



LANTERN OF KNOWLEDGE
EDUCATIONAL INSTITUTE

LoK Attendance Policy

September 2

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Revised by S. Ahmed

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Approved By	Position	Date	Sign
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1. Introduction

Lantern of Knowledge School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his true potential.

Regular and punctual attendance is essential for effective learning and children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

We aim for an environment which enables and encourages all members of the school community to strive for excellence and enjoyment in education. For our children to gain the greatest benefit from their education it is vital that they attend regularly and punctually. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will strive to provide a welcoming and caring environment where each member of the school community feels wanted and secure.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Lantern of Knowledge School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

At Lantern of Knowledge school our objectives are to develop an ethos which demonstrates to children, parents/carers and the wider community the importance of good attendance and punctuality. Research shows that there is a direct correlation between attendance and academic achievement. Furthermore, maintaining good levels of attendance and punctuality is part and parcel of preparing pupils for their future.

We encourage parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Our primary responsibility for the safeguarding of pupils means that we must monitor pupil attendance and punctuality carefully and highlight any absences that give cause for concern.

Family Contact Details

There are times when we need to contact parents, so we need to have your up-to-date contact numbers at all times. So we request all parents to help us to help you and your child by informing us of any changes in telephone number / email address; if we don't hold current information then something important may be missed. This is especially important for your child's health and safety. There will be regular checks on telephone numbers throughout the year. You are also asked to provide two other contacts in case of emergency where we are unable to contact you.

The School Attendance Officer is **Mol. Sayed Ahmed**.

2. Whole School Policy For School Attendance - Aims

1. To improve the overall percentage of attendance of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance-related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the BACME Service¹ and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

3. Why Regular Attendance is important

1. Learning

We know from experience and from studies that regular absence and poor punctuality can have a detrimental effect on a child's learning. When a pupil is absent or arrives late it disrupts teaching routines so may affect the learning not only of that pupil but also that of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason constitutes an offence in law and may result in a penalty notice or prosecution.

2. Safeguarding

At Lantern of Knowledge school, we believe every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties as attendance and lateness may be signs

¹ The Behaviour, Attendance and Children Missing Education (BACME) Service is a Waltham Forest Council service

that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places your child at risk of harm.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses:

Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

More information on safeguarding and the protection of children can be found in the schools Safeguarding Policy.

In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least two other contact numbers in case of emergency.

It is also important for parents to let school know of any specific vulnerability in relation to their child or home circumstances. If you are uncertain about what would be considered a vulnerability please speak with a member of the Senior Leadership Team (SLT), or email admin@lanternofknowledge.org.uk.

4. Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

Parents/carers make a vital contribution to their child's attendance by:

- supporting their child in achieving 100% attendance
- monitoring their child's attendance by checking the report which is sent home termly
- avoiding dental/medical appointments during school time
- ensuring their child arrives punctually at school
- encouraging their child to catch up on work missed through absence
- informing the school in the morning if their child will be absent
- taking vacations during school holidays and NOT in term time

Parents are reminded that good attendance contributes to:

- personal and social development
- continuity of learning making retention and progress easier
- success in tests and examinations
- fulfilment of coursework requirements
- good references for further education or employment
- a reputation for reliability

What the school does to encourage good attendance: it

- records daily, pupils' attendance and punctuality
- contacts parents/carers when pupils are absent or late
- monitors all attendance and punctuality
- provides analysis of attendance figures
- provides termly attendance and punctuality percentages to parents
- provides termly attendance and punctuality percentages summaries to governors
- reports to parents at least half-termly in cases where there is poor attendance or poor punctuality
- shares concerns with regard to attendance and punctuality with parents/carers and BACME
- has a dedicated School Attendance Officer
- provides support for pupils and parents/carers where attendance difficulties are emerging
- organizes termly year group competitions and rewards
- hands out individual certificates for pupils with excellent attendance records
- engages in regular promotion of good attendance in assemblies and at parents' induction and evenings
- celebrates good attendance by displaying individual and class achievements.

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. We grade attendance as follows:-

100% =	excellent attendance
98% =	very good attendance
96% =	good attendance

The school target is 97% attendance for all pupils.

Each year, a number of pupils in every year group achieves 100% attendance, showing that this is an achievable target. In addition, a number of children have achieved this level of attendance in successive years.

Attendance figures below 90% are of real concern. Consider the following examples:-
90% is the equivalent to missing one day per fortnight which equates to missing half a year's education during the course of Years 7-11.

80% is the equivalent to missing one day per week which equates to missing one full year during the course of Years 7-11.

5. Lateness

Poor punctuality is not acceptable. During tutorials, our tutors cover important topics on personal development and on Islamic rituals. In addition, if your child misses the

start of the day, they will miss this learning as well as any vital information / instructions and news that is announced for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child. Arriving late may also negatively affect the child psychologically and emotionally for the whole day. This can encourage absence.

How we manage lateness

The school doors open at 8.00 am and we expect your child to be in class at that time and by 8:15am at the latest. Registers are marked at 8.15 am and your child will receive a 'late' mark if they are not in school by that time.

If your child has a persistent late record, you will be asked to meet with a member of the SLT to resolve the problem. Parents/carers can approach the school at any time if you are having problems getting your child to school on time.

6. Absence Management

Parents are expected to contact school at an early stage and to work with the School Attendance Officer in resolving any problems affecting or likely to affect attendance.

If difficulties cannot be resolved in this way, the school may refer the child to a member of the SLT. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, the school will refer to BACME who will use sanctions such as Penalty Notices or prosecutions through the Magistrate Court as required by legislation.

a) Absence Procedures

If a child is absent parents must:

- contact the school as soon as possible on the first day of absence and provide an expected return date. Parents need to call at least every 2nd day thereafter to advise the school of the child's progress;
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us; and
- send a copy of the appointment letter (where appropriate).

If your child is absent and we have not received a call from you:

- we will call you on the first day of absence.

If the absence persists

- we may invite you in to discuss the situation with our Attendance Officer and/or member of SLT.

A member of the administration team will:

- keep regular and accurate records of attendance and punctuality monitor an individual pupil's attendance and punctuality

- follow up all unexplained absences to obtain explanations from you, the parents; although you may offer a reason, only the school can authorise the absence
- make initial enquiries regarding pupils who are not attending regularly.

A member of the management team will:

- refer irregular or unjustified patterns of attendance to BACME to comply with the planned support set by BACME which may result in further action e.g. Fixed Penalty Notices.

In the case where there is a scheduled appointment, the school will ask to see/make a copy of the letter for future reference. The office must keep all sickness, appointment and other relevant notes until the end of the academic year. If parents contact the School Office to explain the absence, a note will be placed to that effect; only then will the absence be deemed authorised.

If a pupil fails to bring in a letter explaining an absence, a member of staff will telephone the parent/carer regarding the matter.

Members of staff should inform the Headteacher if they have any concerns regarding a pupil's attendance or punctuality. They should take particular note of any occasional absences which disrupts learning over a number of weeks or patterns of absences.

The Headteacher or his deputy should liaise regularly with BACME regarding concerns about extended unauthorised absence or patterns of absence.

b) Types of Absence

Every absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Hence information about the cause of any absence is always required by the school, preferably in writing.

c) Punctuality

If a pupil arrives at registration after 8.15am they should be marked in the register as late.

Persistent issues with punctuality and attendance must be initially addressed through referral to SLT (and a letter will be sent home). Further issues may result in referral to BACME.

d) Authorising Absence

An authorised absence is where the school has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Only the school can authorise absence. Government guidelines are specific and allow the school to authorise the following:

- pupil absence through “leave” given by the school (this commonly includes medical appointments, interviews and other similar special circumstances)
- pupil illness - illness, medical appointments (appointments should be made outside school times where possible)
- unavoidable cause (which is expected to be an emergency and unavoidable)
- religious observance where applicable (please note this does NOT include travelling for Hajj/Umrah/etc)

Examples of absence which have **NOT** been authorised in the past include:

- holidays taken during term time
- “looking after” elderly relative/brother/sister, cat/dog, etc

See Appendix C for further examples.

e) Unauthorised absence from school

An unauthorised absence is where either no explanation has been given for the child’s absence or where the explanation offered is not considered acceptable by the school i.e. the school is not satisfied with the reasons given for the absence. These are considered an offence by the parent.

If an absence is recorded as unauthorised the school may refer this to BACME. The Local Authority can use various sanctions to promote regular attendance such as issuing a Penalty Notice Fine or initiate court proceedings.

Whilst any child may be off school because they are ill, sometimes it can be that they are reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

f) Unauthorised Absence - Fixed Penalty Notices

In accordance with Section 23 of the Anti-Social Behaviour Act, Local Authorities and Police have the power to issue Penalty Notices to parents who fail to ensure their child or children's regular attendance at school.

At present, Fixed Penalty Notices are issued by the Local Authority following periods of unauthorised absence of 3 or more days. The following criteria must be met in order for a penalty notice to be issued:-

- The school attendance policy must include the use of Fixed Penalty Notices for any unauthorised holidays taken during term time.
- The school newsletter must inform parents that FPNs are in operation and can be issued for periods of unauthorised absence.
- A request for leave of absence received from the parent (written or verbal)
- Correspondence issued to the parent by the Head Teacher (or appropriate representative), refusing the request for absence, confirming the reason for the refusal and warning the parent that an FPN will be issued if the pupil is absent for the given period.

- Evidence of attendance for the given period signed by the head teacher

There are occasions in which requests for leave of absence have not been made, but there is a suspicion that a pupil is absent due to an unauthorised holiday. In these instances, educational provisions are expected to investigate the matter by attempting to contact the parent to enquire why the pupil is absent. Correspondence will also be issued to the parent, requesting evidence that would enable the school to authorise the absence and notifying the parent that failure to produce evidence will result in a FPN being issued.

The full penalty of £120 per parent per child is imposed but is reduced to £60 if paid within 21 days of receipt of the notice. Failure to meet the payment within 28 days could result in the matter being referred to the Magistrates court in accordance with Section 444 of the Education Act 1996.

Schools must send the FPN referral form to BACME-referral@walthamforest.gov.uk when all the criteria has been met.

<https://www.gov.uk/school-attendance-absence>

g) Holidays/leave of absence

There is no entitlement in law for any leave of absence from school in term time. Parents are in breach of their legal obligation to send their child to school. Taking leave in term time affect a child's learning (and in other ways e.g. increased anxiety from not understanding school work due to missed lessons) as much as any other absence and LOK expects parents to help the school by not taking children away in school time. Parents are reminded that there are 13 weeks of holidays throughout each year and that any family holidays can easily be taken during these times.

The Department for Education (DfE) expects schools to discourage leave of absence from school in term time. The school holiday dates and training/inset day are published and sent to parents prior to the start of the year. Although there may be minor changes made during the year, this will not usually affect the main school holidays. Hence family holidays/leave in term time will rarely be authorised.

If a holiday is taken without prior authorisation by the school, it will be recorded as an unauthorised absence, and the school reserves the right to off-roll the pupil. Any pupil off-rolled will be asked to re-apply, and such applications will be treated like any new applicants (including payment of the registration fees).

Parents are requested to confirm in writing (letter or email) the reason for any planned absence, the time of leaving, the expected return time and whether the pupil is being collected or will make their own way to their destination. Whenever possible, parents should try to arrange medical and other appointments outside school time to minimise absence.

If a pupil leaves the school site without permission their parents will be informed and appropriate steps will be taken.

h) Holidays during Term Time / Leave in Term Time

All applications for a leave of absence (during term time) must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice. The child's place at the school may also be at risk.

Please Note: Requests for absence at the start or end of a term are unlikely to be met with consent.

If you are unable to avoid requesting absence during School Term time, an application must be made on the school's office not less than 4 weeks before the absence is due to start. A response will be sent to you within 14 days of receipt of your request.

The Education (Pupil Registration) Regulations 2013 states that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Board of Trustees and/or SLT also reserves the right to remove your child from the roll of the school for extended unauthorised absence or repeated unauthorised absences.

Additional leave during Term time may be authorised with the following conditions:

- At the discretion of the Headteacher, additional leave may be authorised up to a maximum of 5 school days only under exceptional circumstances .
- Leave may not be authorised at the beginning or end of any term or half-term. Failure to do so may result in exclusion on return and may lead to pupil being taken off roll.
- There are no further requests for leave whilst the child is on roll at the school.
- No leave may be granted to Year 11 pupils.

Each application will be assessed on its own merits. The Management's decision is final. Where the application has been unsuccessful and parents have taken their child away, all absentees will be classified as unauthorised. The pupil may be excluded upon return. Parents are therefore strongly requested to confirm leave with the school before making any travel arrangements. Parents may reapply for a place at the school and in such cases will need to pay for any registration fees that are applicable to new pupils.

Examples of Exceptional Circumstances:

- Funeral of parent, grandparent or sibling – Headteachers will use his/her discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled
- Sudden loss of housing through eviction or domestic violence- up to a maximum of 3 days.

- Serious illness of a close relative – only if Headteacher is satisfied that the circumstances are truly exceptional.

Examples of circumstances NOT considered as exceptional:

- Availability of cheap flights and/or holidays
- Availability of desired accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods
- Overlap with the beginning or end of term, half term.
- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is an immediate relative. Medical evidence may be requested.
- Pilgrimages by parents (eg. Hajj). Parents must make arrangements for child care as part of their preparations for Hajj.
- Family weddings or any other functions/events

i) Persistent Absenteeism (PA)

A pupil is considered to be a 'persistent absentee' if they miss 10% or more of their schooling across any term year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that level is given priority and parents will be informed of this immediately.

All PA cases are also automatically made known to the local authority BACME Attendance Officer.

If your child has or is at risk of reaching the threshold for Persistent Absence you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, medicine packaging or hospital letter.

j) Changing schools

If a pupil moves school, parents should inform the school as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next school
- Name and address of the new school
- A new home address if appropriate.

In the event that the school has not been informed of the above information, the family will be referred to BACME. The school will then liaise with the local authority in completing any relevant form which may apply.

The School will inform the Local Authority (LA), in line with LA procedure of any pupils who are going to be entered and deleted from the admission register where they:

- have been newly registered into the school;
- have completed their schooling at the age of 16 – 18, 16 at LOK;
- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the GP or other medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
- have been permanently excluded.

This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

The School will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 5 school days or more, at such intervals as are agreed between the school and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State, 10 school days). The School will work closely together with the Local Authority to fulfil its obligations as set out in the statutory Guidance for local authorities "Children Missing Education, August 2024".

https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf

In the case, where a parent/carer has informed the school in relating to the child/pupil leaving, however, has not yet started, but has applied for school(s) or does not wish to start a school and is of compulsory school age, LOK will inform the Local authority of him under Child Missing Education (see next section).

See Intention to remove pupil from school register form in Appendix D

k) Children Missing from Education (CME)

Children who have failed to take up a school place or who have been unexpectedly absent from school for 5 or more consecutive school days are potential Children Missing from Education. In order to safeguard these children and ensure that they are able to access education, the Schools must investigate the whereabouts of these children.

Investigations should include attempts to make telephone contact with all family members, home visits and liaison with partner agencies such as the School Admissions Service, the Revenue and Benefits Service and the Multi Agency Safeguarding Hub.

If contact is established with the family, then the parents will be notified of their legal obligations to ensure that their child is in receipt of full time education and the matter will be pursued as an attendance concern.

A child going missing from education is a potential indicator of abuse or neglect. The School will ensure its procedures for dealing with children who go missing from

education, particularly on repeat occasions, are rigorously implemented to help identify the risk of abuse and neglect and to help prevent the risks of their going missing in the future.

BACME will be informed if any pupil has been absent from school for 5 days and this will be repeated every 5 days if the absences continue. If there is no improvement to attendance, BACME will issue a Notice of Parental Responsibilities (NPR) to the parents/carers of the pupil.

See Child Missing from Education referral form Appendix E.

l) Notification of Parental Responsibility (NPR)

An NPR is a legal document that notifies parents and carers of their legal obligations with regards to regular school attendance.

NPRs can be issued by the local authority in circumstances of very irregular school attendance. The School can apply for NPRs to be issued, providing the absences have not been authorised and interventions such as school meetings and home visits have been undertaken.

For some parents, NPRs can enable and empower them to become more involved in their child's education, focusing their attention on their roles and responsibilities as parents. NPRs can form part of the evidence gathered in legal proceedings.

m) School Attendance Panels (SAP)

SAPs are school based meetings with family members and other involved agencies which are held in circumstances of very irregular school attendance. SAPs are usually convened following an NPR being issued if unauthorised absences are still transpiring.

A member of staff from the BACME Service will be the chairperson for the meeting.

SAPs enable an opportunity for families to meet with school staff to find out about the pupil's progress in school and also inform agencies of any difficulties that the family is experiencing that is impacting negatively on school attendance. SAPs for secondary school aged pupils will involve the pupil attending the meeting, alongside parents and carers. Once all parties have shared relevant information, the chairperson will make some recommendations intended to support the family to improve the pupil's school attendance. A monitoring period will also be established.

The chairperson will correspond with all attendees, notifying them of the recommendations that were made based on the meeting. This document can form part of the evidence gathered in legal proceedings.

If parents or carers do not attend the SAP, the meeting will go ahead in their absence and they will be notified of the recommendations that were made.

n) School Attendance Orders (SAO)

A School Attendance Order (SAO) can be issued to parents/carers if the Local Authority are concerned that a child is not in receipt of suitable full time education.

A SAO is addressed to parents/carers and will include details of a named educational provision which the child should attend. Failure to comply with this order or to provide evidence of a suitable full time alternative could result in the parents being prosecuted.

o) Court Prosecution

In extreme circumstances, matters of very irregular school attendance are referred to the Magistrates court for prosecution. Usually this will be considered if the pupil's school attendance has not improved following a SAP Meeting.

In accordance with Section 7 of the Education Act 1996, parents are responsible for ensuring that their children of compulsory school age receive efficient full time education suitable to the child's age, ability and aptitude and any special educational needs that they may have. This can be by regular attendance at school or otherwise.

Parents can be prosecuted in relation to irregular school attendance in accordance with Section 444 (1) of the Education Act 1996 which stipulates that 'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence.'

If the irregular school attendance of a pupil does not improve following prosecution, parents can be prosecuted in accordance with Section 444 (1a) of the Education Act 1996 stipulates that 'If the parent knows that his child is failing to attend regularly at school and fails, without reasonable justification, to cause him to do so, he is guilty of an offence.'

The BACME Court Officer will present cases to the Magistrates court on behalf of the local authority, providing the attendance lead, within the School, is able to complete a witness statement outlining the concerns and interventions that have been undertaken in an attempt to support the family.

Upon referral to the Magistrates court, parents and carers will be summoned to attend and will have the opportunity to offer a 'guilty' or a 'not guilty' plea. If a parent/carer offers a 'not guilty' plea, the attendance lead will be expected to attend court to present their witness statement at a subsequent hearing.

The following court disposals are available to the Magistrates court:-

- Absolute Discharge
- Deferred Sentence
- Conditional Discharge
- Fine
- Community Order
- Custodial Sentence
- Parenting Order (Ancillary Order)

Appendix A : The Law Relating to attendance and safeguarding

Section 7 of the Education act 1996 states that:

the parent of every child of compulsory school age shall cause him to receive efficient full time education suitable:

(a) to age, ability and aptitude and

(b) to any special educational needs he may have

either at school or otherwise

Compulsory School Age: A child reaches compulsory school age term after their fifth birthday:

- If they turn 5 between 1 January and 31 March they are of compulsory school age on 31 March
- if they turn 5 between 1 April and 31 August they are of compulsory school age on 31st August
- if they turn 5 between 1 September and 31 December they are compulsory school age on 31 December.

A child continues to be of compulsory school age until the last Friday of June in the school year they reach sixteen.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and pupils under the age of 18.

Appendix B : Marking and coding structure

National Register Codes		Present	Punctual
Present at School			
/	Present (AM)	✓	✓
\	Present (PM)	✓	✓
L	Late Arrival before Register Closing Time	✓	✗
Present at an Approved Off-Site Education Activity			
B	Off-site Educational Activity	✓	✓
D	Dual Registered	✓	✓
J	At an interview with prospective employers or another educational establishment	✓	✓
P	Participating in a supervised sporting activity	✓	✓
V	Educational visit or trip	✓	✓
W	Work experience	✓	✓
Authorised Absence from School			
C	Authorised Absence	✗	
E	Fixed term exclusion	✗	
H	Holiday authorised by school	✗	
I	Illness off-site	✗	
M	Medical	✗	
R	Religious observance	✗	
S	Study leave	✗	
T	Gypsy, Roma and Traveller Absence	✗	
Unauthorised Absence from School			
G	Holiday not authorised or in excess	✗	
N	Reason for absence not yet provided	✗	
O	Unauthorised Absence	✗	
U	Arrived in school after registration closed [COUNTS AS ATTENDED, LATE]	✓	✗
Administrative Codes (not counted as possible attendance)			
X	Not required to be in school		
Y	Unable to attend due to exceptional circumstances		
Z	Pupil not on admission register		
#	Planned whole or partial school closure		

In the case of other reason, relevant notes and comments must be made.

Appendix C : Examples where absences will be Unauthorised

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the School i.e. the School is not satisfied with the reasons given for the absence. These are considered an offence by the parent. Such circumstances include (and not NOT limited to):

- A pupil not attending school to go shopping for school clothes
- A pupil not attending school as it is his birthday or the birthday of a family member
- A pupil not attending school as the family have gone to the airport to meet a visiting relative.
- A pupil not attending school due to attending a hospital appointment for another family member
- A pupil not attending school due to the fact the family returned late in the previous evening from a family holiday
- A pupil not attending school as they are looking after younger siblings
- A pupil attending a medical appointment in the morning but then failing to return to school for afternoon lessons
- Parents / Carers keeping children off school to assist with translation
- Absences which have never been properly explained
- Day trips and holidays in term time.

Appendix D: Stage 1 Attendance Letter

Lantern of Knowledge Educational Institute

Mr and Mrs
<Address>
London
Postcode
United Kingdom

Date

Dear Mr and Mrs <NAME>

Pupil Name: <Name and Form>
Attendance Percentage: <00.0>%

At Lantern of Knowledge School we have a strong focus on attendance to ensure that all pupils can make excellent progress.

During recent monitoring of pupil attendance, it was noted <NAME's> attendance is currently below the Government target of 96%

This letter is to inform you that <NAME's> attendance has now fallen below the expected standard, which means that he is currently classed as a persistent absentee. As I'm sure you're aware, <NAME's> has missed a significant number of lessons and we are concerned about the impact this will have on his progress and achievement. You will find enclosed a copy of <NAME's> attendance certificate and a guide to understanding it. Please speak with <NAME> about how you can work together to improve his attendance.

Should we see no improvement in his attendance, you will be invited to attend a meeting with the attendance officer <NAME> and this matter may be escalated with the Local Authorities BACME Officer.

We look forward to seeing an improvement in <NAME's> attendance next half term.

Yours faithfully,

Mohammed Sayed

Lantern of Knowledge Educational Institute | 30-36 Lindley Road, Leyton, London E10 6QT
Tel : 020 8539 5183 | Email : Info@lanternofknowledge.org.uk | Website: Lanternofknowledge.org.uk
Charity Registration Number: 1111331 | DfE: 320-6501

Appendix E: Stage 2 Attendance concern Letter

Lantern of Knowledge Educational Institute

Mr and Mrs
<Address>
Postcode
United Kingdom

Date

Dear Mr and Mrs <NAME>

Lantern of Knowledge School we have a strong focus on attendance to ensure that all pupils make excellent progress. This letter is to inform you that <NAME> has fallen well below the Schools target of 97%. <NAME>'s Attendance is currently <00.0>%

This letter is to inform you that the School will no longer be authorising any absences due to illness, unless you provide medical evidence. This stage is to deter any inappropriate condoning of absence by parents or those with parental responsibility. Should your son become ill please contact us to discuss what is acceptable as medical evidence. This may include appointment cards, prescriptions or notes from a pharmacist in lieu of a sick note, we do not wish you to incur a charge for providing this evidence so please do discuss with us if you are concerned. If your son has a medical condition, or other extenuating circumstances which will impact on his attendance then please contact us to discuss putting the appropriate support in place.

If there is no further improvement in attendance, the head teacher will contact the Children's Services and seek advice. The Head Teacher will then inform the Management as to the next course of action. The Management may take the child off roll.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his full potential and gains maximum benefits from his educational experience.

Please confirm that you have received this letter by returning the slip.

Signed: _____ (parent/person with parental responsibility)

Yours faithfully,

Mohammed Sayed

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Charity Registration Number: 1111331 | DfE: 320-6501

Appendix F: Stage 3 and Final Attendance Letter

Lantern of Knowledge Educational Institute

Mr and Mrs
<Address>
Postcode
United Kingdom

Date:

My Ref:

Dear Parent <NAME>

(One letter to each parent, even if at same address)

WARNING of Penalty Notice for your child's unauthorised absence from school because of a term time holiday - Education Act 1996

I am writing regarding <NAME>'s unauthorised absence from school - xx/xx/xx to xx/xx/xx – because of a term time holiday. Lantern of Knowledge school's policy is not to authorise holidays in term time, unless there are exceptional reasons.

Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school.

The fines are issued to each parent, for each child, and are: £80 if paid within 21 days, rising to £160 if paid between 21 and 28 days. Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn. Failure to pay the fine will result in a prosecution in the Magistrates' Court under Section 444(1) of the Education Act 1996.

Although we have not authorised your child's absence, on this occasion **we are / we are not** recommending to the Local Authority that a Penalty Notice be issued for the absence.

(If the school are not issuing a notice)

However, should <NAME> have further unauthorised absence from school, the Local Authority may issue a Penalty Notice to you without further warning. You will not be at risk of receiving a Penalty Notice if <NAME> has no further unauthorised absence from school.

If you wish to discuss my letter, please contact me.

Yours faithfully,

Mohammed Sayed

Lantern of Knowledge Educational Institute | 30-36 Lindley Road, Leyton, London E10 6QT
Tel : 020 8539 5183 | Email : Info@lanternofknowledge.org.uk | Website: Lanternofknowledge.org.uk
Charity Registration Number: 1111331 | DfE: 320-6501

Appendix G: Stage 2 Attendance concern Letter

Lantern of Knowledge Educational Institute

Mr and Mrs
<Address>
Postcode
United Kingdom

Date

RE: Decline of holiday/absence during term time - <NAME> --<DoB>

Dear Mr & Mrs <NAME>

Thank you for your letter dated XXXXXXXXXX, requesting permission for <NAME> to be absent from school from XXXXXXXXXX to XXXXXXXXXX (XXX school days)

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this; therefore, pupils will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with the local authorities Code of Conduct. The Penalty Notice fine would be:-

- £80 per parent, per child if paid within 21 days, rising to
- £160 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his full potential and gains maximum benefits from his educational experience.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the holidays outlined in the school yearly planner, except in exceptional circumstances.

Should you wish to discuss the contents of this letter, please free to call me during office hours.

Yours faithfully,

Mohammed Sayed

Lantern of Knowledge Educational Institute | 30-36 Lindley Road, Leyton, London E10 6QT
Tel : 020 8539 5183 | Email : Info@lanternofknowledge.org.uk | Website: Lanternofknowledge.org.uk
Charity Registration Number: 1111331 | DfE: 320-6501

Appendix H: Stage 2 Poor Punctuality Letter

Lantern of Knowledge Educational Institute

Mr and Mrs
<Address>
Postcode

Date

Dear Mr and Mrs <NAME>

Pupil Name: <Name and year group>

I am working alongside BACME in Waltham Forest in order improve pupils' attendance and punctuality.

I am writing to you with regards to your child's lateness to school. As you may be aware the school works towards all pupils achieving no less than 97% attendance and arriving to school on time.

Your son <NAME> has had lates this term.

You need to be aware that parents and carer's have a legal responsibility to ensure that their child/ren attend the school at which they are registered, regularly and punctually. Failure to do so may result in you receiving a penalty notice fine and/or prosecution under section 444(1) of the education Act 1996.

I will be monitoring this in the coming weeks, should there be no improvement, you will be invited to attend a meeting with the attendance officer <NAME> and this matter may be escalated with the BACME Welfare Officer.

In the meantime, if your child is unwell, and unable to attend school, please ensure you contact the school on the first day of absence before the expected time of arrival.

If you would like to discuss this matter further, feel free to contact me to arrange a meeting.

Yours faithfully,

Mohammed Sayed

Lantern of Knowledge Educational Institute | 30-36 Lindley Road, Leyton, London E10 6QT
Tel : 020 8539 5183 | Email : Info@lanternofknowledge.org.uk | Website: Lanternofknowledge.org.uk
Charity Registration Number: 1111331 | DfE: 320-6501

Appendix I: BACME CMR referral Form

Appendix J: BACME Notice of Parental Responsibility Request Form

People Directorate
Strategic Director- Heather Flinders

Behaviour, Attendance and Children Missing Education (BACME) Service

CHILDREN MISSING FROM EDUCATION REFERRAL FORM

This form should be completed and emailed to the Behaviour, Attendance and Children
Missing Education (BACME) Service
Tel: 020 8496 1719

Email: BACME-Referral@walthamforest.gov.uk

Section A – Contact Details	
Details of the person making contact	
Name:	
School/Agency/Team:	
Role/Job Title:	
Address:	
Contact numbers:	
Email:	
Date of this referral	

Is the parent or child/young person aware of the referral? if no please state reasons:	<input type="radio"/> Yes	<input type="radio"/> No
--	---------------------------	--------------------------

First Name		Surname			Address		
NHS ID	Unique Pupil Number	Date Of Birth	Age	Gender	Ethnicity	Religion	In receipt of an EHC Plan
First Name		Surname			Address		
NHS ID	Unique Pupil Number	Date Of Birth	Age	Gender	Ethnicity	Religion	In receipt of an EHC Plan
First Name		Surname			Address		
NHS ID	Unique Pupil Number	Date Of Birth	Age	Gender	Ethnicity	Religion	In receipt of an EHC Plan

People Directorate
Strategic Director- Heather Flinders

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Any known disabilities or learning needs

Details of any other household members						
First name	Surname	DOB	Age	Gender	Relationship with subject	Parental Responsibility
Parent Contact Telephone Number and Email Address		Interpreter required? (Language)		Legal Status (Immigration Status)		

Key Agencies Involved	
Name:	
Agency:	
Role/Job Title:	
Address:	
Contact numbers/email:	

Section B - Presenting Issues		
<p>Please ensure that all sections below are fully completed and include dates. The last date of school attendance must be included.</p> <p>The following checks will need to be undertaken <u>before</u> the CMfE referral is accepted and processed by the BACME service:</p> <ul style="list-style-type: none"> Child(ren) have been absent from school for at least 10 consecutive days (unauthorised) Written communication sent to home address with no response At least 2 home visits have been undertaken. Checks with Waltham Forest School admissions have been undertaken. Tel - 020 8496 3000, Admissions@walthamforest.gov.uk MASH health checks completed MASHrequests@walthamforest.gov.uk Revenues and Benefits checks have been completed revenuesdataaccess@walthamforest.gov.uk Contacted Child Health Information Services: thgpcg.wf0-19universalduty.nhs.net 		
Child(ren) Missing from Education has been offered a school place or has stopped attending.		
Child/Pupil is a no show (new academic year) he/she did not turn up for school on first day.	○ Yes	○ No
Child/Pupil has not returned from half term break or holiday	○ Yes	○ No
Child/Pupil has stopped attending mid-term with no reason - No contact has been made by parents	○ Yes	○ No
Date of the last day the child attended school - Please alert the BACME Service if a child has been unexpectedly absent from school for 5 consecutive days and contact with the family has been unsuccessful	Date:	

People Directorate
Strategic Director- **Heather Flinders**

Letter sent to parent/carers from school	Outcome:	Date:
Home visits completed	Outcome:	Date:
MASH health check	Outcome:	Date:
Contacted Revenue and Benefits Department:	Outcome:	Date:
Contacted the School Admissions Service:	Outcome:	Date:
Contacted Child Health Information Services:	Outcome:	Date:
Any other relevant information provided by family or services (including any welfare/safeguarding concerns). Please include as much detail as possible.		

Once the referral has been submitted to the BACME Service you will receive a response within 5 working days. Only after approving the information provided will the BACME Service confirm that the school can remove the child from roll. Schools **CANNOT** do this without authorisation from the BACME Service.

****To be completed by BACME service****

Approved by MASH/BACME Service and authorisation given to school to remove the child's name from the school role and create a Common Transfer File for the child which must be uploaded to the Schools2Schools Database.	Yes	No/Comments:	Approved by and Designation:
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People Directorate
Strategic Director- **Heather Flinders**

Behaviour, Attendance and Children Missing Education (BACME)
Sycamore House, Town Hall Complex, Forest Road, Walthamstow, E17 4SU
Tel: 020 8496 1718 Email: BACME-Referral@walthamforest.gov.uk

Notification of Parental Responsibility (NPR) Request Form

Name of school:	Name of Pupil:	D.O.B:	Name of Requester:
Current attendance percentage: <i>Registration Certificate must be attached</i>	Percentage of unauthorised absence: Number of late marks:	Year/Form:	Siblings with known attendance issues:
Full names and address of parent (please provide details of both parents where possible):			
Intervention with family prior to the NPR being requested. Please attach copies of correspondence that has been sent to parents and clarify methods of communication if parents speak English as a second language: <ul style="list-style-type: none"> • • • • • 			

Please note that this NPR request Form will not be actioned unless the form is fully completed.