



**PERIVALE**  
PRIMARY SCHOOL

# Attendance Policy

Committee with oversight for this policy	Standards
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Resources Committee	06/12/2022
Policy last ratified and adopted by the Full Governing Board	06/12/2022
Policy / Document due for review	December 2023

**Designated Senior Lead for Attendance:** Roxie Mitchell/ Stella Porter  
**School Attendance Officer:** Roxie Mitchell  
**Other attendance/pastoral Contact:** Kaye Bougouzi

Regular attendance is defined to be in accordance with the rules prescribed by the school.  
Supreme court Ruling April 2017

**Regular attendance is attendance at school on each day the school is open for the pupils unless there is an 'authorisable' reason to be absent;** (registration regulations 2006 (amended). Section 444 of the education act 1996). "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence." A pupil's Unauthorised Absence is an offence for the **parent**.

**At Perivale we aim to:**

- Develop and maintain a whole school culture that promotes the benefits of high attendance and good time keeping for all children and groups of children
- Maintain a low rate of persistent and severe absenteeism (<90% and <50% attendance)
- Maintain parents' and pupils' awareness of the importance of efficient and fulltime attendance.
- Help your child attain their full potential academically and socially

**Good attendance is important because:**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork, and friendships easier to cope with
- Regular attenders find learning more satisfying.
- Regular attendance encourages responsible learning habits and prepares children for higher education and for their working life.

**As a parent you can help us by:**

- Ensuring your child attends school on each day the school is open for the pupils unless there is an 'authorisable' reason to be absent. Only the school can authorise an absence
- Phone in to the school on each day of absence, with a reason for an absence
- Provide a timely reason, satisfactory to the school, for an absence; otherwise, the absence will remain unauthorised
- Arranging (where possible) all non-emergency medical and dental appointments out of school hours or during school holidays.
- Do not plan any holidays during term time
- Keeping the school updated by telephone, email, or letter of any changes of circumstances.
- Making sure we always have your current contact numbers; this includes all telephone numbers, email addresses and emergency contact details

**Absence should only happen when:**

- a) Your child is significantly/symptomatically ill and therefore unfit to attend school. There should be an observable symptom/s; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences immediately before or after a school holiday.
  - b) If there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty, the school will ask for evidence
  - c) If your child has a documented medical condition that hinders regular attendance, please let us know; the school will ask for evidence in such cases.

**If you are leaving** the area or changing schools, please complete a **Leaver's Form** (available at the school office). Schools and the local authority are obliged to track pupils from school to school, even if you are leaving to live abroad. Follow-up enquiries on inadequate information can be intrusive. As well as calls, enquiries include unannounced visits to your given address.

### **What the School will do:**

- While we expect a parent to contact us with a reason for each absence, on occasions they might forget, we will endeavour to call, text, or otherwise contact parents. Schools have a safeguarding role so on occasion, home visits may be made by school staff or by the Local Authority Link Attendance Officer if a parent cannot be otherwise contacted.
- Where a child has a Social Worker, we will inform him/her of absences
- Let you know if we have concerns regarding your child's attendance or punctuality.
- The school will express 'a concern' either verbally or by letter. If attendance does not improve or explanations for absence or lateness are unsatisfactory, you may be invited to a meeting. The school will also outline what the attendance expectations are and what actions will follow
- We will seek to support you in various ways including:
  - a) We may invite you to participate in an Early Help and Assessment Plan (EHAP)
  - b) You may be invited to agree an Attendance Contract.
  - c) A referral may also be made to external partners, including the Local Authority School Attendance Service, whose officers visit the school regularly to review and support attendance and punctuality issues.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent, to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Regularly inform parents about your child's attendance and absence levels. Class attendance levels are sent out in the fortnightly newsletters. If your child's attendance drops below 97% you will receive a notification, below 95% becomes a cause for concern and a letter is sent out, below 90% is classed as persistently absent and that is when the Local Authority support the school and family.
- Remind parents of the importance of regular attendance and punctuality in the school literature, on our website, at open evenings, in the Home-School Agreement and in pupil's annual reports and during meetings.
- Publish our attendance data on the school website
- Acknowledge and reward good attendance and punctuality by:
  - Tracking and sharing with children weekly attendance figures on our Attendance Leaderboard display during Celebration Assembly
  - Awarding the class with the highest attendance alongside the 100% attendance award
- If your child has a documented medical condition, we will wish to discuss this with you. We will devise a care plan with you to support your child in school; this might also require us to refer to the school Nursing Team or on occasion contact your GP/health professional. The school will consider whether additional support from external partners (including the local authority or health services) would be appropriate, and make referrals in a timely manner, working together with those services to deliver any subsequent support. In some cases, this may include a referral for Alternative Provision.
- Share attendance data regularly with the Local Authority Attendance Service
- Where attendance concerns persist, the school will hold more formal conversations with the parent/s (and pupil where they are old enough and able to understand and participate).
- Escalate the matter to the Local Authority Attendance Service (this includes unauthorised absence due to significant lateness) for prosecution, where all other routes have failed or are not deemed appropriate.

## Authorised Absence

Some absences are allowed by law and are known as "authorised absences". That is when the school accept the reason given for absence.

We realise that there are rare and unavoidable occasions when there might be a particular problem that causes your child to be absent, such as sudden bereavement, unexpected parental illness, or a family crisis. If this happens, please let us know and we shall try to deal with the matter sympathetically. Following such incidents, parents are expected to make any necessary arrangements for their child to return to school as soon as possible (ideally the next day). If the absence is likely to be prolonged, parents must write to the Headteacher outlining the reasons.

Please note that when illness is a frequent reason claimed for absence, the school will ask for evidence other than a parent's word to allow for further authorisation of absences.

## Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery or repair
- Going for a family day out / Going shopping
- Because you have visitors
- Because you did not know school was open
- Interpreting or supporting a parent at a meeting
- Sleeping in after a late night
- Because it is your child's birthday
- Parent's illness (other than in an emergency)
- Where there is no explanation for an absence, or the school considers the reason given for the absence as unsatisfactory.
- Absence following or prior to a period of school closure (at the end and beginnings of terms and half terms) or following a period of authorised leave, unless satisfactory evidence to justify this has been provided
- Term time holiday

***Please be aware that unauthorised absence could result in a Fixed Penalty Notice or other legal action. Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) 3\****

## Persistent Absence and Severe absence

Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a **Persistent Absentee**. Once a child's attendance falls below 50%, they are termed **Severely Absent**. Both scenarios present a severe problem for pupils. Much of the work they miss when they are off school is never made up, these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE.

Such low attendance is well below our expectations and as such, the school will work in partnership with the parent, the Local Authority, and other external partners to support parents to improve matters. In such cases, parents will be offered an Early Help Assessment and might

be invited to agree a Parenting Attendance Contract with the school or the Local Authority as a way of managing improvement.

Unauthorised Absences are reported to the Local Authority (this includes absence due to significant lateness). The School Attendance Service may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve. **Unauthorised absence could result in a Fixed Penalty Notice or other legal action.** Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) 3\*<sup>1</sup> prosecution in the magistrate's court or an education supervision order through the family proceedings court

*3\* Payment of the penalty discharges liability for the offence. It is an alternative to prosecution. There are 2 levels of penalty notice - £60 (if paid within 21 days of issue), and £120 (if paid later than 21 days but within 28 days). Failure to pay will result in prosecution in magistrate's court for irregular attendance, where, on conviction a fine of up to £1000 may be imposed as well as a record of criminal conviction.*

### **Exceptional Leave - Term Time Leave of Absence**

Amendments to the 2006 School Attendance Regulations make it clear that a Headteacher may not grant any leave of absence during term time for holidays. Leave of absence is only granted in exceptional circumstances (e.g., if there is an emergency) at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. There is no entitlement to time off during term time.

Only in an exceptional circumstance will term time leave be considered. All leave is granted at the Headteacher's decision. Parents wishing to apply for leave of absence need to complete an application form well in advance and before booking tickets or making travel arrangements (forms are available at the school office). Parents sometimes confuse 'telling' the school as being good enough; this is not so.

If a child goes abroad during a school holiday period, the parent must make definite arrangements so that they return in good time for school re-opening. Term dates are available on the school website. Absence claimed as illness before or after a school holiday must be reported during the period of absence and medical evidence produced on return to school. Otherwise, the absence will be regarded as unauthorised leave.

If you experience unexpected delays in returning from a trip abroad or within the UK, for whatever reason, the school will require documentary evidence accompanied with proof of original return dates i.e., tickets or an official travel plan showing intent to return on time. Medical Documentation should be in English. In certain circumstances, if a child remains abroad at the beginning of a school term and absence is extended, their school place may be at risk.

- If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you may be liable for a Fixed-Penalty Notice. Where a child's whereabouts cannot be established, he/she may be regarded as a 'Child Missing Education' and their place

cannot be guaranteed.

- Except for leave taken in an emergency, retrospective approval cannot be given without an application having been made. Satisfactory evidence of an emergency will need to be provided
- A Penalty Notice may be issued to each parent in respect to each of their children in line with the local authority Fines protocol.

### **Punctuality - Parents remain responsible for their child's punctuality**

Good punctuality is a prerequisite to good learning and shows a respect between pupil, family, and school.

Parents remain responsible for their child's punctuality at the start of the school day. Arriving late to school on a consistent basis can have longer-term academic effects. Late arrivals are disruptive to the whole class and often embarrassing for the child. If showing up late to school becomes a habit, children may develop the notion that lateness is acceptable behavior. This belief can negatively impact their future work ethic and employment opportunities.

- Morning registration is at 8:50am. This is the time your child must be in the classroom. You need to ensure your child is coming through the school gate between 8:30 - 8:45am.
- All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information is discussed at regular meetings with the local authority Attendance Officer and can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness.
- Arrival after the close of registration, where there is not an acceptable reason, such as a medical appointment, will be marked as a missed session; unauthorised absence code 'U' in line with the DfE guidance. The U code has the value of an unauthorised absence. When late arrivals are frequent or persistent, we will want to discuss this with you to assess what support or guidance you or your child may need. A referral may also be made to the Local Authority Attendance Service and or other external partners for additional support and monitoring.
- Please remember that absence for whatever reason disadvantages a child by creating gaps in learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time and ready to learn.

### **Leavers**

If your child is leaving our school (other than at the end of Year 6) parents are asked to:

- Give the school comprehensive information about your plans, including any date of a move and your new address and telephone numbers, who your child will be living with and your child's new school and the start date when known. This should be submitted to our school in writing. A Leaver's Form is available from the school office, which you should complete. (A destination country or another named Local Authority without other details is not sufficient).
- When a child leaves and we do not have information about where they have gone/will be educated, then he/she is considered to be a 'Child Missing Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By giving us the above information,

these investigations can be avoided.

### **Withdrawals:**

- Parents who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education). If the latter, this must be confirmed in writing to the school by the parent. Pupils remain registered at school until such conditions are satisfied.

### **Legal Note**

Parents have a legal duty to ensure efficient and full-time attendance at school of registered pupils of statutory school age (Education Act 1996). This is the legal requirement. The Local Authority School Attendance Service aims to work with schools and families and other partnership agencies to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or are given a Fixed Penalty Notice (fine).

See Appendices for Letter templates.



**PERIVALE**  
PRIMARY SCHOOL

Federal Road  
Perivale  
Ealing  
UB6 7AP

Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

**Punctuality Concern**

According to our records, «forename» has arrived late to school on ----- occasions so far this term/academic year. Frequent lateness is detrimental to your child's education by creating gaps in his/her learning and is disruptive to the continuity of learning for the whole class.

It can also be embarrassing for a child to arrive late.

Please support your child to establish good habits in order to access the full curriculum and reach his/her potential. Your child should arrive in school by the latest.....am.

Learning begins immediately after registration and children can quickly fall behind. Even one missed day or lesson can make it hard to catch up.

If you are experiencing any difficulties, please get in touch and we will do our best to support you and your family so that your child can arrive in school on time.

Thanking you in advance for your efforts and cooperation in this matter.

Yours sincerely

Designated Senior Leader for Attendance



# Did you realise...?



Your child starts working as soon as they come into school and then into their classroom in the morning.

If your child is just 5 minutes late every day, then they could be missing 25 minutes work in a week.

Over a typical 6 week term, this would be 150 minutes – that's 2 ½ hours learning time!

In the course of a school year (31 weeks) this would rise to 775 minutes, or nearly 13 hours!

**Please! Help your child -  
get them to school on time**

Just imagine – if you are always 10 minutes late ..... that could be nearly 26 hours of missed learning – rather a sobering thought!

## Planning My Day



My school is: \_\_\_\_\_

I have to get up at: \_\_\_\_\_

I have to eat breakfast at: \_\_\_\_\_

I have to leave the house at: \_\_\_\_\_

Before I leave home I need to check I have:

Uniform \_\_\_\_ School Bag \_\_\_\_ PE Kit \_\_\_\_ Pens and Pencils \_\_\_\_ Homework \_\_\_\_  
Reading Book \_\_\_\_

I have to get to school by: \_\_\_\_\_

School starts at: \_\_\_\_\_

Lunch Time at starts at : \_\_\_\_\_

Lunch Time finishes at: \_\_\_\_\_

School finishes at: \_\_\_\_\_



I get home at: \_\_\_\_\_

I need to start my home work at: \_\_\_\_\_

I need to go to bed at: \_\_\_\_\_

I need to set my alarm clock for: \_\_\_\_\_

Which item listed above is the most important?

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Why is it important?

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UB6 7AP

Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

**Punctuality Concern**

According to our records, «forename» has arrived late to school on ----- occasions so far this term/academic year. Optional; high schools may also want to refer to lesson to lesson lateness. «forename»'s overall attendance for this academic year is xx%. Lateness impacts further on a child's ability to keep up with their peers and access the full curriculum. It can also be embarrassing for a child to arrive late.

Since we last wrote to you there has not been sufficient improvement in **«Forename»'s** time keeping. As outlined in our School Attendance Policy, the registers close at (inset time). Children arriving after that time without good reason are recorded as code 'U', which has the value of an unauthorised, missed session.

May we remind you that your child should arrive in school by the latest (insert time).

If you are experiencing any difficulties, please get in touch and we will do our best to support you and your family and make any reasonable adjustments where appropriate so that your child can arrive in school on time.

This matter will now be discussed with the Local Authority Attendance Team and a formal referral will be made to that service if the concerns persist. As part of our safeguarding, we may also share our concerns with Ealing's Children Integrated support Service who may consider persistent lateness neglectful.

Yours sincerely

Designated Senior Leader for Attendance



**PERIVALE**  
PRIMARY SCHOOL

Federal Road  
Perivale  
Ealing  
UB6 7AP

Tel: 020 8997 0619

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

At Perivale Primary School we aspire to high standards of attendance from all pupils. We rigorously use attendance data to identify patterns of poor attendance and poor time keeping at an early stage so we can work in partnership with families to improve matters as soon as possible.

I am writing to you with concerns about «Forename»'s attendance, which so far this term/academic year is xx%. This level of attendance puts your child at risk of becoming a persistent absentee. I have enclosed his/her attendance record for your reference.

The Department for Education (DfE) recommends a minimum attendance in school of 96%. This considers an average level for illness or other justifiable reasons for absence. Please refer to our school Attendance Policy regarding when a child can be out of school.

I would ask you therefore, to ensure your child's regular and punctual attendance at school, keeping him/her at home only for significant illness and give clear explanations, where absence is wholly unavoidable. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

If a child has extensive or frequent absence due to illness, a doctor's certificate or letter may be required. You will be notified if this becomes necessary. The onus of proof of illness lies with the parent and only the school can authorise absence.

If there are specific medical reasons for absences which we are not aware of, please notify a member of staff as soon as possible and we will do our best to support your circumstances. Where this is the case, we may also seek your consent to refer the matter to the School Nursing Team or other welfare agencies.

If you are experiencing any other difficulties, which are a barrier to attendance or you need support to help ensure «Forename»'s regular attendance, please let us know so that we can discuss and agree support measures with you.

We will continue to monitor the situation and contact you again as necessary. Please be aware, that without sustained improvement we will be obliged to share our concerns with the Local Authority Attendance Officer and meet with you to agree some firm targets for change.

If you have any questions or concerns, or wish to meet with a member of staff, please contact me at the above number. Thanking you in advance for your support and cooperation in this matter.

Yours Sincerely

Designated Senior Leader for Attendance



**PERIVALE**  
PRIMARY SCHOOL

Federal Road  
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UB6 7AP

Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

According to our records, «forename»'s attendance is currently low; «percentage\_attendance»%. We wrote to you previously highlighting our concerns but as at today's date there has not been sufficient improvement.

Once a child's attendance falls below 90%, «he\_she» is automatically defined as a Persistent Absentee, and as such, the School and the Local Authority are required to monitor the situation closely and offer appropriate support.

The Department for Education (DFE) recommends a minimum attendance of 96%. This considers an average level for illness or other justifiable reasons for absence.

We would now like to meet with you to discuss our concerns and get a better understanding of what the barriers are for your child to attend school regularly. We can offer you an appointment in school for **(insert date and time)** to meet with **(insert name/s)**. The aim of the meeting is to establish how we can work together to improve attendance and what support and or services you and your family may need. You may be invited to participate in an Early Help Assessment or an Attendance Contract as a way of measuring improvement.

In the meantime, as absence claimed as illness has been frequent, we now require verification for all further absence due to illness. We will accept a letter from your GP, a copy of a prescription or sight of prescribed medication. If «forename» is marginally unwell and you are not planning to take «him\_her» to the GP, our welfare staff would be happy to see them at the start of the school day to assess their fitness to attend and to then monitor them in school as necessary.

Only the school can authorise absence, where proof of illness is not provided, absence might not be unauthorised. Please be aware that unauthorised absence can form the basis of a prosecution.

We look forward to meeting you and thank you in advance for your support and co-operation in this matter.

Yours sincerely

Designated Senior Leader for Attendance



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Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

According to our records, «forename»'s attendance is currently low; «percentage\_attendance»%. At this level of attendance your child is defined by the Department for Education as a Persistent Absentee/Severely absent. Please refer to the attached attendance record.

As there has not been sufficient improvement since support measures were put in place, and as there have been further unauthorised absences, we are now referring the matter to the Local Authority Attendance Team for more formal support in this matter. A member of that team will be in touch with you directly.

The Department for Education (DFE) recommends a minimum attendance of 96%. This considers an average level for illness or other justifiable reasons for absence.

Only the school can authorise absence, where proof of illness is not provided, absence might not be unauthorised. Please be aware that unauthorised absence can form the basis of a prosecution.

We will continue to offer you the support that has already been agreed. Please inform us if there has been any change in your circumstances, where additional support may be needed, and we will do our best to help you and or seek assistance from an appropriate service.

Yours sincerely

Designated Senior Leader for Attendance

EHCP/illness authorised

Dear Parent/Carer,

I am writing to you with concerns regarding ....'s school attendance. ....'s attendance at last inspection was ...%. This is under the minimum of **95%** recommended for all children by the Department for Education.

90% attendance means that your child is absent from lessons for the equivalent of one-half day every week.

Children with less than 90% attendance are classified as persistent absentees in DfE records. Regular school attendance is important for all children as low attendance has a significant impact on children's learning and there is also clear evidence of a link between poor attendance at school and low levels of achievement (DfE 2011). Educational, Health Care plans identify educational, health and social needs and set out the additional support to meet those needs in school.

### **Why is good attendance important?**

Good attendance helps professionals carry out accurate, regular assessments of your child's needs to ensure that they continue to receive maximum support in line with their Educational, Health Care Plan. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided (DfE 2022).

Schools are key places for shaping children's general wellbeing (Public Health England, 2014). This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances (DfE 2022).

### **How can I improve my child's attendance?**

Minor illnesses can often be managed in school, please discuss this with staff who will be able to assess whether your child is well enough to remain in school.

Please try to arrange non-urgent medical appointments outside of school time and provide evidence to the school. If appointments are related to your child's Education, Health and Care Plan and need to take place during school time, please discuss these with school in advance to minimise disruption to in-school interventions.

Report absences to school daily, give clear reasons and provide evidence of illness where possible.

Let the school know if you have any concerns, or if there is something worrying your child which may have an impact on school attendance.

I will be monitoring the registers at ... half-termly and hope to see that .... 's attendance improves.

Please understand that our collective aim is to maximise ....'s educational success.

If you would like to discuss this further, please get in touch with me..

Yours sincerely

Designated Senior Leader for Attendance



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Federal Road  
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Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

**Un-agreed Leave during Term Time**

Due to XXXXX days of un-agreed leave from XXXXXXXX School between:

XXXXXXXX and XXXXXX, we write to inform you that this is in breach of the school's rules. This absence has not been authorised by the school. Please refer to the school Attendance Policy (attach document or web address to view policy) for full information regarding Leave of Absence during Term Time.

As a result of this absence, «Forename»'s overall attendance for this term/academic year is now xx%. This level of attendance puts your child as a/at risk of becoming a persistent absentee. I have enclosed his/her attendance record for your reference.

All unauthorised absence data is shared regularly with the local authority. If further unauthorised leave is taken, then a Fixed Penalty notice may be issued. (Section 23 Anti-Social Behaviour Act 2003) or other legal action considered.

Please may we remind you that The Department for Education (DfE) recommends a minimum attendance in school of 96% for all pupils. This considers an average level for illness or other justifiable reasons for absence.

I would ask you therefore, to ensure your child's regular and punctual attendance at school, keeping him/her at home only for significant illness.

We will continue to monitor the situation and contact you again as necessary.

If you have any questions or concerns, or wish to meet with a member of staff, please contact me at the above number. Thanking you in advance for your support and cooperation in this matter.

Yours Sincerely

Designated Senior Leader for Attendance





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UB6 7AP

Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

**Re: «Forename» «Legal Surname» «date of birth»**

**Exceptional Leave - Term Time Leave of Absence**

I am writing to you with concerns that due to absence claimed as illness, **«Forename»'s** attendance is below expectation. Please be aware of the following information.

School's may not grant any leave of absence during term time for holidays. That only in exceptional (and documented) circumstances can leave be allowed. We are always concerned about the amount of school time pupils miss as a result of term time leave. There is no entitlement to time off during term time.

We realise that there are rare, unavoidable occasions when there might be a particular problem that causes your child to be absent such as sudden bereavement, unexpected parental illness or a family crisis. If this happens, please let us know and we shall try to deal with the matter sympathetically. Following such incidents, parents are expected to make any necessary arrangements for their child to return to school as soon as possible (ideally the next day). Parents must apply in writing to the Headteacher if absence for these reasons is likely to be prolonged.

**Optional - Except as in the case of an emergency, retrospective approval cannot be given without an application having being made and/or satisfactory evidence provided.**

As absence around the school holidays is common and often claimed by parents as illness, the school take the view that un-notified absence before and or after school holiday periods will be regarded as unauthorised leave unless satisfactory medical documentation is provided. Parents are reminded that the school attendance policy requires the parent to notify the school during the period of absence and to update us regularly. **(or daily depending on school policy).**

If a child is taken ill abroad or whilst on holiday in the UK, then medical verification alongside a copy of any original travel documents/flight tickets etc will be required for authorisation of absence. The school will want evidence of the parent's original intent to return the child to school on time.

Please do not hesitate to contact us if you would like to discuss your child's attendance or welfare with us.

Yours sincerely  
Designated Senior Leader for Attendance



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Perivale  
Ealing  
UB6 7AP

Tel: 020 8997 0619

«date\_of\_printing»

Dear «Salutation»

(or Occupier or Landlord)

**RE: «Forename» «Legal Surname» «date of birth»**

«Forename» «Legal\_Surname» last attended school on ..... and we have not heard from you regarding their subsequent absence. Unfortunately, we have not been able to get in touch with you through any of your contact details or via any emergency contacts we have listed for your child.

Please can whomever receives this letter (whether you are the child's parent, a family friend, other property occupier or landlord) contact the school as a matter of urgency to tell us what the situation is, if known. We need to be informed urgently of «Forename»'s whereabouts and their expected date of return to school.

If the family have moved, or gone away or on holiday; please get in touch as soon as possible with their new address or their current phone numbers so that we may establish contact. If you do not have this information please contact us with the details of any relatives or friends who may be able to assist. If the child is now attending a new school then please let us know.

The school and the Local Authority are required to carry out enquiries to locate any child who stops attending school. If we do not receive an adequate reply to this letter within one week then the school is required to advise the Local Authority. An Attendance Officer will visit the home and may contact Ealing Children's Integrated Services (social care) and/or the Police in the course of their enquiries.

«Forename»'s absence is being marked unauthorised and we will be considering removing his/her name from the school roll if the absence continues.

Thank you for your co-operation.

Yours sincerely

Dedicated Attendance Lead