



Attendance policy

Key points and summary

Harrow High aims to ensure learners attend school and will work consistently towards a goal of 100% attendance for all learners, as regular and punctual attendance is of paramount importance in ensuring that all young people have full access to the curriculum. Valuable learning time is lost when learners are absent or late. Learners should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

The DfE have outlined that the level for persistent absence is 10% and therefore every learner is classed as being persistently absent from school if their attendance rate falls below 90%.

Permitting absence from school without a good reason is an offence by the parent or carer. Under section 7 of the Education Act 1996, parents and carers are responsible for making sure that their children of compulsory school age receive efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

In the cases of persistent absence, the school can make referrals to the local authority for a penalty notice or legal proceedings to be issued and the school and the Local Authority are committed to working together to raise attendance levels.

A positive system of rewards which focuses on excellent attendance is used to promote excellent attendance at Harrow High School.

This policy aims to:

- Clarify registration times and procedures linked to attendance.
- Give guidance to parents about procedures for authorized absence.

The emphasis of this policy is to ensure staff and parents are aware of their responsibilities. The policy is part of the Safeguarding suite of policies.

Approved on (GB): July 2023

Review date: July 2024

Responsible for review: DHT Pastoral

Published on website: Yes

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

1. Promoting good attendance
2. Reducing absence, including persistent and severe absence
3. Ensuring every learner has access to the full-time education to which they are entitled
4. Acting early to address patterns of absence
5. Building strong relationships with families to ensure learners have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (learner Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

1. Making sure school promotes the importance of school attendance across the school's policies and ethos
2. Making sure school leaders fulfil expectations and statutory duties
3. Regularly reviewing and challenging attendance data on a termly basis at the Safeguarding Governors Committee meetings
4. Monitoring attendance figures for the whole school at the Safeguarding Governors Committee meetings
5. Holding the Deputy Headteacher to account for making sure relevant staff receive adequate training on attendance
6. Holding the Headteacher and Deputy Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

1. Implementation of this policy at the school

2. Monitoring school-level absence data and reporting it to governors
3. Supporting staff with monitoring the attendance of individual learners
4. Monitoring the impact of any implemented attendance strategies
5. Issuing fixed-penalty notices, where necessary

3.3 The Deputy Headteacher responsible for attendance

The designated senior leader is responsible for:

1. Leading attendance across the school
2. Offering a clear vision for attendance improvement
3. Evaluating and monitoring expectations and processes
4. Having an oversight of data analysis
5. Devising specific strategies to address areas of poor attendance identified through data
6. Arranging calls and meetings with parents to discuss attendance issues
7. Ensuring targeted interventions are delivered and support given to learners and families

The designated senior leader responsible for attendance is Matt Jukes and can be contacted via mjukes.310@harrowhigh.com

3.4 The attendance officer

The school attendance officer is responsible for:

1. Monitoring and analysing attendance data (see section 7)
2. Benchmarking attendance data to identify areas of focus for improvement
3. Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
4. Working with education welfare officers to tackle persistent absence
5. Advising the Headteacher/Deputy Headteacher responsible for attendance when to issue fixed-penalty notices

The attendance officer is Lorraine Hamlin and can be contacted via lhamlin1.310@harrowhigh.com

3.5 Class teachers and Form tutors

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information via the school's MIS during every form time and lesson.

3.6 School Admin staff

School Admin staff will:

1. Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
2. Transfer calls from parents to the Head of Year/Assistant Head of Year in order to provide them with more detailed support on attendance

3.7 Parents/Carers

Parents/carers are expected to:

1. Make sure their child attends every school day on time with the learner arriving on school site at 8:45am
2. Make sure their child makes the necessary adjustments to their journey to school to account for traffic conditions or any new circumstances e.g. temporary roadworks
3. Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
4. Provide the school with more than 1 emergency contact number for their child
5. Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Learners

All learners (Years 7 - 11) are expected to:

1. Attend every day - arriving on site by 8:45
2. Make sure they make the necessary adjustments to their journey to school to account for traffic conditions or any new circumstances e.g. temporary roadworks
3. Attend every timetabled lesson on time
4. Attend late detentions in the room relevant for their year group

All Sixth Formers are expected to:

5. Attend every day they have lessons on site - arriving on site by 8:45
6. Make sure they make the necessary adjustments to their journey to school to account for traffic conditions or any new circumstances e.g. temporary roadworks
7. Attend every timetabled lesson on time
8. Attend late detentions in the room relevant for their year group

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all learners onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every learner is:

1. Present
2. Late
3. Attending an approved off-site educational activity
4. Absent
5. Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

1. The original entry
2. The amended entry
3. The reason for the amendment
4. The date on which the amendment was made
5. The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

1. Whether the absence is authorised or not
2. The nature of the activity if a learner is attending an approved educational activity
3. The nature of circumstances where a learner is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Learners must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:20 – not longer than 30 minutes after the morning session begins. The register for the second session will be taken at 14:30 and will be kept open until 15:20.

4.2 Unplanned absence

The learner's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school attendance office (see also section 7).

We will generally mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or if the learner already has over 10% absence.

If the authenticity of the illness is in doubt, the school may ask the learner's parent/carer to provide medical evidence, such as a doctor's note or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the attendance officer is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the learner's parent/carer notifies the school in advance of the appointment by calling the school attendance office and following up with evidence of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the learners should be out of school for the minimum amount of time necessary.

The learner's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A learner who arrives late:

1. Before the register has closed will be marked as late, using the appropriate L code
2. After the register has closed will be marked as absent, using the appropriate U code

If school identifies an ongoing punctuality issue the relevant year team will contact the parent to make them aware of the concern and agree actions to improve this. If this does not have the required impact a meeting will be arranged with a plan put in place with support but also an expectation that all learners must attend school on time at 8:45am

4.5 Following up unexplained absence

Where any learner we expect to attend school does not attend, or stops attending, without reason, the school will:

1. Call the learner's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the learner's emergency contacts, the school may refer to the police and/or social services for a student missing education
2. Identify whether the absence is approved or not
3. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
4. Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the local authority attendance team
5. If school absence exceeds 10 days, and there is no contact from parents to explain why this is, the school should refer to the LA's Children Missing from Education team.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. The attendance rate will be published on the termly academic reports.

Where a concern is raised the attendance rate will be shared on the letter raising the concern.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

Learners are expected to be in school whenever the school is open for learners. Holidays or any time off school are not permitted to be taken during term time. The headteacher will only grant a leave of absence to a learner during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the learner is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via the attendance office. The headteacher will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

1. Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
2. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
3. Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational

purposes and has agreed this with the school, but it is not known whether the learner is attending educational provision

4. Other valid reasons for authorised absence can be found in the School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61122/school-attendance-guidance-may-2022.pdf)

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices will be issued by the local authority, when requested by the Headteacher

The decision on whether or not to issue a penalty notice may take into account:

1. The number of unauthorised absences occurring within a rolling academic year
2. One-off instances of irregular attendance, such as holidays taken in term time without permission
3. Where an excluded learner is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will proceed to prosecution.

Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](#)

6. Strategies for promoting attendance

Promoting and rewarding excellent attendance are done in the following ways;

1. Weekly displays are updated in the form groups showing attendance figures for the previous week for all form groups in that year.
2. Displaying in the corridors also promotes it to learners around the school.
3. Termly rewards for excellent attendance issued by Heads of Year during rewards assemblies.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

1. Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual learner level
2. Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying

school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

1. Analyse attendance and absence data regularly to identify learners or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these learners and their families
2. Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

1. Provide regular attendance reports to year teams, and other school leaders, to facilitate discussions with learners and families
2. Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a learner misses 10% or more of school, and severe absence is where a learner misses 50% or more of school.

The school will:

1. Use attendance data to find patterns and trends of persistent and severe absence
2. Hold regular meetings with the parents of learners who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
3. Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed if guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Headteacher responsible for attendance. At every review, the policy will be approved by the Safeguarding Governor's Committee.

9. Links with other policies

This policy links to the following policies:

- Safeguarding Policy
- Behaviour for Learning Policy
- Absence request form

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Attendance codes: This table contains codes that contribute to attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed - 8:50 - 9:20am
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence codes: This table contains codes that do not contribute to attendance but have been authorised by the school as having a valid reason.

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a learner will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 learner is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence: This table contains codes that do not contribute to attendance but have NOT been authorised by the school as either a reason has not been given or valid reason has not been provided that the school agrees to.

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time (one week))
O	Unauthorised absence	School is not satisfied with reason for learner's absence
U	Arrival after registration	Pupil arrived at school after the register closed - after 9:20am

The table below contains codes used that do not contribute to either attendance or absence

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or learner is in custody
Z	Pupil not on admission register	Register set up but learner has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Harrow Local Authority AIM - Attendance Intervention Model for irregular attendance.

Phase	School Actions	Letter name	LA Attendance Team	LA Children's Services
Phase 1 Week 1-3 minimum	<p>School Warnings First day response – log of texts / calls</p> <p>1st school warning letter – after either 10 unauthorised days or attendance drops below 90%. School to set monitoring period to review attendance.</p> <p>EPN to be issued when threshold for unauthorised absence is met</p> <p>Home visit – if school based worker</p>	AIM 1	Issue EPN if required for unauthorised holiday	
Phase 2 Week 4 - 10	<p>Meeting / School Attendance Panel with parents</p> <p>If no improvement during monitoring period – Second school warning letter to be issued. HHS School Attendance Panel meeting to consider options:</p> <ol style="list-style-type: none"> 1. School and parents to sign attendance contract 2. Complete CAF with parental agreement for Early Support or referral to other services 3. School to inform parents about possible referral to LA pre-court panel and specify monitoring period 	AIM 2 Meet 1		MASH team receive CAF & consider for Early Support, worker allocated
Week 11 - 17	<p>If no improvement or parents do not attend meeting, consider options 4 – 6</p> <ol style="list-style-type: none"> 4. Refer to LA School Attendance Liaison (SAL) Officer 5. Consider issuing an Education Penalty Notice 6. Refer to Pre Court Panel (if complex / long standing) 	AIM 3 Meet 2	SAL officer contacts family, agree support plan / identify options / Support; Up to 6 weeks intervention, no progress, refer to school to follow options 3-5	
Phase 3 Week 17	<p>Pre Court Panel referral</p> <p>If no progress has happened and further unauthorised absences have occurred, school to send Pre-Court Panel referral form to LA with chronology.</p> <p>School to attend pre-court panel meeting with LA.</p>	AIM 4	Review chronology, arrange pre-court panel if appropriate.	
Phase 4	<p>Pre Court Panel meeting</p> <p>If no progress & further unauthorised absences school attends Pre Court Panel meeting with LA</p>	PCP Meeting	LA arrange PCP	
Phase 5	<p>Court Action</p> <p>If no progress or engagement at PCP, LA to pursue court action. Complete witness statement if required and if parent pleads not guilty, may need to attend court.</p>		Monitor EPN payment, review PCP and actions, refer to legal if court action, attend court as lead	

Appendix 3: HHS Attendance Improvement Plan And Contract Template Sept 23

Learner			
Year and Form		Date of meeting	

Concerns

Number of Missed Sessions		Lessons missed (Missed Sessions X 3)	
Attendance % Year to Date		Attendance % Term to Date	
Punctuality % Year to Date		Number of Lates	
Periods of Absence (12 months)		AIM Stage	

Absences of concern	Given Reasons

Barriers to Attending School	Agreed actions To mitigate including timeline for improvements

We will all work together to improve attendance and / or punctuality to enable more learning opportunities so that _____ can make more academic progress

	Signature	Contact Number
Staff Present		
Parent/Carer Present		
Learner Present		

Appendix 3: Warning letters

Pre-Aim HoY letter - At Risk of Persistent Absence

Dear Parents/Carers

Re: Low Attendance

I am writing to you because I am aware «chosen_forename»'s attendance is at risk of being under 90%.

Regular school attendance and punctuality is essential for all of our learners to make excellent progress, achieve their academic potential and consequently have better chances in life. Every learner at Harrow High School, in line with the Government's expectations, is expected to maintain an attendance level of 95% and above. It is the responsibility of everyone in our school community – parents, learners, staff and governors to ensure they achieve this. Therefore, we monitor and review the attendance of all learners constantly.

Each year there are 190 school days which leaves 175 days for holidays, shopping, birthday treats and non-urgent medical and dental appointments. Therefore, the school is very unlikely to authorise absence for these reasons.

Our whole School Attendance Target is 97%. Therefore, if your son or daughter attends for at least 95% of one school year they will have had less than 10 days absent.

Attendance over One School Year

If a learner had:

98% attendance = less than 4 days absent from school

95% attendance = less than 10 days absent from school

90% attendance = 4 weeks absent from school

85% attendance = 5 ½ weeks absent from school

80% attendance = 7 ½ weeks absent from school

Attendance over 5 year (Years 7-11) ...

If a learner had:

85-90% attendance = having about half a year off school!

80% attendance = 38 weeks off school = one whole school year missed!

We appreciate that children are unwell from time to time and that there can be exceptional circumstances for absences, but we ask that you think carefully about keeping your child out of school. There is a strong connection between attendance and achievement at school. Absence is proven to have a significant negative impact upon a child's educational attainment.

In addition, regular school attendance keeps children safe, whereas evidence shows that learners who truant are more likely to be involved in crime and anti-social activity.

Absences for following the government's COVID guidance are not included in the absence figures and so this letter only refers to times the school has been open as normal.

We hope that you appreciate how crucial good school attendance is to your child's progress, achievement and chances in life and we look forward to working with you to ensure that your child's attendance is the very best it can be to give them the very best chances in school and after it.

If you feel there is anything we can do to support you or your child, or would like to discuss this matter further please do not hesitate to contact your child's Tutor or Standards & Achievement Leader. Thank you for your continuing support.

Kind Regards,

HoY / AHoY Names

Head of Year and Assistant Head of Year

AIM 1 - First School Warning Letter (Attendance)

«addressee»

<<date>>

«address_block»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» «reg»

I am writing to you because I am aware «chosen_forename»'s attendance has become a concern. It now stands at «percentage_attendance»%.

If learners do not attend school regularly, they may not be able to keep up with their school work and tend to perform less well at examinations. An excellent attendance record is something the school sees as very important.

Please inform the school of the reasons for any absences not yet provided. It is vital that you contact the school on the first day of absence and keep us updated if any absence is to continue for more than one day.

All medical/dental appointments should be made either after school or as early as possible in the day so that your child can return to school after the appointment. If the appointment has to be made during the day, please ensure your child attends part of the school day.

If you having any difficulty in securing your child's attendance, please contact the school to discuss.

Thank you for your support in this matter.

Yours sincerely



Mr M Jukes

Deputy Headteacher

AIM 2 - Second School Warning Letter (Attendance Planning Meeting Invite)

«addressee»

<<date>>

«address_block»

Dear «addressee»

Re: «chosen_forename» «chosen_surname» «reg»

I notice that despite my letter dated [date of first letter, insert name of child] attendance continues to be of concern. [insert name of child]'s attendance is currently [insert %]. Non-attendance at school for any reason is an important issue and something we take very seriously.

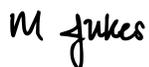
As this is now the second formal letter you have received regarding our concerns and because there has not been enough of an improvement I would like to invite you into school to discuss the current situation. Can I suggest [date for meeting or school attendance panel].

Regular school attendance is the responsibility of parents/carers. There is a risk that if «chosen_forename»'s attendance remains at the current level a referral will be made by the school to Harrow's Education Services who may need to start legal proceedings. If a child of compulsory school age does not attend school regularly then the parent is guilty of an offence under section 444 (1) of the Education Act 1996.

I hope that we see «chosen_forename»'s attendance improve dramatically so there will be no need for the school to make a referral to Harrow's Intervention Service.

I would value you confirming availability for the planned meeting.

Yours sincerely



Mr M Jukes

Deputy Headteacher

AIM 3 - Third School Warning Letter (Attendance - Referral to LA School Attendance Liaison (SAL) Officer)

«addressee»

«date_of_printing»

«address_block»

Dear «addressee»

Re: «chosen_forename» «chosen_surname» «reg» «date_of_birth»

I am writing to now formally express serious concern over the irregular attendance of your child, «chosen_forename» «surname», This is now the third letter of concern you have been sent regarding attendance concerns. A record of «his_her» attendance accompanies this letter.

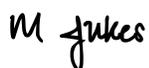
Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is my duty to give you warning that if further unauthorised absences are recorded, I will need to refer this to Harrow Local Authority Education Services. whoy may initiate prosecution proceedings against you. Conviction of an offense in a magistrates court under section 444 (1) may result in a fine of up to £1,000 and under section 444(1A) may result in a fine of up to £2500 or imprisonment.

We will be liaising with Harrow Education Services to conduct a School Attendance Liaison (SAL) Officer Meeting with yourselves and the school. We will phone to arrange this meeting at harrow High School

I trust that this notification will ensure that any attendance and punctuality issues are rectified without delay.

Please contact me with any queries regarding this letter.

Yours sincerely



Mr M Jukes

Deputy Headteacher

AIM 4 - Fourth School Warning Letter (Attendance - Pre Court Panel)

«addressee»

«date_of_printing»

«address_block»

Dear «addressee»

Re: «chosen_forename» «chosen_surname» «reg» «date_of_birth»

Despite previous meetings and my previous formal warnings your child <<XXXXXXX>> is still not attending regularly and further absences have been recorded since my last letter. A record of <<His/her>> attendance accompanies this letter. Medical certification is now required if illness is the reason for further absences.

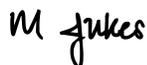
Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is my duty to give you warning that I will need to refer this to Harrow Local Authority Education Services.

I must warn you that Harrow Local Authority will initiate legal proceedings against you if there is no improvement in your child's attendance and punctuality. This will involve a Pre Court Panel Meeting held at the Civic Centre where you will be formally cautioned. If the case progresses to magistrates court, conviction of an offence under section 444(1) may result in a fine of up to £1,000 and under section 444 (1A) may result in a fine of up to £2,500 or imprisonment.

There will be no further notification should school need to escalate this matter for the Local Authorities attention. I trust that this notification will ensure that any attendance and punctuality issues are rectified without delay.

Please contact me with any queries regarding this letter.

Yours sincerely



Mr M Jukes

Deputy Headteacher