



Horizon
multi academy trust

ATTENDANCE POLICY

Change Author	Governor Adoption Date	Next Review Date
MD, DR, HM, & YJ – Senior Leaders	October 22	Autumn 25

CONTENTS

1. Aims.....	1
2. Legislation and guidance.....	2
3. Roles and responsibilities	3
4. Recording attendance.....	5
5. Authorised and unauthorised absence.....	7
6. Strategies for promoting attendance	8
7. Attendance monitoring.....	8
8. Monitoring arrangements.....	9
9.	
Appendices.....	
.....8	

1. AIMS

We are committed to meeting our obligation with regards to school attendance through our Trust-wide culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending school.

2. LEGISLATION AND GUIDANCE

This policy meets the requirements of the [working together to improve school attendance](#) 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

3.1 The Trust board

The Trust board is responsible for:

- Making sure all schools in the Trust fulfil expectations and statutory duties
- Ensuring a Trust Policy is in place

3.2 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Appointing a governor with specific responsibility for attendance (this will be the safeguarding governor)

3.3 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.4 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents/carers/guardians to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leaders responsible for attendance at the schools are Mrs. Denise Razey, who can be contacted via 01752225493, and Mr. Mark Dellow who can be contacted on 01752 225314.

3.5 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officers at this school are Mrs. S. Brown and Mrs. K. Matthews and can be contacted via 01752225493 or 01752 225314.

3.6 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 at morning and afternoon registration sessions.

3.7 School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the headteacher in order to provide them with more detailed support on attendance

3.8 Parents/carers/guardians

Parents/carers/guardians are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day

3.9 Pupils

Pupils are expected to:

- Attend school every day on time

4. RECORDING ATTENDANCE

4.1 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 second 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 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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 8:50am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:10am. The register for the second session will be taken directly after lunch and will be kept open for 10 minutes.

Year Group	Lunch Period
Reception	12:00pm – 1:00pm
Year 1	11:30am - 12:30pm

Year 2	12:30pm – 1:30pm
Year 3	12:00pm - 1:00pm
Year 4	12:30pm - 1:30pm
Year 5	11:30am – 12:30pm
Year 6	12:30pm - 1:30pm

4.2 Unplanned absence

The pupils' parent/carer/guardian must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school admin staff (see also section 7).

If a child is absent and no reason is given our procedures are:

Phone call to first contact will be made before 10am. If no response is received by 10.30am the remaining contacts will be called.

SLT are notified of all absences by 11am daily.

By 12 o'clock SLT decides if a welfare check is required by school staff or other professionals.

If a welfare check takes place and the child is not seen, social care and or the police will be contacted.

Absence due to illness will be recorded as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer/guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers/guardians will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer/guardian notifies the school in advance of the appointment.

However, we encourage parents/carers/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer/guardian must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 contains information regarding which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code.
- After the register has closed, will be marked as absent, using the appropriate code.

Lateness and punctuality are monitored daily, weekly, and monthly. Meetings will be held where applicable or a letter to parent, guardian, carer if there is no improvement after support has been in place.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Run a missing mark report on Arbor to ensure that all teachers have marked their registers by 9:00 am.
- Text messages, phone calls and e mails are sent to parents whose children are absent if parents did not contact the school prior to the close of register.
- First contact on pupil profile is called, emailed and contacted by text by 10:00am.
- If no contact is made by 10:30am, the school attempts to contact other contacts detailed on the pupil's profile.
- If no explanation for an absence is received by 11:00am, the matter is escalated to the Head of School, who will decide whether a welfare visit is required.
- If no contact can be made through the welfare visit or other methods on either day one or day two, the matter be referred to the police and social care will be informed.

4.6 Reporting to parents/carers/guardians

The school will regularly inform parents about their child's attendance and absence levels.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The Executive Headteacher or Head of school will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

It will be the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term time absence will be considered on an individual basis, taking the impact on the child's education into account. (See Appendix 2)

The Headteacher will also look very carefully at the child's previous attendance record, and should there be concerns, for example, should the child's average attendance be below 95% it is highly unlikely that the Headteacher will agree to authorise any further absence.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers/guardians belong. If necessary,

the school will seek advice from the parents'/carers'/guardians' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. STRATEGIES FOR PROMOTING ATTENDANCE

- Each week in assembly there will be a winning class for their attendance announced from EYFS, KS1 and KS2.
- School comparison with other schools nationally shared with junior pupils.
- Early meetings and communication with families to support good attendance.

7. ATTENDANCE MONITORING

Attendance is reviewed on an individual pupil basis on a 6 weekly basis or as is needed. Knowledge of families derived from meetings as soon as attendance reduces means that patterns in attendance can be identified.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Attendance letters are sent to parents immediately to notify them if pupils have fallen in these categories: persistent absentee, in danger of persistent absentee, below 96% (95-93%).
- Should attendance fall further, meetings are arranged with the HoS to explore underlying reasons as well as establish ways in which the school can help support better attendance.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the Trust CEO. At every review, the policy will be approved by the Trust board.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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

Code	Definition	Scenario
------	------------	----------

Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
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 pupils 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 2: Plymouth City Council Guidance on Exceptional Circumstances

The following is a guide as to what could/could not be exceptional circumstances for approving a child's absence from school:

Exceptional circumstances:

- A specified, limited period may be granted when a family needs to spend time together because of an immediate family member's bereavement, crisis or serious illness.
- Funeral of immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events/performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided from the performing arts/sports regional governing body as evidence

- One day of absence could be authorised for an immediate family member's graduation ceremony/passing out parade
- Medical appointments (parents/carers/guardians should be encouraged to arrange non-urgent medical appointments outside of school hours when possible). If the medical appointment is during the school day, evidence must be provided. Schools should not authorise a whole day's absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa.

Strategies for improving school attendance



Monitoring and Managing Attendance

Guidance for Executive Headteacher, Head of School, and Admin Staff

Daily

- Office staff records all pupils who arrive late and take notes from parents regarding reasons for absence.
- Administrative Staff runs a missing mark report on Arbor to ensure that all teachers have marked their registers by 9:00 am.
- Text messages, phone calls and e mails are sent to parents whose children are absent if parents did not contact the school prior to the close of register.
- Reasons for absence are noted on Arbor.
- By 10 am, an absence report is sent to the Executive Headteacher and Heads of School for further ratification.
- Head of School will follow up with calls to parents who did not reply to previous messages sent by admin (HoS to check on Arbor to see if an update has been made on Arbor prior to calling). In addition, parents will be contacted if the pupil is in danger to become a persistent absentee (90- 93%) or is a persistent absentee (below 90%). Head of School should also be keen on the reasons given for absence and if not satisfied, the parents will be challenged/encouraged to ensure their children do not miss anymore school for the reasons given.

Weekly

- Each Friday during Achievement Assembly, each class competes to win the Attendance and Punctuality Trophies (EYFS/KS1 KS2). Head of School reports the attendance percentages for the class/es with the highest attendance and identify the winners who keep the trophy in their class for the week.
- Attendance percentages are displayed weekly in the reception area for parents and pupils' attention.
- Admin Team completes a weekly attendance report to show pattern of absence for the week (similar to the daily attendance report). This is used to show how many times per week a particular child is absent from school and discussed in SLT to identify next steps.
- In addition, Attendance Alert gadget on Arbor is used to monitor Persistent Absentees and those who are in danger of becoming a persistent absentee is to be monitored by everyone.
- Attendance letters are sent to parents immediately to notify them if pupils have fallen in these categories: **persistent absentee, in danger of persistent absentee, below 96% (95-93%)**.
- In addition, attendance reports are done to check which pupils' attendance have fallen below 96% but higher than 93%. Letters are also produced for these parents to notify them that their children's' attendance is below the national target of 96%.
- Attendance Meetings are scheduled with parents whose pupils' attendance deteriorated due to sickness or other unauthorised absence. All discussions and

reasons for absences are recorded in the form of a letter. Parents sign to agree on specific targets as well.

- I. If the reason for poor attendance is due to poor parenting skills or other underlying issues at home which can be supported by a key worker, a referral is completed with the parents and submitted to the **Early Help Team** for external support at home.
- II. If the reason is related to school, parents are given an '**All About Me**' document to complete with their children. This will help the school to understand what issues the children are having in school and how we can better support their emotional or social needs.
- III. If the reason for poor attendance is due to parents' inability to physically bring the children to school, we then explore the parents' friendship or family circle and who could assist in doing the school run. Parents are also asked to complete a document '**Attendance Grow Plan**'.

Monthly

- Business Manager completes an attendance report (excel exported from Arbor) for all Persistent Absentees. Additional column shows reasons for absence and steps we have taken regarding poor attendance.
- Meeting with **Head of School** monthly to review the schools' attendance. At this meeting, the **Head of School** will talk about each child presented on the persistent absence/late list and what has been done at the school level. We then decide which parents need warning letters or if they have received previous warning letters, who should be panelled if attendance is not improving.
- All attendance certificates should be produced for these pupils.

Understanding Types of Absences

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies, or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority (Education Welfare Team) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- excessive illness without medical evidence

Managing Leave of Absence

- Parents are required to fill in a form to request permission to withdraw their child from school. Reasons must be clearly stated to include destination. Supporting evidence is required for approval if it's a funeral or wedding of a close relative. Head of School

will make a decision whether to authorise the absence. If the child's absence is below 96%, absences will be unauthorised for some cases. In all instances, absences below 90% are not authorised unless it is for medical reasons and the medical evidence is provided.

- **Admin** then prepares a letter which states whether the absence is authorised or unauthorised. Parents usually make their final decision based on the response given.
- If the absence is unauthorised, we ensure that this paragraph is included in the letter. **“The Education Welfare Team can issue Penalty Notices for any unauthorised 'Exceptional Leave'. Penalty Notices can be issued to each parent/carer concerned. Please note that it will be per parent per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period but within 28 days. If the Penalty Notice remains unpaid you will each receive a summons to Plymouth Magistrates Court. The Summons will be for the original offence of failing to ensure that your child attends school regularly. If unauthorised leave is repeated the Education Team may summons each parent to Court without a Penalty Notice being issued.”**

Managing Persistent Late

- A pupil should be marked late if they arrive between 9:00am and 9:10am they should be marked as L. Arrival after 9:10am should be marked as U.
- If a child is late 2 times for any given week without valid reason, Head of School needs to be alerted and make contact with parents to determine reason for lateness.
- Where a pupil falls into persistent late on Arbor, a formal meeting is to be held with parents to discuss reasons for late and explore how the school can offer support if applicable.
- Where a pupils' punctuality is not improved after 6 weeks of the formal meeting, then a letter is to be sent out informing parents of the continued lateness.
- Where pupils continue to be late despite meetings and letters, a referral should be made to the Education Welfare Officer.

Pupils Moving to a New School

- Parents are also required to notify us prior to pupils leaving the school permanently or as soon as they know the required information. There is a specific form that must be completed which provides us with information about the name of the school, new address of parents, reason(s) for leaving and the start date. This helps us in confirming with new school when the child starts for us to off-roll.
- If the information given cannot be verified or the pupils are leaving the country, a referral is done and sent to CME with the child's attendance certificate. We provide all the information garnered by parents to assist in expediting the process. After permission is given by the LA, the child is off rolled.
- If the pupils are moving school within the Council (close proximity to Hyde Park Schools), Head of School meets with parents to garner more information).

Record Keeping - Administration Staff

Access to list of all the pupils who are persistently absent at hand to monitor daily absence and lateness.

Excel sheets created to show:

- holiday requests and status/comments
- all referrals made to the participation team



- record of pupils who have received letters regarding attendance.
- attendance meeting dates with parents

ATTENDANCE ACTION OUTLINE

ATTENDANCE CERTIFICATES & RECOGNITION

- 99- 100% Pupils receive termly attendance certificates during Achievement Assembly
- 98 – 96% Pupils are recognised in achievement assembly. Individual names are called and pupils applaud them.
- Class Trophies awarded weekly for good attendance and punctuality.

At each stage below, attendance is reviewed every 6 weeks.

STAGE ONE

Attendance Concern (Attendance falls below 96%)

94 - 95%

STAGE TWO

Attendance falls between 90 - 94%

Concern letter sent to parents (Phase 2)

STAGE THREE

Attendance falls below 90%

Letter sent to parents informing them of a referral to the education welfare team regarding no improvement in attendance. (Phase 3)

Downward trend during monitoring

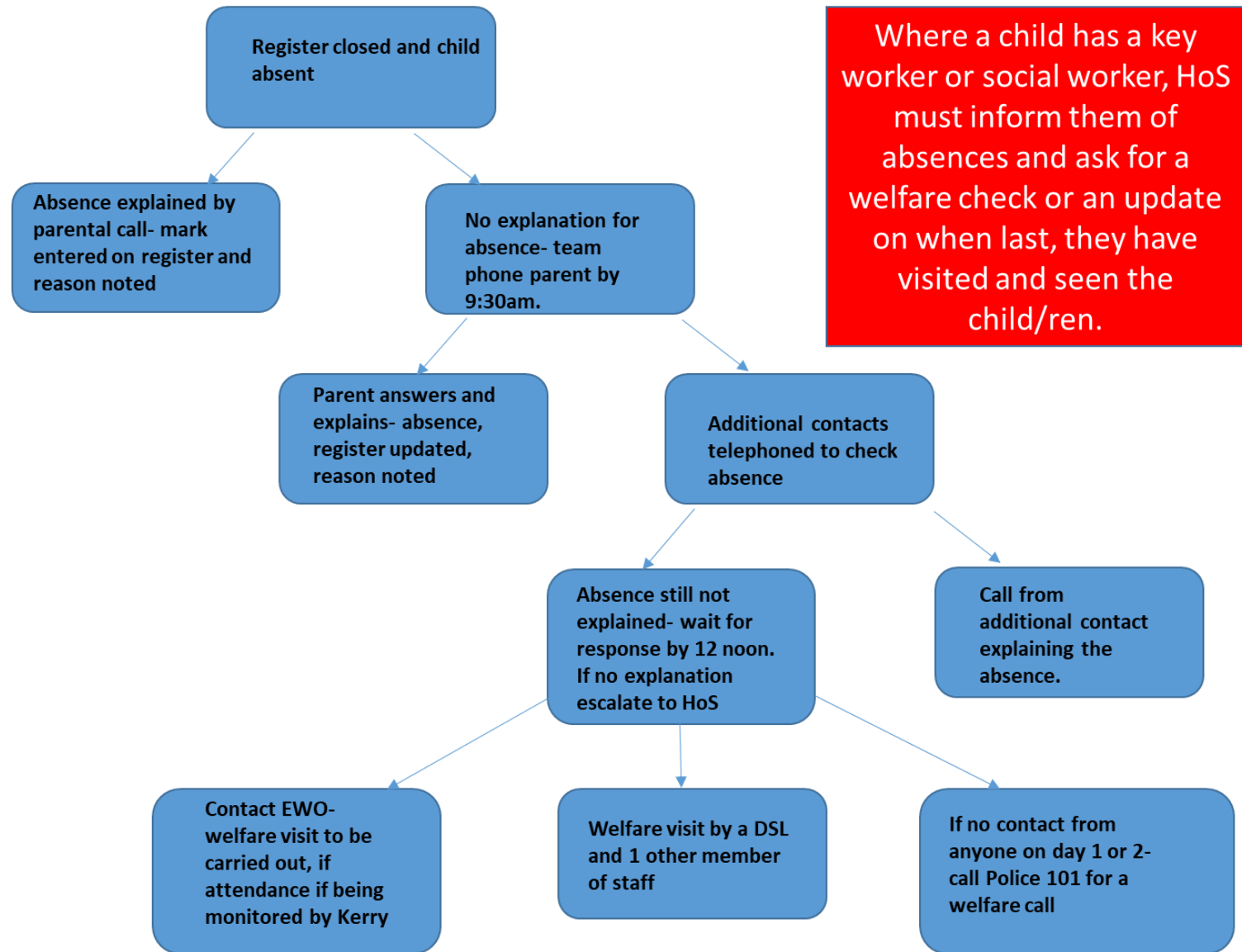
Or no consistent improvement towards reaching at least 95%

STAGE FOUR

Education Welfare Team issues warning letter to parents.

Appendix

Attendance Flow Chart



If a child is marked absent on the register this flow chart needs to be followed. We must know that a child is safe, they need to be visible to us all.

At Hyde Park Schools the register closes at 9:00a.m.

SAFEGUARDING IS EVERYONES RESPONSIBILITY

Date

Private & Confidential

Parental Salutation

Address

Dear Parental Salutation

Re: Attendance below 96% for Child's name, DOB

We have undertaken a monitoring exercise of all children whose attendance is below 96% in line with our school attendance policy. This exercise revealed that name only has % attendance this academic year (please see attached attendance records). Whilst we have been given reasons for these absences, we would like to bring it to your attention and inform you that we will continue to monitor all attendance closely.

It is widely recognised that a child needs to have at least a 96% attendance rate in order for effective learning to take place. We ask that you support us in ensuring that your child is in school at every possible opportunity. Thank you for your support in this matter.

Yours sincerely

Head Of School

Enc

Date

Private & Confidential

Parental Salutation

Address

Dear Parental Salutation

Re: Attendance between 90% - 93% for Child's name, Year Group

Following our previous letter sent on (enter date), we are disappointed to say that there has been no significant improvement in (Child's name) attendance level which is a cause for concern.

Currently name's attendance is recorded at %. I have enclosed names's registration certificate which explains all absences for this year. His/Her attendance record shows number sessions of authorised medical absence and number of sessions of unauthorised absences. This attendance percentage is liable to affect your child's overall education.

We would like to meet with you on (enter date and time) to discuss (Child's name) attendance, progress in school and the relevant support for improvement.

Due to the number of absences, the school will now be requesting some medical evidence in order to authorise any further absences. Therefore, as of today, no absence will be authorised due to illness or medical appointments unless you provide evidence that the illness or medical appointment is genuine. This could be either a note or appointment card from your Doctor, WalkIn Centre, Hospital or Dentist to confirm a visit to a medical professional was made or a dated prescription medication container. This confirmation will be required each time that your child is absent from school for medical reasons. If we do not receive confirmation, then the absence will be recorded as unauthorised and will be passed to the Educational Welfare Officer. You are then at risk of a penalty Notice for unauthorised absence. This is a fine of £60 per parent per child that increases to £120 per parent per child if not paid within 21 days. If the fine is not paid before the 28 days, then you will be summoned to court. Some matters are directly taken to Court by way of summons. Please contact me on 01752 225493 - if you wish to discuss this matter further.

Yours sincerely

Mrs. Yvonne Bell-Russell-Jones

Executive Headteacher

Please return to the School Office

I confirm that I have received the stage two attendance warning letter for:

Child's name, Year Group

Parent's signature: Parent's name: (please print)

Date:

Date

Private & Confidential

Parental Salutation

Address

Dear Parental Salutation

Re: Attendance below 90% for Child's name, Year Group

As stated in our previous letters, (child's name) attendance has not improved and we therefore have no further option but to refer this matter to the Education Welfare Officer (EWO).

Our records show that (child's name's) current attendance is ...%. The target for the school and each child is 96%. The government states that any child with an attendance figure below 90% is a 'persistent absentee'.

Due to the number of absences, the school will continue to request some medical evidence in order to authorise any further absences. Therefore, as of today, no absence will be authorised due to illness or medical appointments unless you provide evidence that the illness or medical

appointment is genuine. This could be either a note or appointment card from your Doctor, WalkIn Centre, Hospital or Dentist to confirm a visit to a medical professional was made or a dated prescription medication container. This confirmation will be required each time that your child is absent from school for medical reasons. If we do not receive confirmation, then the absence will be recorded as unauthorised and will be passed to the Educational Welfare Officer. You are then at risk of a penalty Notice for unauthorised absence. This is a fine of £60 per parent per child that increases to £120 per parent per child if not paid within 21 days. If the fine is not paid before the 28 days, then you will be summoned to court. Some matters are directly taken to Court by way of summons.

Please contact me on 01752 225493 - if you wish to discuss this matter further.

Yours sincerely

Mrs. Yvonne Bell-Russell-Jones

Executive Head Teacher

Enc

Please return to the School Office

I confirm that I have received the stage three attendance letter for:

Child's name, Year Group

Parent's signature: Parent's name: (please print)

Date:

Date

Parental Salutation

Re: Persistent Lateness - add Term

I am writing to inform you that your child.....(name)..... is persistently late for school.(name)..... has been late onoccasions and missed..... hours of education. We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken at 8.50) is contrary to the Education Act.

Your child is required to be in school by 8.50 or by 8.30 so he/she can complete a soft start in Literacy or Mathematics then move onto other lessons promptly. Children who arrive late are greatly disadvantaged because they miss the start of the day with their peers and the beginning of lessons. This means that they are often unsettled, confused about tasks, and may disrupt the learning of others. Their teacher will not always be able to re-explain work due to demands of the day.

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

We understand that there may be the rare occasion where you are late due to unforeseen circumstances. On these occasions, please make sure you contact the school office to inform us when you will arrive and the reason for the lateness. Please also accompany your child to reception on arrival to complete the signing in process.

Any arrivals recorded after 9.10 will be regarded as an unauthorised absence for that school session and will result in your child's attendance figures being affected. High levels of unauthorised absences or poor punctuality can result in a referral to the Education Welfare Team who have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment. If you need your child to start earlier, please be reminded that we have a daily breakfast club which you can book in advance. Breakfast club is open from 7.30 am.

Yours Sincerely

Head of School

MY CHILD'S ATTENDANCE GOALS

My child was absent ____ days.

My child was late ____ days.

My child's current attendance is ----%.

Patterns identified -----

My goal is to improve my child's attendance. I will ensure my child misses no more than ----days for the rest of the year. (**9 or fewer absences = satisfactory attendance**)

NAME OF CHILD: _____

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS

- I will talk to my child about how going to school every day will help her do well in school and achieve her hopes and dreams.
- If my child refuses to get ready for school, I will talk with him/her to find out if there are any issues and inform the **Head of School – Mrs. Razey / Mr. Dellow and Class Teacher(s)**.
- I will keep an **attendance chart** at home. At the end of the week, I will recognise my child for attending school every day with **a treat such as:**
- I will make sure my child is in bed by **7p.m.** and the alarm clock is set for **7a.m.**
- If my child complains of a stomach-ache or headache, and medical concerns have been ruled out, I will send him/her to school anyway and call **the school** so that they can check in with my child during the day.
- If my child has a cold but no fever (less than 38 degrees), I will send him/her to school anyway. If I don't have a thermometer, I will purchase or borrow one.
- I will find a relative, friend or neighbour who can take my child to school if I can't make it.
- If my child is absent, I will contact his/her teacher to find out what he/she missed.
- I will set up medical and dental appointments after school.

To improve my child's attendance, I commit to the following:

1.

2.

3.

We will review progress to meet this goal in -----weeks.

Date: _____

Parent's/Carer's Signature _____

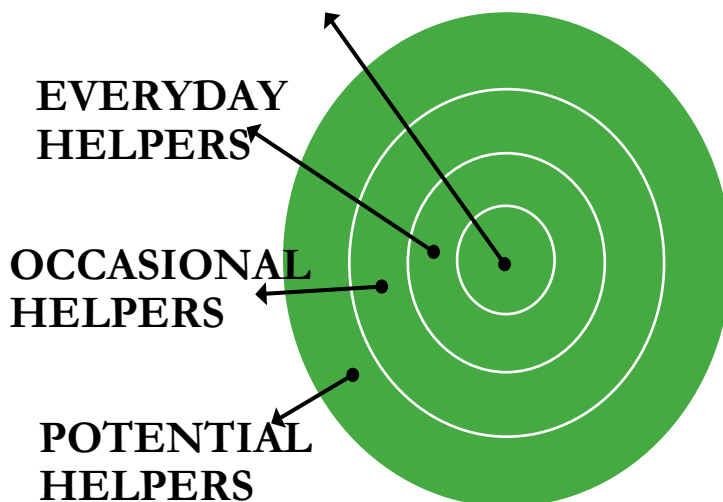
Date: _____

Head of School Signature: _____

Date: _____

YOUR FAMILY'S HELP BANK

YOUR FAMILY



2. **Everyday Helpers:** Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbours and relatives who can help regularly.
3. **Occasional Helpers:** Identify people who probably cannot help every day but can help in a pinch. Maybe it's a godparent, a relative or a friend who lives outside your neighbourhood but can be there for short stints.
4. **Potential Helpers:** Identify people who are part of your school community, church or neighbourhood who are able to help – if you ask.

1. **Your Family:**

2. **Everyday Helpers:**

3. **Occasional Helpers:**

4. **Potential Helpers:**

If I need help getting my child to and from school, I will ask the following people to be our back-up:



Best Contact Number

Name

Name

Best Contact Number

Name

Best Contact Number

