



# Mowmacre Hill Primary School

Striving for Excellence; United in life-long learning for a better tomorrow

## ATTENDANCE POLICY

### Mowmacre Hill Primary School

#### Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. As a school we will work closely with the Education Welfare Service to support regular school attendance. This school attendance policy is written to reflect the law and also the guidance produced by the Department for Education.

It is very important that you make sure that your child attends regularly and this Policy sets out how we will achieve this together.

*-The Policy has an additional section that relates to our children from Travelling Communities; Please see page 11 'children from traveller communities'.*

*-This document has an additional Policy for EYFS children; Please see page 14 'Settling in Policy'.*

### **Why Regular Attendance is so important:**

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility; failing to ensure your child's regular attendance and permitting their absence from school without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carer) and/or prosecution.

### **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility; parents/carers, pupils and all members of school staff.

#### **To help us all to focus on this we will:**

- Give you information on attendance in our regular bulletin/newsletter.
- Provide you with reports on how your child is performing in school, what their attendance and punctuality is, and how this relates to their attainment.
- Celebrate good attendance by displaying and celebrating individual and class achievements.
- Reward good attendance or improving attendance through class competitions, certificates and outings/events.
- Holding weekly assemblies on attendance highlighting and celebrating achievements.
- Regularly sending letters home updating you on your child's attendance and reminding you of your statutory duty and potential consequences if there is a failure in cooperation.

### **Understanding types of absence:**

By law, every half-day absence from school has to be classified by the school (not by the parents/carers), as either **authorised or unauthorised**. This is why information about the reason for any absence is always required, preferably in writing.

Authorised absences are mornings and/or afternoons away from school for a genuine reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes which are supported with medical evidence (*please see page 4; Absence procedures*).

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

This includes:

- parents/carers keeping children off school unnecessarily (ie condoned absence)
- truancy during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- absences linked to shopping, looking after other children, birthdays
- trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

## Reception/F2 Policy and Flexi Schooling

- Mowmacre Hill Primary School do not offer flexi-schooling at any stage after Nursery.
- ALL parents of children in Reception/F2 have the responsibility of ensuring that their child(ren) attends school every day and on time.
- If parents feel that they have a case of exceptional circumstance, they **must** first discuss the situation at length with the Head teacher. Parents DO NOT have the final decision on their child's attendance structure at school.
- Any exceptions made will ONLY be at the Head teachers discretion and will be based on careful consideration of the child's wellbeing and on all information provided by the parent.
- ALL decisions made regarding a child's attendance and structure of schooling will ultimately be decided by the Head teacher.

## Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more of their sessions over the school year for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this. If a child has less than 100% and there is any unauthorised absence, the position is that the child could have attended more regularly and this will be a concern.

We monitor all pupil absence closely and where the school has concerns about your child's attendance, we will be in touch with you about this.

PA pupils are identified and monitored carefully through our pastoral system. All our PA pupils are subject to an action plan. The plan may include: (list) *additional support through a Mentor or support staff, use of circle time, regular visits at home on days where child is absent, individual incentive programmes and participation in group activities around raising attendance*. All children who fall into the PA category are also automatically made known to the Education Welfare Officer (EWO).

## **Absence Procedures:**

### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Or, you can come into school and report to reception, who will arrange for a member of staff to speak with you either then or at a later point.
- Where your child's health is directly affecting their attendance, you will be required to provide some form of medical evidence i.e the prescribed medicine, a medical letter, prescription note, or proof of appointment / consultation. **Failure to do so will result in an unauthorised absence.**

NB: Notes/letters that you send us will be stored on your child's file.

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

- Telephone or text you on the first day of absence (*and on subsequent days*) if we have not heard from you;
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence. (See Appendix A1 & A2).
- Invite you in to discuss the situation with our *Attendance Officer and/or Pastoral Leaders, Assistant Head teacher* if absences persist;
- Refer the matter to the EWO if attendance is a concern. (See Appendix B).
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe. On these occasions, with parental consent, we may bring your child back to school with us. This visit could also be undertaken by a Police Officer.

### **Telephone numbers:**

There are times when we need to contact parents about a variety of matters, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number; if we don't have your contact number, something important may be missed. *There will be regular checks on telephone numbers throughout the year. In addition to holding a contact number for parents, we ask for two additional numbers in case of an emergency. Please provide these to the school office.*

### **The Education Welfare Officer:**

Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to the EWO from the Local Authority. He/she will also try to resolve the situation by agreement with parents/carers. However, if attempts to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates' Court.

Full details of the options to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices may be issued by the Local Authority immediately following a period of holiday-related leave that has not been authorised by the school.)

Parents/carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0116 454 5510. They can also be reached by e-mailing [education.welfare@leicester.gov.uk](mailto:education.welfare@leicester.gov.uk).

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and they do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child and this in itself can also encourage absence.

### **How we manage lateness:**

The school day starts at **08:55 am** and we expect your child to be in class at that time.

Registers are marked by **09:00 am** and your child will receive a late mark if they are not in by that time.

The registers will be closed at **9.10am** in accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

If your child is regularly late, you will be asked to meet with the **Attendance Officer and/or the Senior Leadership Team** to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.

### **Holidays in Term Time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help their child by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education and Fixed Penalty Notices. There is **no automatic entitlement** in law to time off in school time to go on holiday or other trips.

All applications for leave must be made in advance. Parents are required to comply with the school's procedure for requesting leave of absence for their child (*please see page 8, section titled 'procedure for requesting leave of absence'*). In accordance with the law, agreement will only be given where the Head teacher considers the reason for the request to be exceptional in nature.

Full details of our policy and procedures are available from the school office. It is important that all parents/carers are aware that requests for leave should be made prior to making any bookings. Also, that the decision made by the Head teacher will be confirmed in writing and without this written confirmation, it cannot be taken that there is agreement to authorise all or any of the absence.

Any period of leave taken without the written agreement of the school, or in excess of that agreed, will be classed as unauthorised and may result in a Fixed Penalty Notice being issued to each parent for each child. Penalty Notices are fines of £60 which increase to £120 if not



paid within 21 days. Failure to pay by the 28<sup>th</sup> day will usually mean that the Local Authority proceeds to the Magistrates' Court in relation to the parent's failure to ensure regular attendance.

### **Procedure for requesting leave of absence:**

If you plan to take your child on a leave of absence you are required to inform the school by doing the following:

- Inform the Attendance Officer and your child's teacher at the earliest opportunity.
- Complete a '*request for an absence of leave*' form which can be collected from the school office and hand it back to the office with any relevant documentation i.e flight details.
- Wait for a written confirmation from the school informing you of the Headteacher's decision.

### **School targets, projects and initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The Attendance target for the school for 2018/19 is 96%.

Throughout the school year, we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our *bulletin/newsletter* and we ask for your full support.

We will also communicate this information regularly to children in our weekly attendance assembly. This includes:

- Celebrating and rewarding class attendance where weekly targets are met.
- Weekly prize draw for children who have achieved 100% attendance for the week.
- Termly certificates for children who achieve 100% attendance for the term.
- Termly rewards for classes who achieve a minimum of 96% attendance.

### **The registration system**

The school will use a computerised system for keeping school attendance records. The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present

<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	<i>Not counted in possible attendances</i>
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence

<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school age	Not counted in possible attendances

<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	school closed to pupils	Not counted in possible attendances

If you would like a copy of your child's attendance record at any point, please ask **at the school office**.

### **Security of registers**

By law, registers must be kept for at least 3 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored on an encrypted MIS system.

## CHILDREN FROM TRAVELLER COMMUNITIES

Traveller children of compulsory school age are expected by law\* to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the Traveller code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes should only be coded "T" when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

\*The Education (Pupil Registration) (England) Regulations 2006

It is important that there is consistency between schools in relation to the approach to the absence of Traveller children and this school therefore adopts this policy.

The attendance of children from travelling families is treated with equity and fairness taking into account the cultural needs of our Traveller community; the culture of travelling families can require travel for genuine work purposes and is recognised nationally.

However, it has also been recognised that Traveller children's attendance tends to be very low and can result in significant problems with achievement, attainment and whole school attendance performance management.

Of particular importance is:

- a) The coding of the absence of Traveller pupils in schools
- b) Movement among Traveller families; children may leave and return at the parents' will and at very short notice, with no indication of the whereabouts of a child and/or his/her welfare
- c) This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school is able to monitor, assess and review children's development and to ensure that children are progressing.

Whilst respecting the need for Traveller families to conduct their day to day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Traveller families will be requested to complete a Traveller Request Form before a child's period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. See Appendix C for a copy of the form. Requests for absence of any other nature should be made using the schools leave of absence request process.

**Please note the following:**

Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform with regulations to provide equality for all pupils and set the foundations for a fair Attendance Policy for the whole school population:

1. Bereavement
2. Weddings
3. Visiting Relatives
4. Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
5. Pre-wedding preparations and weddings
6. Birthdays

**Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.**

**Traveller Pupil Tracking Form - Guidance**

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveller families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveller Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveller Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveller Children and Young People.

# SETTLING IN POLICY

## Policy Statement

Children start school with a range of previous experiences and begin their school career with differing needs and at different stages of development. We need to ensure all needs are met and that starting school is an enjoyable, secure and positive experience for the children. Starting school can be an anxious time for both parents and children. We want to make this process as smooth as possible and quickly establish a close working partnership between home and school. We want staff to understand and implement this policy in order for the children to have an enjoyable and relaxed introduction to school.

## Aims

At Mowmacre Hill Primary, we aim to establish a positive partnership with families which will enable each child to settle into school quickly and happily. We acknowledge that each child is unique and aim to respond to the needs of each child in order to ensure that they settle in to school quickly and happily.

## Objectives

For the school to be well prepared to admit children into the EYFS 1 and EYFS 2 Classes.

For the school to be well prepared to admit children at any stage of their school career.

To set out clear and proper provision for the first days and weeks in school for each child.

For parents/carers to have a clear understanding of the school's ethos and expectations in accordance with this Settling In Policy and Admissions Policy.

For the children to:

- Feel happy and secure in order to develop their full potential
- Feel valued and value others, developing positive relationships
- Be independent, make decisions and explore the learning environment

For all parent/carers to:

- Feel welcome and valued
- Share information, working as partners for the benefit of their child's education
- Understand the Early Years Foundation Stage and procedures relating to admissions and settling in policies.

To establish a learning environment which:

- Is welcoming
- Is safe and secure as well as being stimulating and exciting
- Is appropriately resourced for both inside and outside classroom activities
- Is organised to encourage independence

## **Equal Opportunities**

We believe that it is the right of all children, parents and carers, regardless of ethnicity, gender, sexuality, disability, ability, linguistic, cultural or home background to be included in all aspects of school life. Each child will be valued as an individual and individual needs with regard to settling in will be dealt with sensitively and in partnership with the child's parent or carer. Whenever possible translations will be available of all relevant documents and interpreters arranged for parents/children who have English as an additional language. The school ethos and environment must welcome and reflect families from different cultures and backgrounds.

## **Implementation**

### **Children (when starting Nursery)**

- Are given the opportunity to visit the nursery in the Summer term before they start school.
- Will receive a home visit. These will take place in the last weeks of the Summer term. They are led by the class teacher who is accompanied by a member of the wellbeing team.
- Will be admitted into nursery gradually over the first week of term. Their stay will be gradually extended as they settle into their new class
- Are to be praised on their first attempts and staff should use observations to plan the development of skills and knowledge
- Are introduced to school routines and are given clear instructions at the beginning of each session. During the settling in period, children are allowed to take part in activities at their own pace.
- Are encouraged to interact with other children and adults. In accordance with our Behaviour Policy, staff will spend time establish positive relationships with children and introduce them to school rewards and sanctions.

### **Children (when starting Reception)**

- Are given several opportunities to visit their classrooms in the Summer term before they start school.
- Will receive a home visit if they are new to Mowmacre Hill Primary. These will take place in the last weeks of the Summer term. This is led by the class teachers who will visit alongside a member of the wellbeing team.
- Will receive an appointment for a 20 minute parent session that will take place in the first days of the Autumn Term.



- Will be admitted into the Reception classes gradually over the first week of term. Their stay will be gradually extended as they settle into their new class.
- The class is split into two groups and younger children and those new to Mowmacre Hill School will have the opportunity to spend two days in the setting prior to other children joining them.
- Settling in is discussed in detail at each child's home visit or parent session.
- Are to be praised on their first attempts and staff should use observations to plan the development of skills and knowledge
- Are introduced to school routines and are given clear instructions at the beginning of each session. During the settling in period, children are allowed to take part in activities at their own pace
- Are encouraged to interact with other children and adults. In accordance with our Behaviour Policy, staff will spend time establish positive relationships with children and introduce them to school rewards and sanctions.
- Some children take slightly longer to settle into school and it may be appropriate to extend the part-time period for longer than 2 weeks.

#### **Parents/Carers (when starting Reception)**

- Are invited to visit their child's classroom and meet the staff in the term before their child starts school. During this visit they will be given a 'welcome pack' containing relevant information and procedures related to their child starting school.
- Are offered a 'Home Visit' prior to their children starting school. During the Home Visits parents and carers meet at least two of the staff working in their child's classroom and are given the opportunity to raise concerns and ask questions about their child starting school.
- Are invited to attend a curriculum evening in the Autumn Term. At this meeting, the Foundation Stage staff will highlight features of the Early Years Foundation Stage curriculum, and give advice on how parents may support their children's learning at home as well as giving opportunity to meet the team.
- Are encouraged to stay with their child on their first day at school and for longer if necessary.

#### **Staff**

- Will spend time with new parents and children in order to welcome them into school.
- Provide a stimulating, welcoming learning environment for the children.
- Make observations to inform planning/and an On-Entry assessment to assess the needs of each child.

- Should share and evaluate samples of children's work and observations in order to agree a consistent approach in making these assessments.
- Carry out a series of observations to inform On-Entry assessment within the first six weeks of schooling for each child in order to assess attainment across the areas of learning and to identify areas of concern.

### **Key Information**

- We will give families a variety of information. This includes written information (including our welcome pack and policies), displays about children's learning, information evenings and individual meetings with parents & carers.
- Before a child registers they can visit the setting for a tour with a member of the Leadership team.
- The EYFS Staff will ensure the registration forms and permission forms are all signed and completed and information shared with any of the team if necessary.
- We will arrange a series of settling in sessions which we recommend you and your child attends.
- We appreciate that parents and carers have different situations and staff will work with you to overcome any challenges and support your child the best way we can.
- Different children can take longer to settle in, as will children who have not been away from home before.
- Children who have a period of absence may take time to settle again.
- When parents leave, we ask them to say goodbye and wave goodbye to their child and that they explain in simple terms they will be coming back. Staff use 'visual timetables' to support children with the routine of the day so that they can come to realise that after certain events, such as lunch or story time the parent and carer will be coming back, as they have no concept of time.
- All children are different and we will do all we can to support your child to settle in. They may cry for a while but if when you have gone they stop straight away or if they become too distressed we will contact you to put your mind at ease. We would not let a child continue to cry inconsolably but may ask you to return if possible to settle them. Photos of family and parents can be displayed too as they would at home.

## **Management Arrangements**

The EYFS Leader in conjunction with the Head teacher is responsible for reviewing the effectiveness of this policy.

All Staff are responsible for implementing procedures outlined in this policy.

Refer to other useful policies on our website:

- EYFS Policy
- Behaviour
- SEND
- Medical Needs
- Safeguarding & Child Protection
- Attendance
- Complaints
- Freedom of Information
- Data Protection

September 2018

Review Date: July 2019

## **DISSEMINATION OF THE POLICY**

**The policy will be given to all members of staff and copies will be available for parents.**

## **PROCEDURES FOR MONITORING AND EVALUATION**

**The head teacher, members of the senior management team and members of the leadership team, will monitor the policy.**

## **Those people responsible for attendance matters in this school are:**

Mr M Patel, Attendance Officer  
Mrs K Hennessey, Assistant Head teacher  
Mrs S Harries, Deputy Head teacher  
Mr M Peet, Head teacher

**Date of Policy Review:**

**Signed:**

<Date>

<Address>

**RE:** EWO Referral – <child's name>

Dear parent,

I am writing to inform you that the attendance of your child is a cause for concern. Your child's attendance currently stands at **<attendance figure>**. The requirement set by Department for Education stands at a minimum of 96%. As your child's attendance falls significantly below 96%, the Education Welfare Officer will monitor this closely for the foreseeable future. If at any stage during the academic year, the Education Welfare Officer is unsatisfied with your child's attendance, they may pursue immediate legal action.

**NB:** In circumstances where your child is unable to attend, you are required to inform the school on the morning of their absence. **Where your child's health is directly affecting their attendance, you will be required to provide some form of medical evidence i.e the prescribed medicine, a medical letter or proof of appointment. Failure to do so will result in an unauthorised absence.** If there are any difficulties affecting the attendance of your child, please do not hesitate to contact us, as we would be happy to provide our support.

Thank you for your continuous cooperation.

Yours sincerely,

A handwritten signature in cursive script that reads "Matthew Peet". The signature is written in black ink and is positioned above a horizontal line.

Mr. Matthew Peet  
Head teacher

<Date>

<Address>

**RE:** EWO Referral – <child's name>

Dear parent,

Since your child's last absence their attendance has dropped to **<attendance figure>**, missing a total of **<number of days>**. The minimum requirement set by the Department for Education is 96%. Your child **MUST attend every session possible** if they are to meet the required expectation. Please note that in order to authorise absences, we require you to present medical evidence to our *Attendance Officer*. You must also follow this procedure for any forth coming illnesses and appointments. Failure to do so will result in the continued intervention from the Education Welfare Officer.

Thank you for your continuous cooperation.

Yours sincerely,

A handwritten signature in black ink that reads "Matthew Peet". The signature is written in a cursive style and is underlined with a single horizontal line.

Mr. Matthew Peet  
Head teacher

## Appendix B

## EWO Referral

<Date>

<Address>

**RE:** EWO Referral – <child's name>

Dear parent,

As you know the attendance of your child has been a cause for concern. Their attendance currently stands at **<attendance figure>**. The requirement set by the government's *Department for Education* stands at a minimum of 96%. As your children's attendance falls significantly below the requirement of 96%, your case has been referred to the *Education Welfare Officer* who may pursue immediate legal action.

**NB:** In circumstances where your child is unable to attend, you are required to inform the school on the morning of their absence. **Where your child's health is directly affecting their attendance, you will be required to provide some form of medical evidence i.e the prescribed medicine, a medical letter or proof of appointment. Failure to do so will result in an unauthorised absence.** If there are any difficulties affecting the attendance of your child, please do not hesitate to contact us, as we would be happy to provide our support.

Thank you for your continuous cooperation.

Yours sincerely,

A handwritten signature in black ink that reads "Matthew Peet". The signature is written in a cursive style and is underlined with a single horizontal line.

Mr. Matthew Peet  
Head teacher

## Appendix C TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare the school and parent/s will complete the following information together **before pupil(s) travel:**

<b>Child's Name:</b>	Child's dob:
Base 1: Leicester address with post code:	

<b>Parent(s)/Guardian(s)/ Carer(s) Name(s):</b>
Base 2: Address with post code (other residence):
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

### TRAVEL DATES

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

### School details where child is dual registered:

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Education Packs provided Y / N

### Please note:

Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing From Education.