



Linby cum Papplewick
Church of England Primary School

Attendance Policy
Linby cum Papplewick (VA) Primary School
March 2023

Love life, love learning, grow in faith.

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Statement of Intent

At Linby cum Papplewick C of E Primary School we aspire to cultivate the gifts and talents of every child and equip them with the wisdom, knowledge and skills to live life in all its fullness: its joys and celebrations, its sorrows and struggles.

“For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.” (Jeremiah 29:11)

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents. We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Linked Christian Values: Love, Dignity, Wisdom, Community, Hope.

The school's attendance officer is Mrs Hodge who can be contacted via office@linby.notts.sch.org.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Signed by

Headteacher:

Chair of Governors:

Review date- March 2024

1. Legal framework

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education Policy from Nottinghamshire County Council
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the Senior Leaders to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Sharing effective practice on attendance management and improvement across schools.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.

- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Ensuring on the first day of absence and no contact has been made a home visit will be carried out for a welfare check.
- Home visits are carried out when there is persistent non-attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Informing school every day their child is absent.
- Completing holiday forms if on a planned holiday.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:40am, where the children are met by teaching staff. Pupils will have a morning break, and a lunch break – pupils will be expected to have returned from each break and be ready to recommence learning.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8.50am. Pupils will receive a late mark if they are not in their classroom by this time.
- The morning register will close at 9:00am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Pupil expectations

5.1. Pupils are expected to attend school every day.

6. Absence procedures

6.1. Parents are required to contact the school as soon as possible on the first day of their child's absence.

6.2. A phone call or text will be made or sent to the parent of any child who has not reported their child's absence on the first day that they do not attend school. This will be recorded. A home welfare visit will be made that day if parents/carers do not contact school with a reason for absence by 9.30am. A phone call on the first day will be made for all children if their attendance is below 90 percent. In some cases this can result in a home visit taking place in order to check the welfare and safety of a child.

6.3. In the case of persistent absence, letters will be sent home and arrangements will be made for parents to speak to the Attendance Officer.

6.4. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.

6.5. If a child's attendance drops below 95%, their attendance is monitored for half a term. If improvement is not made after this time a letter will be sent to parents (Letter 1).

6.6. If a child's attendance drops below 90% following a first letter, a new letter will be sent (Letter 2).

6.7 Unauthorised absence: In Nottinghamshire, parents can be fined if their child has in excess of 3 days unauthorised absence over a six week period. (Taken from www.nottinghamshire.gov.uk)

6.8 Unauthorised absences may be referred to Education Welfare which may result in a Fixed Penalty Fine (under section 444(B) of the Education Act 1996), for failing to ensure regular attendance at school. The school will follow the Nottinghamshire local code of conduct for penalty notices.

There will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long standing nature of the particular case. In such cases, the Local Authority may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.

6.9 Lateness

Linby cum Papplewick C of E Primary School actively promotes good punctuality. Pupils who are persistently late without reasonable explanation are challenged. Sanctions are used where necessary and parents will be contacted by letter in cases of persistent lateness. Registers remain open 45 minutes from the beginning of registration for reporting purposes.

Where a pupil arrives during the period when the register is open between 8.50am and 9.00am he/she may be marked present.

Where a pupil arrives between 9.00am and 10.30am with good reason, he/she will be marked with the letter L.

Where a pupil arrives after register closure at 10.30am without good reason, he/she will be marked with the letter U or M if the late relates to a medical appointment.

In Nottinghamshire, parents can be fined if their child is persistently late for 10 separate instances over a six week period and where they are marked as 'U' in the attendance register. (Taken from www.nottinghamshire.gov.uk)

7. Attendance register

7.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

7.2 The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- . / = Present in the morning
- . \ = Present in the afternoon
- . L = Late arrival before the register has closed
- . C = Authorised absence
- . E = Excluded but no alternative provision made
- . H = Authorised holiday
- . I = Illness
- . M = Medical or dental appointments
- . R = Religious observance
- . B = Off-site education activity
- . G = Unauthorised holiday
- . O = Unauthorised absence
- . U = Arrived after registration closed
- . N = Reason not yet provided
- . X = Not required to be in school
- . T = Gypsy, Roma and Traveller absence
- . V = Education visit or trip
- . P = Participating in a supervised sporting activity
- . D = Dual registered – at another educational establishment
- . Y = Exceptional circumstances
- . Z = Pupil not on admission register

7.3 When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

7.4 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

7.5 Every entry received into the attendance register will be preserved for three years.

8. Attendance officer

8.1. If they are persistently absent, pupils will be referred to the Attendance Officer who will attempt to resolve the situation through a parent agreement.

8.2. If the situation cannot be resolved and attendance does not improve, sanctions such as prosecutions or penalty notices can be issued to parents.

9. Lateness

9.1. Punctuality is of the utmost importance and lateness will not be tolerated.

9.2. The school day starts at 8:40am, with doors closing at 8:50am. Pupils should be in in class by this time.

9.3. Registers are marked by 9:00am. Pupils will receive a late mark if they are not in their classroom by this time.

9.4. The register closes at 9:30am. Pupils will receive a mark of unauthorised absence if they do not attend school before this time.

9.5. After lunch, registers are marked by 13:10pm. Pupils will receive a late mark if they are not in their classroom by this time.

9.6. The register closes at 13:15pm. Pupils will receive a mark of absence if they are not present.

10. Term-time leave

10.1. At Linby cum Pappwick C of E Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

10.2. The headteacher is unable to authorise holidays during term-time.

10.3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.

10.4. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.

10.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

10.6. Requests for leave will not be granted in the following circumstances:

- . Immediately before and during assessment periods
- . When a pupil's attendance record shows any unauthorised absence
- . Where a pupil's authorised absence record is already above 10 percent for any reason

10.7. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

11. Leave during lunch times

11.1 Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

11.2 Parents are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher.

11.3 The headteacher will consider the request and will invite the parent in to the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.

11.4 The headteacher reserves the right to grant or refuse a request.

11.5 Our lunch time hours are 12:10 - 13:10. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

11.6 Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the offsite register at the school office.

11.7 A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

12. Truancy

12.1. Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

12.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

12.3. All pupils are expected to be in their classes by 8:50am and 1pm, where the teacher will record the attendance electronically.

12.4. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

12.5. Immediate action will be taken when there are any concerns that a child might be truanting.

12.6. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.

12.7. The following procedures will be taken in the event of a truancy:

. In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.

. If any further truancy occurs, then the school will consider issuing a penalty notice.

. A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

13. Missing children

13.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.

13.2. The following procedures will be taken in the event of a pupil going missing whilst at school:

- . The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- . The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- . A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- . The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Any outbuildings
 - The school grounds
- . Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- . If the pupil cannot be found, the parents of the pupil will be notified using the emergency contact numbers provided.
- . If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

13.2 If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.

13.3 When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

13.4 The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

13.5 Parents and any other agencies will be informed immediately when the pupil has been located.

13.6 The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

13.7 Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

13.8 Prolonged periods of unauthorised absence without contact will be handled in accordance with section 6 of this policy.

13.9 A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

14. Religious observances

14.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

14.2. Parents are required to inform the school in advance if absences are required for days of religious observance.

15. Appointments

15.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

15.2. Where this is not possible, a note and appointment card will be sent to the school office.

15.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

15.4. Pupils will attend school before and after the appointment wherever possible.

16. Modelling, sport and acting performances/activities

16.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not),

which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

16.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the LA.

16.3. The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.

16.4. The LA will only approve a licence application once it is satisfied that:

. The pupil's education, health and wellbeing will not suffer; and

. The conditions of the licence will be observed.

16.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.

16.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

16.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

16.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

16.9. The above requirement will be met by ensuring a pupil receives an education:

. For not less than six hours a week; and

. During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and

. On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and

. For not more than five hours on any such day.

16.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

16.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

16.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

16.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 97 percent.

16.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

16.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

16.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

16.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

16.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

16.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

16.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

. Where rehearsals during the performance period are taking place;

. Where performances or activities are taking place; or

. Where the pupil is receiving their education, in order to check that licensing conditions are being met.

16.21. The LA has the power to amend or revoke existing licences at any time.

16.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

16.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

17. Young carers

17.1. The school understands the difficulties that face young carers.

17.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

17.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

18. Rewarding good attendance

The school acknowledges 100 per cent attendance in the following ways:

Termly award for the class with the best attendance.

Varying reward incentives

End of school year attendance awards.

100 per cent will be calculated to allow for medical and appointments as we do not feel that children should be penalised for this.

At Linby cum Papplewick C of E Primary School we will try to improve attendance by: .

Highlighting the importance of good attendance at parental consultations, parent meetings, on our website and through newsletters. It will also be highlighted at every new intake meeting and shared through parent friendly attendance leaflets or flyers.

- . Monitoring absence closely and requesting explanations for each and every absence. Data will be used to identify groups or individuals whose attendance or punctuality causes concern.
- . Sending parents/carers regular attendance reports accompanied by an explanatory letter and leaflet highlighting the reasons for good attendance.
- . Rewards systems.
- . Where attendance is below 97% this is highlighted in transition and end of year reports to parents.

19. Monitoring and review

- 19.1. The school monitors attendance and punctuality throughout the year.
- 19.2. Linby cum Papplewick C of E Primary School's attendance target is 97 per cent.
- 19.3. Details of our attendance levels can be found on our website and on newsletters.
- 19.4. This policy is reviewed every two years by the headteacher; the next scheduled review date for this policy is March 2025.
- 19.5. The policy will be kept on the school website.

Attendance Monitoring Procedures

Linby cum Papplewick C of E Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the HoS.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. If a pupil's attendance falls below 90 percent, a letter is sent home raising concerns (letter 1) explaining that the pupil's attendance is now being monitored.
5. The pupil's attendance is monitored for four weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the head teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit (letter 2)
6. After the four week monitoring period, and if targets are met, a letter is sent home from the HoS to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 97 percent.
7. If targets are not met, the head teacher invites the parents to a School Attendance Panel (letter 3). Education welfare protocol is followed, and a parental contract is drawn up. A six-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty notice is issued.

Letter 1

Address

Dear

Re: Attendance concerns

Linby cum Papplewick C of E Primary School is committed to improving achievement through attendance and monitors the attendance of all of its pupils. Any pupil whose attendance falls below 95 per cent will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

Autumn 2 — Less than 90% equates to 8 or more school days absence since the start of September (71 school days);

Spring 2 - Less than 90% equates to 13 or more school days absence since the start of September (124 school days);

Summer 2 — Less than 90% equates to 20 or more school days absence since the start of September (190 school days).

At this point in the year, we realise that a prolonged illness or family holiday will have affected attendance to make it seem low. As a point of good practice, we wanted to raise our concerns with you at this point. Also, I wanted to make you aware that School Governors have now committed to fine any parent for taking a family holiday during term time, persistent lateness or reoccurring unauthorised absence. The criteria is set out in the Attendance Policy on the school Website.

I enclose a copy of your child's school attendance record. You will see that the attendance is now % which I am sure you will agree, is a cause for concern.

I will continue to monitor your child's school attendance and, with your co-operation, I hope there will be a noticeable improvement.

Yours sincerely

Mrs Hodge

Attendance Officer

Letter 2

Date

Dear name

Re pupils name

You may recall my letter dated expressing concern with name current level of school attendance.

Due to ongoing concerns I would like to invite you to a meeting to look at ways of making improvements and offering support.

I am inviting you to a meeting on.....at..... Please confirm your attendance with the school office.

I look forward to meeting with you.

Yours sincerely

Mrs Hodge

Head of School

Letter 3

SCHOOL ATTENDANCE PANEL

NAME OF CHILD (DATE OF BIRTH)

I write to you to express my serious concerns over the unsatisfactory attendance of your child at this school. My staff have attempted to assist you in improving the level of attendance but I remain concerned about the situation.

You are invited to attend the School Attendance Panel, *along with your child, which will be held on.....at.....

This is a formal meeting intended to support an improvement in your child's attendance. You will be given an opportunity to discuss any problems which you feel may be preventing regular attendance.

This meeting is being arranged because of the very serious nature of this matter. It is expected, therefore, that you will want to attend the meeting. If you fail to attend, the Education Authority may take this as evidence of your unwillingness to co-operate and institute legal proceedings.

I must point out to you that as a parent you have a duty to ensure your child receives an appropriate full time education. If you fail in this duty you may be guilty of an offence under Section 444(1a) of the Education Act 1996 and liable to prosecution.

I look forward to meeting with you on date

Yours sincerely

Rachel Hodge

Head of School and Attendance Officer

Late letter

Date:

Dear _____

I am writing to inform you we regularly monitor registers to highlight pupils who may have attendance or punctuality issues. We recently noticed your child's arrival time in school was giving some cause for concern.

I have enclosed a copy of your child's attendance record, which shows the number of times he/she has been late.

Please note that pupils who arrive late, after registers have closed will receive an unauthorised absence mark in the register.

Children who arrive in school late will miss important work and can disturb other children who have already started their lesson. It is also unsettling for your child to arrive without the rest of their class and to feel they need to catch up on what they have already missed.

We are constantly working to improve punctuality, as it is important that pupils learn good habits for their future. We appreciate that this is difficult at present due to the staggered start and finish times but this is in place for the safety of everyone. We would be grateful for your assistance in ensuring that your child arrives to school on time.

If there are any difficulties which are affecting your child's punctuality please do not hesitate to talk to someone in school.

Yours sincerely

Mrs Hodge

Attendance Officer