

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E. **PRIMARY SCHOOL**



ATTENDANCE POLICY

Date Agreed: 26th November 2013

Review Date: November 2014

Signed: _____
Chair Board of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	21 st February 2012	AJ	GB	New policy using revised LA guidelines
2	21 st May 2013	SP	GB	
3	26 th November 2013	KH	GB	Revised EWS guidance

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BRIGHSTONE CE AIDED PRIMARY SCHOOL ATTENDANCE POLICY

We aspire to inspire everyone to be the best that they can be.

We aim to provide innovative learning opportunities in a forward thinking environment, where all are prepared to embark on future challenges with excitement and confidence. A unique Christian community, which lays strong foundations and values lifelong learning. Our caring ethos enriches the extended Brighstone family, nurturing and stimulating dreams. As the heart of the community, we endeavour to foster love, respect and responsibility and reach out into the wider world.
One song, many voices.

“A small school where big things happen”

Brighstone CE Aided Primary School seeks to ensure that all its pupils receive a full-time education, which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Attendance has long been recognised as being fundamental to attainment. “High rates of attendance are closely related to success in public examinations. In schools with unsatisfactory or poor results, a strong correlation with low attendance rates is discernible” (OFSTED). It has been shown that for every 5% of absence a child or young person has, s/he will drop one grade at GCSE. Therefore a child who is classed as a persistent absentee (i.e. absent for more than 20% of school days) will be at significant risk of falling behind with their studies and of not achieving the 5 A*- C grades including English and Mathematics threshold at GCSE.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Brighstone CE Aided Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

1. To adopt a zero tolerance approach to school absence by effectively supporting, monitoring and challenging absence of pupils to ensure children and young people fulfil their potential.

2. To improve the overall percentage of pupils at school.
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance to parents and pupils.
6. To develop a systematic approach to gathering and analysing attendance related data.
7. To further develop positive and consistent communication between home and school.
8. To implement a system of rewards and sanctions.
9. To promote effective partnerships with the Education welfare Service (EWS) and with other services and agencies.
10. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

AIM NO 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook prospectus.
2. Make reference to policy and practice at parent meetings.
3. Produce termly/annual reports to parents/governors.
4. Include attendance data in newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points i.e. entrance, staff room etc.

7. Discuss attendance issues in Education Welfare Service/Pastoral staff evaluation meetings and/or in relevant staff meetings (eg attendance review meetings).
8. Use reward systems, including badges, trophies, certificates, end of year prizes, etc.

AIM NO 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Appoint an Attendance Co-ordinator with appropriate time set aside.
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Timetable staff to meet with Education Welfare Service..
8. Have clear procedures prior to referral to Education Welfare Service..
9. Review attendance regularly.
10. Be familiar with the Education Welfare Service's referral and recording system.

AIMS NO 4

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in:
 - Assemblies
 - Staff available to talk to pupils
 - 'Mentors' system
 - Making use of available resources
 - Homework clubs
 - Breakfast clubs
2. Public support offered by schools.
3. Set aside area/time for parents to speak to staff.
4. Seek improved communication with parents eg when parents ring in.
5. Provide accurate and up-to-date contact information for parents.

7. Involve parents from earliest stage.

AIM NO 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. Standardise recording of:
 - authorised/unauthorised absence
 - educational activity
 - presence
2. Be consistent in the collection and provision of information.
3. Identify developing patterns of irregular attendance and lateness of individual pupils and take prompt and appropriate action to address this.
4. Decide what information, if any, is provided for:
 - governors
 - school staff
 - parents
 - pupils (individual or groups)
 - education welfare service

AIM NO 6

To Further Develop Positive and Consistent Communication between Home and School

1. Promote expectation of absence letters/phone calls from parents
2. Initiate first day absence contact.
3. Explore the wide range of opportunities for parental partnerships (see Aim 2).
4. Provide information in a user-friendly way (may include languages other than English, and non-written).
5. Encourage all parents into school.

AIM NO 7

To Implement a System of Rewards and Sanctions

1. Identify finance for a system of rewards.
2. Actively promote attendance and associated reward and effective sanctions.
3. Ensure fair and consistent implementation.
4. Involve pupils in system evaluation.
5. Make use of imaginative and immediate sanctions.

6. Take action which accords with objectives agreed between school and others, eg. Education Welfare Service, parent, Behaviour Support Service.

AIM NO 8

To Promote Effective Partnerships With the Education Welfare Service and With Other Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service referrals and casework.
5. Hold termly attendance review meetings with key school staff and Education Welfare Service.
6. Arrange multi-agency liaison meetings as appropriate.
7. Establish and maintain list of named contacts within the local community eg community police contact officer.
8. Encourage active involvement of other services and agencies in the life of the school.
9. Develop understanding of agency constraints and operating environments.

AIM NO 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Welfare Workers, parents and pupil in reintegration plan.

Current Responsibilities and Requirements

The Government expects:

- Schools and Local authorities to:

Promote good attendance and reduce absence

Ensure every pupil has access to full – time education to which they are entitled

Act early to address patterns of absence.

- Parents** to:

Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and attend punctually.

Children are of compulsory school age from the start of the term following their 5th birthday.

Children / Young people cease to be of compulsory school age on the last Friday in June of the academic year in which their 16th birthday falls.

**** Definition of parent**

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Schools have a statutory duty under Section 175 Education Act 2002 to safeguard and promote the welfare of children. This can only be fulfilled through effective registration systems and active, whole school monitoring of pupil absence.

All schools must keep an attendance register on which, at the beginning of each morning and during an afternoon session, a pupil must be marked present or absent. If absent, the mark must show whether the absence was authorised or unauthorised (Appendix 3). The publication of data on attendance forms part of the process of accountability to parents and the wider community. Rates of absence must be reported to parents through their child's report and the annually renewed school prospectus.

LA's must ensure that parents are fulfilling their statutory obligations regarding their children's education.

Parents

Parents may need to be reminded from time to time of the school's expectations regarding attendance. Parents have an obligation to inform the school before 8:55am if their child is unable to attend and to provide an explanation. If a parent does not supply a reason the school will contact them. Parents will be made aware of actions which the school will take to follow up absences through this policy. The first steps are a letter, followed up by a meeting. The child may also be referred to the Education Welfare Service. Parents will be asked to supply the school with an emergency contact number that the school will use to enquire about a pupil's absence.

Teachers

Teachers have a major role to play in developing good attendance. Effectiveness in other

areas can improve absenteeism, e.g. if teachers deal firmly with incidents of bullying.

A school's efficiency and performance in other areas can be adversely affected by persistent lateness and absenteeism. Therefore all teachers should be aware of the importance attached to attendance and should deal appropriately with it.

Governors

The Governing Body will be kept informed on issues related to attendance. They will have a role to play in analysing attendance data and disseminating information on the promotion of positive attendance to staff, pupils and parents.

Pupils

Pupils will be encouraged to recognise the importance of good attendance and punctuality.

Procedures adopted by the school for:

1. Authorised and unauthorised absence

The law requires that all schools must show the difference between authorised and unauthorised absence..

- All possible support will be given to parents/guardians to help ensure that their child does attend school regularly through discussion with class teachers, Head Teacher/Leader for Families, information leaflets and involvement of the Education Welfare Officer (EWO).
- If authorisation for absence is requested for a pupil, parents/carers are asked to complete a Leave of Absence Request Form (Appendix 1). A letter from the Headteacher (Appendix 2) and 'Decision Tree' (Appendix 11) will also be issued to provide information to parents.
- Absence from school may only be authorised at the discretion of the Head Teacher using the parameters of this policy.
- Authorisation will only be given in exceptional circumstances.
- Where there are frequent absences from school for medical reasons, a school attendance meeting will be arranged. The EWO will become involved where there is no known and evidential medical authorisation for these absences. If a pupil has three or more periods of absence (to include both authorised and unauthorised) in a rolling eight week period, the EWO will be made aware and may choose to investigate further.
- Where a pupil's attendance does fall below 92% in the first half-term and 95% after the first half-term, a letter will be sent to parents/guardians to inform them that the EWO could/will be monitoring their child's attendance with the expectation that attendance will improve. (Appendix 7 and 8).
- If attendance does not improve the EWO will become more actively involved, offering support where possible, with potential legal consequences if attendance continues to remain at an unacceptable level. The local authority has a statutory responsibility regarding pupil attendance, they have at their discretion a range of powers which include; issuing parenting contracts or orders, applying for an education supervision order or issuing a financial penalty as well as taking action through the courts. (Appendix 5/6).

Rewarding good attendance

- The school also seeks to reward good attendance. At the end of every term, children with attendance of between 95 and 100% will receive a free ice-skating ticket to Planet Ice. All those with attendance at 100% will receive a certificate and be publically recognised in a worship or assembly. Each week Ali the attendance Bear will be given to the class with the most attendance. A photographic record will be kept and the attendance of each class will be celebrated in the Buzz.
- At the end of every term, every child who has not received any late marks will receive a certificate. They will also be entered into a draw and a pupil from each year group selected at random from the draw, to receive a book token.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted

Authorised absence can be:

- Sickness – written confirmation in the form of a letter or email is required within three days of the absence.
- Emergency medical or dental appointments which cannot be arranged outside school hours. Appointment card/letter or copy of prescription will be required.
- Child travels on LA provided transport - this is unavailable and they have no other means of travelling to or from school
- Days of religious observance
- Bereavement of a parent or sibling

Unauthorised absence is:

- Truancy
- Staying at home to look after younger children or sick relatives
- Going shopping or having hair cut etc
- Birthdays, including parties or treats.
- Staying home to see visiting relatives - unless, in certain circumstances, having been agreed and authorised in advance with the school.
- Any absence which the school has not been informed about, either by letter or email
- Any family holiday

2. Punctuality & Lateness

- The register will be taken each morning at 8:25am and close at 8:30am.
 - Pupils who are not present at the close of the register at 8:30am will be marked late and the number of minutes late recorded on the school SIMS (registration) system.
 - Where lateness occurs on a regular basis, a letter (Appendix 9) will be sent to parents/guardians to bring this to their attention and also inform them that the EWO will be monitoring their child's punctuality with the expectation that the punctuality will improve.
 - If there are further occurrences within a two week period, a school attendance meeting will be arranged (Appendix 10).
 - If the lateness continues a referral will be made to the EWO who will become more actively involved and may visit the child's home to discuss reasons for lateness and offer support where possible.
 - If a pupil continues to be late regularly, following these procedures, their lateness will be marked as unauthorised absences.
 - Pupils who arrive at school later than 8:55am and whose parents have not notified the school of the reason for their child's lateness will be automatically marked as an unauthorised absence (o).
 - The School will operate a three stage process to manage absence from school – see action plan.
-

3. Reporting Unplanned Absence (e.g. illness)

- Parents should telephone, text or email the school on the first day of absence before 8:55am.
 - Parents should telephone, text or email the school on every day of absence until the child returns to school.
 - On return to school, the child should hand in a note written by the parents, explaining the absence. This can also be sent by email if a digital signature is present. This note should be received by the school within three days of the pupil's return to school. If no note is received the absence will be unauthorised (o).
 - Where a pupil is absent from school and no contact has been made from home, after three days of unexplained absence, a letter will be sent requesting an explanation. If the first letter elicits no response, further contact will be attempted and a referral made to the EWS. If there are any safeguarding concerns Children's Social Care will be contacted.
 - If the absence is medical related and prolonged (i.e. in excess of 3 days), a school attendance meeting will be arranged.
 - Three or more separate absences within a rolling eight week period will lead to the EWO being made aware and they may choose to investigate further.
- The EWS will be informed of any pupil who is absent from school for more than 15 consecutive days due to illness to enable a Pastoral Support Plan to be put in place to support the pupil's learning whilst unable to access the school.

- Appendix 1 Application for leave of absence**
- Appendix 2 Letter following application for leave of absence**
- Appendix 3 Absence Codes**
- Appendix 4 School attendance procedures**
- Appendix 5 School process for managing persistent late arrival.**
- Appendix 6 Parenting contracts and parenting orders in cases of school exclusion.**
- Appendix 7 Attendance Letter 1**
- Appendix 8 Attendance Letter 2**
- Appendix 9 Late Letter 1**
- Appendix 10 Late Letter 2**
- Appendix 11 Late Letter 3**
- Appendix 12 Absence Slip**
- Appendix 13 Decision Tree**

Application for leave of absence from Brighstone Primary School.

As parents, you have a legal responsibility to ensure your child's regular attendance at school. Applications for leave of absence will **only** be granted in exceptional circumstances and the number of days given will be determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time you will need to complete this form and return it to the school office.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority for the issuing of a Fixed Penalty Notice – please see note on the reverse of this form.

Name of Child:	Class:
I am applying for leave of absence for my child from: _____ to _____	
For the purpose of:	
Number of school days that will be missed:	
Full Name of Parent and Carers:	
This leave cannot be taken during the school holidays because:	
I also have children at: (please insert name of school)	
Signed:	Date:

Having considered your request carefully, my decision is:	
Approved for: (insert number of days granted)	
Not Approved:	
Explanatory notes:	
Signed:	Date:

Fixed Penalty Notices

Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice to each parent / carer, for each child for the period of absence from school.

The Penalty Notice is £60 per pupil, per parent/carer if paid within 21 days rising to £120 per pupil per parent/carer if paid within 28 days.

Failure to pay the notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444(1) Education Act for the non-attendance where the maximum fine is £1000.

Please note there is no provision for payment of the penalty notice in instalments



Brighstone C.E. Aided Primary School



Headteacher – Kim Hall
New Road – Brighstone – Isle of Wight – PO30 4BB – Telephone (01983) 740285



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Charity Number: 307389

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Appendix 2

Dear Parents,

As you are aware, the school has a duty to promote the positive attendance of all pupils. We equally appreciate that, due to exceptional circumstances, there are times when there can be a need to remove your child from school during term time. If parents need to remove their child from school during term time, a leave of absence form should be completed and be returned to the school office for the consideration of the Headteacher, at least a month prior to the absence. The Headteacher will use the „decision tree“ to make the decision as to whether the leave of absence can be granted or not. Each case will be judged on an individual basis, within the compliance of the attendance policy. A copy of the attendance policy is available from the school office or can be downloaded from the policy section of the school website.

Enclosed is the leave of absence form and a copy of the decision tree. Should you have any questions please feel free to call or email.

Yours sincerely,

Head Teacher

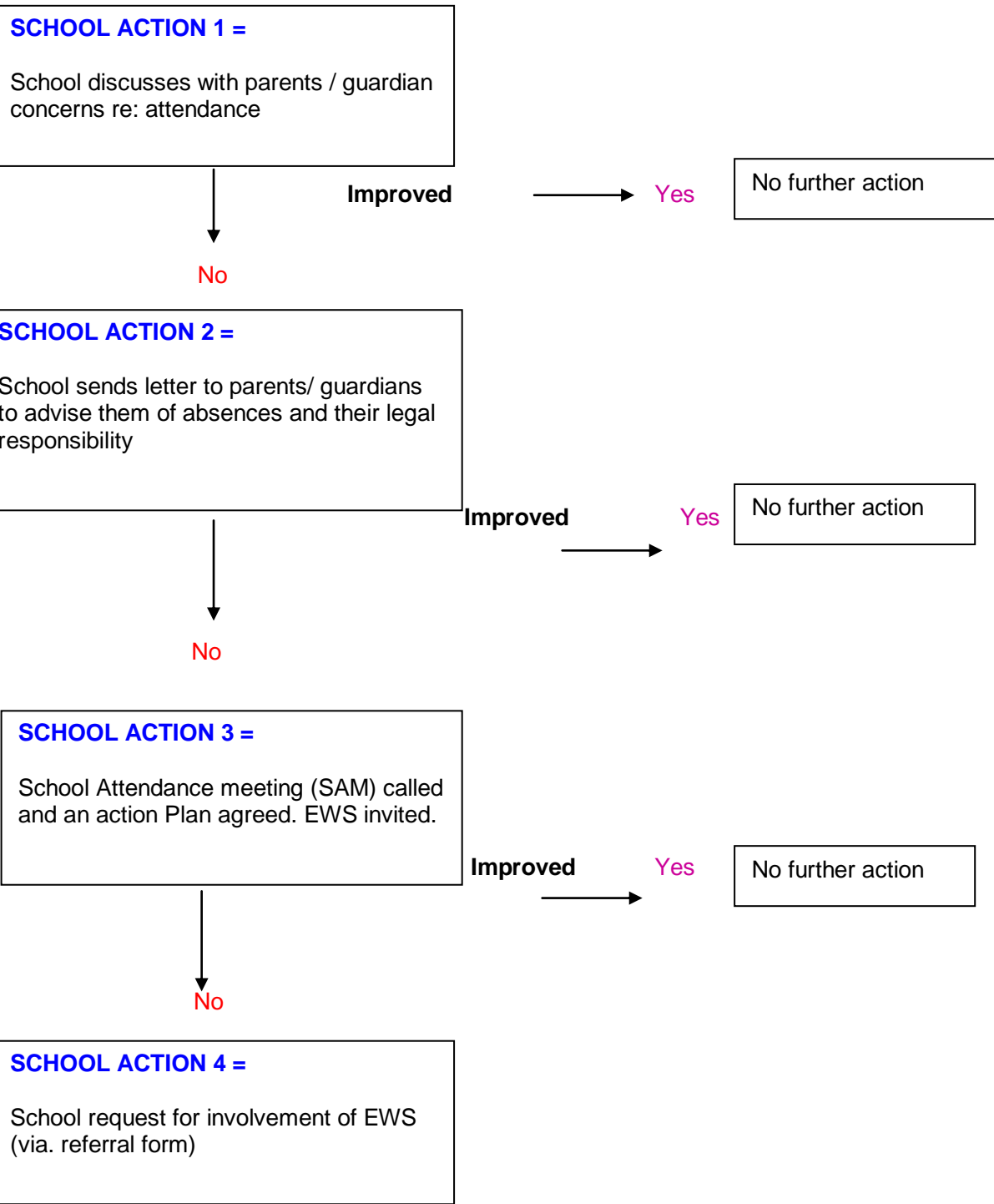
Appendix 3

Attendance Codes

Code	Description
/\	Pupils on the admission register who are present at the start of each session
B	Educated off site (not dual registered) at a supervised activity approved by the school. E.g. guest pupil at another school (not a regular pattern), college, Wise
C	Other authorised circumstances (not covered by another appropriate code) Only exceptional occasions warrant leave of absence and each request should be viewed individually. E.g. public performances, young carers in a genuine crisis until alternative arrangements can be made, maternity leave (maximum of 18 weeks), part-time timetable and academic review days, single parent in hospital, adoption ceremony
D	Dual registration – the school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance
E	Excluded
G	Family holiday – not agreed. Days in excess of agreement
I	Illness
J	Interview
L	Late before registers close – registers should close within 30 minutes after the start of the session
M	Medical / Dental appointments – sight of a medical card or appointment letter should be encouraged
N	No reason yet provided – this code should not be left on the register for more than 2 weeks. If no reason has been given for absence the code should be changed to O
O	Unauthorised absence – no reason given, unreasonable explanation e.g. birthday, shopping, up late, closure of a siblings school
P	Approved sporting activity – the activity must be supervised by a person authorised in that behalf by the Head teacher or the school
R	Religious observance - N/B: days off linked to religious festivals but not set aside for religious observance must not be marked R
S	Study Leave – should be used sparingly and only for Yr 11 pupils during mock and public examinations
T	Traveller absence -
U	Late after registers close -
V	Educational visit or trip
W	Work experience – work experience undertaken as part of an alternative curriculum/provision should be coded B
X	Non-compulsory school age
Y	Forced or partial closure - e.g. snow or sustained power/utility loss

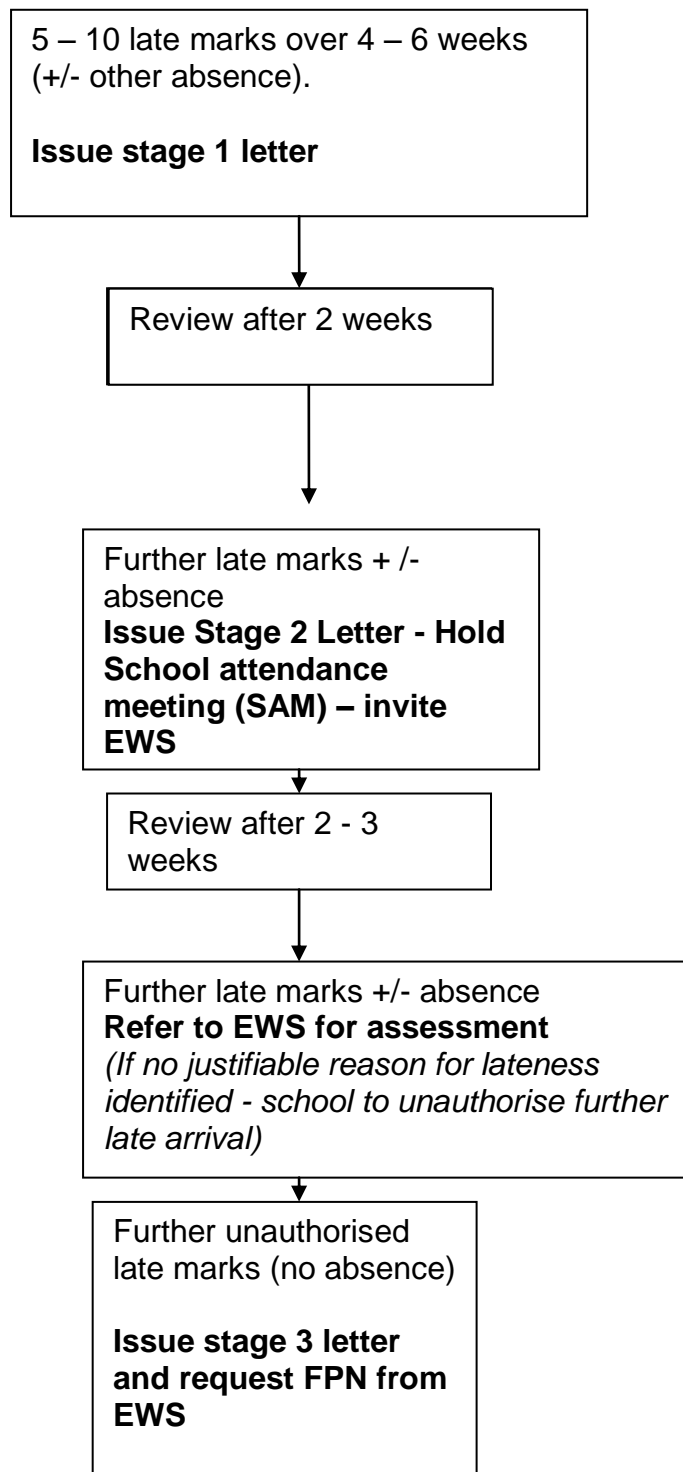
Appendix 4

School Attendance Procedures

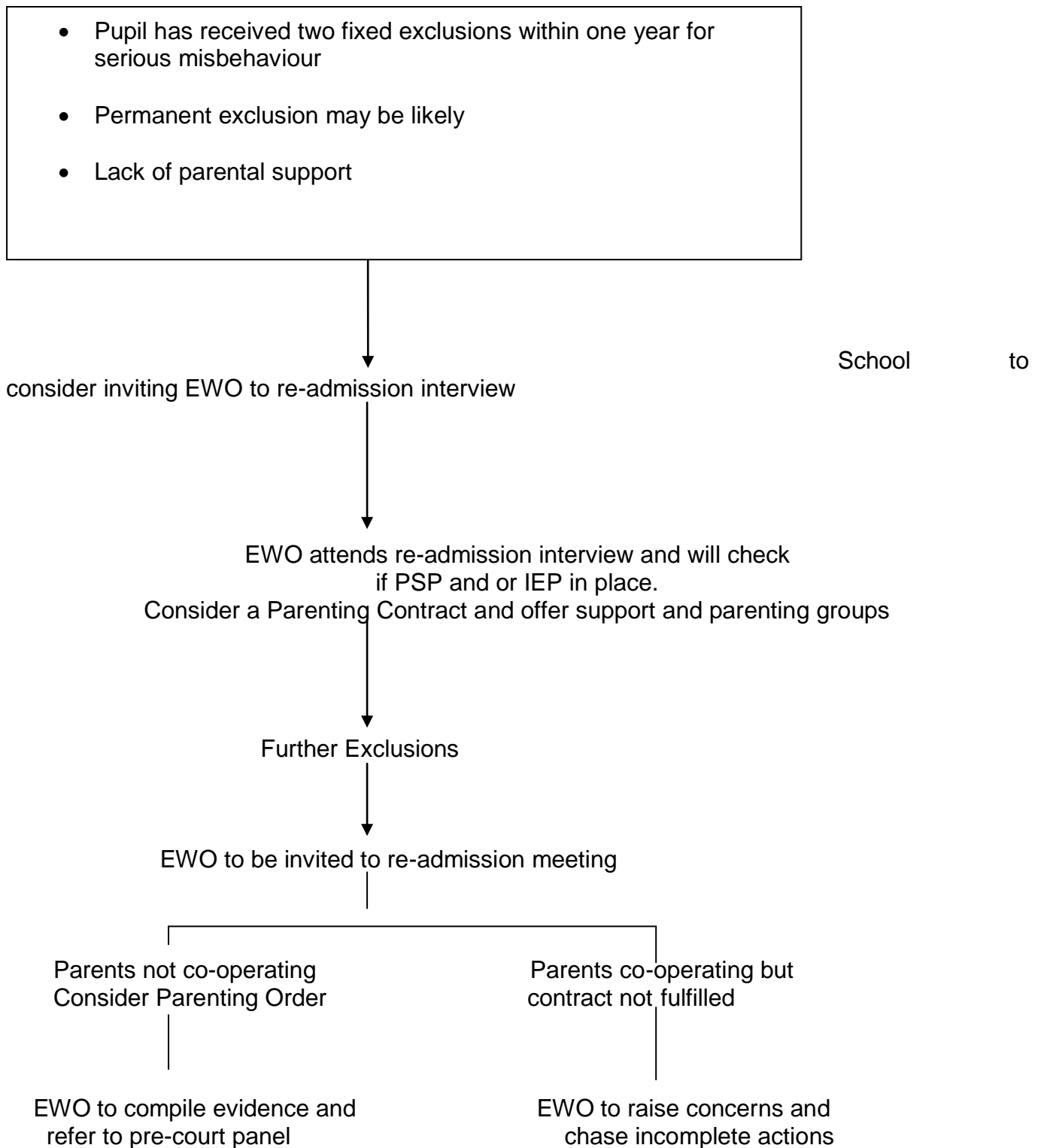


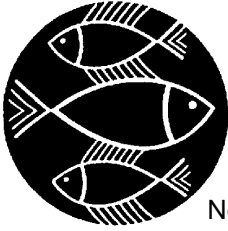
Appendix 5

School Process for managing persistent late arrival.



**Appendix 6
Parenting Contracts and Parenting Orders in cases of School Exclusions**





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Appendix 7 Attendance letter 1

Date

Dear

Please find enclosed your child's latest Attendance Report.
You will see that attendance is onlypercentage attendance, which means that he/she has had days of absence since September.

I understand that these absences have been due to illness but as attendance is less than/close to 92% within the first half-term or 95% after that. It could be monitored by the Education Welfare Service and may be followed up by them.

Regular attendance is important to help your child achieve and reach their potential. Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education. Please try to ensure your child attends school regularly in the future. Support and guidance is available if you wish to discuss this but in legal terms it is the duty of the parent/carer to ensure satisfactory attendance at school.

.....(child's name) attendance will continue to be monitored by the school and if there is not a significant improvement in attendance you will be invited to attend a meeting in school to discuss this matter.

If you feel that school can offer you any support, please make an appointment to see myself or the Leader for Families (Kirsti Capelin) through the school office.

Yours sincerely,

Headteacher



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Date

Appendix 8 Attendance Letter 2

Dear

Re:

With reference to my previous letter (**DATE**) regarding absences for we do not appear to have seen an improvement.

Your child has now had total of _____ unexplained sessions/days of absence which will affect his/her learning. Please find enclosed your child's attendance report.

As your child's attendance is at an unsatisfactory level we would like to invite you into a meeting in school _____ on _____ at _____ in order that an action plan can be drawn up to improve their attendance. The Education Welfare Service will be invited to the meeting but may not attend.

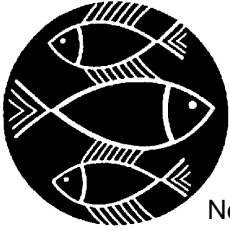
As a school we wish to offer you support and guidance to improve your child's attendance and ensure they achieve their full potential.

If you do not attend this meeting and your child's attendance does not improve, we will have no alternative but to make a formal referral to the Education Welfare Service.

If you feel that school can offer you any support, please make an appointment to see me through the school office.

Yours sincerely,

Headteacher



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Appendix 9 Late Letter 1

To the parents of ,

I am obliged to write to all parents where a child's lateness exceeds five times within a four week period, in line with the Governing Body's attendance policy. It has been noticed that T has been late into school at least X times this term, which is starting to give us some cause for concern.

Unfortunately, pupils who arrive late after class has started can cause some disruption, result in lost learning time and a late mark is recorded against them.

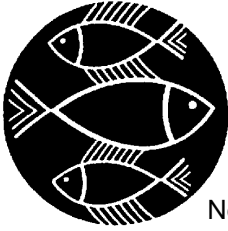
May I remind you that the school day begins at 8:25am and it would therefore be appreciated if you could ensure that T arrives at school on time in the future. Support and guidance is available if you wish to discuss this but in legal terms it is the duty of the parent/carer to ensure satisfactory attendance at school.

If there is not an improvement inattendance, you will be invited to a school attendance meeting.

If you require any support in ensuring your child attends school on time, please do not hesitate to contact either myself or Kirsti Capelin, Leader for Families. We have a breakfast club available from 7:45am.

Yours sincerely,

Headteacher



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Appendix 10
Late Letter 2

Dear

Re:

Further to my previous letter, advising you that has been late into school a number of times, unfortunately there has been little/no improvement in his/her punctuality.

He/she has arrived late into school a further _____ times since my last letter and this is causing concern. This does cause disruption to the teacher and other pupils and late marks are being recorded on his/her school record.

You are invited to attend a meeting at the school to discuss..... attendance on.....

The aim of this meeting is to resolve any issues that may be affecting your child's regular attendance at school. If you wish to discuss this matter further, please feel free to contact me.

Yours sincerely,

Headteacher



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Date

**Appendix 11
Late Letter 3**

Dear

Re:

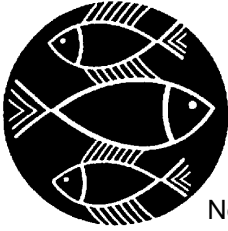
Further to my previous letter, advising you that has been late into school a number of times, unfortunately there has been little/no improvement in his/her punctuality.

He/she has arrived late into school a further _____ times since my last letter and this is causing concern. This does cause disruption to the teacher and other pupils and late marks are being recorded on his/her school record.

I will now be referring _____ to the Education Welfare Service and I look forward to seeing an improvement in punctuality in the future.

Yours sincerely,

Headteacher



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Appendix 12
Absence slip

Brighstone Primary School.

Name of Pupil:

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: Parent / Carer

Absence slip Brighstone Primary School.

Name of Pupil:

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: Parent / Carer

Absence slip Brighstone Primary School.

Name of Pupil:

Dates of Absence:.....

Reason for Absence:.....

Was medical advice sought for this absence? Yes / No

If yes GP appointment / phone contact / Beacon centre / A & E

Signed: Parent / Carer



Request to remove a child from education during term time – Decision tree

Appendix 13

