



Homewood School & Sixth Form Centre

LEARNING · RESPECT · BELONGING

ATTENDANCE POLICY

Date approved by Governors
Oct 2015

HOMEWOOD SCHOOL & SIXTH FORM CENTRE

ATTENDANCE POLICY

This policy will be reviewed every three years

DATE OF POLICY: October 2015

DATE OF REVIEW: October 2018

Member of staff responsible for Policy:

Principal & Vice Principal (Students)

Signed.....Principal

Signed..... Chairman of Governors

ATTENDANCE

Statement of Intent

The school is committed to the continuous raising of achievement of all our students. Regular attendance is critical if our students are to be successful (see appendix M).

The school closely follows the guidance issued by DfE in its policy and practice on the categorisation of absence and punctuality. We believe that all students need to attend school regularly if they are to take full advantage of the educational opportunities which are theirs of right. Regular attendance is essential to the all-round development of the child in order to take full advantage of the educational opportunities available to them. Poor attendance undermines their education and sometimes, puts students at risk, encouraging anti- social behaviour.

All schools are required BY LAW to monitor authorised and unauthorised absences. In addition, schools are expected to satisfy the requirements of national legislation as regards the provision of evidence of their findings.

The school actively pursues the goal of full attendance by ensuring that students are carefully monitored:

- Each student's attendance in the morning and afternoon is recorded by biometric registration
- Each student's attendance is recorded by Subject Teachers in individual subject lessons
- Students who give cause for concern are subject to tracking procedures which involve the Attendance Officer, The Form Tutor, The Family Liaison Officer and the local authority

The school regularly checks the attendance records of each tutor group and of individuals. In this way the absence which exists in the school can be readily identified and addressed.

The school will provide information to the local authority where students' attendance drops below 95%. Where concerns are of a serious nature (attendance is below 90%, unauthorised holidays are taken or there are a series of absences which remain unauthorised), the school may formally refer a case to the local authority for action to be taken. This could, in turn, lead to fines (penalty notices) or ultimately prosecution.

Parental and Student Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue and schools need to know that each child is safe.

Biometric registration

Students are expected to arrive on the school site by 8.45 and biometrically register before 8.50am. It is their responsibility to register before their tutor period begins or before lesson 1 begins (Wednesday and Thursday).

Students should also register biometrically during their lunch period. We advise students that this is best done as they leave their lesson immediately prior to the lunch break. All students need to have registered before 1.20pm in the afternoon. Parents should ensure that their child is aware of timings and the importance of biometric registration.

If students experience technical difficulties in registering they should visit Student Services immediately. This way their registration mark can be recorded immediately and any technical concerns rectified.

Late Arrivals

All students who arrive late to school, but before 9am, should **register biometrically** and make their way to their tutor group (Monday, Tuesday, Friday) or to their period 1 lesson (Wednesday and Thursday). Students arriving after 9am should register biometrically and then sign in at their college office where their name, time of arrival and reason for lateness will be recorded. Reception will provide college offices and Student Services with a list of students late after 9am. This information will then be sent to the Student Services Officer and the Attendance Officer. The Student Services Officer will code the lateness accordingly.

If students arrive after 9am but before registers close at the end of lesson 2, they are coded as late (L). Students arriving after this time are given a late mark and are coded as unauthorised late (U); for attendance purposes these pupils are classed as absent without authorisation.

Students should scan their thumbprints for the afternoon session during the lunch period and before 1.20pm. Student registering after 1.20pm will be coded L.

If students are persistently late for registration a late letter (appendix F) will be sent home to their parents/carers reminding them of their legal obligation to ensure their children attend school and register on time. Should the situation not improve the school will contact the parents/carers again regarding the situation. If a student continually arrives late (with a U coding) a Penalty Notice may be issued.

Teacher Registration

Teachers must take a lesson register in all scheduled lessons (including the Thursday mentoring period). All staff are provided with instructions (via the staff handbook) to complete their lesson registers accurately by recording whether a student is “present” or “absent”. Teachers should only use \ or N to record attendance in each lesson. The importance of maintaining lesson registers accurately and appropriately is emphasised since all registers may be used as evidence in cases where parents/carers are being prosecuted. If there is an equipment failure, a list of absentees must be sent to Student Services immediately. Registration should be completed electronically in all lessons via SIMS.net or via Emerge/ portal access and should be submitted within 10 minutes of the start of each lesson.

Where students fail to register their thumbprint electronically, lesson 1 and 4 registers will be used to check their attendance in school. As such these two periods will complement the student biometric registration and fulfil the legal requirement of registering twice daily (The Education (Pupil Registration) Regulations 2006).

It is the responsibility of the Student Services Team to ensure:

- Attendance and lateness records are up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence via Truancy Call.
- Where there has been no communication, letters or text messages are sent to parents requesting reasons for absence (appendix K). The absence will remain unauthorised unless a reason for absence is provided.
- The appropriate code is entered into the register (National Attendance Codes).
- Parents are informed of their child's attendance each time they receive a report. An attendance certificate will be sent.

Reporting Absences

Parents/carers are required to inform the school of the reason for their child's absence on the first day of absence and each day thereafter, via the designated absence line. Where it is known that a child will be ill for more than one day the parent/carer may advise school on the first day of absence of the expected date of return, and need only phone school again if the expected date of return should change. The child should bring a letter from home when they return to school, which clearly explains the reason for absence, the period of absence and a parental signature. This should be handed to the student's Form Tutor, who should sign and date the letter, write the student's full name and tutor group at the top and pass it to the Student Services Officer in Student Services to code the absence appropriately. **It is, however, the school that authorises the absence not the parent/carer.**

Year 12 – 14 students (out of compulsory education) are required to phone / email the Sixth Form office on the first day of absence stating the reason and likely length of absence. On return to school a Sixth Form self-certification form (appendix H) should be completed.

Post-16 students (years 12, 13 and 14) come onto and leave the school site throughout the day according to their individual timetables. In order to monitor their presence on site students are required to sign in and out at one of the two locations shown below.

1. The Key Stage 5 Office in F block
2. Outside M14 in the mansion building

There is a signing in and out book for each tutor group at each location, which will be collected by staff in the event of a fire alarm.

Authorising Absence

Only the school can authorise absence and it is not obliged to accept a parent's explanation for absence. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. The absence must be unavoidable in order to be authorised.

If no explanation is received, absences will not be authorised.

Absence leave during term time can only be approved in exceptional circumstances. The following reasons are examples that will not be authorised:

- Persistent non- specific illness eg. poorly / unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate uniform
- Confusion over school dates
- Medical/ dental appointments of more than half a day without very good reason
- Child's / family birthday
- Shopping trip
- Family holidays

Ongoing Medical Conditions or Illness of more than 5 days

If a student has an ongoing medical condition then the school must receive a letter from a medical professional which, if appropriate, clearly states that a child is unable to attend school or is only fit to attend school on a part time basis (PSP or Healthcare Plan to be in place in the latter case). If a child is unable to attend school for a short period of time (over 1 week) then they should be sent work to complete at home if they are medically fit to do so. For students who are expected to be or who have been absent from school for a period of more than 3 weeks a referral to the Health Needs Education Service should be considered if referral criteria are met.

Providing Medical Evidence for absence

If a child is absent for more than 5 days through illness then medical evidence must be provided. This could take the form of a doctor's letter, an appointment card or a regular prescription label. A standard doctor's authorisation letter, (found in Appendix I) can be taken to an appointment by the parent and handed to a medical professional to be signed and dated.

Where a student's attendance record is deemed a cause for concern, medical explanation will be requested from parents for all absences. Where this is the case parents will be informed in writing. All absences from this point, unless accompanied by medical evidence, will remain unauthorised for a period determined by the school (a minimum period of time of 4 weeks but in some cases for the remainder of the academic year). If attendance improves significantly then a decision may be made to authorise further absences without medical explanation.

All letters explaining absence (parent or medical explanation) should be sent in to form tutors who should name, date and sign the letter before taking it to Student Services to be coded appropriately.

Where there is doubt about the authenticity of absence attributed to illness, the school will refer the matter to the Clinical Medical Officer (school doctor) to arrange a special medical.

Illness, Medical & Dental Appointment

Where a student leaves the school site for an appointment, the school must note the student's details, the time of leaving the school site and details of the appointment in case of an emergency evacuation. Students who leave the site for any reason are required to bring in a parental note explaining the reason for departure and the required departure time. They should get the note signed by their Form Tutor and then take it to Student Reception when they need to leave. Here they will be issued with an official pass to leave the school site. If they return before the end of the school day they should sign back in at the Student Services Reception.

Students leaving the school site without signing out or without permission will have their absence recorded as unauthorised. Where a student falls ill during the school day they should visit the School Nurse who may authorise the student to be sent home. Under no circumstances should a student be allowed to leave the school site without this authorisation and without parental permission.

Student in the Sixth Form may self-certificate (appendix H)

Leave of Absence/ Holiday

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Principal's ability to authorise leave of absence for the purpose of a family holiday.

The school publishes the dates of its school terms at least a year in advance to assist parents/carers in the planning of holidays. The annual school calendar (outlining at a glance information about key events and dates) is available on the school website or a copy can be requested from the College offices.

Section 444 of the Education Act 1966 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent for the following reasons:

The school had given permission in writing

Due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)

Religious observance

Due to failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school. **Holidays must not be taken during term time unless there are 'exceptional circumstances'.**

Exceptional circumstances might include:

- Service personnel returning from a duty abroad where it is evidenced that the individual will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a person close to the family
- To attend a wedding or funeral of a person close to the family

It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principle for defining 'exceptional' are that they are rare, significant, unavoidable and short.

In exceptional circumstances parents/carers should write directly to the Principal outlining the reasons for needing to take a family holiday in term-time. This should be done at least 4 weeks before the start of the intended holiday. On the rare occasion that a holiday is authorised, the parent will receive confirmation in writing.

Holidays taken without the Principal's permission will mean the absence is unauthorised, which in turn will result in a Penalty Notice being served by the local authority. If a student fails to return within ten school days of the agreed return date and there is no good reason for this absence, the school in discussion with the Attendance and Behavioural Service will remove the student's name from the school roll.

Parents/carers are reminded that it is only the school, within the context of the law, which can approve absence, not the parents/carers.

Role of the Form Tutor

Form Tutors will receive a copy of their tutees' attendance on a weekly basis. In addition, details of all unexplained absences relating to their tutees are provided regularly throughout the week by email.

Letters explaining reasons for absence should be requested by Form Tutors and when received should be named, signed and dated. All letters should be returned to the College Office or to Student Services on the day they are received. Where absence letters have not been received the Form Tutor should contact home and/ or prepare an absence card.

Tutors should identify unauthorised absences and take the appropriate action (requesting reasons for absence). Where a child has been absent for 3 days without explanation the college office and Student Services must be informed immediately.

Form tutors should ensure that their tutees register biometrically before 8.50 and during the lunch period. They should monitor the attendance of their tutees carefully and ensure that attendance records are accurate.

Where a student's attendance falls below 95% the tutor should telephone the parent to ask after the welfare of the child and to check any outstanding reasons for absence. They should

offer advice where appropriate. The tutor should talk to the parent about the desire to ensure that attendance remains above the local authority's expectation of 95% and that where there is unavoidable absence that the parent telephones the dedicated absence line and sends a letter into school on their child's return. The tutor should provide an update on the outcome of the call to their respective College Family Liaison Officer and the Attendance Officer.

Should a child be experiencing difficulties in school, the tutor should aim to find a resolution with appropriate staff and students. Where there are home difficulties the college office should be informed so that any appropriate support can be put in place.

Rewarding good attendance

Students whose termly attendance is 100% will be rewarded via means of postcards home and via an invitation to attend the termly cinema showing. Students can record their own attendance each week in the student planner.

Timeline for School Action for Poor Attendance

95% to 100% attendance- form tutor monitors including any absence without reason given

90-95% attendance - students discussed at college meeting and form tutors contact parents by telephone, form tutor monitors and should attendance not significantly improve over a subsequent 3 week period, a letter will be sent home regarding concerns (see appendix A). Cases will be shared with the local authority SLO. In some circumstances parents/carers may be invited in to attend an attendance meeting eg. where a student has been truanting from school, where they have been absent for a long period of time without the school being notified or where a student has in excess of 5 unauthorised absences in a calendar year.

Below 90% attendance - consideration of the following:

A letter (appendix B) is sent to parents requesting medical evidence for further absences and inviting parents to attend a meeting in school. The Local Authority SLO may also be invited to attend. The Attendance Meeting will provide an opportunity to discuss strategies to help improve the student's attendance with the parents/carers and will also provide the opportunity to set a target for attendance within an agreed time period. This target agreement proforma will be signed by all parties and kept on the student file (see appendix G and L). Identification of Early Help Factors during the meeting may lead to a Early Help referral.

Should attendance not significantly improve after this point then consideration of the following will be given:

Attendance Service referrals

Penalty Notice referral where the absences have not been authorised

Local Authority Action

For students with attendance below 90% ,where there is no improvement in attendance and/ or where there are at least 10 sessions (5 days) unauthorised absence in a term (Autumn/ Spring/ Summer),the school will consider the following:

School Liaison Officer Actions

These may include:

Attendance Improvement Meetings

Home Visits

Signposting to other agencies such as the Child and Young Persons Service or Social Services

Fast track to prosecution

Penalty Notices for Poor Attendance

Penalty Notices are issued in accordance with the Attendance Service Code of Conduct. Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LEA Officers, Head Teachers and the Police to issue Penalty Notices in cases of unauthorised absences from school. The education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004.

The Attendance Service issues a warning letter setting out 15 school days during which no unauthorised absence is to be recorded. If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

Truancy

Parentally condoned absences

Holidays taken in term time without authorisation

Delayed return from authorised and unauthorised holidays

Persistent lateness after the register has closed

Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay a penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

Children Missing from Education

No child will be removed from the school roll without consultation with the Vice Principal (Students) and the Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

Study Leave

This only arises in the Sixth Form and in year 11 (if authorised by the Principal)

School Leaving Dates

Regulations require that all Year 11 students are required to remain on the school roll until the last Friday in the June of that academic year.

Appendices

- A Letter 1 – initial letter re attendance concerns below 94%
- B Letter 2 - meeting invitation and medical evidence for absences below 90%
- C Penalty Notice Letter Warning Letter
- D Penalty Notice Meeting Invite
- E. Holiday Request Decline Letter
- F. Late Letter
- G Meeting proforma
- H. Self -Certification Form- Sixth Form
- I. Standard Doctor's authorisation letter
- J. Attendance Service referral letter
- K. Unexplained absence letter
- L. EHN meeting document
- M. Attendance grid

Appendix A

Dear «Name»

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

A student's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return. May I please refer you to the enclosed attendance grid which highlights the impact that absence from school can have. We urge parents/carers to use the school's Student Services dedicated telephone line to report the absence in the first instance. This line has an answer machine facility so that parents/carers are able to record reasons for absence even when the school is closed. The direct telephone number is: 01580 767048.

I am sure you share my concern and would wish to work with the school to improve your child's attendance. If there are any factors affecting «Name's» attendance, please contact the School Nurse, your child's College Family Liaison Officer to discuss any issues further.

Yours sincerely

Appendix B- Letter 2

Dear «Name»

Re: «Pupil's name»

Despite previous communication, I note with concern that your child's attendance at school has made no significant improvement. «Name»'s attendance at school is currently «Number» % which means he/she has missed «Number» sessions or «Number» days. This will have an impact on your child's education which we cannot ignore.

I must advise you that further absences from school, as a result of illness, will require medical evidence (e.g. medical certificate/letter from GP/dated prescribed medicine label/medical appointment card). If medical evidence is not provided, further absences will be marked as unauthorised.

Please continue to use the school's Student Services dedicated telephone line to report the absence in the first instance. This line has an answer machine facility so that parents/carers are able to record reasons for absence even when the school is closed. The direct telephone number is: 01580 767048. Please also submit medical evidence to cover the absence.

Please note that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached. Penalty Notices are issued to **each parent of each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

In addition, I am inviting you to attend a School Attendance Meeting. The time and date have been set for «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

«Name»

«Name»

If you are unable to attend at the time stated above, I would be grateful if you could contact me on «Telephone number».

If you do not attend this meeting and «Name»'s absence does not improve, a referral may be made to the Attendance Service.

Thank you for your co-operation.

Yours sincerely

Appendix C- PN Warning Letter

Dear Parent/Carer

Penalty Notices for Unauthorised Absence

In February 2005, **Kent Local Authority (LA)** introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term. We are taking this opportunity to remind parents of the expectations placed upon schools.

The following circumstances will be considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy (including pupils caught on truancy sweeps)
- Parentally-condoned absences
- Unauthorised leave for the purpose of a family holiday in term time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

Penalty Notices are issued **per parent per child**.

On receipt of the Notice, the penalty will be £120 reduced to £60 if paid within 21 days. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the local authority.

At Homewood School we consider attendance and these legal powers very important, this is why we are bringing it to your attention.

Please ensure that your child attends school regularly and on time.

Yours sincerely

Appendix D– PN meeting invite

Dear «Name»

Re «Child's name»

At Homewood School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised sessions («Number» days).

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached and I refer you to legislation regarding Penalty Notices.

'As from April 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term.'
A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

I am therefore inviting you to attend a School Attendance Meeting. The time and date have been set for «Date» at «Time». It is important that you and «Name» attend this meeting for us to explore the issues around your child's poor attendance. The meeting will be attended by:

«Name»

«Name»

If you are unable to attend at the time stated above, I would be grateful if you could contact me on «Telephone number» so that an alternative time can be arranged.

Yours sincerely

Appendix E– Holiday request decline

Dear «Name»

Request for leave during Term-Time «Child's Name»

I have received your request to take «Name» out of school for a family holiday between «Date» and «Date», a total of «Number» school sessions.

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

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I will make a request for a Penalty Notice to be issued.

Or

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Principal

APPENDIX F - Late Letter

Dear «salutation»,

Reference: - «forename» «surname» «year_reg»

We have noticed that «forename» is arriving late to school registration on a regular basis. I have attached a computerised copy of «forename»'s attendance so you can see the registration periods where «forename» has arrived late – marked L or U on the attached document.

We are obviously keen to work in conjunction with you to improve the situation and impress on «forename» the importance of punctuality. We will continue to monitor «forename»'s attendance and punctuality and should the situation not improve may contact you again.

Should you wish to discuss this matter further please do not hesitate to contact me by phone or email name@homewood.kent.sch.uk

Yours sincerely

Attendance Officer

APPENDIX G

Attendance Strategy Meeting Date - Student Name

Name of student:		Year and Tutor Group:	
Attendance percentage:		Reason for absences:	
Attendees:			
Summary of action to date:			
Attendance target:		Action if target is not being met:	
Agreed actions to improve attendance:			
Review Date:	Time:	Venue:	Attendees:
Student signature:	Parent/ Carer signature:		School signature:

APPENDIX H

HOMEWOOD SCHOOL & SIXTH FORM CENTRE

STUDENT ABSENCE FORM

NAME:	
TUTOR GROUP:	

A – ILLNESS

This part of the form should be completed by a student returning to school after absence because of personal sickness or injury and should account for absences of up to 5 consecutive study days. A doctor’s note is required for longer periods. Full **reason for absence must be given – “sick” or “ill” are not acceptable.** Please note that this form must be countersigned by a parent or carer unless students are aged 18 years or over.

DATES OF ABSENCE:	
REASON FOR ABSENCE:	

B- OTHER ABSENCES

REASON	DATE AND DETAILS
Medical appointment	
Dental Appointment	
Work Experience	
Driving Test	
Interview	
Other	

TO BE COMPLETED FOR ALL TYPES OF ABSENCE

Signature of student:	
Signature of parent/carer:	
Date:	

THIS FORM MUST BE RETURNED WITHIN TWO DAYS OF YOUR RETURN TO SCHOOL

YOU MAY E-MAIL ABSENCE NOTES TO name@homewood.kent.sch.uk OR CALL THE KEY STAGE 5 OFFICE ON 01580 764222 EXT 264

APPENDIX I – Standard Doctor’s authorisation letter (awaiting draft)

APPENDIX J – Attendance service referral letter

Dear «salutation»,

Reference: - «forename» «surname» «year_reg»

As discussed in our previous communications I am writing to confirm that we have regrettably made the decision to refer your child to the Attendance and Behaviour Service.

The reason for this is, despite previous communications that have taken place between school and home, we still have serious concerns about «forename»'s irregular attendance.

You will be visited or contacted shortly by a School Liaison Officer who will inform you of the legal implications of poor school attendance for parents/carers and discuss ways to improve the current situation.

Any future absences will need to be explained, and in the case of illness, will have to be supported by medical evidence (i.e. medical certificate/letter from GP/ dated prescribed medicine label/medical appointment card). **Please note that without medical evidence absences are unlikely to be authorised.**

Should you wish to discuss this matter further please do not hesitate to contact me by phone or email name@homewood.kent.sch.uk

Yours sincerely

Attendance Officer

APPENDIX L – Unexplained absence letter

«addressee»
«date_of_printing»
«address_block»

Dear «salutation»,

Reason for Absence - «forename» «surname» «year_reg»

At the time of sending this letter we have not received a reason for «forename»'s absence for –

«periods_of_absence»

Please would you complete the form below and return it to the school or alternatively e-mail your reply with the reason for absence to <<add email address>>

If you have already written a note to «forename»'s form tutor I apologise but please would you be kind enough to provide us with a reason for the absence again.

We are obliged to inform you that if we do not receive a response explaining these absences within ten days from the date of this letter they will be recorded as unauthorised. For your information 10 unauthorised sessions in one period can result in a penalty notice being issued.

Yours sincerely

Attendance Officer

FAO: Attendance Officer, Homewood School

Name: «forename» «surname» «year_reg»

Date: «periods_of_absence»

Reason for absence:

Signed: (Parent/Guardian)..... Date:

APPENDIX L – EHN MEETING DOCUMENT

Early Help / Attendance Interview

Date	
School representative	
Family Representative	

Attendance History, Behaviour & Intervention:

Attendance

Current Attendance	
Calls	
Letters	

Behaviour

Conduct logs	
IEC	
Exclusions	
PSP	

Interventions

Lunch time support clubs	
TUTC	
Mentoring (FLOs,NWI,IBR,JPH,DFA)	
Counselling	
SEN	
Life Centre	
Other support eg DAY, Piece by Peace	

Interview Notes

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Early Help Factors

	No	Yes	Details
Mental Health problems			
Drug/alcohol misuse			
Domestic Abuse			
Offending or Anti Social behaviour			
Poor housing			
Family debt			
Family bereavement			
Long term/serious illness in the family			
Any other family/parental problem			

Attendance Targets Agreed

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Parent's Signature	
Student's Signature	

APPENDIX M – Attendance grid

Children are required by law to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%.

How do YOU MEASURE UP?

Attendance during one school year	Equals – days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons