

# ATTENDANCE POLICY

Staff consulted:

Ratified by the Governing Body: November 2017

Review Date: *Annual review*

## **Milldene Primary School**

### **Pupil Attendance Policy**

#### **Introduction and Background**

Milldene Primary School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

This policy is written with the above statement in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the headteacher, not the parent, who can authorise the absence.**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy has been developed in consultation with school governors, teachers, the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

## **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance

## **Understanding Types of Absence**

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

**Authorised absences** are mornings or afternoons away from school for a good reason like illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school too late to get a mark on the attendance register
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave- 5 days unauthorised absence will lead to a penalty notice being triggered by the Local Authority
- day trips
- other leave of absence in term time which has not been agreed

## **School Attendance and the Law**

**There is no longer any entitlement in law for pupils to take time off during the term to go on holiday.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school".

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have the discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school.

**At Milldene Primary School 'exceptional circumstances' will be interpreted as:**

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

**We will not agree leave during term time:**

- at any time in September. This is very important as your child needs to settle into their new class as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Whilst any child may occasionally have time off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this such as the School Nurse, Local Authority Officers or Child and Family Support Worker.

**Persistent Absenteeism (PA)**

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer. PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to a school based meeting and the plan may include: allocation of additional support through the School Nurse, Local Attendance Adviser, Home School Liaison Worker, Local Authority, Family

Solutions or Social Care. We may also use circle time, individual incentive programmes, individual targets and participation in group activities to support us in raising attendance.

### **Absence Procedures**

**If a child is absent from school the parent/carer must follow the following procedures:**

- Contact the school on the first day of absence before 9.20 am. The school has an answer phone available to leave a message if nobody is available to take your call, or call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before *9.20am*
- Ensure that your child returns to school as soon as possible

**If your child is absent we will:**

- Telephone or text you on the first day of absence if we have not heard from you
- Write to you if your child's attendance is below 95%
- Invite you in to school to discuss the situation with our School Welfare Officer, Child and Family Support Worker or Headteacher if absences persist
- Refer the matter to the Local Authority to request a formal School Attendance Meeting if attendance deteriorates following the above actions

### **The Missing Education and Child Employment Service**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Authority. Local Authority Officers work with schools, families and other professionals to reduce persistent absence and improve overall attendance. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Annex A for the Essex Code of Conduct), prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.

### **Lateness**

Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

**How we manage lateness:**

The school day starts at **8.40 am** when children can begin to come into school. Registers are taken at **8.50 am** and your child will receive a late mark if they are not in by that time. Children arriving after 8.50 am are required to come in to school via the school office if accompanied by a parent or carer, the parent/carer will sign them into our 'Late Book' and provide a reason for their lateness which is recorded. The school may send home 'late notes' in order to keep parents and carers informed. From time to time the Child and Family Support

Worker, Headteacher or Deputy Headteacher will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school.

At **9.05am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists. If your child has a persistent late record you will be asked to meet with the School Welfare Officer and/or Child and Family Support Worker, but you can approach us at any time if you are having problems getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

### **Deletion from Roll**

For any pupil leaving Milldene Primary School, other than at the end of year 6 parents/carers are required to complete a 'Pupils moving from *school*' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

### **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day.

*All school staff and the Governing Body are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.*

## Annex A

### **ESSEX CODE OF CONDUCT PENALTY NOTICES FOR PARENTS OF TRUANTS AND PARENTS OF PUPILS EXCLUDED FROM SCHOOL ANTI SOCIAL BEHAVIOUR ACT 2003 SECTION 23**

The purpose of this local code of conduct is to ensure that the powers are applied consistently and fairly across the local authority area and that suitable arrangements are in place for the administration of the scheme.

The Government requires Local Authorities to issue a code of conduct

The Essex code has been agreed following consultation with:

- Essex Local Authority – Missing Education & Child Employment Service
- Representatives from Governing Bodies and Headteachers of Essex Schools
- Essex Police Service

in accordance with the Education (Penalty Notices) Regulation 2007, Anti Social Behaviour Act 2003) section 23 subsection (1) and Sections 103 to 105 of the Education and Inspections Act 2006; Education (Pupil Registration) (England) (Amendment) Regulations 2013  
Anyone issuing a penalty notice to a parent\* of a child of statutory school age on roll at an Essex school, must do so within the terms of this code.

#### **Legislation**

The Anti Social Behaviour Act 2003 inserts into the Education Act 1996 Section 444A and Section 444B enabling authorised personnel to issue penalty notices as an alternative to prosecution under Section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he is a registered pupil, his parent is guilty of an offence. On the 6th April 2017, in the case of Isle of Wight Council v Platt the Supreme Court judgement ruled that the word 'regularly' means 'in accordance with the rules prescribed by the school'

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not present during school hours in a public place during the first 5 days of exclusions. Section 105 of the Act enables a penalty notice to be issued under Section 103.

#### **Authorisation to issue penalty notices**

Primary responsibility for issuing penalty notices rests with the Local Authority (LA). It has been agreed that the Missing Education & Child Employment Service, on behalf of Essex LA, will usually issue penalty notices. The Service will administer the scheme from any funds obtained as a result of issuing penalty notices.

Headteachers (and deputy headteachers and assistant headteachers authorised by the head teacher) and police, and persons accredited by the police are all able to issue the notices under the Act, although there is no requirement for them to do so. In Essex it has been agreed that the Police will not issue penalty notices to parents of truants, but persons accredited by them may do so. Schools will not generally issue penalty notices but where a Headteacher (or their designated deputy) or accredited person decides that a penalty notice is to be served, they must email ME&CE.legal@essex.gov.uk to ascertain if there is any current legal action. A response will be sent within 24 hours. This will avoid a penalty notice being issued when the Local Authority is instigating legal intervention proceedings for irregular school attendance.

### **Circumstances in which a penalty notice may be issued**

Penalty Notices apply to pupils of statutory school age which finishes in year 11.

Essex partners have agreed to use penalty notices for the following circumstances:

- **Penalty notices for irregular school attendance /leave of absence \*\***

Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous ten school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In addition to the above criteria, due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions of unauthorised leave of absence during the first two weeks of September due to a term-time holiday.

Number of penalty notices which can be issued for truancy/unauthorised absence

Discretion will be used to enable up to two penalty notices to be issued to each parent for each child within a twelve month period. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

- **Pupil identified during a school attendance and exclusion sweep**

School attendance and exclusion sweeps take place in Essex and children stopped are often with parents condoning the absence.

If the Headteacher does not authorise the absence of a pupil stopped by a Local Authority Investigation Officer and Police Officer on a sweep and there has been at least 10 unauthorised absences for that pupil during the preceding 10 schools weeks, school will issue a warning letter to the parent within 14 days. If there are any further absences that are not authorised by the head teacher, during the next 6 schools weeks the school will complete a request, signed by the Headteacher (or their designated deputy), for issue of a penalty notice and send to the Missing Education and Child Employment Service . The Missing Education and Child Employment Service may then issue a penalty notice.



Number of Penalty Notices which can be issued for pupils identified during a school attendance and exclusion sweep.

Essex will issue no more than two penalty notices to a parent in a twelve month period for pupils identified on a school attendance and exclusion sweep. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

- **Excluded children**

When a child is excluded from school, the parent will be responsible for ensuring that their child is not found in a public place during normal school hours on the first five days of each and every fixed period or permanent exclusion. (Section 103 Education and Inspections Act) The excluding school must have issued notice to the parent informing them of their duty and warning that a penalty notice could be issued.

Where there is more than one person liable for the offence, a separate notice may be issued to each person.

Where a pupil is present in a public place in the first five days of a fixed period exclusion the Essex Local Authority would issue a penalty notice if the school is in their area. Where the child has been permanently excluded, it would be the authority where the child resides.  
Number of penalty notices which can be issued for exclusion

Essex will issue a maximum of 5 penalty notices per parent for each child during a 12 month period.

Number of penalty notices which can be issued for unauthorised leave of absence  
Essex will issue no more than two penalty notices to a parent in a twelve month period for unauthorised leave of absence. If the law continues to be broken around school attendance the Missing Education and Child Employment Service legal intervention process will be used.

**Payment of Penalty Notice**

The penalty for each parent is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice (service by post is deemed to have been effected, unless the contrary is proved, on the second working day after posting the notice by first class post).

All penalties are paid to the LA and revenue generated is retained to administer the system and contribute towards S444 prosecutions.

If the penalty is not paid in full by the end of the 28 day period Essex Missing Education and Child Employment Service will either prosecute for the offence to which the notice applies or withdraw the notice. The prosecution is not for non-payment of the notice but is a prosecution for irregular school attendance – Education Act 1996 Section 444 (1)

There is no statutory right of appeal against the issuing of a penalty notice.

### **Withdrawal of Penalty Notice**

A penalty notice can be withdrawn in the following circumstances:

- Where it ought not to have been issued i.e. where it has been issued outside the terms of the local code of conduct or where the evidence does not support the issuing of a penalty notice
- The notice contains material errors
- Where it has been issued to the wrong person or the parent can prove it was delivered to the wrong address

### **Co-ordination between the LOCAL AUTHORITY and its local partners**

The Missing Education and Child Employment Service and its local partners will review this Code of Conduct regularly.

*\* **All** those defined as a parent under Section 576 Education Act 1996 are parents for the purpose of these provisions. This means that all natural parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. Parent means each and every parent coming within the definition (whether acting jointly or separately) and should not be taken to mean that provisions only apply to parent in the singular.*

*As with prosecutions under Section 444 Education Act 1996 a penalty notice may be issued to each parent liable for the offence.*

Revised July 2017 for implementation from 1st October 2017

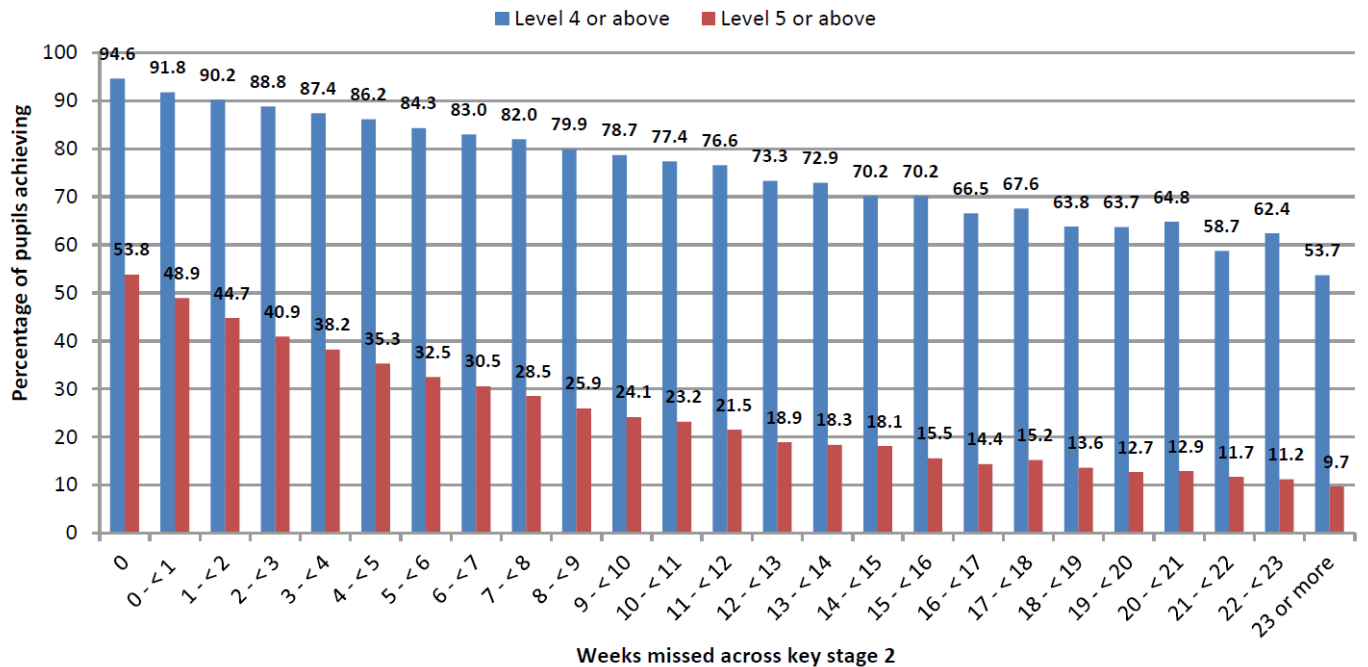
Revised November 2017

\*\* truancy/unauthorised absence is absence from school without permission or good reason and the absence is unauthorised by the school.

## Annex B

### DfE "The link between absence and attainment at KS2 - 2013/14 academic year"

The analysis of the link between overall absence ...and attainment when taking prior attainment and pupil characteristics into account showed that, for each KS2 and KS4 measure, overall absence had a statistically significant negative link to attainment – i.e. every extra day missed was associated with a lower attainment outcome.



**Appendix One**

MILLDENE PRIMARY SCHOOL  
**APPLICATION FOR LEAVE OF ABSENCE  
FOR TERM TIME HOLIDAY**

Taking your child out of school during term time is detrimental to their educational progress. Parents do not have the legal right to take their child on holiday during term time. The school can only agree to absence for a family holiday if they believe there are special or exceptional circumstances which warrant it. Therefore, parents must apply in writing for leave of absence in advance of booking it.

If the absence is not authorised, and the holiday is taken, the case will be referred to the Education Welfare Service, who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) for each parent for each child taken out of school.

Please attach a letter outlining the special or exceptional circumstances for which a term time holiday is being applied for. This letter could include additional evidence from your employer to confirm that you have restricted holidays. If this is not provided, the school will be unable to authorise the request.

Name/s	
Date of Birth	
Class	
Date of first day of absence	
Date of return to school	
Number of days requested	

I confirm that I have read the Local Authority guidance (see copy overleaf) and I have attached a letter outlining special/exceptional circumstances:

Signed ..... Date .....

Name ..... Contact telephone Number.....

*School use only:*

Attendance % preceding 12 weeks	
Authorised sessions this academic year	
Unauthorised sessions this academic year	
Total absence % this academic year	

HOLIDAY APPROVED: Yes/No
Reasons for refusal:

Signed:

Date:

**It is important that schools discourage parents from removing their children from education for any reason as absence may have a negative impact on the pupil's educational attainment and progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.**

Parents should not take their children on holiday during term time and must apply for leave of absence in advance of taking it. The responsibility for authorising requests for term time holidays lies with the school. Each request for leave of absence should be considered individually, taking account of the age of the child and the pupil's overall attendance pattern, as well as the attendance for preceding 12 weeks, the pupil's stage of education and progress, the time of year for the proposed holiday, whether it coincides with tests or examinations, or is at the beginning of the school year or attached to another school holiday. Schools can only agree to absence for a family holiday if they believe there are special or exceptional circumstances which warrant it.

The Local Authority recommends that schools request parents to submit a letter, along with their application, to state the special or exceptional circumstances in which they are applying for a holiday during term time.

Special circumstances may include:

- Service personnel where a parent/carer has just returned from a tour of duty and needs time with the family;
- Where parent/carer is able to demonstrate clearly (e.g. letter from employer) that they are restricted to annual leave within the school term.

Exceptional circumstances may include:

- An immediate family member is terminally/critically ill;
- Families who have been through a traumatic or acrimonious divorce;
- Families where circumstances are known to the school and where it may be beneficial for them to take time out together.

If parents do not apply for leave of absence in advance of taking it, the absence should be recorded as unauthorised. If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised. If a holiday is refused and the parent contacts the school to inform them that the pupil is unable to attend due to illness, the absence should be recorded as unauthorised, unless medical evidence is supplied by the parent.

It is expected, where a school has not agreed to authorise the absence for a term time holiday, there will have been written contact with the family to ensure that they are fully aware of the reason(s) why it has not been agreed and that parents are aware of the possibility of a penalty notice being issued which could lead to prosecution for non-attendance if they fail to pay. This information must be included in school literature, such as the home school agreement, prospectus, leave of absence request forms, newsletters, attendance policies and websites.

The Local Authority expects schools to apply for a penalty notice following an unauthorised term time holiday within two weeks after the pupil's return to school following the unauthorised holiday. It is the Education Welfare Service Legal Intervention Panel who will make the decision on whether to issue a penalty notice, based on the evidence supplied by the school. A penalty notice will be considered by the Local Authority if there have been 10 sessions (5 consecutive days) or more of unauthorised attendance due to a holiday taken during an academic year, and

- attendance is below 90% during the preceding 12 weeks before the holiday was taken, or
- the holiday was taken during the month of September, or
- the holiday was taken during tests or examinations, or
- it is the second holiday taken in any one academic year, or
- the pupil is in Year 6.

The penalty for each parent is £60 for each child, if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days, but within 42 days of receipt of the notice. If the penalty is not paid in full by the end of the 42 day period, Essex Education Welfare Service will prosecute for the offence to which the notice applies. The prosecution is not for non-payment of the notice, but it is prosecution for irregular school attendance (*Education Action 1996 Section 444 (1)*). There is no statutory right of appeal against the issue of a penalty notice.

**Appendix Two**



MILLDENE PRIMARY SCHOOL  
65 Barbrook Lane  
Tiptree  
CO5 0EF

Tel: 01621 816490  
Fax: 01621 815301  
e-mail: [admin@milldene.essex.sch.uk](mailto:admin@milldene.essex.sch.uk)  
[www.milldene.essex.sch.uk](http://www.milldene.essex.sch.uk)

Date

Headteacher: Mrs Susan Locke

Dear

As a result of our regular monitoring of attendance we are aware that during the last six weeks (INSERT DATES) \*\*\*\*\* has had \*\*% absence. This is a very high percentage of absence. It is detrimental to \*\*\*\*\*'s progress to have so much time absent from school. Please make every effort to ensure that \*\*\*\*\*'s attendance improves. We will continue to monitor \*\*\*\*\* attendance over the next six school weeks. If \*\*\*\*\*'s attendance does not improve during this time the school will take appropriate action.

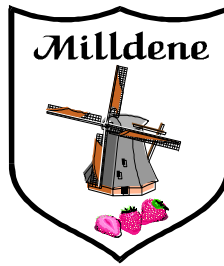
Regular attendance is important to maintain consistent progress and achievement in both curriculum knowledge and understanding and personal and social skills. We want all our pupils to achieve the very best they can and for this they need to be in school regularly. Please find enclosed a copy of the leaflet 'Every Day Counts!', to illustrate the importance of punctuality and good attendance. If you would like to discuss this matter with me please contact the school office to make an appointment to do so.

Yours sincerely,

Mrs Susan Locke  
Headteacher

CC: Education Welfare Officer

**Appendix Three**



**Milldene Primary School**

65 Barbrook Lane

Tiptree

CO5 0EF

Tel: 01621 816490

Fax: 01621 815301

e-mail: [admin@milldene.essex.sch.uk](mailto:admin@milldene.essex.sch.uk)

[www.milldene.essex.sch.uk](http://www.milldene.essex.sch.uk)

**Date**

**Headteacher: Mrs Susan Locke**

Dear

Further to our letter dated \*\*\*\*\*, during the last six weeks \*\*\*\*\* (INSERT DATES) has had \*\*% absence. This means they have continued to have a very high percentage of absence. It is detrimental to \*\*\*\*\*'s progress to have so much time absent from school. The office staff will be telephoning to invite you to a meeting with me to discuss how \*\*\*\*\* attendance can be improved.

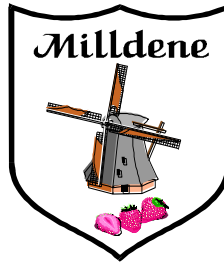
It is important that you come and meet with me and that \*\*\*\*\* attendance does improve. If this does not happen then a School Attendance Meeting will be called for you to attend with myself and our Educational Welfare Officer. Please be aware that a child's persistent poor attendance can lead to fines and prison sentences being given to their parents/carers. Whilst we have no desire for this to happen, we do have a legal duty to do all we can to ensure that parents and carers have their children attend school. This is why the meeting for us to discuss your child's attendance is so important.

Yours sincerely,

Mrs Susan Locke  
Headteacher

CC: Education Welfare Officer

**Appendix Four**



**Milldene Primary School**  
65 Barbrook Lane  
Tiptree  
CO5 0EF

**Tel: 01621 816490**  
**Fax: 01621 815301**  
**e-mail: [admin@milldene.essex.sch.uk](mailto:admin@milldene.essex.sch.uk)**  
**[www.milldene.essex.sch.uk](http://www.milldene.essex.sch.uk)**

**Date**

**Headteacher: Mrs Susan Locke**

Dear

Re: Pupil Name CLASS:

During a recent attendance review, it has been brought to my attention that XXXXX has been late a number of times.

Morning registration takes place at 8.50 am. After this time children and parents are asked to report to the office where a member of the administration team records the reason for lateness. The first part of the morning is an important part of the day when pupils complete Early Work (for example phonics, number bonds and reading practice). Late arrival disrupts the education not only of the pupil who is late, but also of others in the class.

I hope that you will support XXXXXX to arrive on time from now on.

If you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Mrs Susan Locke  
Headteacher

CC: Education Welfare Officer



## Appendix 5 "Every Day Counts!"

If your child misses	that equals...	which is...	and over 13 years of school that is...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

<b>The effect of absence on progress</b>					
A whole year has 365 days, a school year has 190 days. That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.					
No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
<b>Very Good</b> Best chance of success. Gets your child off to a flying start		<b>Worrying</b> Less chance of success. Makes it harder for your child to make progress		<b>Serious Concern</b> Your child will find it very difficult to make progress. May result in Court action!	

**1 or 2 days a week does not seem like much, but...**

**How about 10 minutes late a day? Surely that will not affect my child?**

If your child misses	that equals...	which is...	and over 13 years of school that is...
10 mins a day	50 mins per week	Nearly 1.5 weeks per year	Nearly half a year
20 mins a day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour a day	Half a day a week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Nearly 2.5 years

**"Every minute matters!"**

