



Joint Attendance policy

Author, date and title	Reviewed on	Next review due date	Statutory Requirement
Sarah Woodham (updated)	February 2019	February 2022	No
Sarah Woodham	March 2022	March 2025	No

As Values Schools, Shillington Lower and Stondon Lower ensures that all its policies, principals and practices adhere to the Values Education ethos.

We are committed to recognising, valuing and respecting the diversity of our schools' communities. We adhere to the Local Authority's Equal Opportunities Policy and the Equality Duty 2010. We welcome all members of the schools' communities irrespective of race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. We will ensure equality and value diversity, and address any unfair treatment, discrimination and prejudice.

All our schools' policies include the Pixie class (Shillington) and the before and after school club (Stondon).

Head Teacher:

Date: 03/03/2022

Chair of Governors:

Date: 03/03/2022

Rationale

Children are entitled to a full-time education and to feel happy, confident and successful at school. Children need to attend school every day in order to benefit fully from their education. Missing school leaves children vulnerable to falling behind, reduced confidence and increased social and emotional difficulties. Parents have a legal duty to ensure their children of compulsory school age are registered in full time education and attend regularly. The government expects schools and local authorities to promote good attendance and reduce absence, including persistent absence. Attendance at school is also known to be a key protective factor in safeguarding children and young people.

We recognise that at times families and children may need additional support and that circumstances need to be considered individually. We always endeavour to work in a supportive partnership with families so that children are able to have excellent attendance at school.

Aims

To share the responsibility for promoting school attendance amongst everyone at Shillington and Stondon Lower schools and to develop and implement an effective attendance policy that touches all aspects of the school's life, and relates directly to the school's values, ethos and curriculum.

- To create a culture in which good attendance is accepted as the norm
- To support children by monitoring their attendance and acting on any concerns
- To work with families and other professionals to overcome any difficulties and improve attendance

Attendance and the Law

Under Section 444 of the Education Act, 1996, a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not itself authorise an absence. Only if the school is satisfied as to the validity of the explanation will the absence be authorised.

The 1996 Education Act also states 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.

Non-Compulsory Age Attendance

Attendance is a vital foundation for a child's learning, but to get the most benefit a child must attend regularly and promptly. These also provide good habits for the future. Nevertheless, parents of non- compulsory school age (below the age of 5) children do not have a legal duty to ensure their children receive suitable education, either by regular attendance at school or

otherwise than at a school (this includes home education). However, if a child is registered at a school, parents do have a responsibility for ensuring that their child attends regularly.

The school census now collects absence data in relation to pupils who are aged 4; hence the need to ensure good attendance habits with non-compulsory aged pupils is now heightened for all schools.

****All non-compulsory age pupils should be treated exactly the same as compulsory age pupils and the same protocol should be followed.****

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority officers, head teachers (& deputy and assistant head teachers authorised by them) and the police to issue Penalty Notices in cases of unauthorised absence from school.

When a Penalty Notice may be issued

In Central Bedfordshire schools and academies **may** ask the local authority to issue a Penalty Notice.

A Penalty Notice may be issued when:

- a pupil is taken out of school during term time for a holiday which has not been authorised by the school;
- a child's school attendance has been poor and his/her school believe that the issuing of a Penalty Notice may lead to an improvement in the child's attendance (for example, when a child is persistently late for school and his/her parents fail to address the situation).

When a Penalty Notice is issued it is issued on a per child/per parent basis. This means that if a mother and father have two children and take both children out of school they may be issued with a total of 4 Penalty Notices – one to each parent for each child.

Issuing a Penalty Notice

A Penalty Notice can be issued:

- when the number of unauthorised absences a child has had amounts to at least 10 sessions (5 days) during a 12 school week period.

Once a Penalty Notice has been issued, there is no statutory right of appeal, although there are circumstances in which the council may withdraw the Notice, such as the parent providing satisfactory retrospective specific medical evidence for any absences.

Payment of Penalty Notices

A Penalty Notice is initially for £60.

If this £60 is not paid within 21 days from the date of issue it rises to £120.

If after 28 days of the date of issue the £120 is not paid the council will prosecute the parents under **Section 444 of the Education Act 1996**. This will lead to an appearance in the magistrates' court and may result in a fine of up to £1,000.

If your child is a registered pupil at a school you are legally responsible for ensuring that they attend that school regularly and punctually. If you fail to do this you may be liable to be prosecuted by the council under **Section 444 of the Education Act 1996** and summonsed to appear in court where if convicted

There are two strands to the legislation,

Section 444(1) of the Education Act 1996 you may be liable to a fine of up to £1000

Section 444(1a) of the Education Act 1996 you may be liable to a fine of up to £2,500 and/or 3 months in prison.

Responsibilities

Parents and Carers

Parents/ carers can help support their children's attendance by:

- Encouraging children to attend regularly and on time
- Taking an interest in their children's education and life at school
- Talking to the school about any emerging issues or problems linked to attendance or lateness
- Not arranging holidays during term time

Parents/ carers are responsible for:

- Ensuring their children receive a full time education
- Ensuring their children are present in school by 8:55am every day (Shillington), 9:00am (Stondon)
- Signing the late book and providing a reason for lateness
- Ensuring that any absences are unavoidable and kept to a minimum
- Reporting the reason for their child's absence on the first day of absence by 9:30am and again on each further day of absence
- Working with the school to ensure that their child's education is maintained as far as is reasonable during any unavoidable long term absence
- Seeking authorisation for children to be absent for any reason other than illness in writing
- Providing evidence of appointments in school time and signing children in/out
- Providing evidence of reasons for absence when required by the school, Education Welfare Service or other children's services
- Attending any meetings as required in relation to their child's attendance

The school is responsible for:

- Monitoring the attendance of all children daily
- On a daily basis, following up any absence that has not been reported by the parent/ carer.
- Maintaining the attendance data base for children and updating it weekly
- Proactively seeking support and tuition for those children who are unable to attend school in the long term, for medical reasons or illness
- Reporting attendance to the school's Governing Board, the Local Authority or to Central government as required
- Providing attendance reports to parents on an annual basis and as required
- Providing attendance information to other professionals to ensure children's welfare and safeguarding
- Identifying any concerns / difficulties and implementing strategies to support pupils and their families who have difficulties in attending school
- Informing appropriate agencies if there are safeguarding concerns, in line with the school's Safeguarding policy

- Ensure all staff are aware of, and know how to implement care, guidance and support policies, in order to recognise where there may be issues affecting pupil attendance and to be pro-active in dealing with issues in the appropriate way

The local authority is responsible for:

- Monitoring the school's attendance
- Monitoring the education of pupils receiving Elective Home Education
- Children missing from education
- Children missing education and taking appropriate action through the legal system

Monitoring and Evaluation

Attendance is monitored on a daily basis by admin staff and any patterns arising or concerns are reported to the Head teacher. The Head teacher provides a termly report on attendance, within the Head teacher's report to the governing board.

This policy will be reviewed by the Governing Body every three years.

Appendix A

Taking the register

- Registers are treated as legal documents – they may be used as evidence in court cases. For this reason they are retained for a minimum of three years;
- The Legal register is held on our MIS (Management Information System);
- The register will be taken twice a day: once at the start of the morning session and again at the end of the afternoon session;
- For each pupil, the register must be marked either as present or absent:
 - o / - is entered to show the pupil is present in the morning session.
 - o \ - is entered to show the pupil is present in the afternoon session.
 - o N – is entered to show the pupils is absent until the reason is known;
- Once the school has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the school office;
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the school;
- It is the policy of the school that no absences are unaccounted for.

Key to Attendance/Registration Codes

/	Present (AM)	N	No reason yet provided for absence
\	Present (PM)	O	Unauthorised circumstances
B	Educated off site	P	Approved sporting activity

C	Other authorised circumstances	R	Religious observance
D	Dual Registration	S	Study leave
E	Excluded	T	Traveller absence
G	Holiday not agreed	U	Late (after registers closed)
H	Annual family holiday (agreed)	V	Educational visit
I	Illness (Not Medical/Dental)	W	Work experience
J	Interview	#	Planned whole or partial school closure
L	Late (before reg closed)	Y	Unable to attend due to exceptional circumstances Non-compulsory school age absence
M	Medical / Dental	Z	Pupil not on roll - All should attend / No mark recorded

Appendix B

Understanding Types of Absence

Authorised Absence

- Authorised absence is absence with permission from the Head teacher.

This includes absences for which a satisfactory explanation has been provided, e.g. ill health;

- Even when pupils are engaged in an Approved Educational Activity off-site, they must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or real emergency;

- The school may authorise absence in the following circumstances:

- Personal illness (excessive or extended absences **will require medical evidence**)
- Medical Appointment (copy of appointment to be seen and copied)
- Immediate family bereavement
- Conditions rendering attendance impossible or hazardous to a child's health and safety

- v. Religious observance (limitations apply)
- vi. A travelling child's absence
- vii. Involvement in a public performance
- viii. Approved sporting activity
- ix. Entrance exams

- For periods of extended absence because of illness, the school will seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness.

Unauthorised Absence

Unauthorised absence is absence without permission from the Head teacher. This includes all unexplained or unjustified absences.

- The school is unlikely to authorise absence in the following circumstances:

- i. No explanation is offered by the parent/carer
- ii. The Head teacher views the explanation offered as unsatisfactory (e.g. shopping, minding the house, refusing to attend etc.)
- iii. Written confirmation of the reason for the absence is not forthcoming
- iv. If a pupil's attendance percentage is below 96% and no medical evidence has been supplied
- v. Leave of absence which is taken without the school's prior consent or knowledge and/or is in excess of the time agreed by the school
- vi. Special occasions such as birthdays
- vii. Minding siblings
- viii. Parent/carer or sibling illness
- ix. Treatment of head lice
- x. Family holidays in term time

- Unauthorised absence from school is considered truancy. This can take the form of absence from school for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies for effecting change may need to be different;

- When parents are unaware of such absences there may be a significant danger to the young person's safety, as it is likely that their whereabouts are unknown by a responsible adult;

- Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs, it is the duty of the school to work with the pupil and family to change their attitudes towards school, thus encouraging full attendance;

- If a pupil has 10 sessions of unauthorised absences during a 12 week period (equivalent to five days), the parents/carers can be issued with a Fixed Penalty notice by the Local Authority.

Persistent Absenteeism (PA)

- Persistent Absentees are pupils whose attendance becomes unacceptable

- While discretion may be deployed (e.g. in cases of long term illness), the school will refer any individual child whose attendance is 90% or below to the School Attendance Improvement Officer. At this point, legal proceedings could follow; (Appendix i)

- No absence below 90% will be authorised unless in extenuating circumstances such as long term illness; all Persistent Absenteeism is tracked and reported to the Governing Board.

Punctuality and Lateness

- A child will be registered as late in the morning if they arrive after 09:00am;
- The 'Late' will be recorded on our electronic management system and on the register as a 'L';
- Arrival after the register closes, (register closes at 09:15am) unless for an authorised medical reason, is automatically coded as 'U';
- Lateness can be an indication of more serious problems, as well as poor time management. We have a duty to ensure every child's safety and therefore will telephone home after 5 recorded 'lates';
- Our level of contact will be increased if lateness continues, until after 10 'lates' when the School Attendance Improvement Officer may be informed;
- For full details see Appendix ii (Punctuality Protocol).

Temporary School Closures

Where a school has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

Appendix C

Reporting Absence – First Day Response

- It is the policy of the school that no absence should be unaccounted for;
- For safe-guarding purposes, on the first day of absence parents/carers are expected to contact the school, preferably by telephone before 09:30am;
- The parent/carer reporting the absence should give the reason for the absence and the expected date of return;
- The office team will make a written note as to why the child is absent, including how the message was received, verbal/voicemail
- If the date of the return is unknown, regular contact on a daily basis should be kept with the school;
- If the school receives no contact a member of the office team will:

- i. Arrange to check if the child is in the lesson that they should be in. If he/she is present, the register will be marked accordingly. If he/she is absent, they will:
- ii. Telephone the parent/carers;
- iii. If contact cannot be made, the school has a duty of care to ensure the child is safe. If the child is known to have siblings in another school, the office team will contact that school. If this does not provide satisfactory information a home visit will be made if practicable;
- iv. If this still fails, the police may be alerted that the child is missing.

- When the child returns to school, even if the absence has been reported verbally, the parent/carer is expected to confirm the reason for the absence in writing, within five school days. This can be through a signed note in the pupil's home/school book but a separate note or email is preferable;

- The written confirmation will be placed on file;

- If written confirmation is not received within the expected time frame, a standard letter and form will be sent out for completion;

- If this is still not returned within a school week, the non-compliance with the school policy will be recorded as unauthorised on the register;

- Reporting an absence, verbally or in writing, does not guarantee authorisation.

Leave of Absence

External Appointments within school hours

The school recognises that there are occasions when pupils need to leave school for an appointment (e.g. doctor, dentist, optician etc.). If at all possible, all appointments should be made outside of school hours

- If an appointment is during the school day, a request for the absence to be authorised should be made at least 24 hours before the appointment to allow for authorisation to be considered;

- Evidence for the appointment should be provided with the request (e.g. appointment card/hospital letter);

- The request can be made verbally or in writing through the office or class teacher who will place the request in the register folder which is sent to the office during morning registration;

- If it is through the home/school diary, the child will be asked to take it to the office to be copied;

- Where this is not possible before the appointment, it should be made available on the child's return to school;

- Without this evidence, the absence will not be authorised;

- The school acknowledges that there are occasions when requests cannot always be made in advance, as appointments at doctors and dentists etc. can sometimes only be made on the actual day. Where this is the case, evidence must still be provided when the child returns to school or the absence will not be authorised. Safeguarding issues require that we must be certain where a child has been, even if they are with their parent/carer;

- If the pupil returns during the school day they are also required to sign back in. We require all pupils leaving for an appointment to be collected by a parent/carer (or named responsible

person over 16) in person. We will not allow a child to leave alone. (Being told that a parent/carer is going to wait in the car park etc. is not sufficient for our safeguarding procedures.)

Appendix D

Holidays within Term Time

Parents/ carers do not have any legal right or entitlement to withdraw their children from school in order to go on a holiday during term time and should not, as a rule, expect any leave request to be granted. Regulations state that Head teachers may only grant any leave of absence during term time if there are exceptional circumstances. The school's Governing Board monitors this closely and holds the Head teacher to account for any authorised absence. Parents must be able to demonstrate that the circumstances are exceptional.

Exceptional circumstances do not include:

- Being unable to take a family holiday during the 6 week summer break
- The availability of cheap holidays
- Poor weather experienced during school holiday periods
- A surprise booked by another person
- A mistake in term dates when booking

It is not permitted to withdraw children for holidays in term time and these absences will be unauthorised except in very exceptional circumstances, at the Head teacher's discretion.

Exceptional circumstances may include:

- Holidays for families in the armed forces when meeting the criteria set out by the Ministry of Defence
- Where disability means it is difficult to organise care at another time
- To allow families time together following a serious crisis

In making this policy it is recognised that where families are unable to take a family holiday in the summer months, they may still take one during school holidays at other times of the year.

Authorisation will not be considered during assessment times for Year 1, Year 2 (end of Key Stage Examinations and Phonics screening). This may also include during the preparation period leading up to the exams;

Should the application not be authorised and the holiday is taken, the Education Welfare Service, in consultation with the school, may issue a Fixed Penalty Notice.

APPENDIX E

Education of Pupils with Medical Needs

In response to the guidance - Access to Education for Children & Young People with Medical Needs, DfES 0732/2001 – Shillington and Stondon Lower schools recognises its responsibilities 'for all pupils unable to attend school for medical reasons. Young persons should be able to access education without stigma or exclusion.' The school's aim is to ensure pupils have access to as much education as their medical condition allows.

- Pupils covered by this may:

- i. Be recovering from an illness or injury, keeping the pupil away from school during recovery;
- ii. Have a long term or recurring illness;
- iii. Have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days, where medical opinion states they are still unable to access mainstream school.

- The Special Educational and Disability Needs (SEND) Co-ordinator will be responsible for:

- o Ensuring that Medical Needs Referral Forms (Request for Involvement and Request for Medical Information forms) are completed and passed to the relevant agencies as quickly as possible;
- o Ensuring that the pupil is transferred to SEND support of the Inclusion Register, and that, working with the relevant Class teacher, a Personal Education Plan is drawn up;
- o Ensuring that Individual Education Plans are written;
- o Arranging for the relevant member of staff to meet with the Medical Needs Team to plan appropriate work and a programme of action and review;
- o Ensuring details of whole school events and parents' evenings are communicated to parents;
- o Ensuring that all pupils covered by this policy have access to SATs and guidance on appropriate work;
- o The school will also be responsible for requesting special arrangements where necessary.

APPENDIX F

Monitoring and Protocols for dealing with Absences

- The member of office staff with responsibility for attendance will monitor absences via electronic registers at least once a month;
- If a child's attendance falls below 90% in the Autumn term and 93% in Spring/Summer (school target is 96%) 'Trigger Point 1' will be activated as per our System Protocol (Appendix i); each case is treated on its individual merits;
- If the attendance rate continues to deteriorate, the school will begin to follow the protocol for subsequent trigger points (Appendix i);
- All actions will be recorded electronically by the appropriate person, depending on the level of trigger point;
- At the start of the Academic Year, any pupil who had been referred to the local authority School Attendance Improvement Officer (SAIO) in the previous academic year, will be expected to attend an attendance meeting with their parents/ carers, Head teacher and SAIO;
- If attendance subsequently becomes an issue they will be contacted further by the SAIO.

School Attendance System Protocol

Appendix i

School Attendance Target - 96%

First day calling for all absences.

In the event of a pupil's absence from school, the parents/carers contact the school by 09.30am.

The parent/carer should give details of the cause and indicate how long the absence is likely to last. If the absence goes beyond this, a subsequent call should be made.

If there is no contact a member of the office team will check in lessons to see if the pupil is present. If not, a member of the office team will ring home.

Where no contact can be made by telephone, a log of the time phoned will be made. If the child is known to have siblings at another school, this school will be contacted also. If practicable a home visit will be made.

If contact is still not made, the police may be **informed that the child is missing**.

The absence will be an immediate unauthorised absence.

When the pupil returns to school, the reason for the absence should be confirmed in writing within five school days. Where this is not forthcoming, a written reminder will be sent home. If the confirmation is

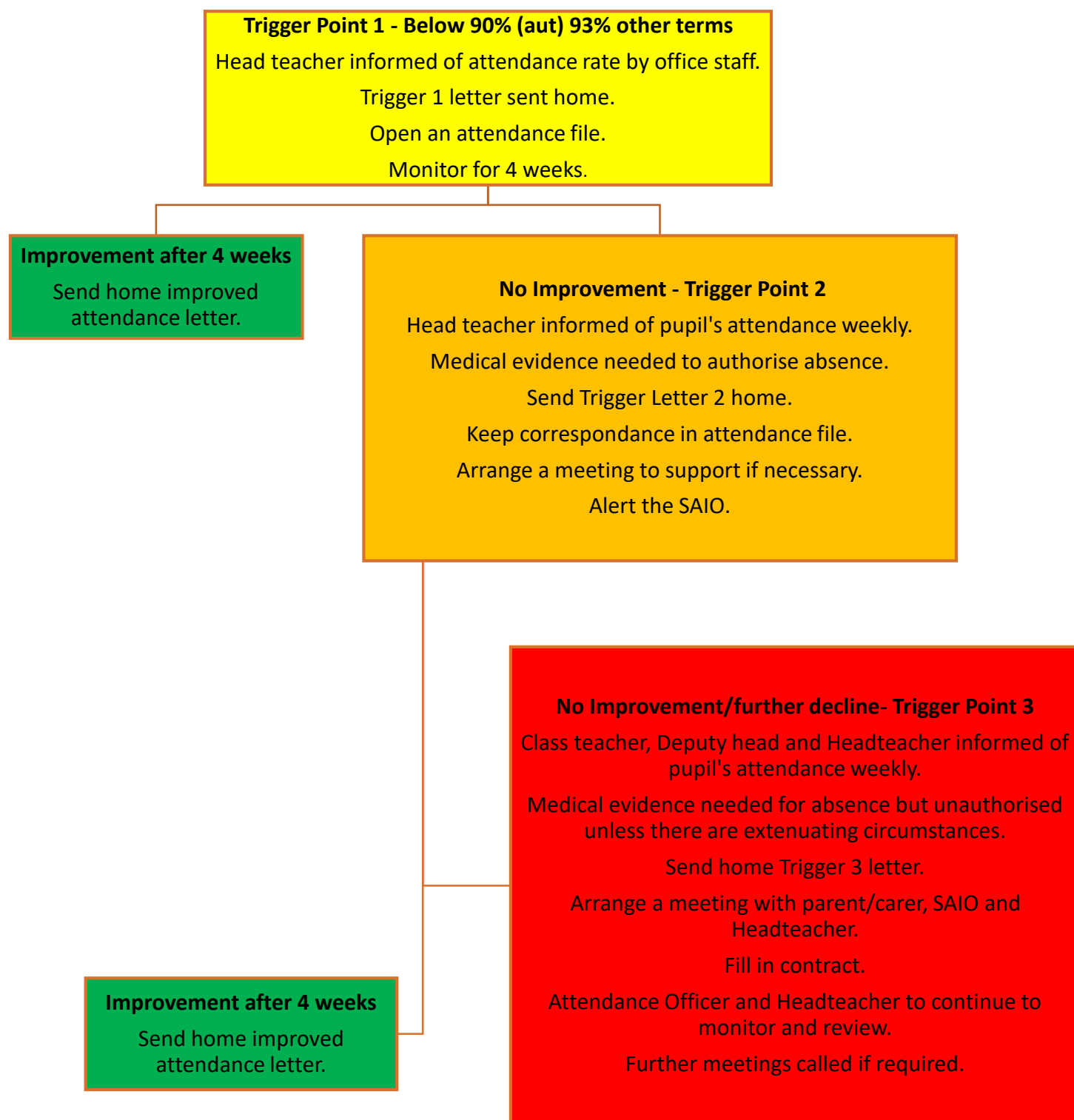
If a pupil is to be absent for more than five consecutive school days and the pupil is not hospitalised, medical proof (i.e. doctor's note) will be requested. If this is not provided (non-engagement with the school policy), then refer to trigger points.

If a child is hospitalised for an extended period of time, hospitals often provide supervised educational activities. Evidence may be available for this.

~~At the start of the Academic Year, any pupil whose attendance was a cause for concern in the previous academic year, will attend an attendance meeting with their parents/carers and Head teacher. An attendance contract will be completed. This will be reviewed after 4 weeks. If the family fails to attend or attendance becomes an issue, they will be fast tracked to Trigger Point 3.~~

At the start of the Academic Year, any pupil who had been referred to the School Attendance Improvement Officer (SAIO) in the previous academic year, will be invited to attend an attendance meeting with their parents/carers, Head teacher and SAIO. If attendance becomes an issue again, they will be contacted further by the SAIO.

School Attendance System Protocol



Appendix i.1

Attendance below 90%/93%

Dear XXXXXXXXXXXXXXX

School Attendance – Trigger Point 1

I am writing to advise you that at Shillington and Stondon Lower schools we promote and encourage good attendance as it is a major contributor to good attainment. Children who attend regularly generally achieve better outcomes at school and consequently in their futures.

I am writing to alert you to the fact that XXXX attendance has now fallen to %. I have attached XXX's attendance certificate to date for your information.

It would obviously be preferable for children to have 100% attendance. We realise this may not be possible for all children but would appreciate your support in ensuring that XXXX attendance improves to at least our minimum school target of 96%. We will be monitoring XXXX attendance in the meantime.

If you have any concerns that you feel may have an impact on your child's attendance, or if we can support you in any way to help improve XXXX attendance rate please do not hesitate to contact me or your child's class teacher.

Please contact us if you wish to discuss this further.

Miss Sarah Woodham
Head teacher

Appendix i.2

Dear XXXXXXXXXXXXXXX

School Attendance - Trigger Point 2

Dear

I am writing to advise you that, at Shillington and Stondon Lower schools, we promote and encourage good attendance as it is a major contributor to good attainment. Children who attend regularly generally achieve better outcomes at school and consequently in their futures.

Unfortunately your son/daughter's attendance has now fallen to X%. His/her attendance record is attached for your reference.

In accordance with Local Authority guidelines, we are now required to ask you to provide us with medical evidence for all future medical/illness absences, including appointments. (Prescribed medicines, copies of prescriptions, documented evidence that XXXX is advised not to attend school, hospital letters and appointment cards only) Unfortunately while XXXX's attendance is below 90%, we will not be able to authorise any further absences unless there are extenuating circumstances such as long term illness.

Of course it would be preferable for children to have 100% attendance. We realise this may not be possible for all children but would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target of 96%. We will be monitoring his/her attendance in the meantime.

If you have any concerns that you feel may have an impact on your child's attendance, or if we can support you in any way to help improve XXX's attendance rate please do not hesitate to contact myself or your child's form teacher.

Miss Sarah Woodham
Head Teacher

Appendix i.3

School Attendance – Trigger Point 3

Dear XXXXXXXXXXXXXXXX

I am writing to you concerning the continuing problem of your child's irregular attendance at school. XX's current attendance is only XX%.

We have endeavoured to seek your support with this matter, but unfortunately your child's irregular attendance has now reached a stage where the school or Local Authority may consider taking legal action against you for failing to carry out your statutory responsibility of ensuring that your child receives an efficient full-time education at school. The action may include prosecuting you in a Magistrates court.

To avoid this possibility, I would therefore like to invite you to a meeting with myself and the Local Authority School Attendance Improvement Officer to find ways of improving your child's attendance and so avoid the need for further action. This meeting has been arranged for XX.

If this date or time is inconvenient, please contact me at your earliest convenience so that a suitable time can be arranged.

Miss Sarah Woodham
Head teacher

Appendix i.4

Dear

As you are aware, we continue to work hard to improve our pupil's attendance levels, thus improving the life chances of your child and enabling them to achieve their full potential.

In accordance with the school's Attendance Policy we are arranging meetings for all those pupils who have had attendance that is a cause for concern (at the end of the previous academic year) and who would be at risk of becoming a persistent absentee.

The aim of this meeting is to discuss the reasons for the previous absences and offer advice and support to enable your child to achieve a minimum of 96% attendance for the new academic year.

The meeting will be held:

On:

At:

It is very important that you attend this meeting; however if you are unable to make the above time or date please inform the school as soon as possible to make alternative arrangements.

Thank you for your anticipated cooperation.

Miss Sarah Woodham
Head teacher

Appendix i.5

Pupil / Parent Attendance Contract

School attendance is vital if a pupil is to realise his or her full potential. This contract is designed to formulise support and action plan to address school attendance problems.

Forename	Surname	Date of Birth	Class
Attendance in previous academic year	Unauthorised	Current Attendance	
Reasons for previous poor attendance/ Issues raised			

Agreed Actions/ Targets

1)

2)

3)

Signed (Parent)_____

Date:_____

Signed (Pupil) _____ Date:

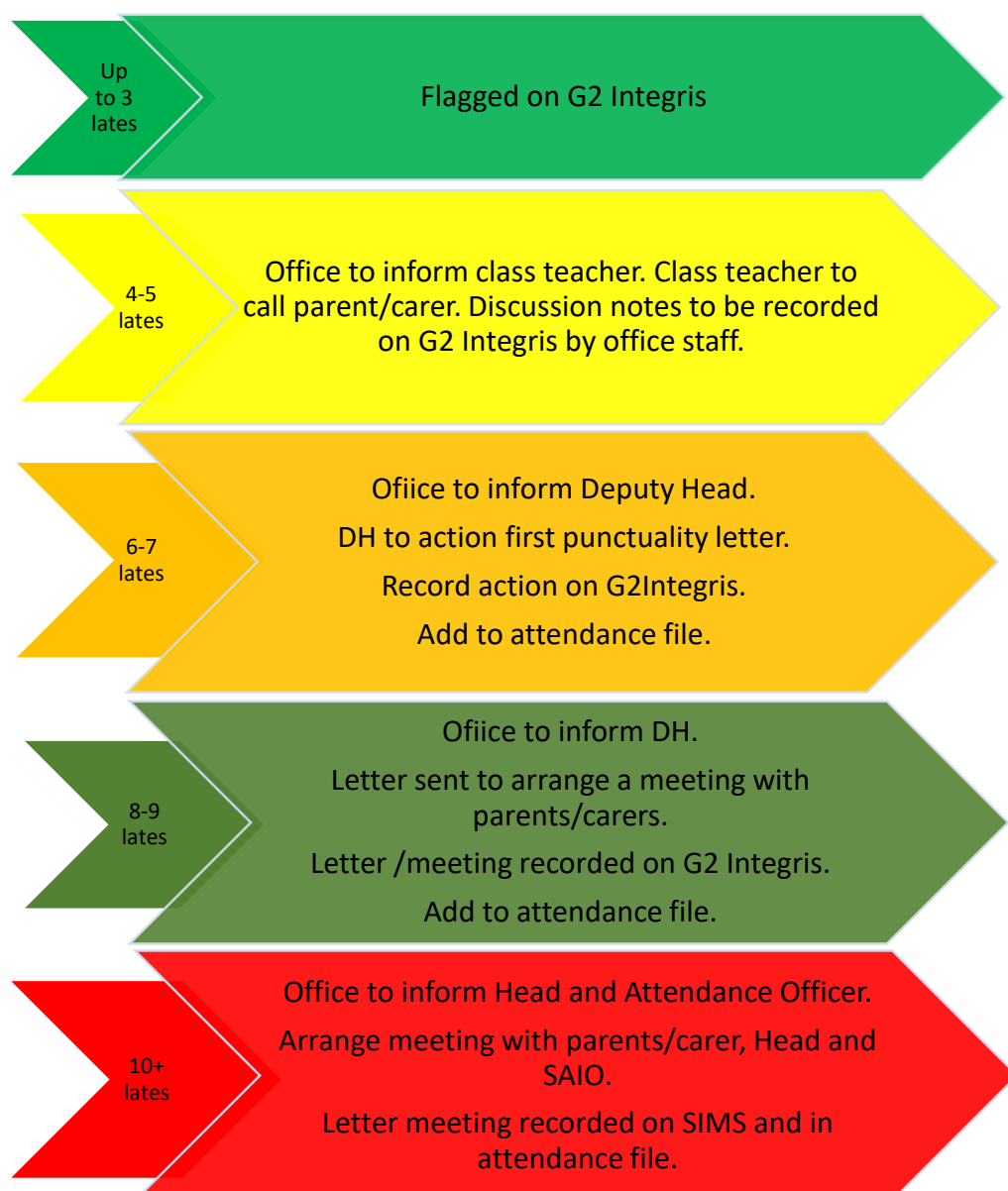
Signed (Teacher) _____ Date: _____

Review Date (4 Weeks from initial Date) _____

Appendix ii

Punctuality (Lateness) Protocol

All lates to be recorded as 'L' beyond ten minutes after the register closes. Arrival after 20 minutes, unless for an authorised medical appointment, is automatically coded as 'U'.



Appendix ii.1

Dear Parent/Carer

As you may be aware, the school is working very hard to improve both attendance and punctuality. X has been identified as having been late on X occasions since XXX (date).

It is understandable and acceptable that any child can be late on an odd occasion for any number of reasons, all of which should be verified by the parent/carer. However, I am sure you will agree that excessive lateness is unacceptable.

Lateness in school causes immense disruption and inconvenience, plus actively disadvantages the progress of pupils whose lessons are constantly interrupted by the arrival of latecomers. It is also often very embarrassing for the pupil to be constantly arriving late.

I must advise you to make certain that your child resumes a punctual attendance pattern as soon as possible. Registration is at 8.55am. If a child arrives at school after the registers have closed, without an adequate reason, we have to record this as an unauthorised absence.

Please make every effort to improve this situation. We will continue to monitor your child's attendance and hope to see an improvement in the coming weeks. If there is no improvement, it is likely the Local Authority School Attendance Improvement Officer will wish to make contact with you.

If we can support you in any way to do this, please do not hesitate to contact us.

Yours sincerely

Miss Sarah Woodham

Head teacher

Appendix ii.2

Dear

I am writing to you as, during a recent check, it was noted that, despite previously meeting with you about your child's lateness, XXX has now been late on X occasions.

As you are aware, arriving late at school can be very disruptive for your child, the teacher and the other children in class. If your child arrives at school after the registers have closed without an adequate reason, the school will have to record this as an 'unauthorised absence'. 10 unauthorised absences could render you liable to a penalty notice/ charge of £60.00

I would like, therefore, to invite you to a meeting with myself and the Local Authority School Attendance Improvement Officer to find ways of improving your child's attendance and so avoid the need for further action. This meeting has been arranged for XX. If this date or time is inconvenient, please contact me at your earliest convenience so that a suitable time can be arranged.

Thank you for your anticipated co-operation.

Miss Sarah Woodham
Head teacher

Appendix iii

Attendance Rewards

Half termly

Each class attendance is published and celebrated in the ParentMail bulletin.

Termly

Pupils awarded certificates in Celebration assembly for 97% and 100% attendance.

Appendix iv

Improved Attendance Below 90%

Dear

School Attendance

I am writing to acknowledge that, since our previous communication regarding XXXXXXXX's attendance, his/ her attendance level rate has now risen to xxx%. While it is still below our target of 96%, and therefore being monitored, I would like to take this opportunity to say we are very pleased to see that XXXXXXXXXX's attendance level has improved. For your reference I have enclosed a copy of his/her attendance report.

As XXXXXXXX's attendance is still below 90%, in accordance with school's policy and Local Authority guidelines, we do still ask you to provide us with medical evidence for all future absences, including appointments. (Prescribed medicines, prescriptions, doctor's notes, hospital letters and appointment cards only)

Thank you in advance for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on children's progress and achievement.

Should you require any further information regarding this letter, please do not hesitate to contact me.

Miss Sarah Woodham

Head teacher