



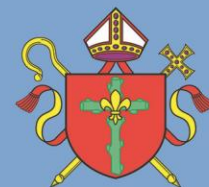
# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

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## Pupil Attendance Policy

January 2023



## **Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement**

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. (*St Therese of Lisieux*)

In living out our mission we are guided by our **Catholic Virtues**. They form a common vocabulary with which we can articulate our faith in action.

### **Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing.**

Our trust will be a place to encounter the **love** of Christ. A place that puts safeguarding, and the safety of all, at the heart of everything we do. We will **respect** the unique dignity, value and worth of each individual and empower those who lead, to lead with **humility**, and with behaviours rooted in our virtues. Our trust will be a place where we help everyone to be happy and healthy and a place where we bring healing to those in need.

### **Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents**

Our trust will be a place for discipleship. A place of 'Outstanding Catholic Education' for all. Through an enriched curriculum, and the very best teaching, we will remove barriers to learning, and stand in **solidarity** the most vulnerable. Our trust will be a place where we celebrate achievement and where we are **attentive** to the different skills and talents in our community. A place that provides opportunities for all to grow, realise their vocation and achieve the very best outcomes.

### **Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love'. (*St Thérèse of Lisieux*)**

Our trust will be a place where we form Missionary Disciples. A place where we engage in **charitable** works to support and give **hope** to those in our school, parish, and global communities. Our trust will be a place where we have a positive impact on the environment and where we instil in all, the **courage** to be an agent of change. Our trust will be a place where we celebrate 'little acts of kindness' A place where everyone feels valued, cared for and loved. We will be outward facing and work to **discern** partnerships which benefit all.

<b>Date Issued</b>	January 2023
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## 1. Core Principals.

Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) is committed to providing a full and efficient education for all students. The trust sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the trust will do as much as it can to ensure that all students achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Pupils can't learn if they don't feel safe or if ill health problems are allowed to create barriers.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

The Anti-Social Behaviour Act 2003, section 23, sub-section (1) added two new sections (444A and 444B) after section 444 of the Education Act 1996. These new sections introduced penalty notices as an alternative to prosecution under section 444 and enable parents to discharge potential liability for conviction for that offence by paying a penalty. The offence of irregular attendance under section 444 of the Education Act 1996 has not changed.

Within Our Lady of Lourdes (CMAT) we have schools operating under Nottingham City Council, Nottinghamshire County Council, Lincolnshire, North East Lincolnshire, North Lincolnshire and Derbyshire County Council's Code of Conduct. (See Appendix A)

## 2. Legislation and guidance

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

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

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

### **3. Roles and responsibilities**

#### **The CMAT board**

Ensures that the attendance policy is updated annually and monitored through reports to the board.

#### **The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. Our governor responsible for attendance is Mr Richard Mellows

#### **The headteacher**

##### **The headteacher is responsible for:**

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Authorising prosecution
- Issuing fixed-penalty notices, where necessary

#### **The attendance officers Mrs J Bielby, Miss C Queen, Mr J O'Connor**

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with Education Welfare Officers to tackle persistent absence
- Arranges calls and meetings with parents and Education Welfare Officer to discuss attendance issues
- Discusses with the Education Welfare Officer and the headteacher when to issue fixed-penalty notices and proceed with prosecutions

#### **Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

#### **School admin staff**

School admin staff are expected to take calls from parents about absence and record it on the school system.

### **4. Recording attendance**

#### **Attendance register**

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

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

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

**See appendix B for the DfE attendance codes.**

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

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:30am. The register for the second session will be taken at the beginning of the afternoon.

## **5. Implementation**

This policy received the full agreement of the executive board: February 2023

## **6. Aims**

**Our Lady of Lourdes CMAT recognises that;**

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well rounded and responsible citizens



with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

## **7. Expectations:**

### **We expect the following from parents/carers;**

- To ensure their children attend school regularly and punctually
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. This should always be the first day of absence and everyday thereafter until the child returns to school
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To contact their children's school whenever any problem occurs that may affect performance
- That they will inform a member of staff of any problem or reason that may prevent them from attending

### **We expect the following from all our pupils;**

- That they attend school regularly
- That they will be on time and be appropriately equipped for the day.

### **Parents and pupils can expect the following from Our Lady of Lourdes Trust;**

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Immediate and confidential action on any problem notified to us.
- Rewarding good attendance
- A quality education
- Education Welfare Officer working with the academies attendance officer to provide support, advice and guidance to students, parents and carers for all aspects of school attendance.

### **Parents and pupils can expect the following from St Mary's Catholic Primary Voluntary Academy;**

- Accurate completion of registers in school
- Attendance checks at appropriate times
- Recording of good attendance on individual progress reports
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits by the Education Welfare Officer if necessary
- An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the academy
- Sending parents termly/weekly absence figures as appropriate including positive letters of encouragement
- An 'improved attendance' award for any pupil showing a significant improvement in attendance, as appropriate

- Celebrating outstanding attendance during achievement assemblies every half term in school, as appropriate
  - Attendance rewards

## **8. Encouraging Good Attendance in School:**

### **Attendance is encouraged in the following ways;**

- Weekly 100% stickers for the children not missing any learning time in the previous week
- Ladder attendance charts on display in each classroom so the children can see where their attendance is each week.
- Weekly Rosettes for the best weekly class attendance
- Half termly 100% certificates for children who have not missed any learning time during the half term
- Half termly 97% and above certificates for children who have been good attenders but have missed a small part of their learning time.
- Termly certificates and prizes for the children who haven't missed any learning time for the full term
- Prize for the class with the best termly attendance
- Larger prize for the children who haven't missed any learning time during the full year.
- Prizes for the class with the best attendance for the whole year.  
(Prizes to be decided on by the school council)

## **9. Punctuality**

### **The importance of arriving at school on time;**

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how pupils form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future universities, colleges and employers look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see this in the future.

The register for the first session will be taken at 9:00am and will be kept open until 9:30am. The register for the second session will be taken at the beginning of the afternoon session.

Morning Registers will remain open until 9.30am. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate (DfE Guidance July 2019).

Arriving after the session closes, is recorded as an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted and a meeting will be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority or prosecution through the Magistrates court.

#### **10. Leave of Absence and Responding to Non-Attendance.**

Parents should report absences on the first day of any illness before the start of the day and continue to report on subsequent days. Absences can be reported by phone 01472357982, email [office@smp.nelcmail.co.uk](mailto:office@smp.nelcmail.co.uk), or Scholar Pack app. School will not accept a verbal message from a child. If we do not receive a message, the absence will be marked as an unauthorised absence.

**Home visits when pupils don't attend school:** When a pupil is absent from school, and no reason for absence is received, the school will contact parents/carers by phone calls and text message. In the event we are unable to make contact regarding the absence, the school may try other contacts held on a child's record and/or reserve the right to make an unannounced home visit. If your child is still absent a home visit by the EWO could be made.

**Medical Appointments:** Parents must notify the school in advance of any medical appointments and provide evidence of the appointment. Wherever possible, medical appointments should be made outside of school hours.

**Medical sick notes:** where pupils have had on-going regular absence, medical evidence would need to be provided.

St Mary's Catholic Primary Voluntary Academy has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 96% close monitoring will be put in place.

We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person, through home visits or parent meetings.

#### **Education Welfare Officer**

The academy employs an independent Education Welfare Officer and a school attendance officer who works with families to overcome any barriers that may be preventing a student from attending regularly.

#### **Attendance meetings**

Parents/Carers of pupils with poor attendance may be invited to attend a School Attendance Panel. This may include a variety of professionals involved with student welfare. The aim of this meeting is

to improve future attendance and prevent the need for referral to the relevant Local Authority to begin legal processes. Targets are set at the end of the meeting covering a 4 week monitoring period.

If the targets are not achieved the parent will be invited to convene a Governor Attendance Panel meeting within a set 15 day period.

If the parent does not request a Governor Attendance within the 15 days a penalty notice warning letter may be issued or the case may be prosecuted under section 444 of the Education Act 1996.

All schools in North East Lincolnshire send termly attendance reports to the Education Welfare Service so absence levels can be monitored.

## **11. Leave of Absence during Term Time**

The Headteacher at St Mary's Catholic Primary Voluntary Academy on behalf of Lady of Lourdes CMAT will not grant any leave of absence during term time unless there are exceptional circumstances. If authorised leave will be granted to a maximum of 10 days.

A leave of absence is granted entirely at the headteacher's discretion and is not a parental right. In accordance with government guidelines, the application must be made 12 school days in advance by completing a leave of absence request form. The application form is available from the school office by request. The headteacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils out of school during term time Our Lady of Lourdes CMAT schools will not provide extra work; pupils will be expected to catch up with any work they have missed when they return from the holiday.

**Our Lady of Lourdes CMAT schools may agree a 'leave of absence' in the following exceptional circumstances:**

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

**Our Lady of Lourdes Trust will not agree a 'leave of absence in circumstances such as:**

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and

- Overlap with the beginning or end of term.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a request being submitted to the local authority for a Penalty Notice to be issued.

- A Penalty Notice will be requested for unauthorised holidays of 10 sessions or more. Penalties are set at £60.00 per parent per student if paid within 21 days of issue, if not paid within 21 days the fine doubles to £120 if paid within 28 days. Where a fine remains unpaid the matter may be referred to the Magistrates Court, under Section 444, Education Act 1996. The maximum fine for this offence is £1000 per parent, per child.

North East Lincolnshire Council will not issue Penalty Notices on more than two occasions for an individual child, in an academic year.

## **12. Truancy**

Children who are truant are putting themselves at substantial risk. A parent is committing an offence even if their child is missing school without their knowledge.

Pupils who are discovered to have truanted will be spoken to by a designated member of staff. Parents will be contacted. Pupils will be asked for the reasons for their truancy to see if there are underlying problems as the root cause. All incidents of truancy will be recorded as unauthorised.

The term truancy includes being present in a public place during school hours whilst excluded. A parent may be issued with a Penalty Notice if their child is present in a public place whilst excluded.

## **13. Off-Site Provision**

Where the school uses off-site providers the responsibilities for external partners is to ensure the following:

- Accurately register student(s) on placement.
- Notify the academy before 10.00am of any student absence.
- E-mail weekly attendance registers to nominated member of staff at the academy.
- Alert school, (Attendance Officer or nominated staff) immediately in the event of a student leaving the provider's premises without prior authorisation from the Academy.

## **14. Children Missing in Education (CME)**

In North East Lincolnshire - Children missing from education refers to all children of compulsory school age who are not on school roll, or being educated otherwise (e.g. privately or in alternative provision). It also refers to any child whose name will be deleted from a school admissions register (after the school and local authority have made reasonable enquiry to locate the child before the decision is made): because they have continuous unauthorised absence from school for a period of 20 school days; leave a school and future provision is unknown; fails to return from extended leave within 10 school days

The designated member of staff will monitor unauthorised absences and take appropriate action including notifying the Local Authority if a child is believed to be missing from education.

### **15. Emotionally Based School Avoidance -**

In North East Lincolnshire Support is provided by EBBSA/ Compass Go

Where a child is believed to be experiencing anxiety, the academy will liaise with parents/carers and make an initial assessment and complete the EBBSA referral documentation if appropriate.

If agreed strategies fail to improve school attendance and the wellbeing of the student, further strategies will be considered.

Should a parent/carer have any concerns regarding their child's mental health or wellbeing, they should contact the academy immediately.

If a child has long term emotionally based school avoidance absence, the academy will maintain regular communication with the student and family. School will seek support from professional outside agencies to provide additional help to the student and family.

### **16. Agency Liaison**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

There are the many support services we can work with to improve the outcomes for our pupils

- Targeted Support; Family Services.
- Educational Psychologists.
- School Nurse
- Social care
- Youth Offending Team
- Police
- Young Minds Matters
- Admissions Team
- Education Welfare Service
- Children Missing in Education

### **17. Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed.

Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

## 18. Letters

Section 576 of the Education Act 1996 defines “parent to include”

- All natural parents, whether they are married or not.
- Any person who although not a natural parent has parental responsibility
- Any person who although not a parent has care of a child or young person.

All letters are sent to the first contact on a child’s registration details until the presence of a further parent/ carer is confirmed.

Once confirmed all letters regarding notice of penalty and actual Penalty Notices will be sent to both parents and or additional adults in the household as there could be a potential fines for both parents or additional adult.

The Appendices include letters and forms school uses to communicate attendance concerns with parents.

### **Record any concerns, patterns, or trends on CPOMs.**

Optional letter at the beginning of term. School may wish to send their own versions.

Optional information for school newsletter or leaflet sent at the beginning of term ([Appendix C](#))  
Nursery to Reception letter ([Appendix D](#))

### **Attendance falls below 95% due to illness or unauthorised absence**

Step 1	Letter 1 to inform of a low level of attendance.	95% is a start for concern. This letter is to inform and advise. ( <a href="#">Appendix E</a> )
Step 2	If attendance has still not improved, and/ or there are additional absences – Letter 2 is sent.	Letter 2 ( <a href="#">Appendix F</a> ) explains that unless there is a significant improvement, a SAP meeting will be held in school to form an attendance action plan. If attendance has dropped below 90% your child is now classed as a persistent absentee. ( <a href="#">Appendix G</a> )
Step 3	First attendance meeting.	If attendance remains below 95%, a School Attendance Panel meeting is called. At this meeting, targets are set and an attendance action plan is formed with the family. The targets will make it clear that absences will be marked as unauthorised absences unless there is a form of medical evidence. If the family do not attend, the plan will be made and sent home. The Education Welfare Officer will attempt to discuss the targets directly with the parent to identify any support needed
Step 4	Second attendance meeting	If further absences occur the parent will be invited to convene a Governor Attendance Panel meeting. If the parent does not request a meeting and further absences occur prosecution under section 444 of the education act 1996 will commence. If a prosecution under section 444a is likely a Governor Attendance Panel meeting will automatically be convened.  In North East Lincolnshire steps 1 to 4 have to be evidenced to allow a penalty notice



		to be requested.
Step 5	Penalty Notice warning letter	This letter states that there are serious concerns regarding the child's attendance, and that, unless there is significant improvement the case will be referred to the LA for penalty notices. ( <a href="#">Appendix H</a> )  This begins the final monitoring period.
Step 6	Penalty Notice letter	This letter states that the school has referred the attendance case to the Local Authority, and that there is to be a penalty notice issued. ( <a href="#">Appendix I</a> )
Step 7	Notice of Intention to prosecute	If it is deemed appropriate to prosecute, the Local Authority will issue the appropriate Notice of Intention to Prosecute ( <a href="#">Appendix K</a> )
<b>Holidays</b>		
Step 1	Leave of Absence request form	All requests for leave of absence must be made by completing a leave of absence request form which is available from the School Office
Step 2	Agreeing a request	Agreeing a request for leave of absence in term-time is up to the Headteacher's discretion ( <a href="#">Appendix L &amp; M</a> ) letter.
Step 3	Declining a request	Declining a request for leave of absence in term-time and warning parents that if they take the child out of school during these times, a penalty notice will be issued. ( <a href="#">Appendix L &amp; N</a> )
Step 4	Unauthorised Leave of Absence	After an unauthorised leave of absence this letter informs parents that they may be issued with a penalty notice. ( <a href="#">Appendix O</a> )
Step 5	No notice leave of absence	If a family take leave of absence, without informing the school this letter for a no notice holiday penalty can be issued. ( <a href="#">Appendix P</a> )
<b>Other useful letters</b>		
	Punctuality letters	<a href="#">Appendix Q</a>
	Exceptional Circumstances	<a href="#">Appendix R</a>
	Penalty Notice Request Form	<a href="#">Appendix S</a>

**Appendix A: Our Lady of Lourdes CMAT Schools and Designated Local Authority.**

<b>Nottingham City Council Schools:</b>	<b>Nottinghamshire County Council Schools:</b>	<b>Derbyshire County Council:</b>
The Trinity School St Marys Hyson Green Our Lady of Perpetual Succour St Teresa’s Aspley St Augustines St Anns Blessed Robert Widmerpool Clifton, Our Lady & St Edward St Anns St Patrick’s Catholic Primary and Nursery School Wilford St Margaret Clitherow Bestwood	The Becket School West Bridgford St Edmund Campion Catholic Primary Christ the King Arnold The Good Shepherd Arnold Sacred Heart Carlton Holy Cross Hucknall All Saints Mansfield St Philip Neri Mansfield St Patricks Mansfield St Joseph’s Ollerton Holy Trinity Newark	St Joseph’s Shirebrook.
<b>Lincolnshire</b>	<b>North Lincolnshire</b>	<b>North East Lincolnshire</b>
St Mary’s, Boston. Our Lady of Good Counsel. St Mary’s, Grantham St Hugh’s. Our Lady of Lincoln. St Norbert’s, Spalding. St Peter and St Paul. St Augustine, Stamford.	St Augustine Webster. St Mary’s, Brigg. St Norbert’s, Crowle. St Bernadette’s St Bede’s.	St Marys, Grimsby. St Joseph’s, Cleethorpes

**Appendix B: The following codes are taken from the DfE’s guidance on school attendance.**

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

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

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

## Appendix C: Optional information for school newsletter or leaflet.

Dear Parents and carers,

The schools of the Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

It is important for parents to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01472357982, email [office@smp.nelcmail.co.uk](mailto:office@smp.nelcmail.co.uk) or through the Scholarpack App.
- Informing school of any problems that may impact on your child's attendance, punctuality and learning
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations, we are advised not to authorise holidays taken in term time.
- If you feel your child is too ill to come to school, you could be asked to provide medical evidence if your child's attendance is below 95%. This can be prescription medication, an appointment card or a prescription.

Below is a table of how school absence could affect your pupil's ability to access the curriculum.

<b>Above 97%</b>	<b>Above 97%.</b> Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
<b>95% and below</b>	<b>95%.</b> Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
<b>90%</b>	<b>90%.</b> 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
<b>85%</b>	<b>85%.</b> 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
<b>80% or below</b>	<b>80%.</b> Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

We all look forward to working with you to ensure the best possible education for your children.

Yours Sincerely,

Mr J O'Connor

Headteacher

## Appendix D: Nursery to Reception Letter

Dear parent/carer,

### **Child's name and attendance figure**

It has come to my attention that your child will be joining us full time in September. In reception, teachers work hard to embed positive attitudes towards school and learning. In addition to setting the expectations for children's behaviour and building a sound understanding of key concepts such as reading and numbers.

Attending school regularly is important for your child's future. You, as a parent or carer are responsible for making sure your child receives a full-time education. If your child does not attend school on a regular basis, you could get fined or prosecuted.

### **You can help prevent your child missing school by:**

- having a routine from an early age and sticking to it
- making sure your child understands the importance of good attendance and punctuality
- making sure they understand the possible implications for themselves and you as a parent if they don't attend
- taking an interest in their education - ask about schoolwork and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their teacher or Headteacher know about anything that is causing concern
- not letting them take time off school for minor ailments or holidays during term time.

Please see your child's attendance (above) and note that this level of attendance is unacceptable in Reception. If you require any support, it is available. Please come and see us if you have any attendance concerns. Contact reception if you would like to speak with me.

Yours Sincerely,

Mr J O'Connor

Headteacher

## Appendix E: 95% and under attendance letter 1.

Dear Parent/Carer,

Child:

I am writing to you today to make you aware of your child's low school attendance.

Children who do not attend school regularly often struggle to catch up with work missed or become anxious learners so it is important school attendance is taken seriously. Attached is a copy of your child's attendance certificate for you to look at. If you would like support around school attendance or would like discuss further, please do not hesitate to contact school to arrange an appointment.

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Yours sincerely,

Mr J O'Connor

Headteacher



## Appendix F: 95% and under attendance letter 2.

**Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear Parent/Carer,

I'm writing to express my concern at (name's) continued high levels of absence from school.

(His/her) current attendance has continued to fall to (percentage). This continued poor attendance will likely have an impact on (His/her) academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

As I have already stated, our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support (name's) education in the best way possible, including looking into how we can help (His/her) to address gaps in learning due to absence.

Our EWO (Education Welfare Officer) will be in touch to arrange a SAP (School Attendance Panel Meeting)

Yours sincerely,

Mr J O'Connor

Headteacher

## **Appendix G: 90% and under attendance letter.**

### **Parent's Address**

**Child X (dob XX/XX/XXXX)**

Dear Parent/Carer,

### **Attendance is below 90%**

I have been analysing St Mary's Voluntary Catholic Academy's attendance data. It has come to my attention that your child has now hit the target percentage attendance of (insert %) and is now classed as a persistent absentee.

The law on school attendance and right to a full-time education, taken from the DFE Working together to improve school attendance May 2022.

*"School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority."*

- *The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*
- *Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.*
- *All schools have a continuing responsibility to proactively manage and improve attendance across their school community.*

Please look at your child's individual registration certificate (see attached) and note the number of absences. Home visits from our Education Welfare Officer could now be undertaken for each absence.

Our children have already missed such an incredible amount of important learning time, it is crucial that your child attends school regularly and on time.

I will now be requiring medical evidence for your child's further absences. This can include:

- Screenshots of text messages from GPs for appointments
- Photographs of prescriptions
- Appointment Card/letters

***We do not require doctor's notes.***

I urge you to put some importance on this matter and I am happy to discuss or meet with any family that may need that additional help to overcome those barriers to learning.

I look forward to working with you and improving your child's school attendance.

Yours sincerely,

Mr J O'Connor

Headteacher

**Appendix H: Penalty notice warning letter (SENT BY EWO)**

Ref: 00000  
Date: 000000  
Phone: 0000000  
Email: 000000

Name  
Address  
Address  
Postcode

Dear ###

**Re:                   DOB: ##  
Registered pupil at St Mary's Catholic Primary Voluntary Academy**

**Penalty Notice Warning**

Penalty Notices have been introduced throughout North East Lincolnshire under the Anti -Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance. Your child, ### ##, has Unauthorised Absences of concern.

The Attendance Certificate shows Unauthorised Absences on dates between #### and the current date (see attached list).

I am writing to inform you that a Penalty Notice may be imposed unless there is an immediate and continued improvement in your child's attendance at ### School. Should there be further unauthorised absences within the next 15 school days, beginning from ####, the Local Authority Education Welfare Service may take further action, by issuing a Penalty Notice.

A Penalty Notice requires the recipient to pay a fine currently set at £60, if paid within 21 days, or £120 if paid within 28 days. If the fine is not paid, the Education Welfare Service is required to prosecute for failure to ensure attendance (section 444(1) Education Act 1996)

You are reminded that should your child be unable to attend ## School because of an illness, such absences should be covered by written evidence from the child's surgery.

I do hope this clarifies the matter, and trust that you will now ensure that your child attends St Mary's Catholic Primary Academy regularly. However, if you need further information please contact me on xxxxx

Yours sincerely

**Xxxxx**

**Education Welfare Officer**

Cc: St Mary's Catholic Primary Voluntary Academy

## Appendix I: Penalty Notice letter issued by EWO

Parent's Address

Child X (dob XX/XX/XXXX)

Dear Parent/Carer,

### Penalty Notice Letter

On (date), we wrote to you to explain that St Mary's Catholic Primary Voluntary Academy would not authorise any further absences from school, without medical evidence or evidence of a reason allowed in law. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue you with a Penalty Notice because between (dates), (student name) was absent from school for (number of days) days (number of sessions), due to unauthorised absences. Attendance certificate attached.

The Penalty Notice is £60, for each parent/carers, if paid within 21 days, rising to £120 if not paid within 21 days but paid within 28 days. An unpaid Penalty Notice would lead to prosecution under the Education Act 1996 section 444 for the offence of failing to ensure your child's regular attendance, and may incur a fine of up to £1000.

I hope this clarifies the matter but should you have any questions please do not hesitate to contact me

Yours sincerely

**Name**  
**Education Welfare Officer**

## EDUCATION WELFARE SERVICE – School Request for PENALTY NOTICE

S444 Education Act 1996 and S105 Education Inspections Act 2006

<b>Date</b>	
<b>Name of school</b>	
<b>Name of school contact</b>	<b>Role</b>
<b>Is this person authorised by the Head?</b>	Yes No
<b>Telephone number of school contact</b>	
<b>Signature of school contact</b>	
<b>Has school consulted with governors/parents re penalty notices</b>	Yes No
<b>Name of EWO</b>	

<b>EMS Student No</b>	<b>Name of Child (separate form for each child)</b>	<b>DOB</b>	<b>Year Group</b>	<b>Attendance Certificate Attached?</b>
<b>Admin only</b>				

<b>Address where child lives</b>	<b>POSTCODE:-</b>
----------------------------------	-------------------

<b>Full Name of Parent/Carer (Separate form for each parent)</b>		<b>DOB Of parent</b>	<b>Relationship to child</b>	<b>Do they reside at child's address?</b>	<b>Address if different</b>
<b>FIRST NAME</b>	<b>SURNAME</b>				

<b>LOW SCHOOL ATTENDANCE</b>	
Dates when child failed to attend school (unauthorised absence – 20 sessions in past 14 weeks) ( <b>session = am or pm</b> )	

Has a SAP been held? And if so what date?	
Date warning letter was issued (please attach)	
Dates of unauthorised absence in 15 days following issue of warning letter	
Please attach any other documentation e.g. letter(s) to/from parents/carers	
<b>c</b>	

Admin: Agreed to process _____ date _____ Education Welfare Team Leader
--

Appendix L: Response to leave of Absence Request

**APPLICATION DECISION ON CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Our Lady of Lourdes CMAT**

<b>Pupil’s Name:</b>	<b>Year Group:</b>	<b>Home Address:</b>			
<b>You applied for your child to be absent from school during the following dates:</b>					
<b>First Day of Absence:</b>		<b>Date of Return to School:</b>		<b>Total days applied for:</b>	
<b>The reason you gave for the application for leave of absence during term time:</b>					
<b>The decision in response to your application:</b>					
<b>The leave is considered to be Authorised:</b>			<b>The leave is be considered to be Unauthorised:</b>		
<p><b>This application for leave was considered using the Trust’s Attendance Policy and guidance for leave of absence requests. The application was reviewed by the Headteacher.</b></p> <p><b>If you wish to discuss this decision further, please contact Mr J O’Connor, Mrs J Bielby or Miss C Queen</b></p>					
<p><b>Signed on behalf St Mary’s Catholic Primary Academy part of the Our Lady of Lourdes CMAT,</b></p>					

Penalty Notices are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. Penalty Notices are per parent, per child. Failure to pay will result in prosecution under Section 444, Education Act 1996.

#### Appendix M: Agreeing a request for a holiday in term-time

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parent name)

Thank you for your request to take (child) out of school between (date) and (date).

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I'll be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

Mr J O'Connor

Headteacher



## Appendix N: Declining a request for leave of absence

Date

Parent's (if 2 both names)

Address

Dear Name(s)

**Re: Pupil Name,      DOB:**

In September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 allowed Head teachers to grant leave of absence during term-time only if there were exceptional circumstances.

Your request for leave of absence from Xxxxxxxx to xxxxxxxxxxxx is not considered as an exceptional circumstance and therefore we are unable to authorise your request.

If you choose to take your child out of school for the leave of absence this will be recorded as unauthorised leave.

In the case of unauthorised leave the Education Welfare Service will be notified and a Penalty Notice may be issued. Please note that a Penalty Notice is issued to each parent (as defined under s576 Education Act 1996) for each child taken out of school. A Penalty Notice is a fine of £60 if paid within 21 days rising to £120 if paid between 21 days and 28 days.

An unpaid Penalty Notice may lead to prosecution under the Education Act 1996 section 444 for the offence of failing to ensure your child's regular attendance, and may incur a fine of up to £1000.

I do hope this clarifies the matter,

Yours sincerely

**Mr J O'Connor**

**Headteacher**

## Appendix O: After an unauthorised holiday

### Holiday absence

#### Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert Parent's names)

#### Penalty Notice Letter

I'm writing about your action in taking (name(s)) out of school for a family holiday between (date) and (date). On (Date) we wrote to you to explain that the St Mary's Catholic Primary Academy would not authorise (child name) absence from school for (insert number of days) days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

We're treating this as an unauthorised holiday because (explain the evidence you have). Therefore, a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that means your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments, 12 school days in advance by completing a leave of absence request form.

If in line with your local authority's code of conduct for penalty notices, add: e.g. of more than 3 days/6 sessions (over a 6 week rolling period)<sup>1</sup>

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

#### Continue with:

Absences like these could have a detrimental effect on (name(s)) education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on 01472 357982.

Yours sincerely,

Mr J O'Connor

Headteacher

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## Appendix P: After an unauthorised no notice holiday

Holiday absence

Parent's Address

Child X (dob XX/XX/XXXX)

Dear (Insert parents name)

### Penalty Notice Warning Letter

The Government states that students should not be taking leave of absence during term-time and in line with this, it has been agreed that leave taken in term-time will not be authorised other than in exceptional circumstances.

As our school policy states a Leave of Absence must be made 12 school days in advance by completing a Leave of Absence Form. (Child) absence was not authorised and therefore I have requested a Penalty Notice Fine from the Local Authority.

All absences from school can have a detrimental effect on a child's education as well as personal development which is something we take seriously. We therefore, would like to bring to your attention that (Insert School) Academy notify the local authority about holidays taken in term time, truancy and unauthorised absences such as repeated lateness to school after the registers close.

Penalty Notices are issued by the local authority to all guardians with parental responsibility for that child, even if the original request for leave was only raised by one parent/carer. With this in mind, if your child is taken out of school for any future holidays or has unauthorised absence in term time, this may lead to a Fixed Penalty.

A Penalty Notice can lead to a fine of £60 per child/parent if paid within 21 days or £120 per child/parent if paid within 28 days. If leave is due to employment contractual restrictions, please forward any official documentation as soon as possible prior to taking the leave.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely,

Mr J O'Connor

Headteacher

## **Appendix Q: Punctuality.**

Dear Parents / Carers,

### **Re: Punctuality**

**We are writing to children's families to emphasise the importance of being in school on time as there have been numerous incidents of some families routinely arriving late to school.**

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We will continue to focus on this area with children through class work and school assemblies

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact myself

Yours sincerely,

Mr J O'Connor

Headteacher

Appendix R: Punctuality letter EWO

**Parent's Address**

Ref: LL/QMA  
Date:  
Tel:  
Email:

Parent's Name  
Address

Dear Name

**Re: Pupil name, Registered pupil at: school**

I recently completed a register inspection at **xxxxxxxxxxxxxxxx School** and my attention was drawn to *name of child* attendance and the number of occasions *name of child* has been late for school.

**Name of child's** attendance is currently **xxx %**. I have enclosed an attendance certificate.

Unfortunately, **name of child** has also been late on **xx** occasions since .

This year children have missed a significant amount of learning through no fault of their own. This includes teaching in class and online learning. Every minute in school enables them to catch up on missed teaching and social time to be with their friends.

At the beginning of each day literacy and numeracy are taught. Children who are regularly late miss all or part of the session and quickly fall behind.

Children also feel awkward and embarrassed going into the classroom when everyone else is settled and they disrupt the rest of the class.

To ensure **name of child** reaches **her/his** full education potential, school will continue to monitor **his/ her** attendance closely and work with you if it becomes a cause for concern.

In the meantime, should you have any concerns which are preventing **name of child** regular and punctual attendance please do not hesitate to contact me.

[Yours sincerely](#)

[Education Welfare Officer](#) Cc: school

## Appendix R: Exceptional Circumstances

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The number of days to be agreed with the headteacher.

Exceptional circumstances could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a family wedding of a close family member.
- Important religious observances (but only for the ceremony not travelling time).
- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the DPS team prior to any authorisation being given to the parent.

What are NOT considered 'exceptional circumstances'

- The family cannot afford to go on holiday in school holiday time, or have a special holiday offer for term time.
- To visit family members abroad (unless they are severely ill which may be considered).
- To spend time with a family member who is visiting from abroad in term time.
- Because you or your partner cannot get time off work during school holiday time.
- You have a family tradition of going at a certain time of year.
- Going away for a birthday celebration (including the child's birthday)

**NOT NEEDED BUT COULD ADD TO LEAVE OF ABSENCE REQUEST FORM**

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Appendix S

## EDUCATION WELFARE SERVICE – School Request for PENALTY NOTICE

S444 Education Act 1996 and S105 Education Inspections Act 2006

<b>Date</b>	
<b>Name of school</b>	Saint Mary's Catholic Primary Academy
<b>Name of school contact</b>	Role
<b>Is this person authorised by the Head?</b>	Yes
<b>Telephone number of school contact</b>	01472357982
<b>Signature of school contact</b>	
<b>Has School consulted with governors/parents re penalty notices</b>	Yes
<b>Name of EWO</b>	

EMS Student No	Name of Child (separate form for each child)	DOB	Attendance Certificate Attached?
Admin only			Yes

<b>Address where child lives</b>	
----------------------------------	--

<u>Full</u> Name of Parent/Carer (Separate form for each parent)		DOB Of parent	Relationship to child	Do they reside at child's address?	Address if different
FIRST NAME	SURNAME			Yes	

UNAUTHORISED HOLIDAYS	
Dates when unauthorised <b>holiday</b> taken	From:- To:-
Number of Sessions ( <b>session = am or pm</b> )	
Current overall attendance	%
Was parent informed in writing holiday not authorised?	
When? If so, please attach	

Please attach any other documentation  
e.g. letter(s) to/from parents/carers

**For guidance or advice please call Tel (01472) 323208 or email [ews@nelincs.gov.uk](mailto:ews@nelincs.gov.uk)**

Admin:

Agreed to process \_\_\_\_\_

Date

\_\_\_\_\_

Education Welfare Team Leader