



COPNOR PRIMARY SCHOOL

Copnor Road, Portsmouth, Hampshire, PO3 5BZ

Telephone: 023 9266 1191 023 9266 4013

E-Mail: admin@copnorprimary.co.uk

Headteacher: Matt Johnson BA (Hons.) QTS

Appendix 1

Dear «salutation»

Re: «forename» «surname» «year_reg»

Since September 2021 «forename» has been absent from school for **x** days due to illness and their overall attendance is currently «percentage_attendance»%. We are concerned that these absences will have an impact on their progress.

All schools have to make difficult decisions when authorising absences and unfortunately an explanation given by the parent is not always sufficient for us to authorise it.

We may require you in future to provide a form of medical evidence to support any illnesses, if we are to continue to authorise them. Medical evidence may be in the form of an appointment card, note from the medical practitioner's reception, copy of a prescription, copy of any medication given, etc.

Please note at present we do **not** require a medical certificate, but this might become the case.

The decision to authorise any absence due to illness is the school's decision and if we have significant concerns then we do not always authorise these. However, if we decided not to authorise any absence requested from you we would inform you.

If you feel we can offer you any support, or if you have any information you would like to share with us that we might not already be aware of, then please make an appointment with our Attendance Officer, Mrs Bailey. This can be done through the main school office.

Yours sincerely

Mr M Johnson





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Appendix 2

Dear «salutation»

Re: «forename» «surname» «year_reg»

We have written to you previously raising our concerns for «forename»'s attendance. «forename» has had X days of absence since September 2021, and their overall attendance is now «percentage_attendance»%. Unfortunately due to «forename»'s poor attendance this year, any future absences will need to be recorded with medical evidence.

If medical evidence is not provided, the absence will remain unauthorised. If you feel we can offer you any support, or if you have any information you would like to share with us that we might not already be aware of, then please make an appointment with our Attendance Officer, Mrs Bailey. This can be done through the main school office.

The Local Authority has the power to issue a fixed Penalty Notice per parent for any pupil who has had a minimum of 10 sessions (i.e. 5 school days) lost to unauthorised absence during the current term. We have enclosed a leaflet regarding Fixed Penalty Notices and the Attendance processes that Copnor Primary School follow.

Yours sincerely

Mr M Johnson

Headteacher



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Appendix 3



LEAVE OF ABSENCE FROM SCHOOL

To be completed by Parent/Carer/Guardian
(one form to be completed for each child)

Name of Pupil:		DOB	
School:			Year/Class:

Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances.

Dates for requested leave of absence: From To

Number of days that have been requested:

Please give brief reasons for your request for the leave of absence.

Parent(s) Name:

Address:

Is there any other parent living at this address? Yes*/No *If yes Name:

Signature(s).....Date.....

Address of any **non-resident** parent

To be completed by School

Your request for leave of absence **has/has not*** been approved for the following reason(s):
Please see attached letter* (*delete as appropriate)

Date received by school: Date refusal letter was sent:

Headteacher's Signature: Date:

The code placed in the register will be: (please circle relevant code)	C Performance (licence required) /Exceptional circumstances	G Unauthorised Leave of absence	H Authorised Leave of absence	O Unauthorised (other reason)	P Approved sporting activity	R Religious observance



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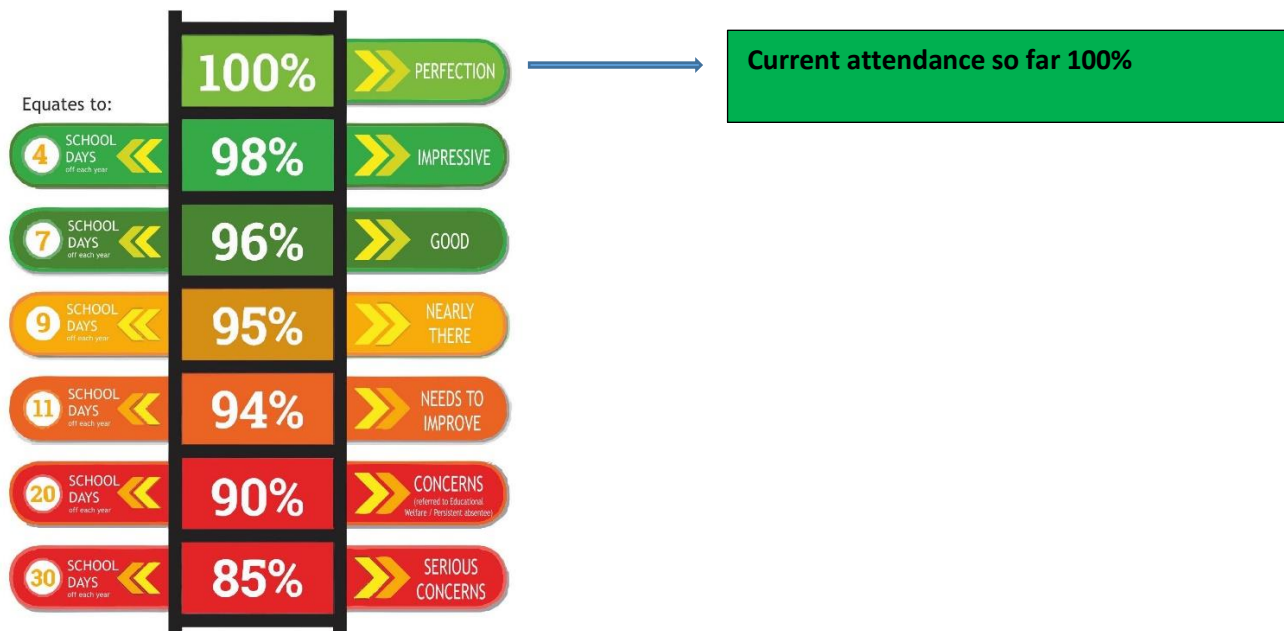
Appendix 4

Dear Parent/Carer,

ATTENDANCE –

It is the expectation that _____ attends school regularly and on time to ensure his/her learning progresses. The following chart shows how poor attendance can impact on a child's learning and their educational outcomes.

Attendance Ladder



I am very pleased with your support with this.

_____ attendance so far and I would like to take this opportunity to thank you for

Yours sincerely,

Mr M Johnson

Headteacher



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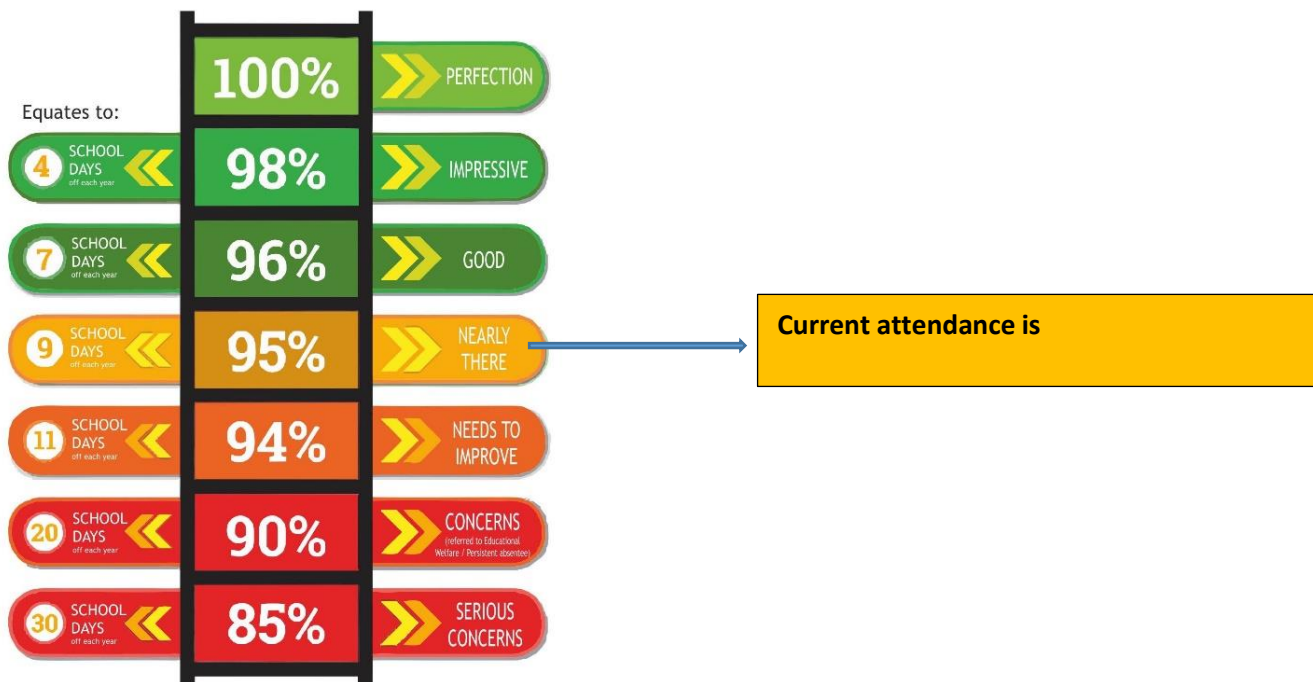
Appendix 5

Dear Parent/Carer,

ATTENDANCE –

It is the expectation that _____ attends school regularly and on time to ensure his/her learning progresses. The following chart shows how poor attendance can impact on a child's learning and their educational outcomes.

Attendance Ladder



As you can see your child's attendance currently needs to improve. We will be monitoring this and hope to see some progress in the coming weeks.

Yours sincerely,

Mr M Johnson

Headteacher



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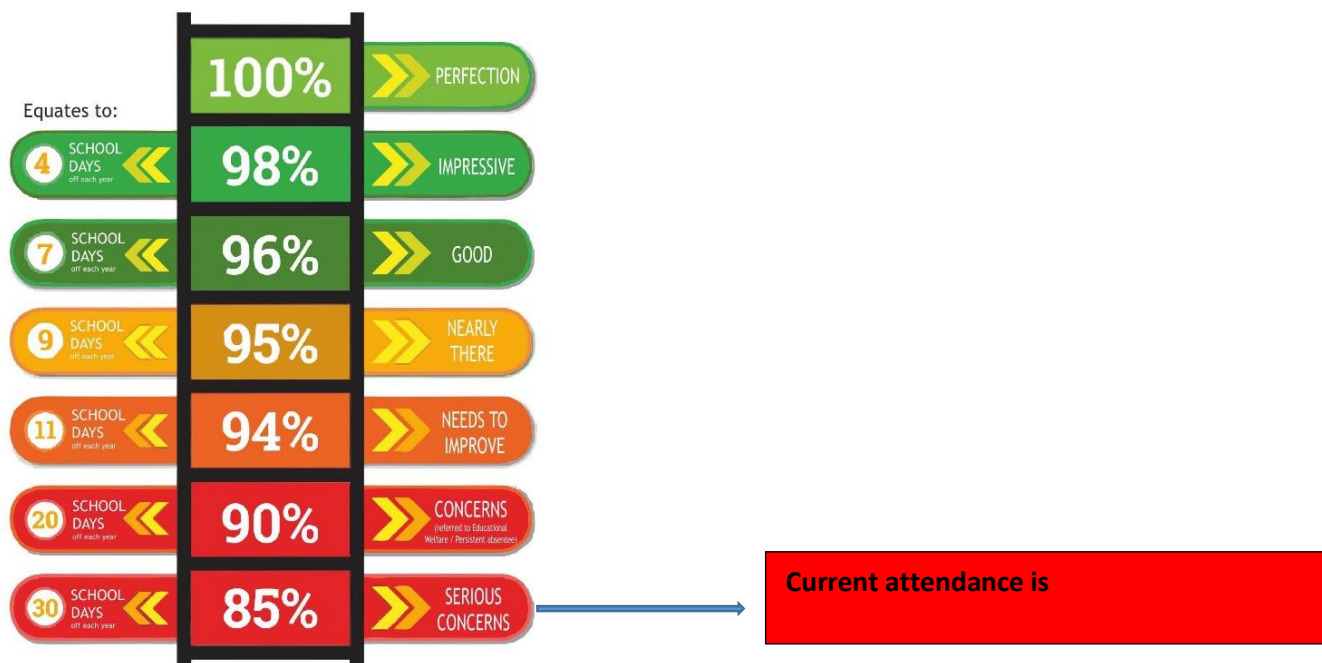
Appendix 6

Dear Parent/Carer,

ATTENDANCE –

It is the expectation that _____ attends school regularly and on time to ensure his learning progresses. The following chart shows how poor attendance can impact on a child's learning and their educational outcomes.

Attendance Ladder



As you can see your child's attendance currently a significant concern. We will be closely monitoring this and you will be required to meet with _____ to discuss this.

Yours sincerely,

Mr M Johnson
Headteacher



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Appendix 7

Dear «salutation»

Re: «forename» «surname» «year_reg» Leave of absence in term time refusal

Unfortunately we are unable to authorise «forename»'s absence from school for X sessions (X days) for the reason provided.

Requests for a Leave of Absence are considered taking account of all the information parents/carers provide and within school policy. Thank you for completing the Leave of Absence Form in advance of your trip.

«forename»'s absence will be recorded as unauthorised. The length of the unauthorised absence means that currently we do not intend to take any further action.

However if «forename» is taken out of school for any additional sessions which cannot be authorised and absences reach 10 sessions (5 days) or more, then in line with school policy we would share this information with the Schools Attendance Team at Portsmouth City Council.

Portsmouth City Council are able to consider and issue Fixed Penalty Notice's and Failure to pay a Fixed Penalty Notice could result in criminal proceedings being taken against you.

For information we are enclosing a leaflet provided by Portsmouth City Council about Fixed Penalty Notices and details of the Attendance process we use at Copnor Primary School.

if you do have any questions or you require further assistance then Mrs Bailey, our Attendance Officer is available and can be contacted via the school office. You can also view our schools policies for attendance on our website.

Yours sincerely

Mr M Johnson





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Appendix 8

Dear «salutation»

Re: «forename» «surname» «year_reg» Leave of absence in term time refusal

I am sorry I will not be able to authorise the request to take «forename» out of school for X days during term time, from X to X.

Whilst each case is considered individually I hope you will appreciate I need to follow the agreed policy of the school and be as consistent as possible to all parents

Please see the attached returned LOAF form.

If «forename» is taken out of school for this period of X days absence, it will be recorded as unauthorised and in line with the school's policy we may possibly refer the matter to the School Attendance Team for consideration of a Fixed Penalty Notice. Failure to pay the Fixed Penalty Notice may result in criminal proceedings being taken against you.

The School Attendance Team requests that we inform each parent/carer with a separate letter.

Yours sincerely

Mr M Johnson





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Appendix 9

Dear «salutation»

Re: «forename» «surname» «year_reg»

I notice from our records that «forename» has been late for school on «total_lates_both» occasions which has meant that they have missed X minutes of their learning.

We recognise of course that arriving late can occasionally occur for reasons beyond anyone's control. However children who are regularly late for school they can miss key explanations of what they should be doing and then fail to make adequate progress as a result. It is also the case that it is disruptive to all our children when another child arrives late to start their learning, and

Our school day begins at 08:45 and we welcome the children into school from 08:35 which allows them the time to prepare themselves before calling the register.

When a child arrives at school more than 15 minutes later than our school day, we record this as late after registration closed. Late after registration closed is considered as an unauthorised absence despite a child being in school.

If «forename» was to reach 10 sessions of unauthorised absence in a school term then we may request the Schools Attendance Team to consider whether to issue a fixed penalty notice to each parent.

We would much prefer to work in partnership with parents and carers to support their children to meet the attendance expectations and access the learning. If you feel we can offer you any support or that you have any relevant information you would like to share and discuss then please make an appointment through the school office with our Attendance Officer, Mrs Bailey, in the first instance.

Yours sincerely

Mr M Johnson





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Appendix 10

INDIVIDUAL ATTENDANCE PROGRAMME: Initial Meeting

SECTION 1 – STUDENT DETAILS

Name of Student **DOB**

House: **NC Year**

Name of parent(s) / carer(s)

Nominated person for operating the programme

Date of Meeting

Review dates: **Mid point**

End

Persons contributing to the plan

Name	Contact number / address



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SECTION 2 – **ATTENDANCE CONCERNS AND SUPPORT PLAN**

2017/18 Attendance: _____ %

Current 2018/2019 Attendance: _____ % **Date:** _____

Reasons for absence (also consider barriers to attendance):

How can school help improve attendance?

How can student help to improve attendance?

How can parents help to improve attendance?

Consequences: Agreed strategies for responding to any future absence

Fixed Penalty Notice warning letter issued: YES/NO

Signature of parents/carers:

Review Meeting Date and Time: _____