Attendance and Punctuality Policy

Last review: Jan 2025
Ratified: Jan 2025
Review: September 2026

Rationale

At The Flourishing Schools Federation excellent attendance and punctuality are expected from all children regardless of gender, culture, ethnicity, sexual orientation, physical ability or socio-economic factors. This policy is therefore designed to ensure that all children have full access to the curriculum so they can achieve their full potential. Compulsory education in the United Kingdom begins at the start of a term after a child turns age 5 and ends at 16, unless a child's parents/carers opts for home schooling. Attendance at school on these dates and at those times is a legal requirement.

We believe that regular school attendance and punctuality is vital to enable children to maximise their educational opportunities. We therefore aim to ensure children always attend school, discouraging absence from school unless it is essential. Our current school attendance target is 98+%. The foundation for good attendance and punctuality is a strong partnership between the school, parents, carers and pupils.

Key Principles

We are committed to:

- Promoting and modelling high attendance and punctuality that all pupils achieve their full potential.
- We will consistently work towards a goal of 100% attendance and punctuality for all pupils.
- Ensuring equality and fairness for all.
- Ensuring this attendance and punctuality policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance and punctuality.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance and punctuality at school or otherwise.
- Regularly monitoring and analysing attendance and punctuality data to identify pupils or cohorts that require more support.
- To encourage children to acquire good habits of punctuality which will be needed throughout their school life and in the adult world of work

The school's attendance officers at Northside are the leading practitioners: Miss Millwood (Early Years and Key Stage 1) and Ms. Greenhill (Key Stage 2) they can be contacted via the school office email office@northsidesch.org.

The school's attendance officers at The Queenswell Schools is Mrs. Stainton they can be contacted via the school office email office@queenswellsch.org

Legal Framework:
This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

The legislation makes provision for a school day which is to be divided into two sessions with a lunch break in the middle and to be available for 190 days in any school year. Registration will take place at the start of the morning session and following the last lunch period.

In Practice
Attendance and punctuality Expectations
Pupils are expected to attend punctually every day.

At The Flourishing Schools Federation learning starts promptly at;

- Queenswell Seedlings (2-Year-Old Nursery) and Northside Oxbridge University (3-Year-Old Nursery)
    - 8:45am to11:45am morning session
    - 12:45pm to 3:45pm afternoon session
- Northside King's University (2-Year-Old Nursery)
    - 9:00am morning session
    - 1:00pm afternoon session
- Queenswell Junior School
    - 8:45am morning session
    - 1:00pm afternoon session
- 8:55am Queenswell Nursery
    - 8:55am (3-Year-Old) Nursery morning session
    - 12:30pm (3-Year-Old) Nursery afternoon session
- Queenswell Infant School, Treetops (ARP) and Northside Primary School
    - 8:55am morning session
    - 1:00pm afternoon session

If a child misses the start of the day they will miss important teaching and disrupt the lesson. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Children are entered as late in the register if they arrive in school after the register has been taken.

If parents know their child is going to be late for **any** reason, they should let the school office know. On arrival, after the close of register, unaccompanied pupils must immediately sign in at the school office. Accompanied pupils, parents will complete a late form explaining the reason for their lateness. Lone travellers' parents will be contacted with a telephone call.

Absence Procedures:
If a child is absent the parent/carer must follow the following procedures:

- Contact the school as soon as possible of the first day of absence (before 8:30 a.m.)
    - Northside Primary School **020 8445 4730**
    - The Queenswell Schools **020 8445 0524**

Parents and carers must state the **full** reason for the child's non-attendance (not just "feeling unwell") and indicate the likely date they will return to school. Parents/carers should be prepared for members of the school staff to ask questions about the pupil's condition, the patterns or trends in their absences and any treatment they may be receiving. Notes received from parents explaining the reason for the absence will be kept on file in line with school retention policies.

If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unexplained (N code) and promptly followed up by a member of the school administrative team who will send a text message to the parent/carer on the first day of absence (if the school has not already been contacted by the parent/carer).
This will be followed up by a phone call as part of its early intervention and safeguarding strategies. If no reason is given by the end of 5 school days or the reason given is not reasonable, the pupil will be recorded as an unauthorised absence (O code).

The coding for any absences will be in accordance with the guidance provided by the Department of Education as in Appendix 1.

Definitions
The following definitions apply for the purposes of this policy:

> Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Every half-day absence from school has to be classified by the school as either Authorised or Unauthorised.

Absence:

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

Authorised Absence:

Only the Executive Headteacher, or a member of staff acting on their behalf, can authorise absence.

Authorised absences are mornings or afternoons away from school, which include the following reasons:

> *Illness*
> In most cases a telephone call from the parent/carer informing the school that their child is ill is acceptable. Parents may be asked to provide medical evidence where there are repeated absences or longer periods of absence due to illness. This will usually be in the form of an appointment card, prescription but could be in the form of a doctor's note.
>
> We would expect all pupils to attend school with mild illnesses (see appendix) as this builds up their immune system and resilience. Please be rest assured, if your child worsens, we will phone you to collect them however mild illnesses are often forgotten once they are engaged in their learning.
>
> *Medical/Dental Appointments*
> Parents/carers are expected where possible to make routine medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents will need to show the appointment card to school prior to appointment date to inform the school of the set scheduled time.
>
> *Religious Observance*
> We are a multi-faith school and as such recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this will be an authorised

absence. Parents are asked to request permission to be absent for a day for reasons of religious observance by completing a special leave request form which can be found in the school office.

Medical and Related Conditions
At The Flourishing Schools Federation we automatically treat illness as authorised absence and with the local authority's help, support pupils' education throughout their illnesses. We also have an understanding and sensitive approach to children who may have periods of absence due to disability or long-term ill health. In these circumstances' pupils will usually have a health care plan.

Other Authorised Circumstances
This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or because of a part-time timetable agreed as part of a reintegration package.

Suspension
Suspension from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home. Wherever possible the suspension will take place at our sister schools.

Unauthorised Absence:
Unauthorised absences are those where the parents/carers have been unable to provide a satisfactory explanation to the school or where no permission has been granted by the school. These include the following:

Family Holidays and Extended Leave
In line with the amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1 September 2013, all requests for holiday during school time will be refused. **Parents taking their children out of school for the purpose of a holiday need to be aware that they may be liable for sanctions such as a Penalty Notice, a fine or a court summons issued by the Local Authority.**
Absences before and after a school holiday will be unauthorised unless evidence is provided that meets our authorised absence criteria.

Absences which have not been properly explained
All absences will be treated as unauthorised unless a satisfactory explanation for the child's absence has been received.

Children who arrive at school too late to get a mark on the register
The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. Any other absence will be classed as unauthorised.

Persistent absence (PA):
- Missing 10% or more of schooling across the year for any reason
- These pupils will be reviewed by the Local Authority's Education Welfare Officer
- These pupils will be subject to an action plan to support their return to full attendance and punctuality.
    - If the pupil and family do not engage with the action plan, court action may be taken against the main parent(s) or carer(s) via the Education Welfare Service.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

Attendance register

The Education (Pupil Registration) (England) Regulations 2006, require all schools to take an attendance register twice a day. Class teachers are responsible for attendance registers and are completed online.

Pupils are marked, by teachers, either;

- Present (/,\)
- Attending an approved off-site educational activity (V)
- Absent (N code)

All other absences will be recorded by the administration team in line with attendance codes set out by the Department of Education (see appendix)

Special Leave Requests:

Parents/carers should **not** expect that the school will agree to authorise extended leave within term time. If there are special circumstances involved, permission should be sought from the Executive Headteacher, by completing a special leave form. In considering whether to grant requests for term-time leave, the following points will be considered:

- the circumstances involved
- the time and length of the proposed leave
- the child's attendance and punctuality record
- any previous leave of absence requests made
- if it is close to any statutory tests
- the current attainment of the child/children

Parents/carers should be rest assured that each application is treated sympathetically and on its own merits and that any decision not to authorise a leave of absence request is based on professional assessment.

All special leave requests are recorded and monitored to identify trends.

Punctuality and Lateness:

Morning registration will take place at the start of school day. Any pupil arriving after this time will be marked late (L). If a pupil arrives 5 minutes after the registers (morning or afternoon sessions) have closed this will be classed as having an unauthorised absence (U code) unless there is an acceptable explanation i.e. school transport was delayed. In addition, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered (M code in this instance). Evidence will need to be provided for all medical appointments in school time.

Punctuality is monitored on a fortnightly basis and the following actions are taken in a graduated response;

1. text sent to highlight the number of lates
2. phone call from the Attendance Officer/Leading Practitioners
3. meeting with the Attendance Officer/Leading Practitioners
4. meeting with Head of Schools
5. meeting with Executive Headteacher

Parents and carers are reminded that the local authority may issue a fixed penalty notice for unauthorised lateness after the close of the register in accordance with the local authority's Code of Conduct for the Issuing of Fixed penalty Notice for Non-School Attendance, if the number of unauthorised absences or lates (G, O or U codes) is 10 sessions or greater in 10 weeks and can span over different terms, including summer and autumn.

Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Registration begins at 8:55 am, apart from Queenswell Juniors which begin at 8:45am. Children are entered as late in the register if they arrive in school after the register has been taken but before 9:00 am (8:50am for the Juniors) which is when the register closes. If they arrive after this time the register will show an unauthorised absence, but a record will be kept in the office for the purpose of an emergency evacuation. If parents know their child is going to be late for **any** reason, they should let the school office know. On arrival, after the close of register, pupils must immediately sign in at the school office to ensure that we can be responsible for their health and safety whilst they are in school.

Late collection of children will result in a charge for childcare in the after-school care club and a form explaining the reason will need to be completed. These will kept on your child's record for monitoring.

Persistent Lateness:
Parents/carers of children who persistently arrive or are collected late will:

1. Be sent a letter highlighting the concerns, the expectations and possible next steps if no improvement is seen.
2. Be expected to attend a meeting with Leading Practitioners/Attendance Officer.
3. Be expected to attend a meeting with Head of School.
4. Be expected to attend a meeting with the Executive Headteacher to explain their continued lateness.
5. Be referred to Barnet Integrated Clinical Services or Early Help where persistent lateness occurs without an acceptable reason.

Rewarding Punctuality and Attendance:

- Attendance as a class is rewarded in celebration assembly every week with the award of a trophy for the class with the highest attendance. Classes who reach our target of 98% receive an additional 5 minutes play time, 99% receive an additional 10 minutes play time and 100% receive an additional 30 minutes play time.
- The university/class with zero lateness receive 5 mins extra playtime, which is rewarded in celebration assembly each week.
- At the end of each half term, the class with the best punctuality receive 'punctuality pancakes' as a reward.
- Attendance certificates are given out each term for 98+% and 100% at a celebration assembly.
- End of year attendance certificates are also given for 98+% and 100% at a celebration assembly.
- The university/class with the highest attendance at the end of the year will receive a trip to the cinema as a reward. The university/class with the best punctuality will receive a bowling trip to the cinema as a reward.

Support Systems:
At the Flourishing Schools Federation, we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make us aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be required.
We also recognise that some pupils are more likely to require additional support to attain/maintain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

- In–school support from the Inclusion team for the pupil
- In- school support from the Inclusion team for the parents/carers
- Reward charts

- Attendance agreements
- Referrals to support agencies

Roles and responsibilities:
We all have a shared responsibility to ensure that all pupils attend school so they can achieve their full potential.

Governors are responsible for:
- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the Senior Leadership Team to set goals for attendance and punctuality and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance and punctuality data.
- Sharing effective practice on attendance and punctuality management and improvement across the Federation.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE (Keeping Children Safe in Education) when planning to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance and punctuality

The Executive Headteacher and Head of School are responsible for:
- Implementing and managing this policy and all relevant procedures across the school
- Supporting the leading practitioners/attendance officers in their role of monitoring attendance and punctuality across their key stages
- Ensuring all parents are aware of the school's /attendance officer expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Liaising with the local authority attendance team.

The Leading Practitioners/Attendance Officer will be responsible for:
- The overall strategic approach to attendance and punctuality in school.
- Actively promoting the importance and value of good attendance and punctuality to pupils and their parents/carers.
- Developing a clear vision for improving attendance and punctuality.
- Making clear the link between good attendance and punctuality and progress/achievement e.g. via assemblies, newsletters.
- Celebrating good attendance and punctuality.
- Monitoring and analysing the attendance of all pupils that have attendance levels below 90% on a two-weekly basis and identifying causes and patterns of absence.
- Holding meetings and regularly communicating with parents/carers of pupils whose attendance and punctuality is a continuing concern; leading a compassionate approach when listening to parents and pupils regarding barriers to attendance and punctuality.
- Implementing attendance and punctuality agreement plans with parents/carers of pupils whose attendance is 85% or below.
- Monitoring interventions that are put in place and documenting any support (on Arbor, under Pastoral notes) provided to a standard required by the local authority should legal proceedings be instigated.
- Developing a multi-agency response to improve attendance and punctuality; supporting pupils and their families if required alongside the Inclusion team and DSL.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance and punctuality behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

Parents/carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance and punctuality of their children at school and avoiding unnecessary absences by their children.
- Asking for help if their child is experiencing difficulties.
- Informing the school of any change in circumstances that may impact on their child's attendance and punctuality.
- Contacting the school if their child is absent, letting us know the reason why and the expected date of return.
- Proactively engaging with any attendance and punctuality support offered by the school and the local authority.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance and punctuality.

Legal Sanctions:
Where poor attendance/punctuality continues, even after the interventions outlined in this policy have been actioned, the following legal sanctions may be applied:

Fixed Penalty Notices (Anti-Social Behaviour Act 2003)
Section 23 of this Act gives powers to the Local Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable but unwilling to secure an improvement in their child's school attendance.

A penalty notice can be issued against one of the following criteria:

1. Where there is a minimum of 10 unauthorised sessions (5 school days) in a 10-week period (these do not need to be consecutive) which includes pupils who are persistently arriving after the close of the registration period. These absences can span over academic year e.g. summer term and the following autumn term.
2. Where a parent(s)/carer(s) refuses to engage with a school in the interest of improving their child's school attendance levels.
3. Where a holiday in term time has been requested but has been unauthorised.

The Local Authority can issue a fixed penalty notice if:

1. Parents are intentionally and deliberately, taking leave at the same time every academic year or purposefully taking under the threshold of 10 sessions to avoid a fixed penalty notice.

Each pupil's absence will be considered on its own merits and if appropriate, a fixed penalty notice may be requested to encourage improved future attendance. If a pupil's attendance is

significantly low, a referral to the Education Welfare Officer may be considered as an alternative to requesting a penalty notice.

In such a case each parent/carer receives a Penalty Notice for their child who has unauthorised absences, and/or persistent lateness after the registers close. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days or £80 if paid within 21 days of the date the Notice was issued. This fine is per parent, per child and in the first instance only. A second fine will be £160 per parent, per child.

If the penalty is not paid in full by the end of 42 days the LA must either prosecute for the offence or withdraw the notice. This prosecution is for the offence of failing to secure attendance at school not for non-payment of the fine.

Prosecution will also occur if two fines have been issued within a three year period.
If prosecution is proven this can attract a range of fines up to £2500 and/or a range of disposals such as Parenting Orders, Community Sentences or custody, depending upon circumstances.

Application to the Family court for an Education Supervision Order
This can be granted for up to 12 months. Parents will be legally obliged to comply with the directions/advice given by the Education Welfare Officer and if they do not, the matter may be referred to the Magistrates Court. The consequence of this could include a fine or in an aggravated offence imprisonment. In addition, if there is a persistent non-compliance with directions/advice, then it is a legal requirement that the Local Authority Children's Social Care Department investigate.

Prosecution
Where all other intervention, including Penalty notices and/or Education Supervision Orders, fail to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.
This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education. Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child and if he/she is a registered pupil at a school and is of compulsory school age, and then they are guilty of an offence.

Fines are as follows:
Education Act 1996 s.444 (1) - Magistrates can fine each parent up to £1,000 per child, plus prosecution costs and impose a Parenting Order Education Act 1996 s.444 (1A) - Persistent Absence - Magistrates can fine each parent up to £2,500 per child, impose Parenting Orders/Community Rehabilitation Order and/or impose a period of imprisonment of up to 3 months

Appendix 1

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:

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y6 = Absent due to public health guidance or law
- Y7 = Absent due to any other unavoidable cause

Appendix 2 – Punctuality Letters

Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: office@queenswellsch.org
W: www.queenswellfederation.co.uk

Date

Dear Parent of_____,

Your child has been late __ times since we came back in _____, this is a serious concern.

When your child is late, they miss vital learning including the introduction to lessons. It also can be embarrassing and unsettling for them. Arriving at school on time is extremely important for your child we encourage parents to teach their children to be punctual as this is an important life skill to have in the future.

At _____ School, we have made great improvements with parents leaving home earlier to ensure that their child has a prompt start to the school day. We have also discussed morning routines and effective ways to ensure you arrive with your child on time every day. Some things could be to have shoes, coats and bags ready at the door the night before.

Your child may eat breakfast, then get dressed and this can be very time consuming so we recommend they are dressed and ready before they begin to eat their breakfast.

We understand that some families find it difficult to get to school on time and can slip into patterns of lateness. Please make an appointment with me if you are struggling to bring your child into school on time and we can find solutions to support you. I will be monitoring any future lateness.

I would like to take this opportunity to make you aware that should your child arrive late after ____am, six times within a four-week period, a fixed penalty notice may be issued by the Local Authority.

Please support your child by getting them to school on time - which should be ____am.

I look forward to seeing an improvement in your child's punctuality.

Yours sincerely,

Miss Oppenheimer
Head of Infant & Nursery School

Pupil late arrival/collection

Date: _____

Child's Name: _____

Child's Class:_____

Time arrived/collected: _____

Reason for Lateness

Parent's Print Name & Signature:

_____

Appendix 4 – Attendance Letters

Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: office@queenswellsch.org
W: www.queenswellfederation.co.uk

Date

Dear …….. (parent name)

I am writing to you with regard to your child's school attendance.
Since the start of this term our records show that ……..'s (child's name) attendance is …..%

Government expectations are that pupil's school attendance should be a minimum of 96% - this applies to all children of statutory school age. Statutory school age commences the beginning of the term after a child's fifth birthday.

I appreciate that your child is currently in Reception (and has not yet reached statutory school age) but it is important to establish good routines now in preparation for when your child reaches compulsory school age, at the start of the school term following their fifth birthday

Student attainment and achievement depend on regular attendance at school. Any absence leads to missed learning and other experiences and may cause difficulties with social relationships.

It is very important that …… (child's name) attends school regularly in order for them to make the most of their learning and also establish positive patterns for the future.

We will continue to monitor your child's attendance and I will contact you if there is no improvement.

If there are any particular circumstances leading to ……(child's name) absences from school, please come and discuss them with either myself or the class teacher.

Yours faithfully

Miss Oppenheimer
Head of Infant & Nursery School

Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: office@queenswellsch.org
W: www.queenswellfederation.co.uk

Dear Parent/ Carer,

Name of Child:
Class:
Attendance: %

Above is your child's current attendance level, which is significantly below the 96% attendance expected by the school, the Education Welfare Team and the Government for children to achieve their educational potential - this applies to all children of statutory school age.

Student attainment and achievement depend on regular attendance at school. Any absence leads to missed learning and other experiences and may cause difficulties with social relationships.

It is very important that ____ attends school regularly in order for them to make the most of their learning and also establish positive patterns for the future.

The school will review _____'s attendance next term and I will contact you again if there is no improvement.
If, however, there are any particular circumstances leading to _____'s absences from school, please do not hesitate to come and discuss them with either me or the class teacher.

Please ensure you bring in medical evidence from now on when your child is off sick.

If your child's attendance does not improve next term, then you may hear from the Barnet Education Welfare Officer.

Thank you for your continued support.

Yours faithfully,

Miss Oppenheimer
Head of Infant & Nursery School

Ms Donaghy
Head of Junior School

Appendix 5 – Special Leave form

Queenswell Schools
Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
E: office@queenswellsch.org
W: www.queenswellfederation.co.uk

APPLICATION FOR SPECIAL LEAVE OF ABSENCE

As a parent / carer you should fill in this form if in the case of an emergency you wish to take your child out of school for an extended period during term time. Please note family holidays during term time will not normally be authorised.

You should be aware that if the school approves this absence, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time being classified as unauthorised absence. It is also possible in certain circumstances that your child could be removed from the school roll and thereby have to find an alternative school.

If you take your child on holiday without authorisation the Local Education Authority has the power to issue Fixed-penalty Notices of £80 for first notice, £160 further notices
(Anti-social Behaviour Act 2004).

I request that _____ **in Year** _____ **be granted special leave of absence.**

From (Date) / / **To (Date)** / /

Reason _____

_____

My child will access education during the visit **Yes / No (please circle)**

If Yes please provide details _____

Signature of Parent/Carer _____ **Date:** / /

For school use only

Authorised	
Not Authorised	
Issue Fixed Penalty Notice	
Signed	
Date	
Comments	