



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy

February 2023



Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. (*St Therese of Lisieux*)

In living out our mission we are guided by our **Catholic Virtues**. They form a common vocabulary with which we can articulate our faith in action.

Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing.

Our trust will be a place to encounter the **love** of Christ. A place that puts safeguarding, and the safety of all, at the heart of everything we do. We will **respect** the unique dignity, value and worth of each individual and empower those who lead, to lead with **humility**, and with behaviours rooted in our virtues. Our trust will be a place where we help everyone to be happy and healthy and a place where we bring healing to those in need.

Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents

Our trust will be a place for discipleship. A place of 'Outstanding Catholic Education' for all. Through an enriched curriculum, and the very best teaching, we will remove barriers to learning, and stand in **solidarity** the most vulnerable. Our trust will be a place where we celebrate achievement and where we are **attentive** to the different skills and talents in our community. A place that provides opportunities for all to grow, realise their vocation and achieve the very best outcomes.

Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. (*St Thérèse of Lisieux*)

Our trust will be a place where we form Missionary Disciples. A place where we engage in **charitable** works to support and give **hope** to those in our school, parish, and global communities. Our trust will be a place where we have a positive impact on the environment and where we instil in all, the **courage** to be an agent of change. Our trust will be a place where we celebrate 'little acts of kindness' A place where everyone feels valued, cared for and loved. We will be outward facing and work to **discern** partnerships which benefit all.

Date Issued	February 2023
Governors' Committee Responsible:	OLoL Trust Standards Committee/Executive Board
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Author	Moirá Dales Robert della-Spina

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1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution under section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

The CMAT board

Ensures that the attendance policy is updated annually and monitored through reports to the board.

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

The attendance officer / Educational Welfare Officer

The school attendance / Educational Welfare officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

Class teachers and form tutors

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via the school system Arbor.

School Reception and The Attendance Officer

School reception staff and the attendance officer are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix B for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55 on each school day.

The register for the first session will be taken at 8.55 and will be kept open until 09.45. The register for the second session will be taken at 13.05 and will be kept open until 13.30.

5. Implementation

This policy received the full agreement of the executive board: February 2022

6. Aims

Our Lady of Lourdes CMAT recognises that;

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

7. Expectations:

We expect the following from parents/carers;

- To ensure their children attend school regularly and punctually
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To contact their children's school whenever any problem occurs that may affect performance
- That they will inform a member of staff of any problem or reason that may prevent them from attending

We expect the following from all our pupils;

- That they attend school regularly
- That they will be on time and be appropriately equipped for the day.

Parents and students can expect the following from Our Lady of Lourdes Trust;

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us
- Rewarding good attendance
- A quality education
- Education welfare officer to provide support, advice and guidance to students, parents and carers for all aspects of school attendance

8. Encouraging Good Attendance in School:

Attendance is encouraged in the following ways;

- Accurate completion of registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- An Education Welfare Officer (EWO) who works in our school to identify and provide support, advice and guidance to pupils and their families.
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the education welfare officer if necessary
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy
- Sending parents termly/weekly absence figures as appropriate including positive letters of encouragement

- An 'improved attendance' award for any students showing a significant improvement in attendance, as appropriate
- Celebrating outstanding attendance during Commendation events every term in school

9. Punctuality

The importance of arriving at school on time;

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how students form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019). Our Lady of Lourdes recommends that the register closes 30 minutes after it is opened.

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.

10. Leave of Absence and Responding to Non-Attendance.

Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Only persons with Parental/Carer Responsibility can report absences. Parents/Carers can report via their school's Gateway app (Arbor), by calling school or via email. CMAT Schools will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

Home visits where pupils don't attend school: When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by email and phone calls. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit.

Medical Appointments: Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

Medical sick notes: where students have had on-going regular absence, medical evidence would need to be provided.

Our Lady of Lourdes CMAT has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 97% close monitoring will be put in place.

We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person – through home visits or parent meetings.

Education Welfare Officer

The school employs an education welfare officer who works with families to overcome any barriers that may be preventing a student from attending regularly.

Attendance meetings

Parents/Carers of students with poor attendance may be invited to attend an attendance meeting. This may include a variety of professionals involved with student welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes.

Should poor attendance continue then a referral shall be made to the relevant Authority for further action (see below)

Nottinghamshire County Council - should a student accrue in excess of 3 days over a 6-week rolling period, a request for a Penalty Notice may be made, or a referral made to the Family Service for enforcement action.

11. Leave of Absence during Term Time

Our Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. Each school within the trust will determine the number of school days a child can be away from school if the leave is granted.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made **12 school days** in advance by completing a leave of absence request form. The application form is

available from individual schools within the academy trust by request. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils on holiday during term time Our Lady of Lourdes CMAT schools will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Our Lady of Lourdes Trust will not agree a 'leave of absence in circumstances such as:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action.

- Schools within Nottinghamshire County Council, a Penalty Notice will be requested if an unauthorised holiday is taken in excess of 3 days/6 sessions (over a 6-week rolling period)

Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter may be enforced at the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.

Nottinghamshire County Council will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement may be dealt with directly by the court.

12. Truancy

Pupils who are discovered to have truanting will be spoken to by the designated member of staff will be informed of what has happened. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. Parents will be contacted and kept informed of events. As a punishment, the truant will be expected to make up the number of hours they have missed. All incidents of truancy will be recorded as unauthorised. As a follow-up the student will receive an appropriate sanction.

13. Off-Site Provision

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail/post weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from academy.

14. Children Missing in Education

- Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.
- The designated staff will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with **'Children Missing Education: Statutory Guidance for Local Authorities'**¹
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Off-rolling:

- *Do not take a pupil off roll until you have confirmation from their destination school.*
- *If the pupil is starting a school in a different country, ensure that you have written permission, e.g. email from the LA to take them off role.*

15. Anxiety Related Non-Attendance (ARNA)

Where a student is believed to be experiencing anxiety, the academy will liaise with parents/carers and make initial assessment by interview and completion of the ARNA Attendance Policy assessment documentation.

If agreed strategies fail to improve school attendance and the wellbeing of the student, further strategies will be considered. The academy will ensure that the school systems adhere to the document ***Guidance to Schools: A Graduated Response to School Non-Attendance*** (which must be used for SEND/SEMH needs), in order to best support early identification of anxiety related issues.

The academy will ensure that the existing systems around analysing absence are able to identify the different types of unauthorised absence i.e. anxiety related, truancing or parent/carer condoned and appropriate support implemented.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the academy immediately.

¹ <https://www.gov.uk/government/publications/children-missing-education>

If a child has long term absence, the academy endeavours to maintain regular communication with the student and family. School will seek support from professional outside agencies to provide additional help to the student and family.

Please refer to: **Anxious Learners & Anxiety Related Non-Attendance (ARNA): Guidance for Schools²**

16. Agency Liaison

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our students

- Faith in Families
- Targeted Support; Family Services.
- Educational Psychologists.
- School health
- Social care
- Youth Offending Team
- Police
- CAMHS
- Missing in Education Teams
- Admissions Team
- Education Welfare Service
- Children Missing in Education

17. Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

² [AL and AR \(ARNA\) support guidance for Nottingham County Council Secondary Schools.](https://www.em-edsupport.org.uk/Event/73352)

<https://www.em-edsupport.org.uk/Event/73352>

18. Stepped Approach

All letters regarding notice of penalty and actual penalty notices need to be sent to both parents and or additional adults in the household as there could be a potential fines for both parents or additional adult.

Included in the Appendices are letters which we support schools to communicate attendance concerns with parents.

Appendix A Our Lady of Lourdes CMAT Schools and Designated Local Authority.

Appendix B Codes are taken from the DfE's guidance on school attendance.

Appendix C Letter 1 Request for a reason following an absence

Appendix D Letter 2 Request for medical evidence

Appendix E Penalty Notice Warning letter

Appendix F Penalty Notice request from the Local Authority

Appendix G Holiday not authorised letter

Appendix H Rollover letter for Persistent Absenteeism students

Appendix I Punctuality concern letter

Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.

Nottingham City Council Schools:	Nottinghamshire County Council Schools:	Derbyshire County Council:
The Trinity School St Marys Hyson Green Our Lady of Perpetual Succour St Teresa's Aspley St Augustines St Anns Blessed Robert Widmerpool Clifton, Our Lady & St Edward St Anns St Patrick's Catholic Primary and Nursery School Wilford St Margaret Clitherow Bestwood	The Becket School West Bridgford St Edmund Campion Catholic Primary Christ the King Arnold The Good Shepherd Arnold Sacred Heart Carlton Holy Cross Hucknall All Saints' Mansfield St Philip Neri Mansfield St Patricks Mansfield St Joseph's Ollerton Holy Trinity Newark	St Joseph's Shirebrook.
Lincolnshire	North Lincolnshire	North East Lincolnshire
St Mary's, Boston. Our Lady of Good Counsel. St Mary's, Grantham St Hugh's. Our Lady of Lincoln. St Norbert's, Spalding. St Peter and St Paul. St Augustine, Stamford.	St Augustine Webster. St Mary's, Brigg. St Norbert's, Crowle. St Bernadette's St Bede's.	St Marys, Grimsby. St Joseph's.

Appendix B: The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

All Saints' Catholic Voluntary Academy



Broomhill Lane, Mansfield, Nottinghamshire NG19 6BW
Tel: 01623 474700 Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk



Mark 10:45 - *“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”*

For the attention of

Dear

RE:

According to our records, forename has recently been absent from school. You will be aware that it is a parent/carer's responsibility to notify the school on the first day of a student's absence to explain the reasons why he is unable to attend school and provide an expected date when he should return. Unfortunately, we have not received any contact from you.

We are therefore writing to you to give you an opportunity to explain the recent absence(s). Please complete the form below and return it to the school via email as soon as possible. Any absence that hasn't been explained within two weeks of that date will be categorised as '**Unauthorised**' absence. Unauthorised absence could lead to the Education Welfare Officer becoming involved and making visits to the family home to discuss the matter further.

Yours sincerely,

Mrs. Nother

Mrs Nother - Attendance Officer

Please complete and email reply to nother.a@allsaints.notts.sch.uk (Attendance Officer) at school as soon as possible.

Dates of unexplained absence for

Periods of absence

Explanation for the above date(s) of unexplained absence:

--

Parent: **Date:**

CC Year Progress Leader & Education Welfare Officer



All Saints' Catholic Voluntary Academy

Head Teacher: C Cuomo

Broomhill Lane, Mansfield, Nottinghamshire NG19 6BW
Tel: 01623 474700 Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk



“We shall serve.”

Mark 10:45 - “For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”

Date

For the attention of

Dear

RE:

As part of our commitment to improving the attainment of our students, we monitor attendance on a regular basis and identify any student whose attendance causes concern. We are therefore, contacting you due to your child’s current level of attendance.

Overall School Attendance	%
Authorised Absence	%
Unauthorised Absence	%

This means that *forename* has already had a total number of authorised absences from school and unauthorised absences. We are sure that, like us, you want *forename* to succeed at school and therefore, we trust you will encourage *forename* to have regular attendance and not to take any further time out of school.

If *forename* is absent from school after today, we kindly ask that you provide medical evidence. This can be in the form of a doctor’s note, appointment card or copy of a prescription, etc.

We wish *forename* success with his/her studies and look forward to helping him/her achieve to his/her full potential over the coming year.

Yours sincerely,

Mrs Nother
Attendance Officer

CC Year Progress Leader

Appendix E



All Saints' Catholic Voluntary Academy

Head teacher: C Cuomo

Broomhill Lane, Mansfield, Nottinghamshire NG19 6BW
Tel: 01623 474700 Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk



“We shall serve.”

Mark 10:45 - *“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”*

Date

For the attention of

Dear

RE: _____ D.O.B

PENALTY NOTICE WARNING LETTER

On the _____, we wrote to you to explain that the All Saints' Academy would not authorise any future absences, without medical evidence.

During the last 6 weeks (dates _____), student has had _____ days (_____ sessions) of unauthorised absences, where reasons for absences from you are still outstanding or medical evidence hasn't been provided. Attendance certificate attached.

You, as a parent, are legally responsible under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly and on time.

Please note that in November 2017 there has been a change to local and national government legislation with regards to schools initiating Penalty Notices. The change means an unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) may lead to you being issued with a penalty notice fine. **Please note lates after the registers have closed will count towards this figure.**

You are hereby informed that _____'s attendance and punctuality will be monitored until the _____, so if there are **more than 3 days** of unauthorised absences, within a 6 week rolling period we will request the Local Authority issue you with a Penalty Notice. Once issued, a Penalty Notice incurs a fine of £120 if paid within 28 days, or it reduces to £60 if paid within 21 days. The fine would be per parent and would be payable to the Local Authority and not All Saints'.

Please take steps to ensure that _____ gets to school every day and on time. Please notify school as soon as possible, if _____ is going to be absent for any reason. Please provide medical evidence for any absences, as absences will **not** be authorised without medical evidence.

We thank you for your support in ensuring _____ is not absent from school during term time in future.

Yours sincerely

Mrs Gamble
Education Welfare Officer

Cc: Year Progress Lead
Attendance Officer

Enc: Attendance certificate

PENALTY NOTICE REQUEST



NB: Please note that if full details are not provided your request cannot be processed.

Parent / Carer's Details		Parent / Carer's Details	
Title:	Mr/Mrs/Miss/Ms	Title:	Mr/Mrs/Miss/Ms
Forename:		Forename:	
Surname:		Surname:	
Full address:		Full address:	
Postcode:		Postcode:	

Childs Details:		Childs Details:	
Forename:		Forename:	
Legal surname:		Legal surname:	
Chosen surname:		Chosen surname:	
DOB:		DOB:	
Full address:		Full address:	

Please select only ONE of the options below

Option 1: Complete below for a penalty notice for a Leave of Absence in Term Time			Option 2: Complete below for a penalty notice for Unauthorised Absences		
Parent request for leave of absence: (please tick (✓) one box only)	Phone call		Attendance this academic year:	Overall Attendance %	
	Text/Dojo message			Authorised %	
	Email			Unauthorised %	
	LOA request				
	No LOA request				
Have you done the following:			Have you done the following:		
1. Sent a letter in response to the above		Yes / No	1. Sent 1 st letter warning of possible penalty notice due to the number of unauthorised absences		Yes / No

2. Sent a letter informing of the penalty notice request made to the Local Authority	Yes / No	2. Sent 2 nd letter informing penalty notice request made to the Local Authority	Yes / No
3. Included an attendance certificate (indicating G code) for the school year to date with this request	Yes / No	3. Included an attendance certificate for the school year to date (indicating unauthorised absences)	Yes / No
Number of unauthorised days absence within the 6-week date period:		Number of unauthorised days absence within the 6-week date period:	
Submit this request as soon as possible following the child's return to school		Ensure you have given the warning within the given time of your monitoring period	
Please ensure the required supporting information for each child is submitted with your request – letters, LOA request, attendance record for the current academic year			

Details of the person completing this form:			
Name:		Telephone number:	
Job title:		Email address:	
School :		Date PN requested:	

Comments and any additional relevant information:



All Saints' Catholic Voluntary Academy

Head Teacher: C Cuomo

Broomhill Lane, Mansfield, Nottinghamshire NG19 6BW
Tel: 01623 474700 Email: admin@allsaints.notts.sch.uk
Website: www.allsaints.notts.sch.uk



“We shall serve.”

Mark 10:45 - *“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”*

Date

For the Attention of

Dear

RE: Request for Leave of Absence

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

Request for Leave for your child: Last day of school-

Return to school –

Total number of school days missed =

After carefully considering the Leave of Absence application for your child, we are sorry to inform you that we are unable to authorise this request.

All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that All Saints' notify the local authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close. Penalty Notices are issued by the local authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carer. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty. A Penalty Notice can lead to a fine of £60 per child/parent if paid within 21 days or £120 per child/parent if paid within 28 days. If Leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

We would like to take this opportunity to assure you of our continued commitment to your child, their education and wellbeing and to you as parent.

Yours sincerely

A Nother

Mrs Nother

Attendance Officer



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«date_of_printing»

For the attention of «addressee»

«address_block»

Dear «salutation»

RE:

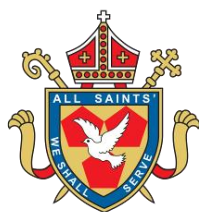
As part of our commitment to improving the attainment of all our students, we have identified your child as being a persistent absentee historically. We are therefore, writing to inform you that the decision has been made to request medical evidence for any further absences from the beginning of September 2022 onwards. All absences without medical evidence could lead to an escalation of legal action being taken.

Yours sincerely,

A. Nother

Mrs Nother
Attendance Officer

CC Mrs Gamble - Education Welfare Officer



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For the attention of

Dear

According to our records, has been late to/within school a number of times this academic year which is a big cause of concern. We have a system in place to sanction lateness depending on the number of lates and this ranges from lunch detentions to a Senior Leadership Detention until 5pm. This is in accordance with our Attendance Policy and full details are available on the school website. We would like to improve their punctuality to avoid escalating sanctions.

Please note that students who arrive to school after registers have closed will receive an unauthorised absence mark in the register (Code 'U'). This will be recorded as an unauthorised absence and as such, could receive a Penalty Notice through the local authority should your child incur more than 6 sessions (AM or PM) of unauthorised absence within a 6 week rolling period.

We are constantly working to improve punctuality, as it is important that students learn good habits for their future in the work place. We would be grateful for your assistance in ensuring that your child arrives in school on time. (8.50 am and sat ready for Lesson 1 at 8.55am).

Students who arrive to school late may miss important information and work and can disturb other students who have already started their lesson. Your child will be now closely monitored for punctuality issues.

If there are any difficulties which are affecting your child's punctuality, please do not hesitate to contact me. Thank you for your support with this matter.

Yours sincerely,

Mrs Nother

Mrs Nother
Attendance Officer