

# HARRIS ACADEMY MERTON

## ATTENDANCE & PUNCTUALITY POLICY 2011-2012

### **Mission Statement**

The Academy's mission is to raise aspiration and achievement for all by means of the provision of high quality learning enhanced by the Academy specialisms of Enterprise and Sport.

The Academy's motto is: **Achievement is Success**

### **Aims of this Policy**

Harris Academy Merton aims to raise the achievement of all its students and to ensure that it meets the overarching aims of Every Child Matters:

- To encourage learners to adopt healthy lifestyles
- To ensure learners feel safe and adopt safe practices
- To ensure learners enjoy their education
- To encourage learners to make a positive contribution to the community
- To aid learners to prepare for their future economic well being.

The Academy recognises that attendance is a critical factor in student success. It therefore aims to achieve significantly improved attendance levels and to increase the number of students with >95% attendance each year.

The Governing Body has set a target of 94.5% attendance for the Academy for the academic year 2011-12, with a target of 3% lateness.

The Academy Attendance & Welfare Officer is Mrs J Braine.

The Faculty Director responsible for Attendance & Punctuality is Mr D Cundy.

# Objectives

- To improve the overall attendance of students at the Academy
- To create an environment in which students look forward to attending school and lessons
- To make attendance a priority for students, parents, staff and governors
- To create a framework which defines roles and responsibilities and promotes consistency in carrying out designated tasks
- To create a rigorous system for monitoring and analysing attendance across the Academy
- To provide support and advice to parents
- To recognise the needs of individual students when planning reintegration following significant periods of absence
- To ensure that attendance data is accurate and regularly generated so that :
  - Students can be praised/ rewarded for their progress and achievements
  - Parents/carers can be quickly informed of issues
  - Individual students and groups can be monitored easily
  - Causes of absence and issues of inclusion and equal opportunity can be readily identified
  - Targets for individual students, groups of students and the Academy can be set and regularly reviewed

# Roles and Responsibilities

## **The Governing Body** will:

- Set targets for attendance and monitor progress towards meeting these targets
- Ensure implementation of this policy

## **The Principal** takes overall responsibility for the implementation and monitoring of the Policy by:

- Developing and monitoring policies that create an environment in which all students feel valued and safe and in which they are encouraged and able to achieve success
- Agreeing targets with the governing body and reporting on progress
- Giving attendance a high profile with students, staff and parents/carers
- Identifying clear roles and responsibilities and ensuring that staff have the time and resources to fulfil them
- Ensuring that there is sufficient funding to support reward systems

## **The Senior Leadership Team** will:

- Give attendance a high profile at Senior Leadership Team and Faculty Meetings
- Ensure that procedures are followed across their Faculties
- Support staff in reviewing data, setting targets and action planning
- Be visible in Faculty areas, welcoming students, praising achievement and ensuring that any incidents are quickly dealt with so that all students feel safe in their areas
- Monitor for internal truancy. Look for patterns of absence and consider the impact of the curriculum upon attendance alongside other causes
- Ensure that students on long term absence/exclusion access the curriculum and are supported on their return
- Ensure regular liaison with the Attendance Officer, Subject Coordinators, tutors and AENCO to ensure procedures are being followed for students with continued low attendance
- Be involved in meetings with parents and students within their Faculty whose attendance is below 85% and if necessary visit the student's home address.
- Ensure that attendance is regularly discussed in Faculty Assemblies and that students with high levels of and/or improved attendance are praised and rewarded regularly
- Be the very best of role models in terms of attendance

## **The Subject Coordinators** will:

- Support their Faculty Director in giving attendance a high profile
- Support their Faculty Director in ensuring that procedures are followed across their Faculty
- Be visible in Faculty areas, welcoming students, praising achievement and ensuring that any incidents are quickly dealt with so that all students feel safe in their areas.
- Liaise regularly with their Faculty Director with regard to attendance issues
- Liaise weekly with the Attendance Officer to ensure that students with low attendance are detected early
- Be responsible (or their nominated deputy) for making 3<sup>rd</sup> day contact with families and recording and passing on information to relevant staff
- Ensure that students with below 85% attendance and students at risk of low attendance are monitored and discussed regularly with the Attendance Officer
- Arrange and attend meetings with parents and students with low attendance as appropriate and if necessary visit the student's house
- Be the very best of role models in terms of attendance

**The Director of Learning Support will:**

- Support the Academy in giving attendance a high profile
- Support the Faculty Directors and Subject Coordinators to ensure that procedures are followed across their Faculties and offer advice as appropriate
- Be visible in Faculty areas, welcoming students, praising achievement and ensuring that any incidents are quickly dealt with so that all students feel safe
- Ensure that students with AEN on long term absence/exclusion access the curriculum and are supported on their return
- Liaise with external and internal agencies to ensure that students and parents/carers are given relevant support to improve their attendance, as directed by Faculty staff
- Attend meetings for students with Statements of Special Educational Needs and where possible SA+ as requested by Faculty Directors and Subject Coordinators
- Liaise with the SSPO with regard to any issues relevant to student attendance

**Form Tutors will:**

- Support the Academy in giving attendance a high profile
- Ensure that the register is taken daily at the correct time, using the correct codes
- Liaise closely with their Subject Coordinator and the Attendance Officer with regards to attendance issues
- Ensure that students who have been absent from the Academy are made to feel welcome on their return.
- Ensure that students who have been absent for a length of time for whatever reason have support to catch up with missed work
- Use data produced to comment weekly on attendance levels both as a group and on an individual basis, ensuring that students with high levels of attendance and improved attendance are appropriately praised
- Liaise with the TA mentor for students on the SEN register when attendance is becoming a problem
- Ensure that issues of bullying, difficulties with work/peers/travel etc are dealt with effectively and that relevant staff are informed
- Be the very best of role models in terms of attendance

**Teachers will:**

- Make attendance a high profile by praising students with high attendance and relating this to attainment
- Set work for students who are absent for a long period
- Ensure that systems are in place so that work missed can be easily made up
- Ensure that the classroom continues to be a safe environment where plans are made to meet individual student needs and lessons continue to be as relevant and stimulating as possible
- Refer concerns and action taken to relevant staff
- Be the very best of role models in terms of attendance

**The Attendance Officer will:**

- Monitor registers daily
- Make 1<sup>st</sup> day phone calls to parent/carers of students with unexplained absence
- Mark the student's register with the appropriate code and forward information as necessary
- Liaise with Subject Coordinators weekly
- Send appropriate letter to parent/carers of students with unexplained, continual absence on the 5<sup>th</sup> 10<sup>th</sup> & 15<sup>th</sup> day of absence when required.
- Attend weekly meetings with the Vice Principals & Senior Leadership Team.

- Provide weekly attendance data to Faculty staff

**Support Staff will:**

- Be the very best of role models in terms of attendance
- Be positive and encouraging to students, recognising achievement and acknowledging it
- Pass on any concerns to relevant staff

**Students will:**

- Arrive on site by 8.25am each Academy day, correctly dressed in uniform
- Attend registration and Assembly on time
- Attend all lessons on time
- Ensure parents/carers provide proper explanation of their absences
- Be prepared to make up missed work and ask for help if this is required
- Stay on site during the Academy day
- Sign out at Student Information Centre if they have to attend an appointment (evidence must be provided)

**Parents/Carers will:**

- Encourage students to leave home in plenty of time in the mornings
- Ensure that they are in the correct Academy uniform
- Inform the Academy if a student is unwell or going to be late. Give an indication as to when the student will be well enough to return.
- Make routine medical/dental appointments out of school time
- Arrange for holidays to be taken out of term time. Should this be impossible, application for a holiday must be made to the Assistant Principal, Mr D Cundy.

# Unexplained Continuous Absence

## **1<sup>st</sup> Day of Absence**

All students not seen at registration should be marked as an unexplained (N) absence, unless tutors have prior knowledge and proof of the reason for the absence – which should be advised to the Attendance Officer immediately. The Attendance Officer will phone home on the first day of absence if no explanation has been received.

## **3<sup>rd</sup> Day of Absence**

If the Attendance Officer has not received a valid reason for a student's absence over three continuous days, she will notify the relevant Faculty Subject Co-ordinator (or their nominated deputy) who will phone the student's parent/carer within one Academy day. Outcome of the phone call will be emailed to Faculty Director, Tutor, Attendance Officer & Director of Learning Support (if student has AEN).

## **5<sup>th</sup> Day of Absence**

If the Attendance Officer has not received a valid reason for a student's absence over five continuous days, she will send a letter home on the 5<sup>th</sup> day of absence (Appendix 1) requesting that the parent/carer and student attend an attendance meeting on the 8<sup>th</sup> day of absence (if the student has not returned to the Academy before then). This will be at 8am and the Faculty Director, or their nominated deputy, will attend with the Director of Learning Support, if required. A support programme will be drawn up (Appendix 2) for the student's return to the Academy that will include a re-integration and work 'catch-up' plan. The letter will also state that should the parent/carer not attend the meeting and the student has not returned to the Academy by the 10<sup>th</sup> day of absence then a home visit will be made. Appropriate staff will be informed of the outcome of the meeting by email from the Faculty Director, or their nominated deputy.

## **10<sup>th</sup> Day of Absence**

The following action will be taken on the student's 10<sup>th</sup> day of absence if:

- The parent/carer & student **did not** attend the attendance meeting on the 8<sup>th</sup> day of absence and the student has not returned to the Academy & there has not been a valid reason for absence received.

or

- The parent/carer & student **did** attend the attendance meeting on the 8<sup>th</sup> day of absence, but the student has not returned to the Academy and there is no valid reason for absence.

The Safer Schools Police Officer and a nominated member of staff will make a home visit. A re-integration plan will be made as above. The parent/carer will be offered additional support as appropriate and/or requested. The seriousness of the situation will be stressed including notification of the possibility of a penalty notice. Should there be no-one at home or no response, a letter will be hand delivered noting the visit (Appendix 3), outlining the possible next steps as above and requesting urgent contact with the Academy. A Child in Need meeting will be arranged by the Director of Learning Support, if appropriate, in case of continued non-attendance. Appropriate staff will be informed of the outcome of the meeting by email from the Attendance Officer.

## **15<sup>th</sup> Day of Absence**

The Safer Schools Police Officer and a nominated member of staff to make a 2<sup>nd</sup> home visit. A re-integration plan will be made as above. The parent will be offered additional support as appropriate and/or requested. The seriousness of the situation will be stressed including notification of the possibility of a penalty notice. Should there be no-one at home or no response, a formal letter will be sent (Appendix 4) setting out the next steps as agreed by the Principal, or his nominated deputy, and Faculty Director, details of which will be passed to the Attendance Officer for action. Appropriate staff will be informed of the decision by email by the Attendance Officer.

## **20<sup>th</sup> Day of Absence**

On the student's 20<sup>th</sup> day of absence formal proceedings will be taken in agreed cases. This could include a Non School Attendance Penalty Notice fine of £50.00 which rises to £100.00 if not paid within 28 days. Reference will also be made by the Principal, or his nominated deputy, to The Education (Pupil Registration) (England) Regulations 2006 regarding the status of the student on the Academy's roll.

# **PERSISTENT ABSENCE**

'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'*(Education Act 1996)*. Persistent absence has been defined by the Department for Education as all attendance falling below 85%.

**Where a student has intermittent attendance and the Faculty Director deems it necessary, the Continuous Absence process will be followed for each day the student is absent.**

Penalty Notices, issued by Merton Local Authority, will be sent to each parent/carer of student/s at the Academy who have a low attendance percentage within an academic year. The parent/carer will be sent a Warning Letter (Appendix 9) stating the reason for the warning being issued. The student's attendance will be monitored for a six week period, if no improvement has been made the details will be forwarded to the Senior Education Welfare Officer at Merton Local Authority (LA) who will make arrangements for the Penalty Notice to be issued. If there has been an improvement, the parent/carer will be informed (Appendix 10).

Penalty Notices, issued by Merton Local Authority, will be sent to each parent/carer of student/s at the Academy who have a low punctuality level within an academic year. The parent/carer will be sent a Warning Letter (Appendix 11) stating the reason for the warning being issued. The student's punctuality will be monitored for a six week period, if no improvement has been made the details will be forwarded to the Senior Education Welfare Officer at Merton Local Authority (LA) who will make arrangements for the Penalty Notice to be issued. If there has been an improvement, the parent/carer will be informed (Appendix 12).

All Academy staff must enter each contact made with the parent/carer of the student as a record on e-Portal or Facility. This record will then be used as part of the evidence provided to Merton LA in the event of a Penalty Notice being issued.

Staff must continue to follow the Continuous Absence and Requests for Leave of Absence procedures in the event of a Warning Letter being sent to a parent/carer.

## **REQUESTS FOR LEAVE OF ABSENCE**

Parent/carers who request leave during term time for their child, or retrospectively, must complete a Student Absence Request form (Appendix 13). Each request will be considered on its own merits, taking into consideration the student's record of attendance, achievements and attainments. Note that absence of one day per academic year will be authorised for religious observance.

The parent will be advised of the Faculty Director's decision in writing (Appendix 14).

A Penalty Notice, issued by Merton Local Authority, may be sent to each parent/carer of student/s at the Academy whose request for leave of absence is not authorised.

# PUNCTUALITY

With reference to the Harris Academy Merton Discipline Policy, detentions will be issued to those students who continuously arrive late to morning registration, and lessons.

The system for maintaining a consistent approach across tutor groups and subject areas for dealing with poor punctuality has been agreed and the following sanctions will be applied to students. The Attendance Officer will monitor registers and advise appropriate staff of the following actions.

Lates to morning registration per term:

5 <sup>th</sup> late	⇒	Warning Letter sent home (Appendix 5)
10 <sup>th</sup> late	⇒	Monitoring letter and meeting arranged with Tutor (Appendix 6)
15 <sup>th</sup> late	⇒	Meeting arranged with Subject Co-ordinator (Appendix 7)
20 <sup>th</sup> late	⇒	Meeting arranged with Faculty Director (Appendix 8)

If a student accumulates more than 20 lates in a term this will be referred to Mr Cundy to arrange a meeting with the student and their parent/carer (Appendix 8), and Director of Learning Support if the student has special educational needs.

Parent/Carer  
Address1  
Address2  
Address3  
Address4  
Post Code

01 October 2010

Dear <<Parent/Carer>>

## **STUDENT NAME – TUTOR GROUP**

It has been brought to my attention that <<StudentName>> has been absent from the Academy since <<Date>> without a valid reason.

The Faculty Subject Coordinator attempted to resolve the situation with you by telephone, but has been unsuccessful. In the circumstances an appointment has been arranged for you and <<studentname>> to meet <<SubjCoord>> on <<Date>> at 8.00am at the Academy.

The Safer Schools Police Officer and a senior member of staff will make a home visit<<StudentName>>'s if you do not attend the meeting and <<he/she>> has not returned to the Academy.

If you are unable to keep this appointment please telephone the Academy on the above telephone number and select the Attendance Officer option.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

**APPENDIX 2**

# Harris Academy Merton

## MEETING WITH PARENT/STUDENT/STAFF

Name of Parents/Carer	Name of Student
Date of Meeting	
Name of Staff Involved	
Reason for Meeting	
Issues Raised at the Meeting	
Follow Up Action Required/Agreed	

Signed:

Staff \_\_\_\_\_ Date \_\_\_\_\_

Parent/carers \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3

Parent/Carer  
Address1  
Address2  
Address3  
Address4  
Post Code

2 October 2010

Dear <<Parent/Carer>>

Further to my letter dated <<date>> I have been informed <<studentname>> has been absent for 10 continuous days from the Academy. Despite arranging an appointment for you to meet <<studentname's>> Subject Coordinator on <<date>> to discuss our concerns, this has not resolved the matter and <<he/she>> is still not attending.

It is a parent/carer's legal responsibility to ensure their child is in school. Continuous unauthorised absence could lead to a Penalty Notice fine of £100.00 and/or the Principal considering <<studentname's>> position on the Academy roll.

The Safer Schools Police Officer and <<MemberofStaff>> visited you on <<date>> but was unable to see you. Another visit will be made should <<studentname>> not return to the Academy; please ensure you are available to meet them.

It is the Academy's aim to provide the best educational provision for all its students, but we are unable to achieve this if <<studentname>> continues to be absent.

Should you wish to discuss this please telephone the Academy on the above telephone number and select the Attendance Officer option.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 4

Parent/Carer  
Address1  
Address2  
Address3  
Address4  
Post Code

2 October 2010

Dear <<Parent/Carer>>

Further to my letter dated <<date>> I have been informed <<studentname>> has been absent for 15 continuous days from the Academy. Despite arranging an appointment for you to meet <<studentname's>> Subject Coordinator on <<date>> to discuss our concerns and a home visit on <<date>> and <<date>> this has not resolved the matter and <<he/she>> is still not attending.

Attainment has been proved to be linked to student attendance. Figures produced nationally showed that during the 2005–06 academic year, over 85% of students who had fewer than 7.5 days of absence achieved 5 GCSEs including English and mathematics. Where that level of absence doubled to 15 days, the proportion fell to 27%. Where student attendance fell to less than 90%, only 17% achieved 5 GCSEs including English and mathematics.

It is a parent/carer's legal responsibility to ensure their child is in school; continuous unauthorised absence could lead to a Penalty Notice fine of £100.00. Should <<studentname>> continue to be absent the Principal will make a decision regarding <<his/her>> position on the school roll, the outcome of which will be notified to you in writing.

Please contact the Attendance Officer, Mrs J Braine to discuss this matter urgently.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 5

08 February 2012

«Home\_postal\_title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

Dear «Home\_salutation»

«FORENAME» «SURNAME»

Our records show that <Forename> has been late to registration on five occasions since the beginning of this term. I am sure you will agree that this causes disruption not only to <his\_her> learning but also other students.

Please could you ensure «Forename» makes every effort to arrive to school on time as poor punctuality impacts on academic success. Students are expected to be on site for 8.20am so that they are in their registration at 8.25am.

Please support us by reinforcing our expectations of good attendance and punctuality with <Forename>. I hope to see an improvement in <Forename's> punctuality for the remainder of this academic year.

If you wish to discuss this further please contact «Forename»'s Form Tutor.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 6

08 February 2012

«Home\_postal\_title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

Dear «Home\_salutation»

«FORENAME» «SURNAME»

It is of great concern that <Forename> has been late to registration on 10 occasions this term.

I am writing to inform you that «Forename's» punctuality to the Academy will now be monitored and that you are required to attend a meeting with «Forename's» Tutor as a consequence of this. As stated in my previous letter, <Forename> is not only missing <his\_her> vital learning time but also disrupting the learning of other students. Your meeting has been arranged for < Day> <date> at <time> with <Name>. If you are unable to keep this time, please contact me urgently to rearrange. **Failure to do so will result in <Forename> being referred to the Student Referral Centre until such time as the meeting has taken place.** Continued poor punctuality may lead to the issuing of a penalty notice which incurs a fine of £100.

As I stressed in my previous letter, please ensure «Forename» leaves home in plenty of time to travel to school in order to arrive by 8.25am. If there is a valid reason for this poor level of punctuality please inform «Forename's» Form Tutor who will work with you to provide a solution.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 7

08 February 2012

«Home\_postal\_title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

Dear «Home\_salutation»

«FORENAME» «SURNAME»

I am disappointed to have to inform you that despite my previous two letters, «Forename» has now been late to registration a total of 15 times this term.

You are required to attend a meeting with «Forename's» Subject Co-ordinator <Name> as a consequence of <Forename's> lack of commitment to the Academy and its expectations of punctuality. The meeting will focus on discussing strategies to resolve this issue. Your meeting has been arranged for <Date> <date> at <time>. If you are unable to keep this appointment, please inform us and a new appointment will be arranged. **Failure to do so will result in <Forename> being referred to the Student Referral Centre until such time as the meeting takes place.** As stated in my previous letter, continued poor punctuality may lead to the issuing of a penalty notice which incurs a fine of £100.

I will continue to monitor «Forename»'s punctuality very closely as I am certain you are as concerned as I am regarding «Forename»'s continued poor record of lates and the growing impact it is having on <his\_her> academic performance.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 8

08 February 2012

«Home\_postal\_title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

Dear «Home\_salutation»

«FORENAME» «SURNAME»

This is the fourth letter I have written regarding «Forename»'s standard of punctuality at the Academy. «Forename» has now been late a total of 20 times since the beginning of this term.

You are required to attend a meeting with <Forename>'s Faculty Director, <Name>, on <Day> <date> at <time> to discuss how <his/her> punctuality can be improved. **Failure to do so will result in <Forename> being referred to the Student Referral Centre until such time as the meeting takes place.**

I am sure you are as disappointed as I am that «Forename» appears to show a total disregard not only for the expected commitment from the students of the Academy, but also to «his\_\_her» fellow students whose learning «he\_\_she» is constantly disrupting.

Yours sincerely



Mr D Cundy  
Faculty Director – Attendance

## APPENDIX 9

«Home\_postal\_title»  
«Line\_1»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

08 February 2012

Dear «Home\_Salutation»

### **PENALTY NOTICE – «Forename» «SURNAME»**

I have been notified that «Forename\_2» current attendance rate this academic year is «rate»%. «His\_\_her» absences are either without authorised permission or without a justifiable reason being given to the Principal.

### **GOOD ATTENDANCE IS VITAL FOR «FORENAME\_2» FUTURE**

The reward for good attendance:

- The majority of good attendees will leave education with GCSEs, or a qualification that will help to support their future training and employment.

The cost of non-attendance:

- 2 in every 10 truants will leave education without a qualification.
- 2 in every 3 young people convicted in crime have been truants.
- Yearly attendance of less than 80% over the course of secondary education is the equivalent of at least one year's education, which will have a detrimental effect upon «Forename\_2» future opportunities.

The government has introduced new powers for Local Authorities to issue Penalty Notices in cases where parent/carers do not take responsibility for ensuring their child's regular and punctual attendance at school. **The Penalty Notice incurs a fine of £100.** I need to inform you that the level of «Forename\_2» absence, if continued, will place you at risk of this penalty and/or prosecution in court.

«Forename\_2» attendance will be reviewed again at the end of the next six Academy weeks. During the monitoring period any absence due to illness will not be authorised unless it is supported by a doctor's certificate. If there has not been an improvement I will arrange for your details to be passed to the Senior Education Welfare Officer at Merton Local Authority who will issue a Penalty Notice to you on our behalf.

Yours sincerely

**Mr D Cundy**  
**Director of Napier Faculty**

## APPENDIX 10

«Home\_Post\_Title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«post\_code»

08 February 2012

Dear «Home\_Salutation»

### **PENALTY NOTICE – «Forename» «SURNAME»**

I am writing to advise you that following my warning letter dated xxxxxxxx, Merton Local Authority will not be issuing a Penalty Notice on this occasion. However «Forename\_2» attendance and punctuality will continue to be monitored. If this deteriorates I will inform Merton and advise them to commence Penalty Notice proceedings **without further warnings**.

If you have any queries regarding this please contact either myself or Mrs J Braine, the Attendance Officer at the Academy.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 11

«Home\_postal\_title»  
«Line\_1»  
«Line\_3»  
«Line\_4»  
«Home\_post\_code»

08 February 2012

Dear «Home\_Salutation»

### **PENALTY NOTICE – «Forename» «SURNAME»**

I have been notified that «Forename\_2» punctuality is at an unacceptable level. <His/ Her> late arrival is either without authorised permission or without a justifiable reason being given to the Principal. This has been recorded in the Academy register as attached.

Please contact Mrs J Braine, the Attendance Officer, if you feel there were justifiable reasons for «Forename's» lateness, or if you feel the attached copy of the Academy register is not accurate.

### **GOOD ATTENDANCE AND PUNCTUALITY IS VITAL FOR «FORENAME\_2» FUTURE**

The reward for good attendance/punctuality:

- The majority of good attendees will leave education with GCSEs, or a qualification that will help to support their future training and employment.

The cost of non-attendance:

- 2 in every 10 truants will leave education without a qualification.
- 2 in every 3 young people convicted in crime have been truants.
- Yearly attendance of less than 80% over the course of secondary education is the equivalent of at least one year's education, which will have a detrimental effect upon «Forename\_2» future opportunities.

The government has introduced new powers for Local Authorities to issue Penalty Notices in cases where parent/carers do not take responsibility for ensuring their child's regular and punctual attendance at school. **The Penalty Notice incurs a fine of £100.** I need to inform you that the level of «Forename\_2» punctuality, if continued, will place you at risk of this penalty and/or prosecution in court.

«Forename\_2» punctuality will be reviewed again at the end of the next six Academy weeks. If «Forename\_2» arrives at the Academy after registration during this period, it will be recorded as an absence, as opposed to a late mark. Confirmation from your GP will be required before an absence due to illness can be authorised. If there has not been an improvement in <his/ her> punctuality I will arrange for your details to be passed to the Senior Education Welfare Officer at Merton Local Authority who will issue a Penalty Notice to you on our behalf.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

## APPENDIX 12

«Home\_Post\_Title»  
«Line\_1»  
«Line\_2»  
«Line\_3»  
«Line\_4»  
«post\_code»

08 February 2012

Dear «Home\_Salutation»

### **PENALTY NOTICE – «Forename» «SURNAME»**

I am writing to advise you that following my warning letter dated <date>, Merton Local Authority will not be issuing a Penalty Notice on this occasion. However «Forename\_2» attendance and punctuality will continue to be monitored. If this deteriorates I will inform Merton and advise them to commence Penalty Notice proceedings **without further warnings**.

If you have any queries regarding this please contact either myself or Mrs J Braine, the Attendance Officer at the Academy.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

# STUDENT ABSENCE REQUEST

Student Name	
Tutor Group	

## Absence Dates

From		To	
Date of student's return to the Academy			

## Reason For Absence

Include explanation why this absence has to be taken during term time

*Note: Any short notice requests for Leave of Absence must be accompanied by proof of **purchase date** of travel documents before an appropriate decision can be made.*

**ALL** holiday requests will not be authorised. The taking of holidays, or other unauthorised absence, during term time could lead to a Penalty Notice of £100 being issued to the parent/carer for each student. A penalty notice could also be issued to the parent/carer where the Academy has not been previously informed of a continuous absence and this absence has subsequently not been authorised.

Attainment has been proved to be linked to student attendance. Figures produced nationally showed that during the 2005–06 academic year, over 85% of students who had fewer than 7.5 days of absence achieved 5 GCSEs including English and Mathematics. Where that level of absence doubled to 15 days, the proportion fell to 27%. Where student attendance fell to less than 90%, only 17% achieved 5 GCSEs including English and mathematics.

Each request for student absence will be considered on its own merits. Reference will be made to the student's current attendance & punctuality record, achievements and attainment.

You may be required to meet the student's Faculty Director or a Vice Principal to discuss this request either before the absence or upon the student's return if the Academy has not previously been informed.

**The Faculty Director's decision is final.**

Parent/carer name \_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_

Contact telephone number \_\_\_\_\_

## APPENDIX 14

Parent/Carer  
Address1  
Address2  
Address3  
Address4  
Post Code

6 April 2010

Dear <<Parent/Carer>>

### **Absence Request <<StudentName>> - <<Dates>>**

With reference to the recent request for <<studentname>> to be absent from school on the above dates, I am writing to confirm that the Academy will be unable to authorise this absence. If <<Studentname>> is absent it will be entered on <his/her> attendance record as an unauthorised absence.

Please be aware that Local Authorities are able to issue Penalty Notices in cases where parents/carers do not appear to be taking responsibility for ensuring their child's regular and punctual attendance at school. **The Penalty Notice incurs a fine of £100 in the first instance.** I need to inform you that we will monitor <<Studentname>>'s attendance and this unauthorised absence will place you at risk of this penalty and/or prosecution in court.

<<Studentname>>'s attendance will be reviewed. If it is below the expected level we are obliged to forward your details to the Senior Education Welfare Officer at Merton Local Authority who will issue a Penalty Notice to you on the Academy's behalf.

As an Academy we will not authorise a student's absence unless it is in exceptional circumstances and unavoidable.

Yours sincerely



**Mr D Cundy**  
**Faculty Director - Attendance**

