



**Bridgelea Primary School
Bridgelea Road
Withington
Manchester
M20 3FB**

ATTENDANCE POLICY

Implemented	FEBRUARY 2021
Presented by	LISA SHAW
Ratified by Governors	
Review Date	SEPTEMBER 2022

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Vision “Understanding People”

Mission Statement

“We work with people to build aspirations, connect, challenge, change and grow. We are an outstanding school and a proud founding member of the City of Manchester Learning Partnership.”

- We value **SUCCESS**. Children achieve academic as well as social and emotional growth.
- We value **SAFETY**. We care for each other and keep each other safe.
- We value **CO-OPERATION**. As a school we will endeavour to co-operate with the community to inspire and empower every individual.
- We value **COMMUNICATION**. We believe that all behaviour is communication.
- We value **DEVELOPMENT**. Learning is understood developmentally.
- We value **WELLBEING**. We have a holistic approach to wellbeing across the school.
- We value **DIVERSITY**. We celebrate each other as unique individuals with rights that we respect.

UN Rights of the Child: Bridgelea 10 Articles

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

Article 12

You have the right to give your opinion, and for adults to listen and take it seriously.

Article 13

You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Article 15

You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27

You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30

You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

Article 31

You have the right to play and rest.

Article 39

You have the right to help if you've been hurt, neglected or badly treated.

The Six Principles Of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

1. Mission Statement

Bridgelea Primary School provides full time education for pupils with an Education, Health and Care Plan; pupils who are permanently excluded, or pupils at risk of being permanently excluded from their mainstream Primary School/Academy.

We offer a curriculum that combines a focus on core subjects (English, Maths, ICT, Science) with a wide range of enrichment through other subject areas to support our pupils' personal and social development

Pupils stay with us for varying lengths of time and are supported throughout transitions to new placements or schools where there are identified as the best long term setting for the pupil.

Excellent attendance is the single most important factor enabling us to provide the best support for pupils in achieving their personal goals and targets.

This policy will aim to:

- Demonstrate a strong attendance ethos that improves the overall attendance of pupils and reduces the number of persistently absent pupils.
- Develop a framework which identifies roles and responsibilities of the whole school community.
- Highlight a clear structure for promoting good attendance and tackling absence.
- Promote effective systems for monitoring attendance.
- Encourage the use of attendance data and other information to improve school and pupil performance.
- Promote the general importance and legal requirements of good attendance to pupils, their parents/carers.
- Enable early intervention when an individual pupil's absence gives cause for concern.
- Install clear support systems for vulnerable pupils.
- Reward and celebrate good and improved attendance.
- Promote effective partnerships with external support agencies and the Local Authority.

2. Introduction

Regular school attendance is essential if pupils are to achieve their full potential.

Staff at the Bridgelea Primary School believe that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become emotionally resilient, confident and are able to realise their full potential and make a positive contribution to their community.

Bridgelea Primary School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Bridgelea Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, bullying and behaviour. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

3. Legal Framework

Section 7 of the 1996 Education Act states that parents/carers must ensure that pupils receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was: present, absent, present at approved educational activity or unable to attend due to exceptional circumstances.

4. Categorising absence

Where pupils are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Headteacher and cannot be authorised by parent/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parent/carers must advise the Bridgelea Primary School where their child is attending by telephone, on the first day of absence and provide an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

Absence will be categorised as follows:

Illness Parent/carers may be asked to provide medical evidence to allow the Headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parent/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parent/Carers must show the appointment card to school.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The Class Teacher will make arrangements for work to be sent home.

Parent/Carers who need to take their child out of school during term time due to **exceptional circumstances** must send a written request to the Headteacher. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

If a pupil fails to return and contact with the parent/carers has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the pupil will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be **unauthorised**. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the Magistrates court.

5. Religious Observance

Bridgelea Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence.

6. Traveller Absence

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parent/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

Bridgelea Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at the PRU will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Bridgelea Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen and inform the school regarding proposed return dates

Bridgelea Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

7. Late Arrival

Registration is between **9.00 am and 9.15 am**, pupils arriving after this time will be marked as present but arriving late. The register will close at **9.30 am**, pupils arriving after the close of register will be recorded as late, this will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause.

Unauthorised Absence will not be authorised unless parent/carers have provided a satisfactory explanation and that it has been accepted as such by the Headteacher.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Family holidays

8. Deletions from the Register

Pupils will only be deleted from the register when one of the following circumstances applies:

In accordance with the Education (Pupil Registration) (England) Regulations 2013,

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil

- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Bridgelea Primary School will follow Manchester City Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

9. Roles and Responsibilities

As a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such, the **Management Committee (Governing Body)** will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parent/carers
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the Management Committee to lead on attendance matters
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Management Committee meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all , including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The **Leadership Team** will:

- Actively promote the importance and value of good attendance to pupils and their parent/carers
- Form positive relationships with pupils and parent/carers
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource

- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Class Teachers will:

- Actively promote the importance and value of good attendance to pupils and their parent/carers
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2013 and other attendance related legislation

Parent/Carers will:

- Talk to their child about school and what goes on there.
- Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Headteacher.

10. Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority

This attendance data will be used to trigger school action as set out in the escalation of intervention.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Bridgelea Primary School will share attendance data with the Department for Education and the local authority as required.

All information shared will be done so in accordance with the Data Protection Act 1998.

11. Support Systems

Bridgelea Primary School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parent/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Bridgelea Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parent/carers and pupils
- Attendance panels
- Parenting contracts
- Referrals to support agencies
- Pupil Voice Activities
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Where parent/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Bridgelea Primary School will consider the use of legal sanctions.

12. Legal Sanctions

Prosecution

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parent/carers

realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent/carer found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti Social Behaviour Act 2003)

A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

Penalty Notices (Anti Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school
- A pupil has accrued unauthorised absence following written warning to improve.

A Penalty Notice gives the parent/carer the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

13. Escalation of Intervention in respect of Pupil's Attendance at Bridgelea Primary School

Pupil within 100% - 96% of their Attendance Target

- Celebrate pupil's achievement
- Certificate sent home

Pupil within 95% - 90% of their Attendance Target

- Attendance Concern Letter sent to parent/carer
- Attendance Advisory Letter sent to parent/carer explaining consequences of non- attendance i.e. Legal Action
- Discussion with Class Teacher regarding individualised attendance target plan

Pupil within 89% - 85% of their Attendance Target

- 1st Warning Letter
- Parent/Carer's to attend 'Attendance Panel Meeting' to discuss concerns
- Explain consequences of non- attendance i.e. Legal Action
- Review current support in place
- Consider additional support for family

Pupil within 84% or less of their Attendance Target

- Liaise with Head Teacher to discuss potential legal action

14. Daily Attendance Call Procedure

- Pupil absent from school – at the close of the register admin contact parent/carer to establish reason for absence
- Contact is made with parent/carer – reason for absence authorised, evidence requested e.g. medical card; reason for absence not authorised; parent informed if absence authorised or not
- No contact made with parent/carer following absence – if x 2 days of no contact, send out 'no contact' letter to parent/carer (Appendix 1)

NB: All contact with parent/carer regarding absence to be logged on CPOMS under 'attendance'.

15. Escalation of intervention following absence

Student absent for 6 sessions / 3 days – Attendance Concern Letter to be sent

Student absent for 10 sessions / 5 days – Advisory Warning Letter

Student absent for 10+ sessions – 1st Warning Letter or Fixed Penalty Notice request submitted to the Local Authority

16. Application for Leave of Absence

Any application for leave of absence during term time will only be considered by the Headteacher in exceptional circumstances. All requests for leave of absence for exceptional circumstances should be submitted in writing to the Headteacher, who will consider each individual case. Only the Headteacher can determine the number of days a pupil can be absent from school if leave of absence granted. Parents can be fined by the Local Authority for taking their child out of school during term time without the permission from the Headteacher.

APPENDIX 1

No contact

[Insert full name and address of parent/carer here]

Dear **[name of parent/carer]**

[Name of pupil: D.O.B]

[Pupil's name] was absent from school on **[date/s]**. We have been unable to contact you to establish a reason. **Please contact us if you have changed your contact details.**

It is vital you contact me on 0161 434 1548 to give a reason for this absence. If no or invalid reason is received this absence will be recorded as unauthorised.

If we continue to have difficulty in establishing contact with you, you may receive a visit from Lisa Shaw, Designated Safeguarding and Pastoral Lead or Emma Neary, Deputy DSL and we may have to contact Children's Services and/or the Education Department to inform them of your child's non attendance and the fact that we cannot contact you; as we have a duty of care to ensure your child is safe during school hours. Obviously we would rather not do this and would appreciate your support with this matter.

All children of compulsory school age who are registered pupils at a school or educational establishment must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends school regularly.

We appreciate your support in ensuring that your child attends school every day and on time.

Yours sincerely

Claire Hogan
Attendance, Pastoral and HR Administrator

APPENDIX 2

Illness

[Insert full name and address of parent/carer here]

Dear [name of parent/carer]

[Name of pupil: D.O.B.]

I am writing as I am concerned regarding the number of absences your child has had recently when the reason given has been illness. To date we have not asked for any evidence. From immediate effect we will now require evidence to show your child has been ill. This can be in the form of a note from their doctor, show staff the prescribed medication they have been given etc. If no evidence is provided they will be now marked down as an unauthorised for day.

Sessions not attended do impact on the children's attainment and are recorded unauthorised in the register. Please be aware the local authority monitor unauthorised absences and where appropriate will issue penalty notices or consider prosecution in the magistrate's court.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

Failure to pay a penalty notice may result in legal proceedings being taken. Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates' Court. If found guilty the parent will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

If you have any questions please do not hesitate to contact me.

All children of compulsory school age who are registered pupils at a school or educational establishment must attend regularly and punctually. As a parent/carer it is your legal responsibility to ensure that your child attends school.

Yours sincerely

Claire Hogan
Attendance, Pastoral and HR Administrator

APPENDIX 3

Concern

[Insert full name and address of parent/carer here]

Dear [name of parent/carer]

Attendance Concern Letter

Re: (name of pupil and DOB)

I have reviewed your child's attendance record and I am concerned to note that **(pupil name)** attendance is **(attendance) %**

I enclose a copy **(pupil name)** attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you hold a legal responsibility for ensuring your child attends school regularly. All absences due to illness need to be covered with suitable medical evidence from your GP, if this information is not provided the absence is recorded as unauthorised.

All Manchester schools share the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of absence developing.

Each such Penalty Notice incurs a fine of £120, which is reduced to £60 if paid within 28 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter.

Should your child incur any further absences after the date of this letter, then further action, including the issuing of a Penalty Notice or referral to City Solicitors for consideration of a prosecution, may be taken.

Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on 0161 434 1548.

Yours sincerely

Claire Hogan
Attendance, Pastoral and HR Administrator

APPENDIX 4

Advisory

[Insert full name and address of parent/carer here]

Dear **[name of parent/carer]**

Attendance Advisory Letter

Re: (name of pupil and DOB)

I have reviewed your child's attendance record and I am concerned to note that **(pupil's name)** attendance is **(attendance) %**.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you hold a legal responsibility for ensuring your child attends school regularly. All absences due to illness need to be covered with suitable medical evidence from your GP, if this information is not provided the absence is recorded as unauthorised.

All Manchester schools share the Government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of absence developing.

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Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on 0161 434 1548.

Yours sincerely

Claire Hogan
Attendance, Pastoral and HR Administrator

APPENDIX 5
First Warning

[Insert full name and address of parent/carer here]

Dear **[name of parent/carer]**

First Warning Letter
RE: (pupil name)

I have reviewed your child's attendance record and am concerned to note that **he/she** has incurred at least five sessions (2.5 school days) of unauthorised absence in the last 100 sessions (50 school days). Or in the case of unauthorised leave of absence is likely to incur at least 2.5 school days unauthorised absence.

I enclose a copy of your child's attendance record and remind you that as a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your child attends school regularly.

All Manchester schools share the government's determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children.

Under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fails to attend school regularly. A Penalty Notice is an early deterrent which is intended to prevent more extended periods of unauthorised absence developing.

Each such Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

I write, therefore, to advise you that we are actively monitoring your child's attendance after the date of this letter. **Should your child incur any further unauthorised absence after the date of this letter, then further action, including the issue of a penalty notice or referral to City Solicitors for consideration of a prosecution, may be taken.** Any such penalty notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.

Support and guidance on attendance is always available from our school and if you have any specific queries in relation to this letter, please contact me on the above number.

I trust you will give this matter your urgent attention.

Yours sincerely

Lisa Shaw
Designated Safeguarding and Pastoral Lead

APPENDIX 6

Attendance panel invitation

Dear [name of parent/carer]

[Pupil's name, D.O.B.]

As you are aware [Pupil Name] has been referred to me as there are on-going concerns with regards to their attendance.

I would like to invite you to an **Attendance Panel** to discuss this matter in full. **The meeting will be held at [Name of Site] on [day], at [time]**. A Parenting Contract may be offered at the meeting; this is a plan that is agreed between you and Bridgelea Pupil Referral Unit and includes actions and targets to improve your child's attendance. If you wish, you may bring a friend or other representative along to the meeting.

Staff are working at Bridgelea Primary School to support you to improve your child's attendance but it is important that you understand that Bridgelea Primary School are required to consider legal proceedings where a parent/carer fails to ensure the regular school attendance of their child/children. However, this is only considered when all plans to improve matters have failed. My initial role will be to try and support you in ensuring **[Pupil's Name]**'s attendance improves.

If for any reason this appointment is not convenient, please contact me on 0161 434 1548 to make alternative arrangements.

Yours Sincerely,

Lisa Shaw
Designated Safeguarding and Pastoral Lead

APPENDIX 7

Attendance Panel – DNA

Dear **[name of parent/carer]**

[Pupil's name, D.O.B.,]

I contacted you by letter on **[insert date]** to invite you to an Attendance Panel to be held on **[insert date]**. Unfortunately, you did not attend this appointment and no contact was received to arrange an alternative date.

I must make you aware that I am required to keep a written record of all my actual and attempted contacts with you. Any failure to co-operate with Bridgelea PRU may be used in evidence if the Local Authority were to seek a prosecution against you for failing to ensure your child's regular attendance.

It is important that we meet to discuss **[name]**'s school attendance and punctuality as soon as possible. I would like to visit you at home on **[day, date at time]**.

It is important that you are available for this meeting. If for any reason this appointment is not convenient, please contact me on the above number to make alternative arrangements.

Yours sincerely

Lisa Shaw
Designated Safeguarding and Pastoral Lead

APPENDIX 8

Application for leave of absence from school

Exceptional Circumstances

Requests for leave of absence will only be considered in exceptional circumstances. Absence

If your child is absent from school because they are on holiday you may be issued with a penalty notice of £60 rising to £120. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, which may result in a fine of up to £2500 or up to 3 months imprisonment.

Name of Student	
Date of Birth	
Number of days requested	
Start date of absence from school:	
Return date to school:	
Reason for request	

Name of parent/carer	
Signature of parent/carer	

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Leave approved: Y/N	
Number of days approved:	
Signature of head teacher	
Date parent/carer informed	

APPENDIX 9

[Parents Name] [Parents Address]

Dear [insert full name of parent]

Request for leave in term time for exceptional circumstances

I have considered your request for leave in term-time **and I have agreed to grant permission on this occasion.**

Your child(ren) [insert names and dates of birth of pupils] will be marked as absent from [insert start date] to [insert end date]. He/she/they are expected to return to school on [insert date of return]. If your child does not return to school on this date, further absences will not be authorised. This means that you may be issued with a penalty notice for attendance. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, leading to a fine of up to £2500 or up to 3 months imprisonment.

Your child may lose their school place if they do not return to school after the agreed date. You will then be required to reapply for your child(ren)'s school place(s). We cannot guarantee that a place will be available for your child(ren) or that your child(ren) will be able to return to the same class. Although your child(ren)'s absence will be authorised on this occasion, you are requested to take future leave during school holidays.

Future requests for further leave in term-time may not be authorised.

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely

Philip R Hoyland
Headteacher

APPENDIX 10

[Parents name]
[Parent's Address]

Dear [name of parent]

Request for leave in term time for exceptional circumstances

I have considered your request for leave in term-time and on this occasion **I will not be authorising your child's absence**. This is because [insert reason]

If your child does not attend school during the dates you requested, [insert dates], you may be issued with a penalty notice for attendance. A penalty notice will have to be paid within 21 days of the notice being served for the reduction of £60 to apply. There will be a total of 28 days from the service of the notice for the full amount of £120 to be paid. Failure to pay a penalty notice may result in prosecution, leading to a fine of up to £2500 or up to 3 months imprisonment.

Your child may lose their school place if they do not return to school after the agreed date. You will then be required to reapply for your child(ren)'s school place(s). We cannot guarantee that a place will be available for your child(ren) or that your child(ren) will be able to return to the same class. The absences will be recorded as unauthorised and a request to issue you with a penalty notice for attendance will be made to the Local Authority.

Yours sincerely

Philip R Hoyland
Headteacher