reason for them. If the pattern persists a Penalty Notice referral may be issued where no improvement is seen.

Our approach to tackling unacceptable levels of absence is bespoke and takes into account the individual circumstances of the family. We recognise that absence may be a symptom of other challenges, and we aim to help address those challenges.

We work with our Educational Welfare Officer from Lambeth, to ensure that families receive the best possible support.

7.3 First-day calling

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 to establish the whereabouts of the child and that they are safe. School staff will make every effort to establish contact with the parent and speak to them to confirm where the child is.

If we are unable to establish contact with the parents, we will contact the emergency numbers provided.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the school administration team, and the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day.

If the pupil has a social worker or a youth offending team worker, they will also be informed if there are unexplained absences from school.

7.4 Lateness and punctuality

Pupils are expected to arrive at school by 9:00 every day. For health and safety reasons it is important that the school knows who is in the building.

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Pupils arriving late should therefore report to the School Office on arrival (with their parent/carer (primary aged only)) to sign in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure.

Pupils who arrive after the register closes will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.

For the same reason it is important that pupils who need to leave the premises legitimately (e.g. for a medical appointment), or return to school later in the day after a legitimate reason, sign in and out and provide a reason for leaving early. On his/her subsequent return to school, they must sign in again to say that they have returned.

8. Tackling excessive sickness absence (Code I and code M)

In aiming to maintain an average attendance of at least 96% across an academic year, a child cannot miss more than 8 days in total. We use this benchmark to consider carefully how we define excessive sickness absence.

We recognise that some of our pupils have medical conditions or disabilities that necessitate them having more days than this. Where a pupil has no known diagnosis and misses many days due to sickness absence over a period of time, the parents/carers will be warned that in order to authorise any further absence due to illness, medical evidence will be required, even if it is for half a day.

We would always give plenty of warning, opportunities for discussion and implement support from other agencies where we can for families, before that decision is taken. This may include a referral to early help (from the local authority) who have access to health professionals who can advise and support. This requirement will never be a surprise or brought in too quickly.

We view medical evidence as something that does not place additional pressures on health professionals, something that is easily obtainable:

- Appointment slip
- Prescription issued
- Email /text message confirming appointment
- Mobile phone record to show the number you called and the duration of the call.

8b Absence due to mental health

We are mindful of pupils who are absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and will always work with families and other services to provide additional support. The aim of the support is to ensure regular attendance at school.

Emotional Based School Avoidance (EBSA) is something that we take seriously and work with external agencies and the local authority to support pupils and families.

For reference and support:

[Anna Freud Centre](#)

[CAMHS](#) – what parents/pupils can be signposted to whilst they wait for an appointment

9. Reporting long term sickness absence to the LA

In the guidance '[Children who cannot attend school because of health needs](#)' (Dec 2023), page 7 states 'as soon as it is clear that a child will be away from school for 15 days or more because of their health needs, the local authority should arrange suitable alternative provision. The 15 days may be consecutive or over the course of a school year'.

Therefore where a pupil has a long term health condition (either physical or mental) that will likely result in missing 15 or more school days in any academic year, we will give the LA the name and address of that pupil.

Southwark – refer to the [Alternative Provision Team](#)

Lambeth – refer to inclusion@lambeth.gov.uk

10. Part time timetables

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need to be a temporary part-time timetable to meet individual needs – for example, where a medical condition prevents a pupil from attending school. In these circumstances we will:

- Agree the timetable with the parents (the pupil normally lives with).
- Work with all agencies to support the pupil back to full time education as quickly as possible.
- Have regular review dates which include the pupil (where appropriate) and their parents
- Have a proposed end date, after which the pupil is expected to attend full-time, either at school or alternative provision.

11. Term-time absence due to exceptional circumstances (code C, C1, P, J1)

11.1 The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (**Appendix 2**), with appropriate evidence, in advance of the intended circumstance wherever possible. Streatham Wells will only consider authorising leave of absence for the following: –

- Serious and sudden illness of a close relative and you must leave in an emergency (see 9.2)
- A one off never to be repeated occasion that can only happen at that time e.g. wedding or funeral
- Any religious observance (one day only under code R)
- A significant educational opportunity afforded **to the child** by a national organisation e.g. ballet, exams, filming for a TV commercial, taking part in a West End production
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any **leave** in the near future that coincides with **school** holidays.

11.2 What do we mean by serious and sudden?

- Serious means an accident, injury, illness, disease, or physical or mental condition that: poses imminent danger of death; requires inpatient care in a hospital, hospice, or residential medical facility.
- Examples of this are: road traffic accident, diagnosis of a life limiting illness, deterioration of a life limiting illness.
- Sudden means it has happened and it wasn't expected.
- For time away from education it has to be the type of situation for where you receive communication that requires you to leave immediately to travel.
- We will require evidence of the seriousness of the situation, which you can bring back with you.

Statutory attendance enforcement

12. Notices to improve (please refer to the LA Code of Conduct also)

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support.

A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent has already received one for a similar offence).

The Notice to Improve is expected to include:

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- Details of the pupil's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 weeks.
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

What sufficient improvement looks like can be decided on a case by case basis taking the individual family's circumstances into account, and it must be very clear to parents how you are defining 'improved' e.g. no more absences for the next 6 weeks.

If this benchmark is then not reached, a penalty notice can be issued.

13. Issuing fixed penalty notices

The Charter Schools Educational Trust will have the option of issuing a fixed penalty notice when the following national thresholds have been met:

- A pupil has 10 sessions of unauthorised absence in a rolling period of 10 school weeks. This 10 weeks period can cross over terms or over academic years
- The threshold can be met with any combination of unauthorised absence codes e.g. 4 sessions of unauthorised absence with 6 code U lates.
- However, the school can ask the LA to fine before the threshold is met if particular circumstances warrant it, e.g. repeated holidays during term time that fall just under the 10 sessions

NB: One session is either a morning or an afternoon – so 10 sessions is the same as 5 full school days.

- A fine is £80, but rises to £160 if not paid within 21 days. However the second fine is automatically charged at £160. Fines can be issued to both parents
- Only two fines can be issued to the same parent for the same child within a three year rolling period, if the criteria is reached for a penalty notice for a third time – then prosecution will be considered.
- It is important to note that any referral for penalty notices where the absence is persistent must be supported by evidence of what the school has done to try and support the family.
- Penalty notices for holidays don't require the same level of evidence, but you must demonstrate that you have warned the parents that this will happen.
- There is no right of appeal against a penalty notice. Details of how these are used are in the Local Authority Code of Conduct

14. Referral to the Child Missing Education (CME) Service

If, after repeated attempts, we are unable to contact any family to establish for sure where the children are, we are obliged to make a referral to the local authority to say this is a child 'missing education' This is an important safeguarding duty and it ensure that circumstances where children are missing from education are swiftly and appropriately responded to. This will be in accordance with our Children Missing from Education Policy and the local authority procedures.

[Children missing from education - Lambeth Council](#)

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Appendix 1

Parenting Contract

This parenting contract is a voluntary agreement between (name of school) and the parent(s)/carer(s) and pupil named below. All parties agree to work together to ensure that the aims of this contract are fulfilled and the outcomes for the pupil are successful.

Name of Pupil			Date of Birth		Year Group/Tutor
Parent/Carer Name			Parent/Carer Name		
Home Address			Contact numbers		
			Mobile:		
			Home:		
SEN/EHCP	Yes/No	If Yes Please Clarify	Medical Needs	Yes/No	If Yes Please Clarify
Current Attendance			Attach Attendance Certificate		
			Term;		
%			Sessions of Absence		
			Expected Sessions of Attendance;		

This contract has been drawn up and agreed between the Parent/Carer/Pupil and the following parties;
(inc; School Representatives – Internal/External Agencies – Other Relevant Officer/Service(s))

Name and contact details	Role	Relationship to Child

Reasons Given For Absences;

Illnesses	Other Reason(s)
Medical Evidence Provided Y/N	

Previous Meetings To Address Attendance; (Attach Notes)	Dates;
Support/Intervention Meetings ; (Attach Completed Form(s))	Dates;

Current Interventions/Support in Place/Offered

We have agreed the following:

What is Working;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

What is Not Working/Barriers;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

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What is Needed/Can Be Reasonably Expected to Effect Change;	
Pupil;	
Parent/Carer;	
School Representative;	
Other;	

Actions;

Key Points	Actions Required	By Who	When

We will review this arrangement on the following date:

Consent of Parent(s)/Carer(s)

This contract is a voluntary agreement between the ? School and the Parent(s)/Carer(s) and pupil as named above. I/we agree to the actions set out above and I/we agree to support our child's access to their education through ensuring regular and punctual school attendance and engaging fully with the interventions and support in place/offered.
I/we understand that if we do not support our child's access to their education, as agreed, that the school will seek a review meeting at an earlier date, than agreed to address the issue.

By signing this agreement, I/we the Parent(s)/Carer(s) understand that the information contained on this form may be shared with other relevant agencies to ensure that the appropriate services are provided. I/We understand that this information will be stored either electronically or in the manual records by the school/LA for case management purposes.

Signed:

Parent(s)/Carer(s): _____ Date: _____

Parent(s)/Carer(s): _____ Date: _____

Agreement of school;

The school will provide the interventions and support as detailed.

Signed:

Head teacher (Delegated Representative); _____ Date: _____

It should be noted that although this is a voluntary agreement any departure from it may result in a referral to the Attendance Advisory Service, as the Local Authority has a duty to consider the use of legal interventions to formerly address irregular school attendance.

I/We, the Parent(s)/Carer(s), also understand and agree that information about me/us has been and will continue to be collected and will be shared with appropriate agencies so the school can assess and provide appropriate assistance and services.

We understand that this information will be stored either electronically or in the manual records by the school and included in the child's records, which will be passed to any other school they might attend. The local authority may also retain records for case management purposes until the end of the agreement, and for 6 months following, to monitor and evaluate the effectiveness of the plan. The school/LEA will keep the information updated and notify anyone who is given the information of any changes to ensure corrections are made.

Signed:

Parent(s)/Carer(s) _____ Date: _____

Appendix 2

Form to request leave from school in exceptional circumstances

The law does not grant parents an automatic right to take their child out of school during term time. It is the parent's duty to inform the school of any absence. If a parent does not inform the school of an absence it is automatically recorded as unauthorised and becomes subject to a penalty notice. Children are not permitted to be taken out of school for a holiday. The Headteacher does **not** have the discretion to authorise any term time leave which relates to a holiday. The Headteacher does have discretion should the absence relate to a sudden unexpected severe incident relating to an immediate family member located abroad (eg. sudden severe illness, death in the family). However it is expected that parents supply evidence of the situation to the school on their return, in order for the absence to be authorised. If this does not occur, the absence should not be agreed.

WARNING: If the school is unable to agree to your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a £80 penalty notice, as per our **Attendance Policy**, found on the school website. School absence can sometimes be an indicator of child protection concerns, such as FGM, and the school has a duty to report any such incidents. **This form will not be accepted without attached evidence - please speak with the school office if you are unsure what evidence to provide.**

I wish to take my child/children out of school during term time.

Child's name:	Year:
Child's name:	Year:

Is this your first request for exceptional circumstance absence this academic year YES

Last day of attendance :
Date of return to school:
Number of days requested:

Reason for absence (please be detailed)

TCSET Attendance and Punctuality

Which exceptional reason does your request fulfil? (please tick)

☐ Serious AND sudden illness of a close relative and you must leave in an emergency

X. A one-off, never to be repeated occasion that can only happen at that time, e.g. wedding/funeral.

☐ Any religious observance

☐ A significant educational opportunity afforded to the child by a national organisation e.g. ballet exams, filming for a TV commercial, taking part in a West End production

If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any **leave** in the near future that coincides with **school** holidays

Evidence attached: NO

Signed (Parent/Carer):

Date :

Permission given / not given by Headteacher Parent/s to receive fine ☐

Signed_____

Sarah Wordlaw

Headteacher