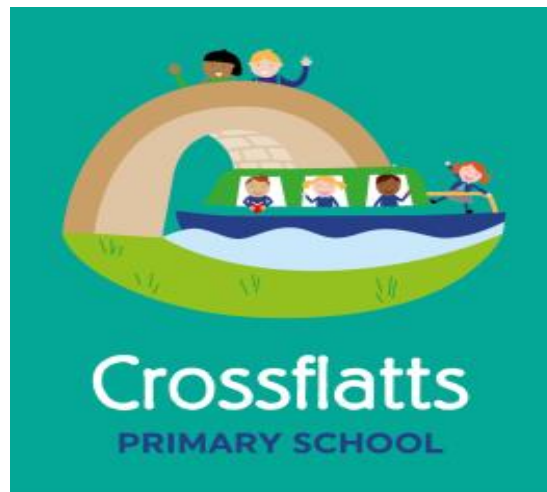


# All Day, Every Day The Crossflatts Way

**Our Attendance Policy and vision.  
2022-2023**



**Rebecca Petrie – Attendance Champion**

**Listen, understand, empathise and support but  
do not tolerate'**

**DFE 2022**

**Attendance Policy Crossflatts Primary School Approved by the governing body on: September 2022**

**To be reviewed on: January 2024**

**Signed on behalf of the governing body: \_\_\_\_\_**

## **Our Aims**

**At Crossflatts Primary School we know that excellent attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of our children.  
It is built into the culture of the Crossflatts family from the moment our pupils walk through the door.  
A pupil's potential and life prospects are significantly enhanced when they have high attendance.  
In order to receive the maximum benefit from their education pupils must attend school every day on time.**

## Our Attendance Team



Head teacher

Nicola Bennett- [nicola.bennett@crossflatts.bradford.sch.uk](mailto:nicola.bennett@crossflatts.bradford.sch.uk)



Attendance Champion

Deputy Head- Rebecca Petrie- [rebecca.petrie@crossflatts.bradford.sch.uk](mailto:rebecca.petrie@crossflatts.bradford.sch.uk)



Attendance Data

Mrs Pinder- [karen.pinder@crossflatts.bradford.sch.uk](mailto:karen.pinder@crossflatts.bradford.sch.uk)



Register and code reporter

Mrs Jane McCulloch- [Jane.McCulloch@bradford.sch.uk](mailto:Jane.McCulloch@bradford.sch.uk)

Attendance is everyone's responsibility, but this team of people will be working more closely together to improve and meet our attendance target.

Our whole school target for attendance is 98% with most pupils attending 100% of the school year.

Attendance	Lost Learning
100%	Fantastic attendance and learning
95 - 99%	Up to 9 days of school missed and approximately 50 lessons
90 – 95%	Up to 19 days of school missed and approximately 100 lessons
80% - 90%	85% = 29 days and 150 lessons 80% = 38 days and 200 lessons
Below 80%	75% = 38 days and 250 lessons

## How we will achieve this together

### School will:

- Clearly communicate our expectations for attendance and our monitoring process.
- Create a warm and welcoming environment
- Deliver a motivating and stimulating curriculum
- Implement an effective attendance reward system.

- Create bespoke attendance programs and offers for those children unable to attend all sessions due to SEND or medical needs.
- Remove barriers for pupils and support to resolve.
- Involve families in our attendance monitoring at every step of the process
- Celebrate successes when attendance has been improved.
- Continue to offer support to families to overcome barriers to promote better attendance for all children.
- Not authorise any holidays, trips abroad or leave of absences unless in exceptional circumstances.
- Promote effective inter agency work. This includes the use of Early Help and working alongside Educational, Social and Welfare Officers to develop action plans for support and improvement.

#### **We ask parents to**

- Ensure their child attends school every day, on time when they are fit and well.
- Inform us by 9am if their child is ill and unable to attend.
- Inform us again if the absence is likely to continue beyond three days
- Where possible make appointments out of school hours
- Do not book holidays or trips abroad in term time
- Apply for permission for any exceptional absence
- If needed engage in the attendance support and monitoring process.

#### **We ask our children to:**

- Arrive every day on time ready to learn – Every minute counts

#### **Key information**

##### **Register and start times**

Each day schools are legally required to take a register at the start of each morning session and once during the afternoon session. The school must be informed of an absence by telephone call or message to the main reception or class dojo by 8.30am. The register closes 30 minutes after the start time. The register shows pupils who are present and those that are absent with the reason for the child's absence recorded using the school register coding system.

(See appendix 1)

Year Groups	Start time	Finish time
Nursery	9.00am	3.00pm
Reception	8.50am	3.20pm
Year 1 3 5	8.45am	3.15pm
Year 2 4 6	8.30am	3.00pm

If a pupil of compulsory school age is absent, the register must show whether the absence was authorised or unauthorised.

- Authorised absence is where one of a set of specific set of circumstances applies as set out in register coding.
- Unauthorised absence is where a pupil's absence is not listed in the specific set of circumstances or where the reason for a pupil's absence has not been provided and cannot be established.

##### **Day to day process**

The Admin team will record absences and lateness daily and report concerns to the Attendance Champion. If a pupil is late for more than 10 sessions we will issue a late letter (see Appendix 3 – letters)

Where there has been no contact made, the school will attempt to make verbal contact via telephone. If contact cannot be made, a home visit will take place- (See Appendix 2)

### Attendance concerns

If a pupil's attendance is dropping close to 95% school will send a Class dojo message or phone parents to alert them to this.

If attendance concerns persist and this falls below 95%, we will follow the staged intervention model issued by Bradford Council.

90 – 95%	Up to 19 days of school missed and approximately 100 lessons	<p><b>Stage One Intervention</b></p> <p>If attendance falls below 95%, school will:</p> <ul style="list-style-type: none"> <li>-Make parents aware of this and work with parents to address any missing marks and monitor and support for 2 weeks- support plan</li> <li>-Send school <u>initial letter</u> if no improvements are seen and there are outstanding missing marks or unauthorised absences and monitor for 2 weeks</li> <li>-Send school <u>letter two</u> if no improvements are seen or there are outstanding missing marks or unauthorised absences and monitor for 2 weeks.</li> <li>-Send school <u>letter three</u>, which invites parents to a meeting if no improvements are seen and complete the attendance meeting form setting targets and outlining actions by parents and professionals. This will be monitored in line with the individual family circumstances and the outcome of the meeting.</li> <li>-Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage One)</li> </ul>
80% - 90%	<p>85% = 29 days and 150 lessons</p> <p>80% = 38 days and 200 lessons</p>	<p><b>Stage Two Intervention</b></p> <p>If attendance falls below 90%, school will</p> <ul style="list-style-type: none"> <li>-Issue Enforcement letter 1 and monitor for 3 weeks</li> <li>-Invite parents to a panel meeting and complete a parent contract and monitor for 3 weeks</li> <li>-Consider whether a Penalty Notice should be requested</li> <li>-Issue Enforcement letter 2 letter and complete the statutory intervention request form (intervention by local authority)</li> <li>-Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage 2)</li> </ul>
Below 80%	75% = 38 days and 250 lessons	<p><b>Stage Three Intervention</b></p> <p>When all attempts to engage with the family at intervention stages 1 and 2 have failed, and the criteria has been met, the school will refer to Bradford Council to undertake a Stage 3</p>

		<p><b>Intervention, which initiates a criminal investigation in line with the Criminal Investigation Process.</b></p> <p><b>This can result in a £2500 fine.</b></p> <p><b>School will continue to support the family.</b></p>
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**(See Appendix 3 for letters)**

### **Unauthorised Poor Attendance**

When a pupil has six (3 days) or more sessions of unauthorised attendance in a six-week period we will request a penalty notice.

### **Term Time Holidays and trips abroad.**

We have approximately 13 weeks holiday from school in the year. Parents are encouraged to take holidays during this period. Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states: Regulation 7 of the 2006 Regulations is amended to prohibit the Headteacher of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Government guidance instructs Head teachers **NOT** to authorise holidays and trips abroad in term time.

Permission for this type of absence should only be granted in the most exceptional circumstances.

#### **Other Leave of absence – (see appendix 4)**

For leave of absence for any other reason. Parents must request this from the head teacher. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This would result in prosecution proceedings, or a Fixed Penalty Notice.

If a parent takes their child on an unauthorised holiday or a trip abroad for more than 6 sessions in a 6 week period. We will request a Fixed Penalty Notice is issued. When a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

### **AS FROM SEPTEMBER 2013: THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF NOT PAID BETWEEN 22 AND 28 DAYS.**

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

### **Applying for leave of absence**

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed '**Application for leave of absence during term time**'. These may be obtained from the school office or website.

Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised with a reason for the decision and the impact this will have on the child's attendance.

### **Data and Tracking**

We will collect data from SIMS.

We will monitor and analyse weekly attendance patterns and trends and deliver early intervention and support in a targeted way to pupils and families.

We will go beyond headline data and ensure we have a bespoke approach to our individual pupils.

We will share attendance data with class teachers to ensure they can support and facilitate excellent attendance.

We will conduct half termly and termly thorough analysis of all groups and plan appropriate intervention linked to our attendance monitoring model.

## **Incentives and Rewards**

We will hold weekly attendance assemblies, share attendance information on the blog and weave in opportunities to celebrate attendance throughout the year.

Each class will have an attendance chart to record whole class attendance each week.

Crossflatts Kiosk will be open every fortnight for those children who are good attenders to receive a prize or treat.

The Big 100! - Children attending for 100% of the term will have their names put into a hat and the winner wins a national trust family pass.

## **Removal from Roll**

The Pupil Registration Regulations 2006 state that schools can delete pupils who fail to return to school on the date they were expected back from their leave of absence or extended leave of absence if they fail to do so within 10 school days. However, the school must check that the pupils do not have a good reason for their absence, such as disrupted travel arrangements or illness, before deleting the pupil. The school and the local authority must make reasonable enquiries to establish the reason for non-return before the deletion is made.

Schools are advised in line with the Children Missing Education guidance that they must refer all cases of children who are removed from the school roll (having failed to return following a period of leave of absence) to the Education Social Work Service who will make additional enquiries to attempt to locate the child.

If the pupil has a good reason to be absent they should be marked as 'authorised absence' using the relevant attendance code and the pupil cannot be deleted. If, in the school's view, the pupil does not have a good reason, the parents should be reminded of:

- the date the school said it expected the pupil to return;
- the parents' responsibility to ensure that the child attends school regularly;
- the possibility of legal sanctions against the parents;
- the possibility of the school deleting the pupil from the school roll;
- that the pupil will be marked with unauthorised absence.

If, after making reasonable enquiries, the school is unable to contact the parents or has any concerns about the pupil and their welfare, the school should seek assistance from the Education Social Work Service. Schools should not wait until they are about to delete a pupil to seek this assistance.



## Appendix 1

Code	Description	Lesson
/	Present (AM)	/
\	Present (PM)	\
B	Educated off site (not Dual reg)	B
C	Other authorised circumstances	C
D	Dual registration (attending other estab.)	D
E	Excluded (no alternative provision made)	E
G	Family Holiday (not agreed or days in excess)	G
H	Family holiday (agreed)	H
I	Illness (not med/dental appointments)	I
J	Interview	J
L	Late (before reg closed)	L
M	Medical/Dental	M
N	No reason yet provided for absence	N
O	Unauthorised Abs (not covered by other code)	O
P	Approved sporting activity	P
R	Religious observance	R
S	Study Leave	S
T	Traveller absence	T
U	Late (after registers closed)	U
V	Educational visit	V
W	Work Experience	W
Y	Unable to attend due to exceptional circumstances	Y



## **Appendix 2**

### **Home visits**

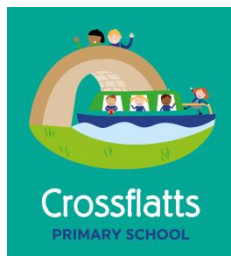
If no contact has been made by the parent/carer as to why a pupil is not in school, a home visit should be conducted as soon as possible, following the below steps:

- Two members of staff must travel together, one of whom must be a member of the Senior Leadership Team (SLT) or Senior Management Team (SMT).
- If travelling by vehicle, the car must have business insurance and must have been viewed by the school business manager.
- A mobile phone must be taken and the school office informed of the visit the two members of staff are about to attend.
- At no point should staff enter the house if they feel it is unsafe to do so.
- If staff believe a child is in immediate danger, emergency services must be contacted immediately.
- A record should be kept of the home visit on the school's safeguarding system (CPOMs) by the member of SLT/SMT. Home visits are a useful way of addressing the problems that lead to poor attendance. However, since the member of SLT or SMT is entering private property, it is important that all parties are made aware of the rules and procedures. SLT or SMT will maintain the highest professional standards at all times.

## Appendix 3

School		Name of Pupil		Date	
Parent / Guardian		Main Concern		% Attendance	
Concern your Raising: i.e. Types / Freq of Absence. Any patterns.	Parent Guardian Explanation:				
Any family/ social difficulties which prevent or affect attendance					
What advice support is required or recommended?					
Parent made aware and understands legal implications?	Education Act 1996 section 444. states that all parents are legally responsible for ensuring their child's attendance at school. Once all required support is in place, a failure to ensure regular attendance could result in the Local Authority pursuing legal action.				
Target to improve attendance	(Advise that the next unauthorised absence will trigger escalation)				
Agreed action for School					
Agreed action for other professionals (i.e. Attendance Officer)					
	Parent Signature			School Signature	

Appendix 3  
Initial Letter-1



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child's future progression.

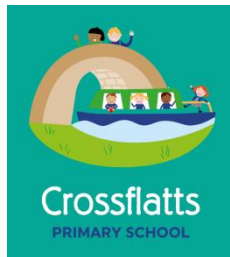
<p><b>Above 97%: Less than 6 days absence a year</b> Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p>
<p><b>95%: 10 days absence a year</b> These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.</p>
<p><b>90% and below: 19 days + absence a year</b> The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.</p>

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

Mrs Bennett

Appendix 3  
Letter 2- illness



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <name of parent / carer>

Since we wrote to you on <date of 1<sup>st</sup> letter>, <name of pupil>'s attendance has failed to improve significantly, and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why <name of pupil> has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a Doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, e.t.c.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "**unauthorised**".

We would appreciate your support to make sure <name of child>'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation

Yours sincerely

<School Contact>

## Letter 2



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <name of parent / carer>

Since we wrote to you on <date of 1<sup>st</sup> letter>, <name of pupil>'s attendance has failed to improve significantly, and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with <name of pupil>. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help <name of pupil> to improve <his/her> attendance. If you would like to discuss <name of pupil>'s attendance, please contact <school contact> on <school contact number> and I will be happy to talk with you and if required arrange a meeting.

We would appreciate your support to make sure <name of child>'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation

Yours sincerely

<School Contact>

**Appendix 3**  
**Letter 3**

Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <name of parent / carer>

As you will be aware from our previous two letters, we have concerns with regard to <name of pupil>'s attendance of <attendance percentage>%. Unfortunately, we have not received a satisfactory reason for <name of pupil>'s absence and their attendance has failed to improve significantly.

I enclose your child's most recent registration certificate for your information.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with <name of pupil>. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help <name of pupil> to improve <his/her> attendance. I would like you to attend a meeting in school with me on <date> at <time> to discuss what we can all do to help <name of pupil> attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet.

Yours sincerely,

<School Contact>

Appendix 3  
Lates Letter

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to <Name of pupil>'s current number of late sessions:

Attendance	<current attendance> %
Number of late sessions	<current AA> %
Number of "unauthorised" lates	<current UA> %

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

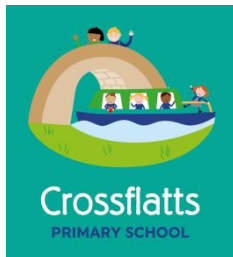
We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence" - an explanation of this term and the possible consequences are attached.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact

**Appendix 3**  
**Enforcement Letter 1**



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Regular attendance at school is a major focus for the Department for Education (DFE) and Bradford Council. In an effort to improve pupil's school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<name of pupil>'s attendance this academic year is currently <attendance percentage>%. This is considerably below what our school, the government and Bradford Council considers to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to provide an explanation for their child's absence. Absences through illness will no longer be authorised without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card.

I will be monitoring your child's attendance for the next 3 weeks. Should there be any further unauthorised absences I will invite you to an Attendance Panel Meeting. It is the Headteacher's decision as to whether to accept any parental explanation for absence. Please be aware that pupils arriving to school after the official close of registers will be marked as 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

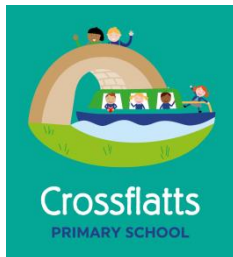
**Every day in school counts towards <name of pupil>'s future, and I thank you in advance for supporting <name of school> in ensuring excellent school attendance.**

If you are experiencing any difficulties, or do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely  
Mrs Petrie  
Attendance Champion



Appendix 3  
Enforcement Letter 2



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

You will recall that I wrote to you on <date of Enforcement Letter 1> regarding <name of pupil>'s poor attendance at school. I enclose a copy of <name of student>'s registration certificate, showing that since (date), <name of student> has had <number of unauthorised sessions> sessions of unauthorised absence. You will notice that further unauthorised absence has occurred.

Unfortunately, <name of pupils>'s attendance has failed to improve sufficiently. <name of student>'s current attendance is <attendance percentage>%. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at <name of school> on <date> at <time>. You will be asked to agree to a parenting contract to support <name of student>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact me as soon as possible.

Absences through illness will no longer be authorised for your child without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children receive an education. This is stated in Section 444 of the 1996 Education Act:

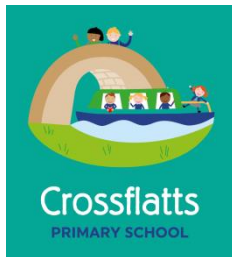
***"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".***

**Should you be prosecuted for failure to ensure <name of student>'s regular attendance at school, you may be sentenced to a fine of up to £2,500 and/or a 3-month custodial sentence.**

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely  
Mrs Petrie  
Attendance Champion

**Appendix 3**  
**Parent did not attend**



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

I am sorry you were unable to attend the Attendance Panel Meeting today. However, the importance of this meeting cannot be stressed enough as <name of pupil>'s school attendance continues to be irregular with many unauthorised absences. I enclose a copy of <his/her> registration certificate, which shows that <name of pupil> has attended <attendances made> out of a possible <sessions available> sessions at school; <unauthorised sessions> of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child's attendance until <date of review>. At that point your child's attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

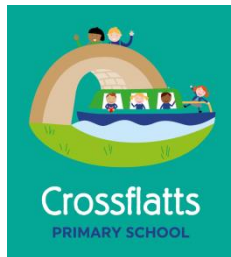
I continue to be available to you to offer support regarding <name of pupil>'s school attendance, therefore please do not hesitate to contact me to discuss the situation further.

**Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Bradford Council.**

Yours sincerely

<school contact>

Appendix 3  
Enforcement Letter 3



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Despite previous attempts to improve <name of pupil>'s poor attendance at <name of school> I remain concerned at the level of unauthorised absence. I enclose a copy of <name of pupil>'s registration certificate, showing that since (date), <name of pupil> has had <unauthorised sessions> sessions of unauthorised absence. **You will be aware from previous contact from me that you are legally responsible for the regular attendance of your child at school.**

Following a thorough assessment of this case, the decision has been made to refer your child's poor attendance to Bradford Council. Bradford Council will now be conducting a criminal investigation and considering whether or not to instigate legal proceedings against you for an offence under Section 444 of the 1996 Education Act:

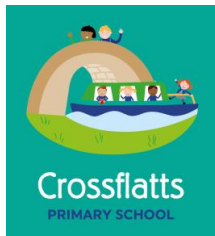
***"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence"***

The Local Authority will be in contact with you shortly, and in the meantime I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

<school contact>

**Appendix 4**  
**Refusal Letter- more than 6 sessions**



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

Dear **<Name of Parent>**

Thank you for your recent leave during term time request form.

On this occasion I am not able to authorise **<Name of Pupil>**'s leave of absence from **<Date >** to **<Date >**, for the purpose of **<insert reason>**.

I have no wish to deprive families of an extended period of leave away from Crossflatts Primary School, but my first concern has to be the educational development of **<Name of Pupil>**. Requests for leave during term time are never taken lightly and in taking this decision I have considered the social, emotional and cultural reasons for the leave, whether the leave is exceptional, as well as **<Name of Pupil>**'s overall level of attendance, academic attainment and the impact any leave may have on your child's learning during their time away.

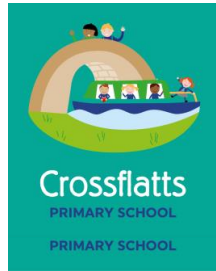
If you decide to go ahead with your proposed leave during term time, **<Name of Pupil>**'s absences will be marked as unauthorised. I should warn you that unauthorised absences are referred to Bradford Council who may issue you with a Penalty Notice in accordance with the Penalty Notice Code of Conduct or take other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

Nicola Bennett  
Head teacher

**Appendix 4**  
**Refusal Letter- Crossflatts**



Head Teacher : Nicola Bennett  
Morton Lane, Crossflatts, Bingley, West Yorkshire, BD16 2EP  
Telephone (01274) 782070 Fax (01274) 782803  
Email : office @ crossflatts.bradford.sch.uk

Dear Parent of

Thank you for your recent leave of absence in term time request form.

I am not able to authorise                      leave of absence.

I have no wish to deprive families of holidays at Crossflatts Primary School, but I can only authorise absence in exceptional circumstances.

If you decide to go ahead with your proposed leave during term time, [names] absences will be marked as unauthorised.

I have a duty to warn you that repeated unauthorised absences will be referred to Bradford Council who may issue you with a Penalty Notice in accordance with the Penalty Notice Code of Conduct or take other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please make an appointment to see me.

Yours sincerely,

Nicola Bennett  
Head teacher