

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Attendance and Punctuality Policy

Our Vision Statement

'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'

Document Control

Change Record

Date	Author	Version	Change Reference
			No Previous Document
Feb-08	Laura	Attendance and Punctuality.001_(D)	Created new draft document
Sept-08	Laura	Attendance and Punctuality.002_(D)	Changed name and format and e-mailed to Chris
Nov - 08	Chris	Attendance and Punctuality.003_(D)	Totally rewritten and sent to PP+C committee for approval
Nov-08	Laura	Attendance and Punctuality.003.1_(D)	Made changes
Sept - 09	Chris	Attendance and Punctuality.003.2_(D)	Changes made and reviewed by PP+C
Sept - 10	Chris and Tammy	Attendance and Punctuality.003.3_(D)	Changes made and reviewed by PP+C
		Attendance and Punctuality 004	Changes made and reviewed by PP&C
July - 17	John	Attendance and Punctuality 006	Reviewed by LAPD
July 2018		Attendance and Punctuality 007	Reviewed by LAPD
November 2019	Jenni	Attendance and Punctuality 008	Reviewed by LAPD
January 2020		Attendance and Punctuality 009	Reviewed by LAPD
November 2021	Jenni	Attendance and Punctuality 010	
January 2022			Reviewed by LAPD

Distribution

Reviewers	Approvers	Distribution
LAPD Committee	Full Governing Body	Whole School

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Reviewing the policy

The school and its Governors will review this policy every three years in consultation with the school's assigned Education Welfare Officer (EWO).

Statement of Intent

At Hitherfield Primary School, our vision is to create a school community where everyone feels valued, has the opportunity to explore, develop their strengths and participate in new experiences. We aim to create a positive, safe and secure environment where children value their education and strive not to miss a day of school.

Our school community recognises that regular and punctual attendance is vital in order that children get maximum benefit from their education and ensure that they fulfill their potential. We are committed to ensuring that no child is disadvantaged by low attendance.

As a school we therefore aim to:

- Maintain an attendance rate of 97%* and above (see addendum Covid 19).
- Increase Parents'/Carers' and pupils' awareness of the importance of regular attendance.
- Ensure all children are given the maximum opportunity to achieve by attending school regularly.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Keep all children safe and healthy by monitoring attendance.
- Work in partnership with Parents/Carers to improve attendance.
- Recognise the key role of all staff in promoting good attendance.

***This target rate is subject to change each academic year**

Why good attendance Matters:

- Research shows a direct link between poor attendance and levels of attainment.
- Regular attenders are likely to make better progress in their learning.
- Regular attenders are likely to find school routines, school work and friendships easier to cope with.

- Regular attenders are likely to find learning more enjoyable and satisfying.
- Regular attenders are likely to settle into Secondary School more easily.

Legislation and guidance

Parents have a legal duty to ensure regular and full-time attendance at school of registered pupils (Education Act 1996). School attendance is subject to various education laws and this Attendance and Punctuality policy is written to reflect these laws and the guidance produced by the Department for Education.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave and evidence is provided
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency for which evidence is provided

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- Birthday treats
- Attending a sibling's appointment
- Closure of sibling's school
- Oversleeping

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

The School Day:

The School Day	Start	End
Nursery	9:15am	3:15pm
Reception, KS1 and KS2	8:55am bell, 9am start	3:30pm

The school grounds are open from 8.45am. All children are expected to be in the playground and ready to enter their class when the school bell is rung at 8.55am. It is important that **all** children arrive for school on time, as children who are persistently late miss a significant amount of learning.

The Attendance Register:

The law requires all schools, with the exception of schools where all pupils are boarders, to have an attendance register.

Designated staff members will complete their class register using SIMS at 9.00am (9:20am in Nursery) and again after the lunch break. In the event of SIMS not being available, or if a supply teacher is covering a class, then a paper register will be completed and returned to the school office to be entered onto SIMS.

All amendments made to the attendance register will include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Promoting positive attendance and punctuality:

We aim to promote positive attendance and punctuality in the following ways:

- The importance of attendance and punctuality are explained on school tours.
- On admission, Parents/Carers agree to ensure high levels of attendance and punctuality via the Home-School agreement.
- The importance of attendance and punctuality is highlighted through Parents' Evenings.
- The Attendance and Punctuality Policy is published on the school's website.
- The Attendance and Punctuality Policy is reviewed annually.
- Each child's attendance rate is published on her/his annual school report (Nursery – Y6).
- Attendance data is monitored and evaluated on a termly basis and shared with Governors through the Headteacher's report.
- Attendance and punctuality data is monitored fortnightly to enable timely intervention in cases where attendance and punctuality has fallen below the required standard.
- School Attendance Panel (SAP) meetings provide opportunities for Parents/Carers to discuss barriers to attendance and punctuality. Strategies to support families are discussed and shared.

- Regular reminders about the importance of good attendance and punctuality are published in the Hitherfield Herald.
- Each term, pupils who meet the Hitherfield attendance target (97%) are entered into the prize draw. This takes place at the end of the academic year where there is an opportunity to win a scooter.

Absence Procedures

Parents / Carers should:

- Ensure your child attends school regularly. Absence should only happen when your child is significantly ill..
- Telephone the school absence line (02087698428) on the first morning of any absence by 8.30am and leave a message informing us of the reason. There should be a symptom; 'ill/unwell' is not sufficient.
- Continue to contact the school daily when your child is absent.
- Provide medical evidence where the illness/absence is frequent or prolonged.
- Ensure we have your current contact numbers; this includes all telephone numbers, childminders and emergency contact details.

The school will:

- Follow up any absences in order to: ascertain the reason for the absence, ensure the proper safeguarding action is being taken, identify whether the absence is authorised or not and to identify the correct code to use to enter the data onto the school system.
- Record reasons for absence on SIMs every day a pupil is absent.
- Follow up unexplained absences by text message in the first instance.

Continued unexplained absence:

- If unexplained absence continues for three consecutive days and the number one contact is unobtainable, the school will telephone all listed contacts on a pupil's records.
- If contact is not made, or if the absence remains unexplained, the school will conduct a home visit.
- Should the child's absence persist without contact from a parent or carer, then a Court Warning letter will be issued.
- The Local Authority will be notified of any pupil who is absent, without an explanation, for 10 consecutive days. This notification will be in the form of a MARF (Multi Agency Referral Form) referral to the Educational Welfare Officer, detailing the action already taken by Hitherfield.

- The Education Welfare Service will conduct investigations which may include home visits or contacting social care and other external agencies.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days and the Local Authority have failed to establish the whereabouts of the pupil after making reasonable enquiries, the school will remove the pupil from the admissions register.

4. Procedures around specific types of absence:

Illness absence:

If a child has more than 10 sessions of illness during an academic year, Parents/Carers may be required to provide medical evidence such as a note from a GP or a copy of a prescription. Failure to do so may result in the absence being unauthorised.

Medical appointments:

All non-emergency medical appointments should be made out of school hours or during school holidays. For emergency medical appointments, Parents/Carers should provide evidence of these and notify the school at least 24 hours in advance. Pupils will be expected to attend school before and after the appointment wherever possible.

Absence around a holiday:

If absence occurs directly on either side of a school holiday, school will require medical evidence to authorise the absence. Failure to provide evidence could lead to the absence being unauthorised and a Fixed Penalty Notice being issued for each child and for each parent with parental responsibility .

Requesting a leave of absence in term time:

Leave of absence during term time is discouraged. Parents and Carers will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; the Headteacher will determine the number of school days a child can be away from school if the leave is granted up to a maximum of ten school days. Parents and carers must apply in writing by submitting an absence request form, available from the main school office and on the school's website. Applications must be made at least two weeks prior, where possible, to the proposed absence.

It is important to note:

- No authorisation will be granted in retrospect.
- Holidays during term time will not be authorised.

- Authorisation may not be granted if the child concerned has had a high level of absence in the preceding 12 months, even if the reasons were unavoidable.
- Authorisation may not be granted if the school believes the disruption to a child's learning and progress will result in further learning difficulties.

Modelling, Sport and Acting Performances:

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s). Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

5. Addressing Attendance Concerns to prevent persistent absenteeism

Once a child's attendance falls to 90% for whatever reason, they are automatically defined by the Department for Education (DfE), irrespective of the reason for absence, as a 'Persistent Absentee'. Persistent absence is a serious 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.

Within the school it is the responsibility of the Assistant Head who oversees attendance to be aware of and bring attention to any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will seek to resolve the problem as soon as possible through intervention and support.

Communication between school and Parents/Carers:

We believe education is a partnership between the school, the child and their family. Key to securing best attendance outcomes for children are respectful relationships. Open and honest communication will be maintained with families about the expectations of school attendance and punctuality so that they understand what to expect and what is expected of them.

Families can expect school to:

- Treat families with respect.
- Be supported by school staff.
- Act with the best interests of the child in mind at all times.

- Liaise with external agencies where appropriate, e.g Education Welfare Officer and Children's Social Care.

Parents/Carers will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Contact the school for help when they need it.
- Communicate with the school about circumstances which may affect their child's attendance or require support.

Procedures (please see appendices for examples of letters):

- Where a child's attendance drops below 95%, a 'First Warning Attendance Letter' will be issued to the Parent/Carer via email.
- If further absences occur, a 'Second Warning Attendance Letter' will be issued.
- If a child is at risk of Persistent Absenteeism, the school may hold a School Attendance Panel (SAP) without issuing a 'Second Warning Attendance Letter.'
- If concerns persist, a School Attendance Panel meeting (SAP) will be held and the child's Parents/Carers will be invited. This will be led by a member of the SLT.
- Actions will be agreed at the SAP meeting and the completed paperwork will be signed by the Parent/Carer as well as present staff. Copies of agreed actions will be sent to Parents/Carers and placed on the child's file.
- It will be explained to Parents/Carers that any future absences will be unauthorised unless medical or other evidence is provided.
- A monitoring period of between 4 and 6 weeks will then be undertaken to allow improvement to be seen.
- Should a Parent/Carer not attend a SAP meeting, the school will determine actions to be taken and communicate these with Parents/Carers.
- The school's Education Welfare Officer will be involved at all stages of this process. If attendance does not improve the following additional actions may also be undertaken: a MultiAgency Referral Form (MARF); a first court warning letter; *Penalty notice letter; Court proceedings initiated.

*If a child has an unauthorised holiday then penalty notice letters can be issued immediately. Penalty notices payable by parents are £60 per child for those who pay within 21 days; and £120 per child for those who pay within 28 days.

Fast Track

Pupils will be Fast Tracked to the local authority to consider legal escalation, without SAPs, in cases where any of the following occur;

- A pupil has unsatisfactory attendance and the school deems there is poor engagement from the Parent/Carer.

- A pupil has been referred to the local authority on 2 occasions for missing 10 consecutive days of school.
- A pupil has been identified as being a “persistent absence” pupil in the previous academic year.

Before initiating the Fast Track process, Hitherfield will issue the Court Warning letter along with a cover letter listing what intervention has been or is taking place along with an attendance print out of the current and previous academic year.

Late Procedures:

These procedures are a fundamental part of safeguarding and ensure an accurate record of punctuality.

The school grounds are open from 8.45. All children are expected to be in the playground and ready to enter their class when the school bell is rung at 8.55am. At 9.10am the Hitherfield Road entrance will be closed and children must enter through the Leigham Vale entrance.

Keys Stages One and Two (Years 1-6)

Children who arrive after 9.00am must be accompanied by their Parent/Carer to the main school office and sign in using the electronic system. The time will be recorded and an explanation to explain the lateness will be required. The child will be given a late card from the school office to give to their teacher. If a child arrives at their classroom after 9.00am without a late card, they will be sent back to the main school office to register and collect a late card.

Any child who arrives for school later than 9.25am will be recorded as being late after registration and will be marked as having an **unauthorised absence** for the morning (attendance code U).

Reception:

The gates into Reception open at 8.55am for the children to go to their classes. Children who arrive after 9.00am must be accompanied by their Parent/Carer to the main school office and sign in using the electronic system. The time will be recorded and an explanation to explain the lateness will be required. The child will be given a late card from the school office to give to their teacher. Children in Reception will be escorted to class by their Parent/Carer..

Any child who arrives for school later than 9.25am will be recorded as being late after registration and will be marked as having an **unauthorised absence** for the morning (attendance code U).

Nursery:

The gates into the Nursery open at 9.15am and close promptly at 9:30am. Children who arrive after 9.30am should enter through the Leigham Vale entrance and register with the main school office. The time will be recorded and an explanation to explain the lateness will be required. The child will be given a late card from the school office to give to their teacher. Children in Nursery will be escorted to class by their Parent/Carer.

Addressing punctuality concerns:

- Where there are incidents of lateness, Parents/Carers will receive a 'First Warning Punctuality Letter' letter advising them of the concerns.
- If further lateness occurs, Parents/Carers will receive a 'Second Warning Punctuality Letter'.
- If concerns persist, a School Attendance Panel meeting (SAP) will be held and the child's Parents/Carers will be invited. This will be led by a member of the SLT.
- Actions will be agreed at the SAP meeting and the completed paperwork will be signed by the Parent/Carer as well as present staff. Copies of agreed actions will be sent to Parents/Carers and placed on the child's file.
- If a pupil is persistently late after registration, the school may ask Lambeth Education Welfare Service to serve a Penalty Notice of £60 per child, per adult with parental responsibility, on the school's behalf.

Collection from School:

Please collect your child promptly at the end of the school day or from any after school activity. Where a Parent/Carer is significantly late, the school is obliged to take any uncollected pupil to a place of safety i.e. the local police station. We will share concerns around persistent late collection with other agencies including the Children's Social Care. If you are running late or unavoidably obtained, please keep the school office informed.

Addressing Concerns for Non Compulsory School Age Children:

Your child must start full-time education once they reach compulsory school age. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. For pupils in the Early Years Foundation Stage of non-compulsory school age, the school is unable to issue Fixed Penalty Notices or initiate court proceedings. However, we recognise the importance of developing positive habits with regard to attendance and punctuality and aim to promote the value of good attendance with families. Therefore, the school adopts the same procedures outlined in policy where there are concerns about attendance and punctuality.

Comments from parents and carers:

The school welcomes comments from parents and carers on the policy. These will be taken into consideration the next time the policy is reviewed.

Appendix A - Attendance codes

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

Code	Meaning
/	Present in the morning
H	Present in the afternoon
L	Late arrival before the register has closed
C	Authorised absence
E	Excluded but no alternative provision made
H	Authorised holiday
I	Illness
M	Medical or dental appointments
R	Religious observance
B	Off-site education activity
G	Unauthorised holiday
U	Arrived after registration closed
N	Reason not yet provided
T	Gypsy, Roma and Traveller absence
V	Educational visit or trip
P	Participating in a supervised sporting activity
D	Dual registered – at another educational establishment
Y	Exceptional circumstances
Z	Pupil not on admission register
#	When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Appendix B - Recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year.

Summary:

This guidance sets out how schools should record where pupils are not attending in circumstances related to coronavirus in the 2021/22 academic year. This category should only be used to record where their attendance would be contrary to legislation or guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor body the UK Health Security Agency (UKHSA)^{[footnote 1](#)}, or the Department for Health and Social Care (DHSC).

Attendance expectations

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Not attending in circumstances relating to COVID-19

This category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The [schools COVID-19 operational guidance](#) sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.

Examples in which 'not attending in circumstances relating to COVID-19' could apply In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follow.

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

Remote education

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

1. Public Health England is due to be abolished and its relevant functions for these purposes will be taken over by the UK Health Security Agency ('the UKHSA') on 1 October. [↩](#)

Appendix C - First Warning Attendance Letter

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

Head of School:

Business Manager:

E-mail: admin@hitherfield.co.uk

Website: www.hitherfield.co.uk

Christopher Ashley-Jones

Jacinta Waters

Arlette Wells

Tel: 020 8769 8428

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Dear (name),

Re: First Warning Attendance letter

[Name of child] attendance has become a concern. It now stands at **XX.X%** which is below the government expectation of 95%.

Research shows a direct link between poor attendance and levels of attainment. Regular and punctual school attendance is vital in order that children get maximum benefit from their education and ensure that they fulfil their potential. Setting good attendance patterns from an early age will help your child as they continue their education.

While we understand that your child may have been ill and that you may have followed the school procedures around absence, schools are governed by government and Local Authority Policy. It is therefore our responsibility to inform you of your child's percentage.

Please inform the school of the reasons for any absences not yet provided. It is vital that you contact the school on the first day of absence and contact us daily if the absence continues for more than one day. If [Name of child] attendance does not improve, it may be necessary to take further action and we may not be able to authorise future absences without medical evidence.

Support is available if you are experiencing any difficulties causing your child to be absent. If you would like to discuss this further, an appointment can be made for you to speak to a member of SLT. Our School Attendance and Punctuality Policy is available on our school website: www.hitherfield.co.uk

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher

Appendix D - Second Warning Attendance Letter

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

Head of School:

Business Manager:

E-mail: admin@hitherfield.co.uk

Website: www.hitherfield.co.uk

Christopher Ashley-Jones

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Tel: 020 8769 8428

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Dear (name),

Re: Second Warning Attendance letter

From our review of attendance data, it is apparent that **[name of child]** attendance is considerably below the government expectation of 95%. Some time off due to illness is to be expected, but we are extremely concerned when attendance approaches 90%. Once a child's attendance falls to 90%, he/she is automatically defined by the Department for Education (DfE) as a 'Persistent Absentee', irrespective of the reason for absence.

[insert name of child] attendance is **XXX**.

Non-attendance at school for any reason is an important issue and must be treated seriously. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. If there are further absences, a referral may be made by the school to Lambeth's Educational Welfare Service who may start a legal process.

Support is available if you are experiencing any difficulties causing your child to be absent. If you would like to discuss this further, an appointment can be made for you to see a member of SLT in school. Our School Attendance and Punctuality Policy is available on our school website: www.hitherfield.co.uk

I trust that you will give this matter your urgent attention.

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher

Appendix E - First Warning Punctuality Letter

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

Head of School:

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E-mail: admin@hitherfield.co.uk

Website: www.hitherfield.co.uk

Christopher Ashley-Jones

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Tel: 020 8769 8428

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Dear [insert name of child] ,

Re: First Warning Punctuality letter

[insert name of child] punctuality has become a concern. In the two weeks from [Insert Date] to [Insert Date] they were recorded late into class on [State number of occasions].

The school day begins promptly at 8.55am (9:15am for children in Nursery). Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks or miss key taught sessions such as phonics. Their teacher will not always be able to re-explain work.

Please inform the school of the reasons for any lateness not yet provided.

If your child has further instances of late arrival to school, it may be necessary to take further action. Our School Attendance and Punctuality Policy is available on our school website: www.hitherfield.co.uk

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher

Appendix F - Second Warning Punctuality Letter

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

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Website: www.hitherfield.co.uk

Christopher Ashley-Jones

Jacinta Waters

Arlette Wells

Tel: 020 8769 8428

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Dear **[insert name of child]** ,

Re: Second Warning Punctuality letter

From our review of lateness data, it is apparent that **[insert name of child]** punctuality continues to be an issue.

I am disappointed to see **[insert name of child]** punctuality has not improved satisfactorily since I wrote to you last. So far this year **[insert name of child]** has been late on **[state number]** occasions and has missed **[minutes late]** of learning due to late arrival at school.

Although I appreciate that slow traffic and other factors can contribute to children being late for school, please be aware it can be distressing and disruptive for children when they are late. It may also impact their first lesson. Therefore can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. If significant improvement is not made, you will be invited to meet with a member of the Senior Leadership Team to discuss ways that punctuality can be improved.

Please see our School Attendance and Punctuality Policy on our school website.

www.hitherfield.co.uk

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher

Appendix G - First Warning letter for non-statutory school age children

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

Head of School:

Business Manager:

E-mail: admin@hitherfield.co.uk

Website: www.hitherfield.co.uk

Christopher Ashley-Jones

Jacinta Waters

Arlette Wells

Tel: 020 8769 8428

Twitter: @hitherfield15



Dear **[insert name of child]** ,

Re: First Warning Attendance Letter

Dear **XXXXXX**

We are writing to highlight your child's current school attendance percentage. It now stands at **XX%** which is below the 95% expected and therefore a concern.

Regular and punctual school attendance is vital in order that children get maximum benefit from their education and ensure that they fulfil their potential. Setting good attendance patterns from an early age will help your child as they continue their education.

While we understand that your child may have been ill and that you may have followed the school procedures around absence, schools are governed by government and Local Authority Policy. It is therefore our responsibility to inform you of your child's percentage. Please inform the school of the reasons for any absences not yet provided. It is vital that you contact the school on the first day of absence and contact us daily if the absence continues for more than one day.

If **[insert name of child]** attendance does not improve it may be necessary to write to you again and/or invite you to a meeting.

Support is available if you are experiencing any difficulties causing your child to be absent. If you would like to discuss this further, an appointment can be made for you to see a member of SLT in school. Our School Attendance and Punctuality Policy is available on our school website: www.hitherfield.co.uk

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher

Appendix H - Second Warning letter for non-statutory school age children

LONDON BOROUGH OF LAMBETH

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

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Christopher Ashley-Jones

Jacinta Waters

Arlette Wells

Tel: 020 8769 8428

Twitter: @hitherfield15



Dear **[insert name of child]** ,

Re: Second Warning Attendance Letter

From our review of attendance data, it is apparent that **[name of child]** attendance continues to be of concern. I am disappointed to see **[name of child]** attendance has not improved satisfactorily since I wrote to you last.

Although we recognise that your child is not of statutory school age, it is our duty to inform you that, once a child is of statutory school age and their attendance falls to 90%, he/she is automatically defined by the Department for Education (DfE) as a 'Persistent Absentee', irrespective of the reason for absence.

If **[name of child]** attendance does not improve it may be necessary to write to invite you to a meeting. We may not be able to authorise future absences without medical evidence.

Support is available if you are experiencing any difficulties causing your child to be absent. If you would like to discuss this further, an appointment can be made for you to see a member of SLT in school. Our School Attendance and Punctuality Policy is available on our school website: www.hitherfield.co.uk

I trust that you will give this matter your urgent attention.

Yours sincerely,

Chris Ashley-Jones

Executive Headteacher