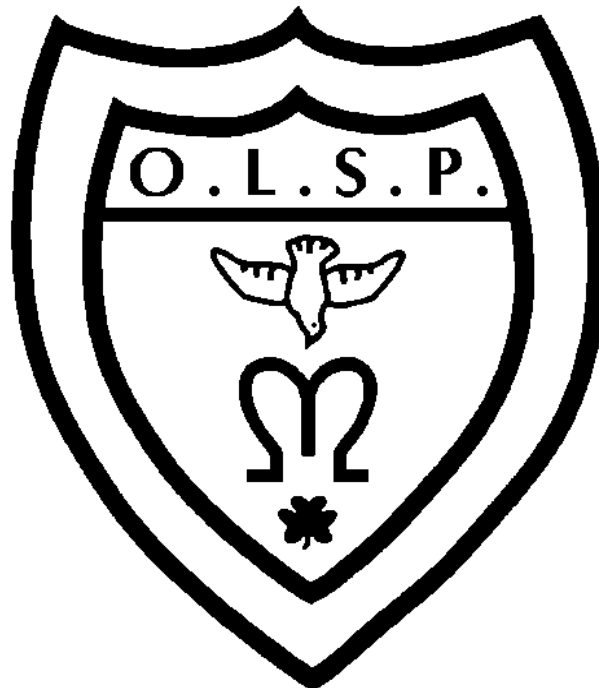


Our Lady and St Patrick's Roman Catholic Nursery and Primary School



Attendance Policy

Last Reviewed: Summer Term 2018
Next Review: Summer Term 2019

Our Lady and St Patrick's Roman Catholic Nursery and Primary School Attendance Policy

This policy refers to children of statutory school age unless otherwise stated.

Mission:

The Catholic Faith and the principles of the Gospel are central to the daily life of Our Lady and St Patrick's School. We are committed to:

"Living, Loving and Learning Together in God's Way"

Rationale

The Governors of Our Lady and St Patrick's Roman Catholic Nursery and Primary School are committed to providing a full and efficient educational experience for all children.

We believe that if children are to benefit from education, good attendance is crucial.

We will do all we can to ensure maximum attendance for all children. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Aims:

- To promote, encourage, celebrate and reward 100% attendance
- To give high priority to conveying to parents and children the importance of regular and punctual attendance
- To investigate any difficulties in a child's attendance
- To record and monitor absenteeism and apply appropriate strategies to minimise its occurrence
- To ensure a consistent approach throughout the school.

Statutory Duty

The Education Act 2006 requires Parents or Guardians to ensure their children receive efficient, full time education. Schools are responsible for recording children's attendance twice a day: once at the start of the morning session and once at the start of the afternoon session. An entry must be made in the attendance register for all children of compulsory school age who are on the school's admission roll. (Appendix H gives more detail of registration)

Lateness

Children should arrive in their classrooms by 8.55am. Registration takes place at 9.00 am.

If a child is not present when the register is taken, an 'N' is marked on the register. If a child arrives at school after the register has been taken, the teacher will not amend the register; the child should be sent to the School Office to be recorded in the Children's In / Out Book. The School Office will then amend the 'N' mark to an 'L' and record the amount of minutes late on the register. If a child arrives later than 9.30am, the School Office will amend the 'N' mark to a 'U' which stands for unauthorised absence.

Late attendance for school is monitored cumulatively midway through each term. If a child is late on 6 or more occasions a letter is sent to parents to highlight this fact. (Appendix A) If there is no improvement in the following term this may result in a referral to the Local Authority Education Welfare Officer (EWO)

Authorised and Unauthorised Absence

Authorised absences, include those due to illness, medical and dental appointments, and are authorised at the discretion of the Head Teacher.

Unauthorised absences include those due to lateness, 'minding the house,' looking after brothers and sisters and shopping during school hours. These are not acceptable reasons for absence.

Reporting Absences

Parents are required to inform the school of the reason for a child's absence before 9.00am on the day of the absence. This can be done either by e-mail office@olsp-rc.devon.sch.uk or telephone 01626 773905. Parents should telephone the school on the first day of absence or send a note with another child. On return to school the child should bring an absence note confirming the reason for absence, if a note has not already been received.

Safeguarding / First Day Calling

If a child is marked absent and no message has been received by the close of registration at 9.30am a member of staff will telephone the parent as soon as possible. Staff will try to make contact on all contact numbers provided to the school. If school staff are unable to make contact with Parent/Carers, and no explanation of the child's whereabouts is obtained, the school's Safeguarding lead will decide whether to contact the local community police who will undertake a "safeguarding attendance" sweep of the child's given address.

If no reason has been given for any absence where the registers are marked with 'N' code a letter is sent home to parents requesting the reason. If no reply is received within 5 days of sending out this letter the registration mark is changed to unauthorised, code 'O'. (Letter – Appendix J)

If a child is absent for 20 sessions or more in any academic year then the school may write to Parents to advise that future absence may not be authorised unless the requests are supported by reasonable evidence justifying the absence.

Medical and Dental Appointments

Time away from school, due to medical appointments, should be kept to a minimum. Medical appointments should be made out of school hours, where possible. If a medical appointment has to be made during school time the child should return to school after the appointment. If the appointment is during school time parents should fill in a Medical Absence Request Form, detailing the time and place of the appointment. For safety reasons a child must be signed in or out, at the office, when they arrive or leave the school.

If a child has missed 20 sessions or more, in any academic year, for illness and / or medical reasons, a letter is sent to parents requesting that any future illness and/or medical absences are covered by reasonable justifying evidence Eg. GPs appointment card, hospital letter or copy of a dated prescription. (Appendix B)

Absence in Term Time

- Holidays in term time are discouraged.
- The Head Teacher, at his/her discretion, will only authorise absence for holidays in **exceptional circumstances**.
- Exceptional circumstances requests in term time will not be considered or authorised, if the child's attendance is 96% or less, unless the child has a recognised medical condition, which the Head teacher may take into consideration.
- Requests for absence must be submitted on an 'Absence Request Form.' (S2), (Appendix C) giving at least three weeks notice. These are available from the School Office. If the request is for holidays in term time must be made before booking the absence.

If absence is not agreed and the parent takes a child on holiday, or parents keep a child away for longer than was agreed, the absence is recorded as unauthorised and a penalty notice may be issued: £60 - £120 per Parent / per child. This will still happen even if a child's attendance is over 96%.

Whilst a holiday may be granted as an "exceptional circumstance" authorised absence, the days taken will still count towards the total percentage of the child's overall absence.

School Procedures for Dealing with Absence

- First day safeguarding calling
- Clear start and finishing times of registration
- Accurate completion of registers
- Consistent message regarding punctuality and lateness
- Clear guidance on authorised and unauthorised absence
- Clear guidance on the completion of absence request forms
- Termly monitoring visits by the Education Welfare Officer (EWO)
- Annual meeting with EWO to set attendance targets
- Termly Certificates for 100% attendance (Achievements Assembly)
- Termly meeting with Governor responsible for attendance
- Regular liaison with Admin staff with responsibility for attendance

Attendance Targets

The performance indicators by which we judge the success of our policy is set each year by our attendance figures reported in the Summer Term and comparison with schools nationally as reported in the RAISE online for the relevant year. On an annual basis the Head Teachers representative meets with the EWO to set targets for the coming year. (Appendix D). The Target attendance figure for 2018/19 is **96.2 %** in line with the Devon average for last year.

Attendance Intervention

GREEN

- Midway through each term, cumulatively a Percentage Attendance Report, by Registration Group, is printed out showing children with under **95%** attendance.
- The attendance for each of these children is investigated. If the low attendance is due to documented and authorised illness no action is taken. If attendance has been greatly improved since the previous monitor and the percentage remains low due to poor attendance in a prior monitor period no letter is sent. If not a 'green' letter is sent home to Parents. (Appendix E)
- The Class Teacher receives a list of Parents in receipt of the 'green' letter.
- The parents may be invited in to meet with the Teacher or Attendance Officer to discuss concerns about level of absence.

AMBER

- Midway through each term, cumulatively a Percentage Attendance Report, by Registration Group, is printed out showing children with under **92%** attendance.
- The attendance for each of these children is investigated. If the low attendance is due to documented and authorised illness no action is taken. If attendance has been greatly improved since the previous monitor and the percentage remains low due to poor attendance in a prior monitor period no letter is sent. If attendance has been greatly improved since the previous monitor and the percentage remains low due to poor attendance in a prior monitor period no letter is sent. If not an 'amber' letter is sent home to Parents. (Appendix F)
- The Class Teacher receives a copy of the 'amber' letter.
- The Class Teacher then meets with the Parent to discuss concerns about absence, and informs the attendance officer of the outcome of the meeting.

RED- (Persistent Absentee)

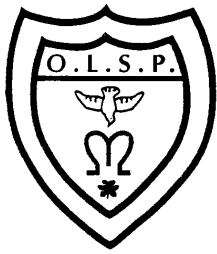
- Midway through each term, cumulatively a Percentage Attendance Report, by Registration Group, is printed out showing children with less than **90%**
- The attendance for each of these children is investigated. If attendance has been greatly improved since the previous monitor and the percentage remains low due to poor attendance in a prior monitor period no letter is sent. If the low attendance is due to documented and authorised illness no action is taken. If not Children with concerns remaining - a 'red' letter is sent home to Parents.(Appendix G)
- The Class Teacher receives a copy of the 'red' letter.
- The Head Teacher and/or attendance officer then meet with the Parents to discuss concerns about absence and make a plan together for improvement in attendance.
- If a pupil's attendance thereafter continues to cause concern the school may refer the child to the Parent Support Advisor or the Education Welfare Service to commence "Fast-Track to Attendance", which will include legal intervention.

Attendance Analysis

Each half term data analysis is completed comparing: girls and boys attendance and vulnerable groups such as "Statemended", SEN supported, Free School Meals, Pupil Premium, EAL children Forces and "In year" Joining children. This information is provided to Governors.

APPENDICES

Appendix A	Late Letter
Appendix B	Letter – Request for medical justification
Appendix C	Absence Request Form (L5)
Appendix D	Attendance Targets
Appendix E	Letter – Absence (< 95 %) Green
Appendix F	Letter – Absence (< 92 %) Amber
Appendix G	Letter – Persistent Absence (< 90 %) Red
Appendix H	Completing Attendance Registers
Appendix I	Letter – Requesting reason for absence



Our Lady and St Patrick's Roman Catholic Nursery and Primary School

Fourth Avenue, Teignmouth TQ14 9DT

Tel: 01626 773905 Fax: 01626 777918

e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«address_block»

Dear «salutation»

LATE ATTENDANCE:

Name: «(forename)» «(chosen_surname)» **Class:** «(reg)» **Teacher:** «(tutor)»

Our records show that you child's punctuality falls below the acceptable level allowed for our school. You will be aware that regular and punctual attendance at school is vital so that children are able to take full advantage of the opportunities available to them. Late attendance at school not only has a detrimental effect on your child's education but also disrupts the whole class.

«forename» was late for school on «total_lates_both» occasions. (Please see attached details).

Children should arrive at school by **8.55 am** to enable them to be in class for

Morning Registration at 9 am

Afternoon Registration is at 1pm.

Please note:

- Children who arrive at school after **9am and up to 9.29am** are recorded as 'late' on the **register.**
- Children who arrive at school **after 9.30am** are recorded on the register as an **unauthorised absence for the session.**

All children who arrive at school **after 9am** should report to the **School Office** for entry in the **Late Register.**

Please note that late attendance is entered on your child's records and could result in a referral to the Education Welfare Officer.

I hope that by bringing this to your attention we can work in partnership to resolve it. Working together is the most effective way of making progress in improving both your child's punctuality, attendance and their learning.

Please complete and return the attached slip overleaf.

Yours sincerely

Mrs Sarah Barreto

Head Teacher

FOR THE ATTENTION OF Mrs Wills

Name: «(forename)» «(chosen_surname)»

Class: «(reg)»

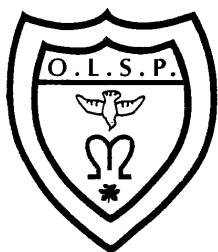
Teacher: «(tutor)»

Please state the reasons for lateness (see attached details)

1.
2.
3.
4.
5.
6.

Signature of Parent/Guardian

Date



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e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«address_block»

Dear Parent

ABSENCE FROM SCHOOL – Illness and Medical Appointments

NAME: «chosen_forename» «chosen_surname»

DATE OF BIRTH: «date_of_birth»

CLASS: «reg» **Teacher:**«tutor»

ILLNESS AND MEDICAL: «total_of_specified_codes»

Thank you for keeping us up to date with «chosen_forename» medical needs. Following a recent visit from the Education Welfare Officer, I would bring to your attention the total number of school sessions «chosen_forename» has missed through illness and medical appointments. Please see the attached registration data sheet.

Currently our school is authorising «chosen_forename»'s absences with a medical coding. However, «chosen_forename» has now had an excessive amount of missed sessions due to illness. Therefore in line with school policy, we will no longer be able to automatically authorise future absences as medical. All future absences will therefore be unauthorised unless supported by 'reasonable evidence' justifying the absence.

Following revised guidance from the Education Welfare Service and in accordance with the 1996 Education Act, the school is not expected to establish whether or not the pupil is absent from school for the reason given; or whether this reason is justified. It is the responsibility of the parent/carer to provide satisfactory evidence to justify the absence.

There is clear evidence that attendance at school is directly related to academic achievement, and we ask for your support in ensuring that «chosen_forename» attends school and receives the education that will enable «him/her» to achieve as well as he/she is able.

Thank you in advance for your support in this matter.

Yours sincerely

Mrs S Barreto
Head Teacher

A request by a parent, that a future absence/period of absence be authorised by a school/college/academy

Schools are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides. A school can only authorise such a request if they are satisfied that there are “exceptional circumstances” which apply. However, even if there are exceptional circumstances, schools can still consider any other relevant factors such as previous attendance rates; the ability of the pupil to catch-up on missed work; the wider impact of missing the specified period of time.

Devon County Council’s advice is that schools must be extremely cautious about approving such requests if the pupil’s education is likely to be significantly impacted upon.

Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to each parent for each pupil affected. It is therefore recommended that this completed form is sent into the school **at least three school weeks** before the intended absence.

To be completed by a parent with whom the child(ren) lives.

Child’s name: Class/Year Group:

Child’s name: Class/Year Group:

Full name(s) of all parents going away with the child(ren) listed above:

Parent 1:

Parent 2:

Period Absent: **From** **To**.....

Number of school days that will be missed:

Please explain the reason for the absence (consider that the school will use this to determine whether the “exceptional circumstances” criteria is met.

You are asked to sign this request to confirm that the information provided above is correct, and that you have read the warning contained in the Additional Information overleaf.

Name of parent completing this form: Signed:.....

Date:

For school use. To be completed by a member of staff so authorised

Date form received in school:

Pupils current attendance rate:%

Number of unauthorised absences in last 6 months:

☐ Absence authorised – the school authorises the above absence as requested, satisfied that exception circumstances apply to this specific request.

☐ Absence unauthorised – the school is unable to authorise the absences specified overleaf.

If request is unauthorised, the main reason(s) are: (please tick all/any that apply)

- | | |
|--|--|
| <input type="checkbox"/> Circumstances not deemed to be exceptional | <input type="checkbox"/> Current attendance rate is low |
| <input type="checkbox"/> The period covered by this request (length) | <input type="checkbox"/> Number of unauthorised absences is high |
| <input type="checkbox"/> The time of the school year | <input type="checkbox"/> Other (please specify) |

.....
.....
.....
.....

Date parent notified of school decision:

Signed (member of staff making determination): Designation:.....

Additional information for parents.

If this request is unauthorised by the school, a penalty notice may be issued by Devon County Council. A penalty notice offers a parent the opportunity of dealing with a potential offence without going to court, by paying a penalty. If parents can't afford to pay, or for any other reason do not take the offer of paying the notice within a set time, then the case will proceed to a magistrates court. The provision of penalty notices is set by Regulations and the amount of the penalty, timeframe for payment or payment method are not able to be varied by Devon County Council.

Parents should note that only one penalty notice per parent per child will normally be issued within a two year period. Any second 'offence' within a two year period will be referred straight to court.

Revised October 2018

AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

THE FACTS	THE LAW
<p>School aged pupils in Devon maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none"> ▪ Any type of shopping ▪ Looking after siblings or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives
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Please contact your child's head teacher if you wish to discuss this issue.

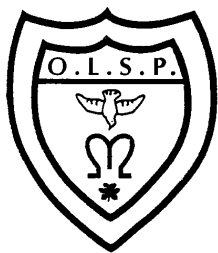
The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21days and before 28 days

Annual Attendance-Target and Achievement

	2009 /2010	2010 /2011	2011 /2012	2012 /2013	2013 /2014	2014 /2015	2015 /2016	2016 /2017	2017/2018 (14 May 2017)	2018/2019
% Authorised Absence TARGET	4.6	4.6	4.8	3.8	3.6	3.0	3.0	2.94	3.1	3.1
% Authorised Absence ACTUAL	4.9	5.6	4.2	3.9	3.09	3.37	2.89	3.41	3.25	
% Unauthorised Absence TARGET	0.4	0.4	0.2	0.2	0.8	0.6	0.6	0.56	0.6	0.6
% Unauthorised Absence ACTUAL	0.3	0.3	0.3	0.6	0.49	0.33	0.56	0.65	0.45	
% Persistent Absence TARGET	3	1.7	5.6	2.7	2.7	2.7	2.7	2.7	2.7	2.7
% Persistent Absence ACTUAL	1.1	1.6	3	2.4	0.99	0.05	2.0* (Persistent absence threshold increased to 90% in 2015/16)	2.47 (excluding 3 children on medical grounds)	2.7 (excluding 3 children on medical grounds)	
% Overall Attendance TARGET	95	95	95	96	95.6	96.4	96.4	96.5	96.3	96.2
% Overall Attendance ACTUAL	94.8	94.1	95.5	95.4	96.42	95.85	96.55	95.94	96.30	
Annual variance	+1.4 %	-0.7 %	+1.4 %	-0.1%	+1.02 %	-0.57%	+ 0.7 %	-0.61 %	+0.36	



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e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«address_block»

Dear «salutation»

ABSENCE - GREEN

Name: «forename» «chosen_surname»

Class: «reg» **Teacher:** «tutor»

Date of Birth: «date_of_birth»

Percentage Attendance: «percentage_attendance»

In accordance with our Attendance Policy, the school monitors each child's level of attendance. Our records show that «chosen_name»'s attendance has fallen below the 96.5% attendance target set by the Department for Education. This percentage is calculated cumulatively from the start of each academic year, whilst 96.3% seems a high percentage, it approximates to ½ day missed every two weeks.

You will be aware that regular and punctual attendance at school is vital so that children are able to take full advantage of the opportunities available to them. Additionally, it is a parent's responsibility to ensure that their child attends school regularly and punctually.

Please find attached a copy of «chosen_name»'s attendance record for your information. It may be helpful to look at the pattern of absence and the reasons behind each absence. We do appreciate that children do have times when they are unable to attend school due to illness and hope that you will work with us, to ensure we fully aware of genuine illness, by telephoning on the first day and confirming in writing on your child's return to school. Please also try to keep medical appointments outside of school hours, to minimise disruption to your child and the rest of the class.

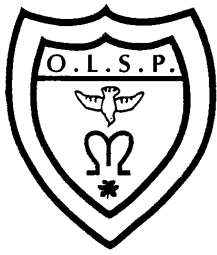
We strive to provide an outstanding education for your child, but we can only do this if they are here. We hope to work together with you to make progress in improving both your child's attendance and consequently their learning. If you wish to discuss any concerns you have regarding «chosen_name»'s attendance, please speak in the first instance to «tutor». We will continue to monitor your child's attendance, if the percentage attendance does not improve over the next half term we will contact you again.

The school's Attendance Policy is available to view on the school website. If you are unable to access this document online, copies are available from the school office

Mrs S Barreto

Head Teacher

Encl.



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Fourth Avenue, Teignmouth TQ14 9DT
Tel: 01626 773905 Fax: 01626 777918
e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«address_block»

Dear «salutation»

ABSENCE - AMBER

Name:«forename» «chosen_surname»

Date of Birth: «date_of_birth»

Class: «reg» **Teacher:** «tutor»

Percentage Attendance:«percentage_attendance»

Following my previous letter advising you of your child's low level of attendance, our records show that your child's attendance this half-term still falls below the acceptable level allowed for our school.

Due to continuing concerns over low attendance, I now ask that you meet with «tutor» before or after school, to discuss and resolve this issue as a matter of urgency.

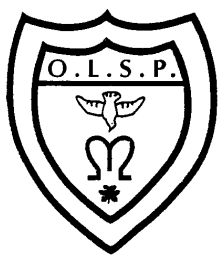
Please find attached a copy of «chosen_forename»'s attendance record for your information. It may be helpful to have looked at the pattern of absence and the reasons for it ahead of the meeting. We want to work with you to resolve the matter, as working in partnership is often the most effective way of making progress in improving both «chosen_forename»'s attendance and their learning.

Yours sincerely

Mrs S Barreto

Head Teacher

Encl.



Our Lady and St Patrick's Roman

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Tel: 01626 773905 Fax: 01626 777918

e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«address_block»

Dear «salutation»

PERSISTENT ABSENTEE - RED

Name: «forename» «chosen_surname»

Date of Birth: «date_of_birth»

Class: «reg» **Teacher:** «tutor»

Percentage Attendance: «percentage_attendance»

In accordance with our school's Attendance Policy, we are required to monitor percentage attendance rates for each child at our school. A percentage of 90% or less is used nationally as a definition for Persistent Absentees.

Due to continuing low attendance «chosen_name» is now classed as a Persistent Absentee, as specified by the criteria laid down by the Department for Education. Your child's certificate of Registration is attached.

We will continue to monitor «chosen_name»'s attendance rate. If an immediate and significant improvement is not evident and reasonable justification is not forthcoming, the matter may have to be referred to the Education Welfare Officer.

Yours sincerely

Mrs S Barreto
Head Teacher

Encl.

Appendix H – Completing Attendance Registers

Attendance Registers

There is a legal requirement to mark the registers every morning and every afternoon during term time. This means a / \ **for present. An 'N' mark if you do not know the reason for the absence. It is not acceptable to leave a blank.**

If you know the reason for the absence, from a *reliable* source, (i.e. not another child) the appropriate code should be entered. (Please see below)

Morning Registration

The registers **must** be marked at **9am** and saved on SIMS immediately. If a child is not present when the register is taken, an 'N' is marked on the register. Any child who arrives after you have called the register, must be sent to the School Office, where they should sign in. The Office will amend the 'N' to an 'L' and record the minutes late. Registers are sent to the front office at 9.10am.

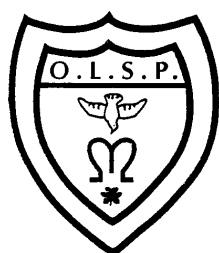
If a child arrives after 9.30am they will be marked as unauthorised (U) by the office staff.

Afternoon Registration

All afternoon registers must be marked at 1.00pm and completed by 1.10pm. If a child arrives after these times they should have been signed in at the office and given the appropriate mark by the office staff.

CODES

Present Codes	Description
/	Present am
\	Present pm
Absence Codes	
L	Late BEFORE registration closed (Between 9.01am – 9.29am)
U	Late AFTER registration closed (After 9.30am)
B	Educated off site – approved Educational Activity
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual Registration
E	Excluded (No alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (NOT AGREED or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
M	Medical/dental appointments
O	Unauthorised Absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
V	Educational visit or trip
X	Non-compulsory age absence
Y	Enforced closure



Our Lady and St Patrick's Roman Catholic Nursery and Primary School

Fourth Avenue, Teignmouth TQ14 9DT

Tel: 01626 773905 Fax: 01626 777918

e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs S Barreto

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

ABSENCE FROM SCHOOL

Name: «forename» «chosen_surname»

Class: «reg» **Teacher :** «tutor»

«forename» was absent from school on «periods_of_absence». Would you please indicate, on the slip attached the below, the reason for this absence and return it to school as soon as possible.

If you do not return this slip within 5 days, the absence will be officially recorded as unauthorised.

May I remind you of your responsibility to inform the school on the first day of any unplanned/unexpected absence. This must followed up by a note, to the class teacher on the first day of your child's return to school.

Yours sincerely

Mrs S Barreto

Head Teacher

FOR THE ATTENTION OF MRS S WILLS

Child's name: «forename» «chosen_surname» **Class:** «reg»

Date/s of absence: «periods_of_absence»

Please state the reason for absence

(If illness, please state the nature of the illness)

Signature of Parent/Guardian..... Date