

**Jesmond Gardens Primary School**

**Attendance Policy**



**Date Implemented – October 2007**

**Date reviewed – September 2017**

**Date of next review – September 2019**

## Our Vision

**To be world-class leaders of learning,  
life changing for each and every learner.**

## Our purpose

**Nurture curiosity**

**Cultivate enjoyment**

**Inspire success**

## Our Promises

**Be nurturing:** A parent's most precious gift, entrusted into your care.  
To be looked after as if they're your own.

**Be aspirational:** Somewhere between exceptional and phenomenal  
should do it! Expect it of yourself, our children and our community.

**Be inspiring:** Create that buzz, promote curiosity ... help children find  
their niche.

**Be generous:** Make the time to say thank you, to laugh out loud, to be  
honest with one another, and to help others wherever we can.

**Be professional:** You're someone who is an expert in their work,  
someone who can point the mirror at themselves and demand 'How  
can I get better?' In short - all a success at all we do.

## Attendance Policy 2015

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# **ATTENDANCE POLICY**

## **1. Statement of Intent**

Jesmond Gardens Primary School recognises the importance of full attendance and aims to ensure that all pupils achieve and maintain high standards of attendance and punctuality.

Regular attendance and punctuality is a prerequisite to a good education and therefore is a priority for the school. Jesmond Gardens Primary School is committed to providing a full and inclusive educational experience for all pupils.

We aim to develop pupils to their full potential; parents have a responsibility to aid the education process by ensuring that pupils attend the school regularly, on time, and in a suitable condition to learn.

Irregular attendance is likely to place the child at an educational disadvantage. As a school, therefore, we aim to pursue the goal of regular pupil attendance. In this matter the partnership between school and home is important. School aims to develop children to their full potential; parents have a responsibility to aid the education process by ensuring that children attend school regularly, on time, properly dressed and in a suitable condition to learn.

We expect our parents to value Jesmond Gardens Primary School and their child's education and to support our school's procedures.

## **2. School Attendance – The Statutory Framework**

Education Act 1944 – Establishes the duty of parents to ensure regular attendance of pupils.

The Education (Pupil Registration) Regulations 1997 (amended) provides the new registration categories of Approved Educational Activity. (Amended Regulation 3(2), (3), (5) of the Education Regulations 1995).

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which can be obtained from the DFE website are followed at Jesmond Gardens. This amendment includes the changes regarding holiday entitlement in term time

The Anti-Social Behaviour Act 2003 made provision for Penalty Notices (section 23(1)) to be issued in certain cases of unauthorised absence. The Penalty (fine) will require the parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay £50 if paid within 28 days or £100 if paid within 42 days.

## **3. Registration**

There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present or absent. The Education (Pupils Attendance Record) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Both staff and pupils should see that taking of registers as an integral part of the school day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers.

In accordance with current legislation, each class in school has an attendance register. It is school policy that registers are completed by **9:00** am in the morning and **12:40/1:05/1:20**pm in the afternoon when they will be collected and returned to the school office.

It is our policy to record a late mark for children who arrive at school after class registration has taken place.

We believe that pupils arriving late seriously disrupt their work and that of others. Our policy is to encourage punctuality. 10 minutes will be allocated for registration purposes at the beginning of each session. Children will be recorded as being late once registration has taken place.

Our registration procedure is included as Appendix 1. Our procedure for improving punctuality is included as Appendix 2.

#### **4. Absence**

It is the parent's responsibility to inform school of the reason for a child's absence. We would like to receive notification as soon as the child is absent from school. If parents do not contact school on the first day of their child's absence, the office staff will contact parents to ascertain reasons for the absence and offer advice and support where appropriate. The school has installed a text system which enables us to send text messages to parents. This is used to text parents of any child who is absent from school where we do not know the reason. It is important that contact with parents is made on the first day of absence to ensure that parents are aware that their children have not arrived at school that day.

It is a fact that parentally-condoned unjustified absence is a serious problem in some schools. This can be every bit as damaging as the more traditional forms of truancy. Although not a significant problem at Jesmond Gardens Primary School, staff should be vigilant to avoid it becoming a problem.

Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or where no explanation is forthcoming at all the absence will be treated as unauthorised. Where parentally condoned unjustified absence appears to be a problem in relation to a particular pupil, the office staff will intervene at an early opportunity. If no improvement is noted after the HT/senior staff/admin staff have intervened we will refer to the Local Authority's School Attendance Officer

An excessive amount of unauthorised absence can also seriously disrupt continuity of learning and encourage disaffection. We must be alert to emerging patterns of authorised absence. We may authorise absence retrospectively where we are satisfied as to the explanation offered. Absences of pupils of compulsory school age without valid reason or for which no explanation has been provided will be treated as unauthorised.

Section 444 of the Education Act 1996 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If we are satisfied that a pupil is absent as a result of illness the absence will be treated as authorised. If a pupil has a long-term absence due to illness or a medical condition, Jesmond Gardens Primary will provide work to be completed at home (where appropriate) or will seek to provide home or hospital tuition.

Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the teacher from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised.

Where there is doubt about the authenticity attributed to illness, the School or the School Attendance Officer can refer the matter to a doctor working in the School Health Service to arrange a special medical, or to make contact with the pupil's GP.

Leave for medical or dental appointments will be given (i.e. the absence will be authorised) where confirmation has been received from the parent (either in person, in writing or by a telephone call) or on production of an appointment card. To minimise absence from school, parents are requested to return children to school after medical and dental appointments if they are well enough to be at school (i.e. following dental check ups or routine appointments).

School office staff will monitor absence through the use of Attendance Manager. Teachers are not asked to do analysis of attendance but are asked to make use of the outcomes of which may have relevance to pupil achievement.

## **5. Reporting of Absence Procedure**

Parents/carers are expected to telephone, see the registration teacher/office staff or send a note on the first day of their child's absence. This will allow the registration teacher/office staff to interpret the category of absence. If information is not received, the office staff will contact the parent/carer to discover the cause of the absence. If the family is not on the telephone a letter may be sent or a home visit made. Office staff will investigate all unauthorised absence but on occasions staff have to accept that parents simply do not give responses. Text messages are also sent on first day of absence.

Parents should complete a Leave of Absence Form, which they may obtain from the School office, if they intend to remove their child from school for any purpose. It should be completed and returned to the school office before the absence.

### *Holiday Requests during term time*

Recent changes in regulations (September 2013) have now stated very clearly that there is no longer any statutory right to any holidays being taken during term time unless there are "special circumstances"

The Governing Body of Jesmond Gardens has agreed that special circumstances are as follows: -

- Sudden family crisis such as illness/accident/death of a close relative/friend
- A visit to another country on religious grounds
- A family gathering (funeral/wedding) of close family or friends
- A holiday that can only be taken in term time due to employers dictating to an employee when holidays are taken

In all of the above cases the Head Teacher is entitled to ask for further information/documentary evidence in order to satisfy his/herself that the criteria has been met. The Head Teacher will consider each request on its own merits.

If the above criterion is not met then the holiday request will be refused and the parents/carer informed by letter. If the holiday is then taken the absence will be referred to the LA attendance officer.

A penalty notice can be issued to parents for taking their child out of school for the purpose of a holiday, if the absence is not authorised by the Head Teacher. The Local Authority School Attendance Officer would issue the penalty notice.

Where a pupil is present for registration but then has to attend an appointment, school need take no action beyond recording the fact that (for the purpose of emergency evacuation) the pupil, although registered, is not physically present. Similarly, the school must note the presence of a pupil (again for purposes of emergency evacuation) who was not there when the register was being taken but returns later from an appointment. Office staff will check the signing in and out book and make a note in the relevant day's column in the register as to the times the child came or left so that there is information on the child's whereabouts in the event of emergency evacuation.

## **6. Categorising Absence**

Our policy deals in general with the categories of absence and cannot cover every eventuality. It will be necessary on occasion to exercise reasonable discretion when investigating some absences. However, the following key points must be remembered: -

- Registered pupils of compulsory school age are required by law to be in school;
- Whilst it is right that schools should recognise that individual pupils and families have problems the aim should always be to expect regular attendance;
- Lateness should be actively discouraged;
- Where a pupil is absent without prior authorisation an explanation is required. If one is not forthcoming (for whatever reason) or cannot be sought by office staff, the absence must be treated as unauthorised and the register completed accordingly;
- We are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered;
- Explanations such as minding the house, looking after other children, or shopping trips within school hours will not normally be acceptable reasons for absence;
- Even where absence is authorised, we should be alerted to emerging patterns of absence, which may seriously disrupt continuity of learning.
- In promoting regular attendance, we will work in partnership with appropriate Local Authority and external agency personnel.

## **7. Monitoring Attendance between 85% and 90%**

The school will monitor very closely attendance that falls below 90%. By ½ term the school will have identified children whose attendance is below 90%. If it is below 90% a referral will be made to the LA attendance officer. Reasons for absence will be explored and it might be decided that the child should be placed on a six-week attendance plan in order to improve attendance. If attendance does not improve during this period further meetings will be held.

## **8. Lateness**

It is our policy to actively discourage late arrival. In recognition of local circumstances (such as bad weather or occasional public transport difficulties), we may keep registers open for a reasonable period.

For registration to mean anything at all, a firm line will be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

Anyone arriving late must report to the Reception, and the child's name and registration group will be entered in the relevant late book. Office staff will transfer the information from the late book into the register.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances, enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. Senior staff will seek an early meeting with parents of those pupils who persistently fail to arrive on time without a valid reason and look at ways to improve attendance and punctuality in future. If the parents do not have any valid reason for the child's persistent lateness the Headteacher will implement a monitoring plan. If no improvement is noted as a result of the monitoring plan, the Headteacher will consult with the School Attendance Officer.

## **9. Role of School Attendance Officer**

The role of the designated Attendance Officer is to:

- Liaise, where appropriate, between home and the school (following school intervention)
- Investigate irregular attendance or lateness which may give rise to concerns that a child may be at risk
- Complete a regular register check; giving feedback and advice on improving attendance
- Enforce the Law in relation to school attendance
- Advise and or assist school in setting attendance targets

## **10. Referral to the School Attendance Officer**

Referral to the School Attendance Officer will be made in the following circumstances:

- Absence is regular and/or repeated and therefore affecting the child's education
- When a pupil has been absent for two consecutive weeks and the absence is unauthorised the child can be referred to the School Attendance Officer as 'missing'
- The intervention by school has failed to secure a pupil's regular attendance

- Holidays taken in term time that are not deemed as having met the “special circumstances” criteria

Referrals can only be made through office staff/Head Teacher. A referral form will be completed for each pupil.

Progress reports on referrals will be given to the school at regular intervals by the School Attendance Officer (as agreed between school and the School Attendance Officer).

Details of the procedure followed by the School Attendance Officer can be found in the Local Authority Attendance Handbook.

When making a referral to the School Attendance Officer, it is important that the following information is included:

- Parents/pupils attitudes towards school
- Parental reasons for non-attendance
- Action taken by school to resolve any identified problems
- Information regarding any special educational needs the pupil may have academic attainments and support being provided by the school
- Information regarding potential aggression from the parents

### **11. Role of office staff in Monitoring/Improving Attendance.**

1. To promote and safeguard the welfare of the children that office staff come into contact with.
2. To contact parents/carers on the first day of absence to ascertain reasons for missing school.
3. To be an integral part of schemes and initiatives in the school aimed at improving pupil attendance and improving punctuality.
4. To liaise with teachers over the attendance of pupils and to establish early contact with parents/carers.
5. To assist in the development and evaluation of strategies aimed at resolving issues relating to non-attendance and lateness.
6. To assist in the speedy and effective exchange of pupil information between schools following the transfer of a pupil.
7. To assist in the induction of children into the school with regard to the general ethos of the school, rules and behaviour guidelines.
8. To work in partnership with pupils, parents/carers, school staff, the Local Authority, relevant agencies and support units.
9. To support and motivate parents on matters relating to attendance and behaviour.

10. To prepare and present reports as necessary, to maintain appropriate records and statistics.
11. To assist the Head Teacher in the preparation of information relating to attendance.
12. To have due regard to confidentiality, child protection procedures, health and safety issues, appropriate statutory requirements and relevant policies of the Local Authority.

## **12. Improving Punctuality**

- If a child is late for school either before close of register or after then a standard letter will be sent home. If three letters are required to be sent within 1 ½ term then a meeting is required between the parents and the Headteacher
- However, if this causes no improvement or if the improvement is short lived then the Head Teacher will bring it to the attention of the SAO at one of their regular meetings.
- There will be regular half termly reviews of the achievement of the targets set.

Registers will be completed as quickly as convenient, preceding both daily sessions. Only 5 minutes of the school day have been allocated for the registration procedure. Completed registers will be collected and/or returned to the school office 10 minutes after the start of each session. Office staff will close registers 10 minutes after the start of each session.

Children arriving at school after close of registration must report to the school office. The school office will ask them to sign in the late book for reasons of safety, fire evacuation etc. They will not be counted as present on registers. An explanation note may authorise this absence, e.g. visit to doctor/dentist, otherwise it will be treated as unauthorised.

A message pad will be kept in the office to note any explanations for absence. These will be passed promptly to the class teacher.

A list of symbols used for demarcating AUTHORISED absence is included in this document. Only school can authorise an absence. If an absence does not fit one of the categories listed, it is likely to be UNAUTHORISED e.g. shopping, birthday, minding the house. Check with Head Teacher if unsure.

Parents removing their child from school during a session will be required to explain to their child's class teacher the reasons for this removal

If the child returns to school with no notification of the reason for absence, office staff will send a standard letter home. Text and phone calls are also made.

Any regular authorised absence or any notes or occurrences which give cause for concern should be mentioned first at a team meeting and if it is felt action is required, this should be brought to the attention of the Head Teacher who may decide to pursue it further or refer the problem to the SAO.

## APPENDIX 1

### REGISTRATION PROCEDURE

1. Registers will be completed as quickly as convenient, preceding both daily sessions. Registers will be returned to the office following the registration period.
2. Children present will be so marked by a diagonal red line.
3. Children not present will be so marked by a black circle.
4. Children arriving at the school after registration in the mornings must report to the office where they will be recorded in the late book. All late arrivals will be so marked in the registers.

If pupils arrive after close of registration, they will be marked as absent. An explanation note may authorise this absence, e.g. visit to doctor/dentist. Otherwise it will be treated as unauthorised. However, if a child should arrive part way through a session, a note must be made in the signing in and out book and in the register to show that the child is present for safety purposes e.g. fire evacuations.

5. Once we receive a valid reason for an absence, we may authorise that absence by inserting a letter inside the circle. Reporting by telephone, verbally to a member of staff or a note are acceptable.

If no reason is received for a child's absence, school staff will contact parents by telephone. If contact cannot be made by telephone, a home visit may be made or a letter sent.

A list of symbols used for demarcating AUTHORISED absence is included in this document. Only the Head Teacher can authorise absence. If an absence does not fit one of the categories listed, it is likely to be UNAUTHORISED e.g. shopping, birthday, minding the house.

6. Parents removing their child from school during a session will be required to explain to their child's teacher the reasons for this removal.
7. If no reason is forthcoming following the intervention of office staff the absence must be recorded as UNAUTHORISED.
8. Any regular authorised absence or any notes or occurrences, which give cause for concern, should be mentioned to the Head Teacher or office staff. If it is felt action is required, school staff may decide to pursue it further or refer the concerns to the School Attendance Officer.

## ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental Appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

## **Jesmond Gardens Primary School**

### **ATTENDANCE POLICY**

**Date: September 2017**

As you may know we have to follow specific guidelines from the Department of Education with regard to attendance and completion of registers. The guidelines have recently been modified and we now take the opportunity to brief you of our revised attendance policy.

Our school has always tried to maintain a high attendance rate, because we believe that young people who are absent from school are missing out educationally and socially. We feel that you support us on this principle. We realise that illness is unavoidable and there are times when children need to be at home.

#### **School Times**

##### **At Lower Foundation Stage**

Nursery attendance is either 8:45am to 11:45am or 12:15pm to 3:15pm

##### **At Upper Foundation Stage**

Reception attendance is 9am to 11:45am and 12:45pm to 3:15pm

##### **At Key Stage 1**

The school day is divided into two sessions, morning and afternoon. The morning session begins at 8.50am and ends at 12.00pm. The afternoon session begins at 1pm and ends at 3:10pm. Doors open at 8.40am, which gives time for pupils to settle into class.

##### **At Key Stage 2**

The school day is divided into two sessions, morning and afternoon. The morning session begins at 8.50am, ending at 12:15pm. The afternoon session begins at 1:15pm. Doors open at 8.40 a.m.

We ask that all children in Key Stage 2 arrive by 8:40am so they can complete reading activities. We appreciate parent's support for this very important additional learning time, which amounts to 50 minutes per week. Once the session begins only 5 minutes are given to registration purposes.

#### **Lateness**

It is important that children arrive at school on time, properly dressed and in a suitable condition to learn. Occasionally appointments have to be made which prevent children from arriving on time. Occasionally alarm clocks fail to operate. We would much rather a child arrives at school late than take a morning off school, though we do ask for your co-operation to ensure, wherever possible, a prompt arrival.

Children arriving after registration should report to school office and sign the late book. They will be entered in the late book to record their presence in school in the event of an emergency evacuation. Similarly, parents wishing to collect their children from school early must report to the school office.

## **Absence**

Both the Local Authority and the school are committed to ensuring as high an attendance as possible. It is the responsibility of parents to inform school of the reason for a child's absence. We need to receive notification as soon as your child is absent from school and would like to thank the many people who already do this. We do appreciate that not everyone has a telephone. If we have not heard from you we are required to follow up the absence.

The Head Teacher is required to decide whether or not absence may be authorised. Absences are authorised in cases of genuine illness and medical appointments and some religious festivals.

Where the school is not informed of the reasons for an absence, we have to record an unauthorised absence and where these become frequent inform the local authority that they may take legal action.

In addition our attendance statistics are forwarded to the DFE who publish school league tables.

## **Attendance below 90%**

When a child's attendance falls below 90% they are referred to the Local Authority Attendance Officer, unless there are special circumstances for their absence. The LA fast tracks children for 4 weeks and if there is no improvement a meeting is held between the parents, school and the attendance team.

## **Holidays and Leave of Absence Forms**

Recent changes in regulations (September 2013) have now stated very clearly that there is no longer any statutory right to any holidays being taken during term time unless there are "special circumstances".

The Governing Body of Jesmond Gardens has agreed that special circumstances are as follows: -

- Sudden family crisis such as illness/accident/death of a close relative/friend
- A visit to another country on religious grounds
- A family gathering (funeral/wedding) of close family or friends
- A holiday that can only be taken in term time due to employers dictating to an employee when holidays are taken

In all of the above cases the Head Teacher is entitled to ask for further information/documentary evidence in order to satisfy his/herself that the criteria has been met. The Head Teacher will consider each request on its own merits.

If the above criterion is not met then the holiday request will be refused and the parents/carer informed by letter. If the holiday is then taken the absence will be referred to the LA attendance officer.

A penalty notice can be issued to parents for taking their child out of school for the purpose of a holiday, if the absence is not authorised by the Head Teacher. The Local Authority Attendance Officer would issue the penalty notice.

**Please request a full copy of our attendance policy**

**For further details or see our school website**

## **Letters to Parents**

- Application for Holiday in term time
- Application for Leave of Absence
- No reason for absence
- Under 90% attendance – invite to meeting
- Lateness (2 letters)
- Leave of Absence – granted
- Leave of Absence – refusal
- General Y6 letter on attendance
- Attendance Plan
- Attendance meeting – failed appointment

## Jesmond Gardens Primary School

### Application for a holiday in term time (September 2013)

Parents do not have a right to take their children out of school for holidays during term-time. Consideration will be given to all holiday requests on an individual basis and where proof can be verified of exceptional circumstances.

#### **PARENTS SECTION** (to be completed first)

(Please complete one form per family)

<b>Name of Child(ren)</b>		<b>DOB</b>	<b>Year</b>
<b>Surname of Parent/Guardian</b>		<b>First Name</b>	
<b>Address of Child(ren)</b>			
<b>Postcode</b>		<b>Telephone number</b>	

#### **About the Request for your Child(ren)'s Leave of Absence**

Reason for requesting a holiday in term-time (please state the exceptional circumstances)	
Has evidence been provided of exceptional circumstances?	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Is your child(ren)'s attendance already below 95% or previously had an individual agreed target?	Yes / No
Would your child(ren) be absent for more than ten school days?	Yes / No
Has your child(ren) already had leave during term-time this school year? (if so please also give dates and number of school days leave)	Yes /No
Did your child(ren) have leave of absence during term-time in the previous school year? (please continue overleaf)	Yes / No
Do you feel your child(ren)'s attainment would be affected by missing time in school	Yes / No

Length of Absence (Number of school days)	_____ days	From: (date)	To: (date)
Parent's/Guardian's Signature			

**SCHOOL SECTION**

(to be completed by school staff)

Previous holidays in Term-Time	<b>Approved</b>  _____ school days	<b>Not Approved</b>  _____ school days
Number of previous applications granted		
Current % Attendance		
Registration Teacher's comments:  (Regarding attainment level and impact this time absent if approved will have upon the child's education, lessons which will be missed)		
<b><u>Head Teacher's Approval</u></b>  <b>Yes/ No</b>  Additional Comments:		

**Jesmond Gardens Primary School**

**APPLICATION FOR LEAVE OF ABSENCE**

**Details of Child/Children** (Please complete one form per family)

<b>Name:</b>	<b>Year:</b>

<b>Leave of Absence Dates</b>	
First Day:	Last Day:
Date Returning to School:	Number of Days Requested:

**The reason for requesting a leave of absence:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone Number:**

For Office Use Only:

Date Received:	Checked:
Authorised:	Notified:





Jesmond Gardens Primary School  
Jesmond Gardens  
Hartlepool  
TS24 8PJ



**E-mail:** [admin@jesmondgardens.hartlepool.sch.uk](mailto:admin@jesmondgardens.hartlepool.sch.uk)  
**Website:** [www.jesmondgardens.com](http://www.jesmondgardens.com)

**Headteacher:** Mrs. J. Loomes                      **Telephone:** 01429 274 672  
**Deputy Headteacher:** Mr. P Martindale                      **Fax:** 01429 274 672

Date:

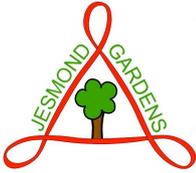
Dear Parent/Carer

XX attendance has dropped below 90%.

I would therefore like to invite you to meet with me on ..... at  
..... am/pm. I hope this meeting will give us the opportunity to  
discuss any concerns you may have and to work together to improve your child's  
attendance.

Yours sincerely

(Jane Loomes - Head Teacher)



Jesmond Gardens Primary School  
Jesmond Gardens  
Hartlepool  
TS24 8PJ



**E-mail:** [admin@jesmondgardens.hartlepool.sch.uk](mailto:admin@jesmondgardens.hartlepool.sch.uk)  
**Website:** [www.jesmondgardens.com](http://www.jesmondgardens.com)

**Headteacher:** Mrs. J. Loomes      **Telephone:** 01429 274 672  
**Deputy Headteacher:** Mr. P Martindale      **Fax:** 01429 274 672

Date:

Dear Parent/Carer

As you will be aware, Jesmond Gardens Primary School starts at 8:50am, with pupils being registered by 9 am.

..... has been arriving late by up to ..... minutes. This has happened more than twice within a one week period. Not only does this mean that she/he loses instruction time at the beginning of the session but it is also disrupting to other pupils education.

We are only allowed, by law, to authorise lates up to 9 am, after which time it become an unauthorised absence and could be referred to the Attendance Service.

I hope that by working together any issues that have prevented your child from attending school on time will be solved.

Please do not hesitate to contact me if you would like to discuss this further.

Yours sincerely

(Jane Loomes - Head Teacher)



Jesmond Gardens Primary School  
Jesmond Gardens  
Hartlepool  
TS24 8PJ



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**Website:** [www.jesmondgardens.com](http://www.jesmondgardens.com)

**Headteacher:** Mrs. J. Loomes      **Telephone:** 01429 274 672  
**Deputy Headteacher:** Mr. P Martindale      **Fax:** 01429 274 672

Dear Parent/Carer

Every school has a legal duty to check school registers and enforce the law relating to school attendance.

During our register check it was noted that \_\_\_\_\_ punctuality is presently of concern.

It is extremely important that your children arrive at school on time. They are missing the start of the school day when literacy/numeracy hours are taking place. Arriving late can not only be detrimental to your children, but disruptive to other children and the class teacher.

May I remind you that it is your legal duty as a parent to ensure that your children attend school punctually each school day. Any instance of your child arriving after the close of registration is classed as an unauthorised absence. Repeated unauthorised absences will be investigated by a School Attendance Officer and can lead to legal action being taken.

Yours sincerely

Jane Loomes  
(Headteacher)



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<b>Deputy Headteacher:</b>	<b>Mr. P Martindale</b>	<b>Fax:</b>	<b>01429 274 672</b>

## Leave of Absence Request

Dear Parents/Carers

You have requested that your child XX be absent from school for an unavoidable family holiday.

Permission has been granted for the holiday as it meets the “special circumstances” as set out in our Attendance Policy and on the “Leave of Absence” form.

Absence will be authorised and no fine will be imposed on this occasion.

Enjoy yourselves!

Yours sincerely

Jane Loomes - Head Teacher.



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## Leave of Absence Request

Date:

Dear Parent/Carer,

You have requested that your child be absent from school for a holiday.

I have considered the request and have concluded that it does not meet the "special circumstances" criteria as detailed in our Attendance Policy and on the leave of absence request form.

Should you believe that this holiday does meet the criteria and would like to appeal, please make an appointment to see me with supporting documentation?

Should you choose to go on holiday with your family, then the absence will be reported to the LA Attendance Officer who will impose a fine.

Yours sincerely

Jane Loomes - Head Teacher.



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16<sup>th</sup> September 2013

Dear Parents/Carers,

As you are all aware the final year at primary school ends with the Statutory Assessments Test (SATs) that all year 6 children have to take. The results are important to the children and to the school. They are also used at secondary school so they ensure the correct grouping of children on transition.

I am therefore writing to all parents of children in Year 6 to ask that you ensure your child has excellent attendance this year and arrives at school on time. Please do inform registration teachers of reasons for all absence because year 6 is monitored very closely both from within school and by the attendance team.

We also need every child to be in school during the test week itself. The dates are Monday 12<sup>th</sup> May 2014 to Friday 16<sup>th</sup> May 2014. No holiday will be authorised in the week of the tests themselves and the two weeks leading up to the test week. A fixed penalty notice will be issued by the school attendance team if any parent takes their child out of school.

Please note that all parents were notified of this policy change in September 2008 and again in September 2012 being issued with the School Attendance Policy for parents. An updated policy for September 2013 will be issued shortly. If you would like a copy of this policy it is available on the website or request one through reception.

Thanks for your support.

Yours sincerely,

Jane Loomes

(Headteacher)



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### Jesmond Gardens Primary School six-week attendance plan

**Name:**

**Year**

**Registration Teacher**

**Start date for plan:**

**Review date:**

**Plan**

- To gain 90% attendance over the six weeks
- Parents to contact school if child is absent for any reason
- The child must be in school before registration close (9am) as afterwards this would be classified as unauthorised absence
- The parent to speak to Mrs Loomes, Mrs Grylls or registration teacher if the child is having any problems in school

*Please note that if your child continues to be absent from school on a regular basis we will have no option but to refer the case to the LA, which could result in legal action.*



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Dear XX,

Due to your failed appointment to discuss your child's attendance school have no option but to place them on a 6 week attendance plan. A copy of this plan is attached.

I have also asked Jeanette Hannon (Parent Support Advisor) to contact you as she may be able to offer support.

It is vital that your child's attendance improves. Should it fall below 85% then attendance details will be passed on to the local authority.

Please can I urge you to make an appointment to see me or if you prefer speak to Mrs. Grylls.

Yours sincerely,

Jane Loomes

Head teacher