

# Long Knowle Primary School



Learn, Know, Progress, Shine!

## Attendance Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors
Mrs J Bond	July 2024	July 2025	

Aim: At Long Knowle Primary School, we want all our pupils to: Learn, Know, Progress and Shine and achieve academic success – whatever this may look like for each individual child. Attendance at school is key to achieving this success and with our RIGHT values – we aim to support all families and pupils with attendance.

Our aim is to provide a policy and framework which works in partnership with parents and carers to promote and encourage regular and punctual attendance, in order that pupils have access to fulltime education and receive their full entitlement provided at Long Knowle Primary School.

### **Objectives:**

- To work in partnership with parents and carers to support children attending school and to raise the overall school attendance to be at least in line with national data and to improve attendance to above the national average.
- To work in partnership with parents and carers to reduce persistent absence.
- To work in partnership with parents and carers to promote a culture of punctuality and good attendance.
- To work in partnership with parents and carers to develop parental understanding of the school's expectations and for attendance and punctuality.
- To work in partnership with other agencies including with Wolverhampton LA officers, to support pupil attendance and punctuality.
- To closely monitor attendance and punctuality across school and support parents and carers in promoting and supporting the attendance of all pupils.
- To work supportively with parents and carers with children with SEND needs that may impact on good attendance.

### **These will be achieved by:**

- Actively promoting a positive attendance culture through assemblies, classroom discussions, newsletters, and student leadership groups (school council) focused on the importance of regular attendance and how it supports academic growth and achievement in school.

Sharing the school's policy and procedures with parents/ carers and the school's focus on improving attendance for all pupils.

- Regular meetings with families to encourage good attendance and support families when attendance begins to decline. Meetings maybe with: attendance staff, family support officers and/or senior leaders. If necessary, Wolverhampton LA officers.
- Monitoring and reporting attendance and absenteeism through termly governor board meetings.
- Using recognition systems to promote good attendance and punctuality in school.
- Focused and regular staff development and training about the promotion of good attendance in school.

## The law on school attendance and right to full-time education

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

## Attendance Team Contact details

Name	Role	Contact Information
Mrs Bond	Attendance Champion	Tel: 01902 558985 Email: <a href="mailto:office@longknowleprimary.co.uk">office@longknowleprimary.co.uk</a> Email: <a href="mailto:attendance@longknowleprimary.co.uk">attendance@longknowleprimary.co.uk</a>
Miss Roberts	Family support officer	Tel: 01902 558985 Email: <a href="mailto:office@longknowleprimary.co.uk">office@longknowleprimary.co.uk</a> Email: <a href="mailto:attendance@longknowleprimary.co.uk">attendance@longknowleprimary.co.uk</a>
Miss Cleary	SENDCo	Tel: 01902 558985 Email: <a href="mailto:office@longknowleprimary.co.uk">office@longknowleprimary.co.uk</a>
Instill Excellence Team	Family support team	Email: <a href="mailto:office@longknowleprimary.co.uk">office@longknowleprimary.co.uk</a>

## **Responsibilities of the School Attendance Champion:**

The Attendance Champion works closely with all members of the pastoral team. The pastoral team each have a very specific role to play in supporting the school to maintain high levels of attendance. The Attendance Champion's essential purpose is to support parents and carers to meet their responsibilities for ensuring that their children regularly attend the school at which they are registered and to support school to develop effective systems for managing attendance.

## Procedures for Attendance:

- All doors open for pupils at 8.40a.m.
- Doors close for pupils at 8.45a.m. whereupon the bell will ring marking the official start of the day.
- The daily register is taken by the class teacher at 9:00a.m. with pupils sitting down and following class procedures.
- Teachers close registers at 9:10a.m.

- Pupils are marked present or absent. Absences are marked with 'N' for the staff responsible for attendance to complete.
- Children attending appointments during the school day will be signed out at the entrance foyer using sign in and out system and signed back in on return. (We encourage parents to make appointments outside of the school day wherever possible).

### **Procedures for Punctuality**

- Once the school gate is closed, pupils must enter via the entrance foyer.
- Pupils who arrive after 8.45a.m. must have an adult sign them and record how many minutes late and the reason for the lateness.
- After 9:10am the school staff responsible for attendance will begin to update SIMs. Monitoring of lateness will be undertaken by the attendance staff, child and family support officers and senior leaders. Any pupil arriving after the close of registration at 9:10 am will receive a 'U' code, indicating an unauthorised late absence.
- Recurring problems will lead to parents and carers being invited into school to address the concern. (Appendix 1 and 2)

### **Procedures for Pupil Absence**

- It is a parent's responsibility to inform school of absence and subsequently, reasons for the absence.
- Parents and carers are required to contact school on each day of absence to confirm the reason of absence and its likely duration. School can be contacted from 8am and preferably no later than 9:30am

NOTE: Parents and carers who routinely fail to make contact with the school will have all absences unauthorised and may be contacted by Wolverhampton Local Authority.

- If a child is not in school and no reason for absence has been received, parents/ carers are contacted by 10:30am via text message asking to contact school to provide a reason.
- If we do not receive a response to the text message, a home visit may be carried out by our school's staff.

### **Pupils who cause concern**

- For parents and carers of children who have 10 days' absence or 20 sessions - attendance is below 96%, and is identified as causing concern.

Attendance will be monitored along with actions taken and targets for attendance will be set. Where pupil's attendance is below 96% and is falling, parents/ carers will receive a letter stating current attendance and sessions/days missed and next required steps (Appendix 3).

This letter will be posted/emailed home. Monitoring of attendance is shared with parents and carers using termly attendance tables. The letter will also inform parents and carers that their child's attendance will be discussed with our Education Welfare Attendance Officer. (EWO) and potentially Wolverhampton City Council Attendance Officers.

- School action is discussed in the fortnightly meeting involving the Education Welfare Attendance Officer, family support staff and senior leaders.
- The school may also inform the school nurse if absences are authorised due to medical reasons so we can support the child and family in school.
- If there is no further improvement in attendance, family support staff will contact the family and an Early Help Assessment may be offered. This takes the form of a letter (Appendix 4) to arrange a discussion with Education Welfare Attendance Officer and parents/ carers.
- If the Early Help Assessment is offered and refused or has no response, a DNA letter (did not attend) is sent to parents/ carers (Appendix 5) and if unauthorised absences continue; legal proceedings may take place. Regular meetings take place between school and EWO to monitor attendance and discuss cases.

The Headteacher will regularly update Governors with an overview of attendance and formally report to Governors termly.

### **Procedures for Monitoring and Promoting Attendance**

- Class teachers promote good attendance in school and support and meet and greet children on arrival into the classroom.
- Weekly attendance is recognised, celebrated and promoted in our weekly assembly. We celebrate and recognise achievements with attendance both individually and within year groups. These are displayed on our celebration board.
- The class with improved weekly attendance is rewarded with an attendance trophy or attendance bear (Foundation and KS1).
- Children with improved attendance receive termly recognition. 100% attendance achievement is recognised termly also.
- The Education Welfare Attendance Officer promotes the importance of good attendance by participating in the induction meeting for new parents/ carers, distributing literature produced by the LA/ DfE.
- Parents and carers are kept informed about attendance through the school website, school communications, noticeboards, parent/ carer evenings and pupils' annual reports.

### **Leave of Absence**

The school follows the National and Local Authority procedures when parents and carers apply for leave of absence. All applications are assessed on a case-by-case basis. For ANY leave of absence or appointment parents need to provide evidence. These can be:

- Appointment cards, prescriptions, invitations, flight information

## Application for Leave of Absence

### Any request for holiday must be requested 4 weeks prior to the holiday

- The Parent/ carer collects leave of absence form from school reception.
- The Parent/ carer returns completed application form which is date stamped.
- The attendance staff attaches attendance information and forwards application to the Headteacher.
- The Headteacher applies approval criteria.
- The application is forwarded to the attendance staff who informs parent/ carer of outcome by appropriate letter – this is sent via email from the [attendance@longknowleprimary.co.uk](mailto:attendance@longknowleprimary.co.uk) Email. (Appendices 6 and 7).
- Applications are processed within five working days.
- Leave of absence requests for children under 5 years of age will be approved as children are of non-statutory age. (Appendix 8)

Leave of absence that is approved = authorised absence.

Leave of absence that is not approved = unauthorised absence.

The Headteacher and Governing Board approve leave of absence only in exceptional circumstances such as bereavement, serious illness, and significant events such as a family wedding or cultural/ religious reasons.

As decided by the Governors of the school, the Headteacher, apart from highly exceptional cases, can only authorise up to 4 days' leave of absence in an academic year.

Any further leave of absence in that academic year will not be authorised. If any further leave of absence exceeds 4 days in succession, the school will contact the Local Authority and a penalty notice may be served.

## Exceptional Circumstances

The view of the DfE is a child should be in school for the 39 weeks of the academic year and that holidays in term time, in whatever form, are not considered to be 'exceptional' circumstances. Holidays are **not a good enough reason** for taking a child or young person out of school.

Absence from school under exceptional circumstances is slightly different from taking a holiday in term time. In deciding whether to grant a leave of absence for 'exceptional circumstances', the following is considered:

- What is the normal pattern of attendance for the child(ren) whose parent/ carer is asking for a leave of absence.
- What is 'exceptional' for one family might be the norm for another family. If the request for a leave of absence is not approved by the Headteacher but the parent/ carer takes their child away, the absence will be marked as unauthorised and the Headteacher may refer the matter to the local authority.

The parent/ carer is then at risk of receiving a £80 penalty notice per child per parent.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.
- Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

### **Non-Return from Leave of Absence**

It may occur that a child does not return within the stated period of leave of absence. Initially, normal school absence procedures are followed.

If the child has not returned within five days after the stated period of leave of absence, the following procedure is followed:

- Case referred to the Education Welfare Attendance Officer.
- Home visit carried out by school staff and/ or Education Welfare Attendance Officer. Calling card left at the property.
- A Letter is posted/emailed to parents/ carers.

### **CHILDREN MISSING FROM EDUCATION**

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Wolverhampton City Council: [attendanceandexclusions@wolverhampton.gov.uk](mailto:attendanceandexclusions@wolverhampton.gov.uk).

**The school are committed to support the City Council's Policy and Procedure on Children Missing in Education. Once these have been received the LA will commence their CME investigation procedures.**

Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Letters home (including recorded delivery) and/or email
- Contact with other schools where siblings may be registered
- Home visits

- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

All contacts and outcomes to be recorded on the pupil's file

### **Legal Sanctions:**

Both the school and Wolverhampton Local Authority have the authority to levy fines upon parents for their child's unauthorised absence from school, particularly when the child is of compulsory school age.

The decision to issue a penalty notice rests with either the Headteacher, a local authority officer, or the police.

Any unauthorised absence may prompt a referral to the local authority, potentially resulting in the issuance of a penalty notice in accordance with the 'Working Together to Improve School Attendance' guidelines.

### **Within a 3-year rolling period:**

- First penalty notice: £160 (if paid within 28 days) or reduced to £80 (if paid within 21 days).
- Second penalty notice: Flat rate of £160 (if paid within 28 days).

### **No Third Penalty Notice:**

- A third penalty notice cannot be issued to the same parent for the same child within 3 years of the date of the first notice.
- If the national threshold is met for a third time within those 3 years, alternative actions (such as prosecution or other attendance legal interventions) will be considered.

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/working-together-to-improve-school-attendance-2024.pdf)

### **Supporting Students with Medical Conditions/SEND**

The school aims to provide a supportive environment for students whose attendance may be impacted by medical conditions or special educational needs and disabilities (SEND). Measures include:

- Developing individualised healthcare/support plans for students with chronic/ongoing medical needs.
- Making reasonable adjustments and accommodations to the school environment and curriculum access.
- Facilitating access to the school nurse, counselling, or other therapeutic services as needed.
- Coordinating with parents/carers and external providers to ensure continuity of learning during absences.
- Considering flexible attendance arrangements, part-time schedules, or home instruction when appropriate.



### **Collaborative Approach with Local Partners**

The school recognises that strong partnerships across local services are essential for supporting attendance and removing barriers. As such, the school will:

- Develop relationships and communication pathways with local authority early help services, social care, health providers, and police.
- Establish procedures for making referrals to appropriate services when additional support is needed for the student or family.
- Participate in multi-agency meetings to coordinate a holistic plan for students facing complex challenges.
- Work with partners to understand and address root causes like poverty, mental health, community issues impacting attendance.
- Collaborate on truancy sweeps, home visits, or other engagement initiatives in the community.

### **Monitoring Attendance and Punctuality**

The school will regularly analyse attendance data to identify patterns of absence, both at the individual student level and across the whole school. This analysis will allow for early intervention and targeted support measures to be implemented for students with emerging attendance issues.

### **Specific methods may include:**

- Running weekly/monthly reports to flag students with concerning absence rates
- Examining attendance by grade level, demographic group, or other factors to pinpoint areas of concern
- Tracking and responding to consecutive absences or patterns like absences on specific days

### **Evaluating Effectiveness**

In addition to identifying areas for intervention, attendance data will be utilised to evaluate the effectiveness of strategies and initiatives aimed at improving attendance rates. This will involve:

- Comparing attendance metrics before and after implementation of new approaches
- Surveying students, parents, and staff on the perceived impact of attendance efforts
- Continuously refining and adapting strategies based on their measured outcomes

### **Reporting to Governors**

To ensure transparency and accountability, the school leadership will provide regular attendance reports and updates to the governing board. These reports may include:

- Overall attendance rates for the school and breakdown by grade levels
- Progress towards annual attendance goals and targets
- Updates on the implementation and effectiveness of specific attendance initiatives
- Identification of persistent issues or areas requiring additional governance support

The following appendices are examples/guides of the template letters used to address punctuality, absence and leave of absence requests.

Letters may vary or be personalised to the needs of each individual case as determined by the attendance team.

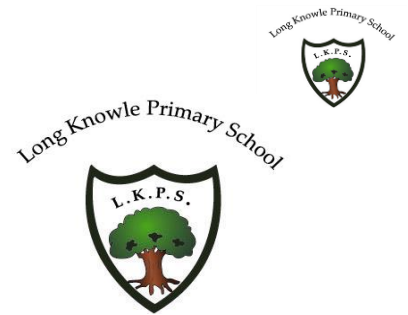
# Long Knowle Primary School

Blackwood Avenue, Wednesfield, Wolverhampton WV11 1EB

E-mail: office@longknowleprimary.co.uk

Tel: 01902 558985

**Head Teacher: Mrs J Bond**



## Appendix 1

Date:

Dear

Child's Name:

As a school, we monitor both attendance and punctuality and it is through these processes that we are becoming concerned about your child's punctuality. They have arrived late \_\_\_\_\_ this academic year in school. Please see the attached information regarding attendance.

Punctuality is a key aspect of school life and studies have shown that a lack of punctuality at a child's school can have adverse effects during their later work life.

We would like to remind you how important punctuality is and how it is a key aspect of school life. Formal learning at Long Knowle begins as soon as the bell goes and arriving late can impact on this learning not only for your child, but that of other children in the class. This can also impact staff if your child is collected late from school.

The Education Act states:

*"If any child of compulsory school age who is a registered pupil at a school  
fails to attend at the school, his/her parent is guilty of an offence"*

By law, failure to be at school on time can be recorded as absence and therefore, you may be liable for legal proceedings if attendance falls below an acceptable standard.

It falls within the remit of the school to challenge regular issues with both attendance and punctuality.

Please ensure your child arrives at school between 8:40am and 8:45am. Children arriving before this time are not covered by insurance, unless they are attending Breakfast Club.

If you have any particular difficulties or wish to discuss the matter, please do not hesitate to contact the school.

Thank you for your cooperation,

Yours sincerely,

*Mrs J. Bond*

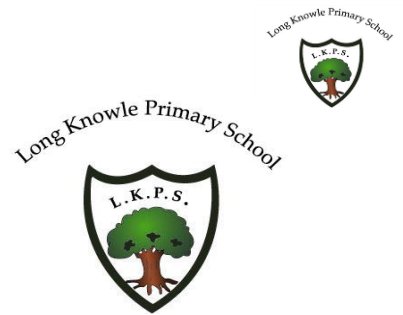
Head Teacher

# Long Knowle Primary School

Blackwood Avenue, Wednesfield, Wolverhampton WV11 1EB

E-mail: office@longknowleprimary.co.uk

Tel: 01902 558985



Date:

## APPENDIX 2

Parent Name/Address:

Child's Name:

Current attendance:

As a school, we monitor both attendance and punctuality. Despite a reminder letter, punctuality still has not improved. An appointment has been made for you to see our Education Welfare Officer on:

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We would like to offer this supportive meeting to discuss your child's punctuality.

Please confirm your attendance at the meeting by contacting the school office.

We would like to remind you how important punctuality is and how it is a key aspect of school life. Formal learning at Long Knowle begins as soon as the bell goes and arriving late can impact on this learning not only for your child, but that of other children in the class. This can also impact staff if your child is collected late from school.

The Education Act states:

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Thank you for your cooperation,

Yours sincerely,

*Mrs J. Bond*

Head Teacher

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Head Teacher: Mrs J Bond



Date here

## APPENDIX 3

Dear

### School Attendance Concern

Child:

Year:

In our monitoring of registers and attendance, we have seen; that your child's attendance is currently \_\_\_\_\_.

Attendance is monitored by our Attendance Team, which includes an Education Welfare Officer from Wolverhampton City Council. It is school policy that we keep you informed of concerns raised through attendance monitoring.

**Expected GOOD attendance is 96%:** children need to be in school every day and on time so that they can learn and make good progress, both academically and socially.

### Required Next Steps

- Please contact school on **every day** of absence
- Please provide medical evidence of illness: this could be
  - A GP appointment card (name/date/time clearly stated)
  - Prescription
  - Medical Packaging
  - Medication
  - Hospital Letter/ Appointment Letter

If we can provide any further support or advice, please contact us at the school office.

Yours sincerely

*Mrs J. Bond*

Head Teacher

# Long Knowle Primary School

Blackwood Avenue, Wednesfield, Wolverhampton WV11 1EB

E-mail: office@longknowleprimary.co.uk

Tel: 01902 558985

Head Teacher: Mrs J Bond



Date here

## Appendix 4

Dear

### Attendance

**Child:**

**Year:**

During our continuing monitoring of registers and attendance, I have noticed that your child's attendance is currently .....

It is essential that children come to school every day and on time, as we know that good attendance leads to good progress.

**Good attendance is seen to be 96% or above.**

Children are absent from school for a variety of reasons. This could include unavoidable illness or other essential absences. We appreciate that you may have contacted school on these occasions to keep us updated and we hope this continues.

We have contacted you about this issue recently; we feel that it is important you are kept informed that attendance is monitored regularly; poor attendance impact significantly on children's learning and progress.

All children's attendance is monitored with our Attendance Team, which includes an Education Welfare Officer from Wolverhampton City Council. We expect all children on roll to attend every day, as long as they are fit and healthy enough to do so. The Education Welfare Officer may call you to follow up on this letter. If absences continue to be unauthorised then this may lead to legal proceedings.

### Required Next Steps

- Contact school on **every day** of absence
- Provide medical evidence of illness: this could be
  - A GP appointment card (name/date/time clearly stated)
  - Prescription
  - Medical Packaging
  - Medication
  - Hospital Letter/ Appointment Letter

**The above information will be needed in order to authorise any absences in the future.**

If we can provide any further support or advice please do not hesitate to contact us.

Yours sincerely,

*Mrs J. Bond*

Head Teacher

# Long Knowle Primary School

Blackwood Avenue, Wednesfield, Wolverhampton WV11 1EB

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Tel: 01902 558985

Head Teacher: Mrs J Bond



Date here

## Appendix 5

Dear

### Attendance

Child:

Year:

As a result of your child's declining attendance, the Education Welfare Officer contacted you regarding \_\_\_\_\_ attendance. A request was made for a supportive Early Help Assessment meeting on \_\_\_\_\_ at school.

Unfortunately, you did attend or contact school to rearrange the meeting. If you would like another meeting, then please contact the school office.

**Good attendance is seen to be 96% or above.**

I would like to take this opportunity to remind you that all children's attendance is monitored with our Attendance Team, which includes an Education Welfare Officer from Wolverhampton City Council. We expect all children on roll to attend every day, as long as they are fit and healthy enough to do so.

### Required Next Steps

- Contact school on **every day** of absence
- Provide medical evidence of illness: this could be
  - A GP appointment card (name/date/time clearly stated)
  - Prescription
  - Medical Packaging
  - Medication
  - Hospital Letter/ Appointment Letter

**The above information will be needed in order to authorise any absences in the future.**

Yours sincerely,

*Mrs J. Bond*

Head Teacher

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Tel: 01902 558985

**Head Teacher: Mrs J Bond**



## Appendix 6

Date:

Dear

**Child:**

**Year:**

**RE: Leave of absence in term time request for**

Following your request for leave of absence in term time for your child: \_\_\_\_\_, I regret that I am unable to authorise this absence. My reasons are as follows:

- Under the amendments to the 2006 Pupil Registrations Regulations, Head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.
- The leave of absence cannot be considered under the Exceptional Circumstance clause as advised by the DfE (Department of Education)

Should you take the requested leave of absence, the school's attendance policy makes it clear that the absence will not be authorised and I have a duty to inform the Education Welfare Services who may issue a penalty notice.

Governors at Long Knowle have taken the decision to apply fines from the 5<sup>th</sup> day of absence in any school year – September to July.

**If for any reason your child/children do not return to school on the expected date, you must make all possible efforts to contact us. If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You could risk losing your child's place at school; I have a duty to inform the Education Welfare Service who may serve a penalty notice. The penalty notice is £80 per child, per parent if paid within 21 days and £160 per parent, per child if paid after this but within 28 days.**

**Parents/carer have a duty to ensure their child/children's regular attendance at school and failure to do so is an offence under section 444(1) of the Education Act 1996**

Yours sincerely,

*Mrs J. Bond*

Head Teacher



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**Head Teacher: Mrs J Bond**



Date here

## Appendix 7

Dear Parent/Carer

**Child:**

**Year:**

**RE: Leave of absence in term time request for**

Following your request for leave of absence in term time for: \_\_\_\_\_,

I have carefully considered your request for leave of absence for your child/children in term time.  
I have decided to authorise the leave because the circumstances are exceptional.

\_\_\_\_\_ is authorised to have \_\_\_\_\_ days leave of absence from:

\_\_\_\_\_ to \_\_\_\_\_.

**If for any reason your child/children do not return to school on the expected date, you must make all possible efforts to contact us. If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You could risk losing your child's place at school; I have a duty to inform the Education Welfare Service who may serve a penalty notice. The penalty notice is £80 per child, per parents if paid within 21 days and £160 per parents, per child if paid after this but within 28 days.**

**Parents/carer have a duty to ensure their child/children's regular attendance at school and failure to do so is an offence under section 444(1) of the Education Act 1996**

Yours sincerely,

*Mrs J. Bond*

Head Teacher

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Tel: 01902 558985

**Head Teacher: Mrs J Bond**

## Appendix 8

Date

Dear

**Child:**

**Date:**

**RE: Leave of absence -**

Following your request for leave of absence in term time for:

I have carefully considered your request for leave of absence for your child in term time.

I have decided to authorise the leave as your child is under the age of five years.

Once a child reaches 5 years and a term , any leave over 5 days will be unauthorised and fines may be levied.

The fine will be £80 per parent per child.

Yours sincerely,

*Mrs J. Bond*

Head Teacher



## Appendix 9

What does percentage attendance mean?

Parents and carers are advised that the government have categorised those pupils who have attendance of 90% and below as “persistence Absence” pupils (PA).

The table below shows the amount of learning lost against percentage attendance figures.

<u>Attendance during one school year</u>	<u>Equivalent days</u>	<u>Equivalent sessions</u>	<u>Equivalent weeks</u>	<u>Equivalent Lessons missed</u>
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

### Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.