

Castle Hill Primary School Attendance Policy



Reviewed: September 2025

Reviewed by: Headteacher & Deputy Headteacher

Approved by: Full Governing Body

K. A. Stanick

Review frequency: Annually

This policy should be read in conjunction with:

- Keeping Children Safe in Education
 - Early Help Offer
 - The school Behaviour and Cyberbullying Policy
 - Anti-Bullying and Hate Incidents Policy
 - Relationships and Sex Education Policy
 - Staff Code of Conduct
 - The safeguarding response to 'Children who go Missing in Education'
 - Specific guidance about the role of designated safeguarding lead
- (including the identity of the designated safeguarding lead and deputies)
- Working Together to Safeguard Children
 - Guidance for Safer Working Practice
 - Safe Recruitment Good Practice Guide
 - Safeguarding Policy
 - Acceptable Use Policy
 - Data Protection Policy
 - Health and Safety Policy
 - Complaints Policy

Castle Hill Primary School believes that all children have the right to a full-time education regardless of age, aptitude and ability. Our aim is that every child develops their abilities, skills and talents to enable them to participate confidently in the world in which they live. Being 'At school. On time. Every day,' is one of many practices we use to support this aim and is promoted to the children in order for them to make the most of the educational opportunities available to them. Castle Hill Primary School takes seriously its responsibility to monitor the regular attendance of all pupils, acknowledging that irregular attendance can seriously disrupt continuity of learning, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

The school community consists of parents, children and staff and we must all take responsibility for achieving excellent attendance. We recognise that parents have a vital role to play and we are aware of the need to establish strong home-school links and communication systems, which can be used whenever there are concerns over a particular pupil.

Attendance champion

Name: Mrs. Sarah Bradford

Contact details: deputy@castelhill.gloucs.sch.uk

Aims and objectives

At *Castle Hill Primary School* we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school, on time, for every session of the school day and for every day that the school is open. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance 2024](#) 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.

Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before *8.45am* on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with at least two emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

Pupils are expected to:

Attend school, on time, every day

The governing body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the Head teacher to account for the implementation of this policy
- *The Governing Body ensures the Standards Committee have attendance as an item on their agenda at every meeting. The % of attendance is reported to the full governing Body at every Full Governor Meeting through the Head's Report.*

The Head teacher 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
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed-penalty notices, where necessary

The INCO supports the Head teacher by:-

- Championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The school attendance champion is responsible for:

- Championing good attendance and supporting families to achieve this
- Establish, and maintain, systems for tackling absence including procedures for escalation
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Head Teacher
- Working with school staff e.g. pastoral lead/family liaison officer/SENDco to tackle persistent absence
- Advising the Head teacher when to issue fixed-penalty notices

The class teacher/form tutor is responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting the information to the school office *as soon as possible after the register is completed.*

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

School processes for recording attendance and absence

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of each morning session of the school day and once during each afternoon session.

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 **8.45am** on each school day to be registered in their classrooms and learning begins immediately.

Morning Session - Register Open 8.45am

Afternoon Session - Register Open 1.00pm

Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by **8.45am** or as soon as practically possible by calling the school. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The Headteacher/Deputy or Phase Leader is at the gate in the mornings and encourages families to be aware of time so that their children benefit from the start of the school day.

When your child can miss school

You can only allow your child to miss school if either:

- they're too ill to go in
- you have advance permission from the school

www.gov.uk/school-attendance-absence

Planned absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head teacher's discretion, including the length of time the pupil is authorised to be absent for.

We do not define 'exceptional circumstances' as a holiday in term time under any circumstances.

To make parents aware the school day consists of 2 sessions.

Example: 5 days unauthorised absence = 5 x 2 = 10 sessions

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Please inform the school office of the appointment and provide evidence of appointment.

Any request should be submitted as soon as it is anticipated and where possible, at least *two weeks* before the absence, and in accordance with the school's leave of absence request form accessible from the school office. The Head teacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and

has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Procedures following unexplained absence

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may *discuss what further measures are appropriate. These might include a house visit.*
- Identify whether the absence is approved or not
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will endeavour to visit the child at home.

Strategies for promoting attendance

The school promotes, incentivises and celebrates good attendance. However, mostly, we want pupils to understand the intrinsic value of turning up to school every day as something that is a reward in itself- helping them establish friendship groups and develop their love of learning.

Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels
- Attendance and absence data is monitored constantly across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to *class teachers* and other school leaders (*e.g. pastoral lead, SENDco*), to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

Legal sanctions

The school can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/attendance-schoolsnet)
NB if schools use this link they will not have to update the document when it is changed on GCC's website

Steps for Legal Intervention (Gloucestershire Local Authority)

1. Attendance Intervention Meetings (AIM)

- Inform parents/carers in writing about the intention to start intervention meetings.
- Outline the support provided and reasons for considering legal intervention.

2. Notice to Improve (NTI)

- Request an NTI from the LA if a child has 10 unauthorised absences within 10 school weeks.
- Absences can be unexplained absences (Code N), and other unauthorised absences (Codes O and U), and a combination of these absences with holidays/leisure-related absences (Code G)
- **N.B. for 10 sessions of G-coded absences, an NTI is not required before requesting a penalty notice.**

3. Penalty Notice (PN)

- Schools are obliged to consider requesting a penalty notice for a pupil who has 10 sessions of G-coded absences within the preceding 10 school weeks of the request date.
- When an NTI has been issued, after three weeks of no improvement in attendance, schools may request a PN.
- Penalty notices can lead to fines and, if unpaid, further legal action.

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

In Education Law (Section 576 of the Education Act 1996) ‘parent’ means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child

Links to other policies and monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE update, and annually by *the Head teacher*. At every review the policy will be approved by the full governing body.

Any child whose absence falls below 95% will be monitored by the school attendance officer in conjunction with the Headteacher.

The Education Act of 1996 states that all children should attend school regularly and punctually. Section 444 of this Act states:

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence”.

Children who are absent from education for prolonged period

The Out of School Report (Ofsted 2004) estimated that there are approximately 10,000 Children Missing from Education (CME) in the UK. “Any child of compulsory school age (5-16) who is not registered at any formally approved education activity (e.g. school, alternative curriculum, home education), and has been out of any education provision for 20 school days.

Key Information for Parents/Carers

Non-Attendance – Contacting the school

Attendance is monitored **daily** by our attendance champion. If you do not call the school to let us know that your child is ill, we will contact you via telephone to ask for valid reason for non-attendance.

If we cannot get hold of you via telephone a text message will be sent and a reply is expected. After this, if we are unable to communicate with you a **welfare check** will be performed by our **Senior Leadership Team** as safeguarding is paramount.

Lates


Children are expected to be on time and in class for **8.45am**. If you are running late a call to the office will need to be made. Lateness is **not accepted** unless for an extreme circumstance.

Attendance Letters

Attendance of children that hit **95%-90%** will be sent a letter stating that your child's attendance will be monitored by our Attendance Champion and should attendance increase no further action will be taken

If attendance drops to **90%** or below a letter will be sent sharing information in regards to the possibility of an **attendance contract meeting** or further investigation

If the attendance continues to **decrease** after the attendance contract a **formal** AIMS meeting will commence in which signals a shift from support to formal intervention. This can result in Notice to Improvements, Fixed Penalty Notice or Prosecution.

Support for the child	Support for the parents	Support for the family	Support for the school
<p>Anxiety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has the child suggested that they have feelings of anxiety? <input type="checkbox"/> Have steps been taken to alleviate these feelings? <input type="checkbox"/> Is there evidence of child-on-child abuse or bullying? <input type="checkbox"/> Are home life or parenting styles causing concern for the child? <input type="checkbox"/> Has a part-time timetable been considered to support return to full-time learning? <input type="checkbox"/> Have the parents applied to their GP, TIC+ or CAHMS for a referral? <p>SEN</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has specialist advice been sought? <input type="checkbox"/> Has the feedback been implemented? <p>Patterns</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have patterns in attendance been identified and addressed? <p>Section 19</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a referral been considered? 	<p>Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are communication lines with the parents open? <input type="checkbox"/> Are both parents contacted with information from school? <input type="checkbox"/> Is communication delivered in an alternative language or format? <input type="checkbox"/> Are parents aware that legal proceedings are being considered and what that means for them? <input type="checkbox"/> How often does the school send out leaflets about attendance? (Available on Schoolsnet) <p>Meetings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have meetings with the parents been arranged, either on- or off-site as necessary? <input type="checkbox"/> Have AIM (Attendance Improvement Meetings) been arranged and held? <input type="checkbox"/> Has the attendance of parents and outcome been recorded? <p>Improvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a Parenting Contract been considered? 	<p>Collaboration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are the parents in need of support for the whole family? <input type="checkbox"/> Has transport assistance been investigated? <input type="checkbox"/> Have schools where siblings attend been contacted and consolidated plans been arranged? <input type="checkbox"/> Have parenting courses and family support been considered? <input type="checkbox"/> Has Early Help been considered? <div style="text-align: center;">  <p>Children, young people and families at the centre throughout</p> <p>Has the graduated pathway been followed to identify barriers to regular attendance?</p> </div>	<p>Intervention</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have all absences been recorded as unauthorised? <input type="checkbox"/> Has evidence been collated for absences from the initial period of unauthorised absences? <input type="checkbox"/> Has all communication with parents been recorded with names, dates and details of information? <input type="checkbox"/> Has the Inclusion Officer been made aware of the attendance issues? <p>Policies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has the Attendance Policy been available to all parents? <input type="checkbox"/> Does it have a clear definition of what the school regards as 'regular attendance'? For example: We regard regular attendance for all children to be in school, on time. This is for every session of every day that the school is open to them. <input type="checkbox"/> Has it clear information regarding the school's expectation of good attendance and consequences of poor attendance? <input type="checkbox"/> Has it guidance on how to approach the school regarding attendance concerns? <input type="checkbox"/> Has it been updated in the last 12 months?



Our school registers are taken at:

Morning Session 8.45am & Afternoon Session 1.00pm.

Any child arriving after this time will be considered late and will need to come via the office. This will be recorded as an unauthorised absence.

10 unauthorised absences can lead to a fine.

Late Each Day

Lost per Year

5 minutes	⇒	6.5 days lost
10 minutes	⇒	10 days lost
15 minutes	⇒	3 days lost
20 minutes	⇒	13 days lost
25 minutes	⇒	16 days lost
30 minutes	⇒	19 days lost

If you are having problems with morning routines leading to arriving late at school please contact the school.

Castle Hill

01452 863380

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CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Mrs K. Ettrick

Telephone: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Dear _____

I writing to you to inform you that your child's attendance is _____ which falls below our target of 95% or above. We understand that illness cannot be helped especially during the Autumn/Winter months. However, this letter is a notification I will be monitoring your child's attendance closely this term, and hope after illness we shall see an increase in attendance.

If the attendance continues to decrease and falls below 90%, another letter will be sent informing you that your child's attendance has fallen below the legal threshold and will require some more work with Mrs Bradford, our attendance champion. If you would like to arrange a meeting to discuss attendance, please contact the office.

Yours sincerely,

Mrs S Bradford

Deputy Headteacher & Attendance Champion

Castle Hill Letter 2 – Attendance below 90% - School Intervention



CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Mrs K. Ettrick

Telephone: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Re: School Attendance

Dear Parents/Carers of

Name _____

Current Attendance _____

This letter is to inform you that your child's attendance has dropped below the legal threshold of 90% and will be monitored by our attendance champion, Mrs Bradford, for the rest of this term.

We understand that children may occasionally miss school for various reasons including illness and we hope that over the next few months your child's attendance will increase.

Attendance encompasses both absence and punctuality. A pupil who is not present at registration (8:45am) will be recorded as absent. Upon arrival, they will also be marked as late. Both absence and lateness are included within a pupil's overall attendance record. It is therefore essential that pupils arrive punctually and are fully prepared for learning at the beginning of the school day.

Attendance is vitally important and is a high priority for the government and the Local Authority is committed to making sure all schools share attendance issues and concerns with parents before any fines or legal action is taken.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear, however, that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. There is key NHS guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> available, and this is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Castle Hill School, we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We would really appreciate your help and support ensuring that your child comes to school on time and every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet Mrs Bradford, (Deputy Head and Attendance Champion) to discuss what we can do to further support your child. We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind Regards,

Mrs Bradford – Deputy Headteacher and Attendance Champion

Castle Hill Letter 3 – Attendance Meeting AIMS – Legal Intervention Begins



CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Mrs K. Etrick

Telephone: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Dear _____

Re: Punctuality/Unauthorised absences – Invitation to meeting with Attendance Champion

At Castle Hill, we want to support families and hope that you will engage with us to improve lateness/attendance. This letter is to notify you that we are aware of your child's lateness or absence from school and require you to attend a meeting with Mrs Bradford, our attendance officer, to support you further to improve your child's punctuality and/or overall attendance at school.

A meeting has been set up on _____ in order to discuss further help.

We are required, by law to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive. **High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies that have a duty to investigate further and could result in legal action being taken against you.** Where voluntary 'support first' has not been effective, or it has not been engaged with, we will work with partners, including Gloucestershire County Council, to formalise and intensify the support, this could include a 'Notice to Improvement'

Please keep in mind that Breakfast Club is available to children from 8.00a.m and we are happy to discuss this option to improve on children's punctuality if this may help. Remember here at Castle Hill we want to support all our families and are always here to help.

Notice to Improve

If a pupil has 10 or more sessions of unauthorised absence within 10 school weeks, you may receive a 'Notice to Improve' notification, sent via email on behalf of the school and issued by Gloucestershire County Council. Each day of absence is recorded as two sessions (morning and afternoon). Unauthorised absences include:

- o unauthorised absence, where there is no reasonable circumstance for the absence taking place;
- o arriving late after the register has closed; or
- o a combination of these, with holidays taken during term time.

These 10 weeks can span different terms, academic years, and even different educational settings, such as transitions to secondary school or in-year school changes.

Example: *if your child misses 3 days of school for a holiday in July (6 sessions) and is late after the register closes on 4 occasions (4 sessions) between September and October, you may be issued a 'Notice to Improve' notification.*

Notice to Improve

The 'Notice to Improve' notification will set out the expectations and period notice for the improvement of attendance such as 'no further unauthorised absences'. Should the expectations not be met in the improvement period, then a Penalty Notice may then be requested and issued by the school and County Council to each parent/carer responsible for the child.

Penalty Notice

As stated above penalty notices will usually be issued when a notice to improve has not been effective. However, they may also be issued directly for any holiday-related absence that includes 10 sessions in 10 weeks.

What is the cost of the fine?

For the first offence within a rolling three-year period, the Penalty Notice allows you 21 days to pay an £80 fine. If you pay after the 21-day period, but within 28 days, the fine to pay is £160. If the fine remains unpaid at this stage, the LA will usually initiate legal proceedings against you. For a second offence within a rolling three-year period, there is no opportunity to pay the fine at the lower amount. Instead, the fine will be at £160. If there is a request for a third penalty notice, prosecution will be considered if two penalty notices have been served in any rolling three-year period.

Yours sincerely,

Mrs Sarah Bradford

Deputy Headteacher and Attendance Champion

Castle Hill Letter 4 – Summer Letter



CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Mrs K. Ettrick

Telephone: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Dear _____

As we come to the end of the academic year, your child has been flagged by our attendance system for being either below or near the national limit for Persistent Absentee.

Their attendance is _____ % which is **well below** the legal requirement of 95%. This letter is a notification I will be monitoring your child's attendance closely from September and will be in touch again if it continues to decrease. Poor attendance is required to be reported to our Local Authority, who decides whether further action is required. As a school we would prefer this not to happen and want to help and support you moving forward. Please remember our school offers a breakfast club, but we also have access to Early Help who can support your family at home.

Please contact the school office if you wish to discuss and arrange a meeting.

Yours sincerely,

Mrs S Bradford

Acting Deputy Head & Attendance Officer



CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Karen Ettrick

Tel & Fax: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Request for a leave of absence during term time –School Response

This response must be sent to each parent and a copy retained by the school

Dear

Date:

Address:

Child's Name:

Date of Birth:

Your request for absence on:

Total Number of Days:

Authorised

Unauthorised

- a) Their attendance is currently
- b) The request does/does not meet the criteria for 'exceptional circumstances'

Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning.

Signed

(Head Teacher)

Date:

Print name



CASTLE HILL PRIMARY SCHOOL

Abbotswood Road, Brockworth, Gloucester, GL3 4NU

Headteacher: Mrs Karen Etrick

Tel & Fax: (01452) 863380

E-mail: admin@castlehill.gloucs.sch.uk

Request for a leave of absence during term time

Parent should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless, take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of unauthorised leave of absence the Head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 if paid within the first 21 days which increase to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Head teacher