



Attendance and Punctuality Policy

January 2025

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Policy: Attendance Policy

Approved by: Local Governing Body

Date: January 2025

Review cycle: Annually

VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGES
2024-2025	31.01.2025	B Enever	Legal framework, Attendance register codes, Truancy, Updated absence & ATTEND letters

1. Our Vision and Values

In our family, we have the courage to embody Jesus' love for us. We put others' needs above our own. We act with integrity and respect. And when others fall short of our expectations, we support them to atone and extend our forgiveness. In doing this, we prepare children to live life in all its fullness: its joys and celebrations, its sorrows and struggles. The values which are most pertinent to this policy, alongside their links, are detailed below:

Courage

We are called to create an environment where both children and staff aspire to be, and give, their best. Everyone is emboldened to take risks, overcome challenges and be courageous in their efforts to achieve their potential. Leaders challenge poor school attendance in order that children can access learning and:

- gain knowledge, skills and experiences to navigate life in an evolving world; and
- develop characteristics such as self-belief, ambition, and resilience to overcome life's challenges.

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God is with you." (Joshua 1:9)

Love

Jesus embodies the love and compassion of God for each person, and Christians are called to follow him in this. In our family, love impels us to:

- put others' needs above our own;
- act with humility and without entitlement;
- empower all our community to flourish and succeed;
- provide a haven of compassion and safety, where children and adults know that they are cherished; and
- support those who are struggling to attend school because they are experiencing suffering and sadness.

"Let all that you do be done in love." (1 Corinthians 16:14)

Respect

We seek to model to children an ethos of living well together. The flourishing of pupils goes hand in hand with the flourishing of the wider school community: staff, families, governors and friends of the school. Just as Jesus respected people by taking the time to care for them, we endeavour to:

- celebrate the Christian faith;
- foster deep respect for other cultures, faiths and traditions;
- provide an inclusive environment where special provision is afforded to those with disabilities or special educational needs; and
- challenge inequality.

“Whatever you wish that others would do to you, do also to them.” (Matthew 7:12)

Forgiveness

Faults, flaws, and mistakes are an unavoidable part of human life. Though Jesus preached the importance of repentance, even in moments of great personal torture, he prayed for forgiveness for his tormentors. Therefore, in our family, we seek to:

- hold ourselves and others accountable for our/their actions, including school attendance;
- have a robust approach to dealing with persistent absenteeism; • repent when we fall short of our own and others’ expectations; and
- forgive others for their indiscretions.

“If your brother sins, rebuke him, and if he repents, forgive him.” (Luke 17:3)

Honesty

An honest person makes a habit of making accurate, trustworthy statements about life, self, others, and God; they represent themselves just as they are and tell others the truth about themselves. That said, the Bible tells us that honesty should always be accompanied by gentleness (Colossians 4:6). With this in mind, we strive to build kind and trusting relationships by:

- speaking and acting with integrity;
- ensuring that children have a strong voice in relation to their attendance at school, and acting on this; and
- working openly and compassionately with families in relation to pupils’ attendance, even when messages might be difficult to give or receive.

“And you will know the truth, and the truth will set you free.” (John 8:32)

2. Statement of intent

St Mary Magdalene C of E Primary School believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

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.

The school's Attendance Officer is Bev Enever who can be contacted via office@stmarys.snmat.org.uk. Staff, parents and pupils will be expected to contact the Attendance Officer for queries or concerns about attendance.

3. 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 (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'
-

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

4. 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 SLT 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.

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.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents about 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.

5. 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 % or more of schooling (3 days/6 sessions) within any three week period.

6. 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 that they are required to be at school, for the full day.

The school day starts at 8:45am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:40am. Pupils will be expected to return from their lunch break promptly to recommence learning.

Illness

The school encourages pupils to attend school unless they are too ill to attend, or have to be kept off due to contracting and infectious disease. The NHS guidelines for the length of time children should be kept off school can be found here: [NHS- Should I keep my child off school?](#)

Children should not be kept off school if they feel 'under the weather' and have mild symptoms such as tummy ache, headache or a general cough or cold.

The decision to grant an authorised absence for illness is at the school's discretion.

The school will not usually request medical evidence where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Where the school has genuine and reasonable doubt about the authenticity of the illness, staff may conduct a home visit to ascertain whether the child is well enough to attend school.

7. Punctuality

School starts at 8.45 a.m. every day. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that children need to develop whilst they are young.

Parents are expected ensure that their child arrives at school on time. The school understands that there may be rare occasions when families are unavoidably late due to unforeseen circumstances. On these occasions parents should contact the school office to inform the school of the estimated arrival time.

The school will monitor children's punctuality and attendance in line with DfE Guidance (2022). Lateness after the class register closes (9.15am) is classified as an unauthorised absence. High levels of unauthorised absences or poor punctuality will result in progression through the school's 'Managing Attendance Framework'.

Registers will be taken as follows throughout the school day:

Morning

- The morning register will be open from 8.45am to 9.15am (warning bell rings at 8.40am for children to line up).
- A child will be marked as **late** if they arrive at school after **between 8.50am and 9.15am**.
- The morning register will **close at 9.15am**. Pupils arriving after this time will receive an **unauthorised absence mark** in the register.

Afternoon

- The afternoon register will be open from 12.45pm to 1.15pm.
- A child will be marked as **late** if they arrive at school for the afternoon session between **12.50pm and 1.15pm**.
- The afternoon register will **close at 1:15pm**. Pupils arriving after this time will receive an **unauthorised absence mark** in the register.

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

8.

Absence Procedures

The school will always follow up any absences to:

- ascertain the reason for the absence;
- ensure the proper safeguarding action is being taken;
- identify whether the absence is authorised or not; and to
- identify the correct code to use to enter the data onto the school census system.

The school will not usually request medical evidence where a pupil is absent due to illness; however, staff reserve the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

The procedures for following up absences is as follows:



9 Attendance Register

The school uses Scholarpack to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. 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

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:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- 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 = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment

- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

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.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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.

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

10 Exceptional Absence Requests

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£160 per parent per child) if they do so without prior arrangement with the Headteacher.

Parents/carers wishing to apply for exceptional absence should complete the form: Exceptional Absence Requests. These can be obtained from the school office, the website or in the Appendices of this policy.

All requests for exceptional absence will be handled by the headteacher – please note that **legislation only allows the headteacher to authorise such leave in exceptional circumstances**. Therefore, the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal.

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

- family holidays, unless the circumstances are exceptional
- if insufficient evidence provided in the request
- if evidence submitted as part of the request did not justify exceptional leave
- if the pupil's attendance rate is already below the school attendance target (97%)
- if the absence would reduce pupil's attendance rate to below school attendance target (97%)
- if pupil's attendance record shows previous, in year, unauthorised absence
- if the pupil's patterns of absence are already a cause for concern
- if the absence would be detrimental to the pupil's progress
- if the absence falls during assessments/external tests

Please note that this is not an exceptional list.

If exceptional term-time leave is not granted, taking a pupil out of school **will be recorded as an unauthorised absence and may result in sanctions, such as a fixed penalty notice**. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments by completing an exceptional absence form as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school 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. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

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. This 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.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. 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. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 97 percent. **Where a licence has not been obtained, the headteacher cannot authorise any absence for a performance or activity.**

Religious observance

Parents will be expected to request absence for religious observance at least four weeks in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least four weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

11. Special Educational Needs and Health-Related Absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate. Parents of children who are struggling to attend school as a result of SEND are encouraged to seek advice and support from the school's **SENDCO: Miss Amy Wain**.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents may be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Parents of children who are struggling with their mental health are encouraged to seek advice and support from the school's **Mental Health Lead: Miss Robinson**.

Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will make contact with the LA and Health Related Education Team (HRET) and will:

- inform the LA if a pupil is likely to be away from the school for more than 15 school days;
- provide the LA with information about the pupil's needs, capabilities and programme of work;
- help the pupil reintegrate at school when they return;
- make sure the pupil is kept informed about school events and clubs; and
- encourage the pupil to stay in contact with other pupils during their absence.

The school may incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- holding regular meetings to evaluate any implemented reasonable adjustments;
- incorporating a pastoral support plan;
- carrying out strengths and difficulties questionnaire;
- identifying pupils' unmet needs;
- using an internal or external specialist;
- enabling a pupil to have a reduced timetable;
- ensuring a pupil can have somewhere quiet to spend lunch and breaktimes;
- implementing a system whereby pupils can request to leave a classroom if they feel they need time out;
- temporary late starts or early finishes;

- phased returns to school where there has been a long absence;
- small group work or on-to-one lessons; and
- tailored support to meet their individual needs.

12. Leave during Lunchtimes

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.

Parents wishing to do so should 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. The headteacher will consider the request and may invite the parent into 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. The headteacher reserves the right to grant or refuse a request.

Parents will be required to meet their child at the school office when taking them off the premises.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher’s decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

13. Truancy

Truancy will be considered as 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.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil’s learning.

All pupils are expected to be in their classes by 8:45am and 1pm where the teacher will record the attendance electronically.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent to assess the reasons behind the pupil not attending school.

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 in line with the [Penalty notices and legal intervention section of this policy](#) where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

14. Missing Children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

1. The member of staff who has noticed the missing pupil will inform the headteacher immediately.
2. The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
3. 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.
4. The following areas will be systematically searched:
 - a. All classrooms and other internal rooms
 - b. All toilets
 - c. The school grounds
5. 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.
6. If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
7. The school will attempt to contact parents using the emergency contact numbers provided.
8. If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
9. The missing pupil's teacher will complete a written log, describing all circumstances leading up to the pupil going missing.
10. If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
11. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
12. Parents and any other agencies will be informed immediately when the pupil has been located.

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. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced where necessary, and policies and procedures will be reviewed in accordance with the outcome.

15. Attendance Support: ATTEND Framework

To ensure the school has effective procedures for managing absence, the Attendance Officer, supported by the Inclusion and Safeguarding Team, and the SLT, will:

- establish a range of evidence-based interventions to address barriers to attendance;
- monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work;
- attend or lead attendance reviews in line with escalation procedures;
- manage robust escalation procedures as set out in the school's 'Managing Attendance Framework'.

The school will use attendance data, in line with the 'Monitoring and Analysing Absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with parents using the ATTEND Framework

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance.

The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, staff will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

To do this, the school use the 'ATTEND Framework' as below:

- **Step 1:** Information gathering using specific ATTEND forms for parents/carers, pupils and professionals. Using these to meet with parents/carers (and pupils where appropriate) to discuss the forms and possible reasons for low attendance.
- **Step 2:** Creating an agreed action plan using the ATTEND framework guidance to plan bespoke support strategies to help overcome barriers to attendance
- **Step 3:** Supporting the family by carrying out the identified strategies and signposting relevant agencies. Where these barriers are related to the pupil's experience in school, staff will work together to address this. Where the barriers are outside of the school's control, the school will liaise with any relevant external agencies or authorities as necessary.

16. Monitoring and Analysing Absence

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

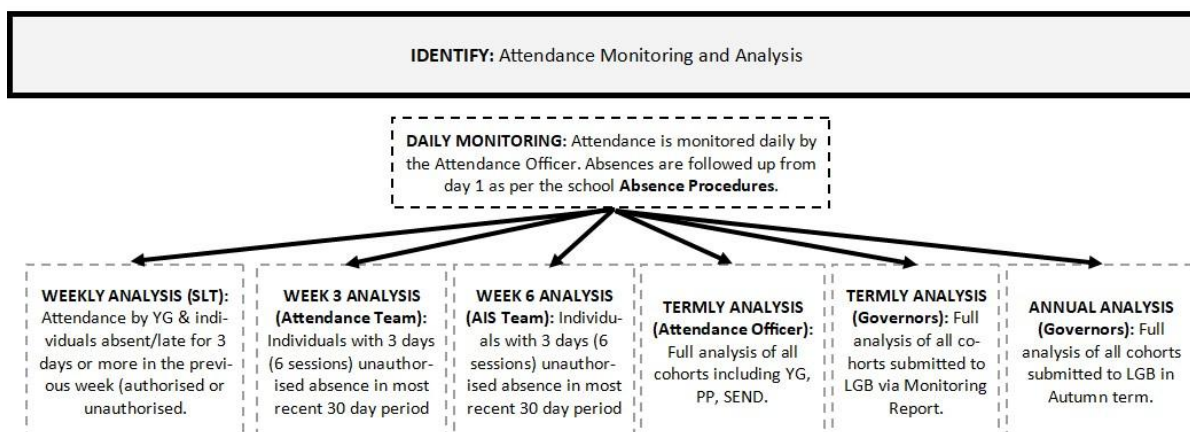
The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- the whole school;
- individual year groups;
- individual pupils;
- demographic groups, e.g. pupils from different ethnic groups or economic backgrounds; • other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM; and
- pupils at risk of PA.

The Attendance Officer will conduct a thorough analysis of the above data on a termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- patterns in uses of certain codes;
- particular days of poor attendance;
- historic trends of attendance and absence; and
- barriers to attendance.

Monitoring and Analysis procedures are set out with the school's 'Managing Attendance Framework' below.



The Attendance Officer will provide regular reports to the SLT, Attendance Team and the Safeguarding and Inclusion Team. This enables them to track the attendance of pupils and to implement attendance procedures. The Attendance Officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

17. Persistent Absence (PA) and Legal Intervention

In line with government guidance, if a pupil's attendance drops below 90%, they are classed as a Persistent Absentee (PA). There are various groups of pupils who may be vulnerable to high absence and PA, such as children known to social care, LAC, young carers, pupils eligible for FSM, pupils with EAL or SEND, or those who have faced bullying and/or discrimination.

The school monitors attendance on a weekly basis to identify pupils who are PA. When a pupil's attendance drops below 90% within any given monitoring period, the school aims to work with the family to help identify underlying reasons for absence and work together to improve attendance as detailed in [Section 15](#).

Legal Proceedings

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the Attendance Officer will follow the school's 'Managing Attendance Framework'.

Where support measures are not effective, the parent will be called to a formal meeting with the headteacher and member of the Governing Body and a parenting contract will be drawn up.

If formalised support is not effective, then the school will move to enforcement proceedings in line with the LA's code of conduct. These could include:

- a fixed penalty notice
- [enforcement proceedings](#)

- an application for an educational supervision order

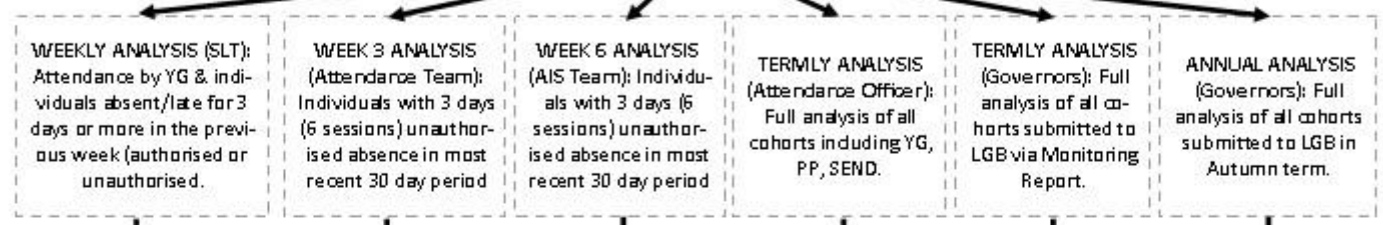
The school will always use attendance prosecution as a last resort.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social care, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Managing Attendance Framework: Commencing 6 March 2023

IDENTIFY: Attendance Monitoring and Analysis

DAILY MONITORING: Attendance is monitored daily by the Attendance Officer. Absences are followed up from day 1 as per the school Absence Procedures.



Pupil identified as a Persistent Absentee (PA) due to 10% or more absence within most recent monitoring period.

EXIT: This child is PA due to legacy data and their attendance has improved as a result of support OR the absences are authorised.

Child's persistent absence is NOT due to an unauthorised holiday, and/or there are other factors to consider.

Child's persistent absence is due to an unauthorised holiday, and/or the support pathway is unsuitable.

INITIATE SUPPORT: Parents/Carers invited to a meeting and ATTEND framework is initiated within 5 school days. This can be rearranged but will not extend beyond 10 school days.
LETTER A1

CONTINUED SUPPORT: Attendance improves with very limited sessions of unauthorised absence
LETTER A2b

Action plan initiated and support strategies enacted. 30 days monitoring period begins.
LETTER A1b

EXIT: Attendance improves and no sessions of unauthorised absence

FORMALISE: Parents/Carers invited to Attendance Panel Hearing within 10 school days. This will be rearranged only once.
LETTER A2c

3, 6 or 12 month Parenting Contract put in place. Attendance is monitored. Parents/Carers are required to attend further review meetings in line with the contract.

EXIT: At the end of the specified period, providing the agreed attendance targets are met.

Non-compliance

ENFORCE: Parents are notified of appropriate enforcement action to be taken by the school. Options set out below.

Referral to Family Services for Enforcement Proceedings
For cases with 15% unauthorised absence in most recent monitoring period
LETTER 3a

Application to LA for Education Supervision Order
This could result in oversight by the LA for 1-3 years
LETTER 3b

Referral to Social Care
Under the category of 'Neglect' - for cases of severe absence
LETTER 3c

Fixed Penalty Notice
This can be issued in response to 3 days (6 sessions) unauthorised absence in a 30 day period. **LETTER B1-B2b**
For unauthorised holiday: **LETTER B1** sent in response to Exceptional Leave Request. **LETTER B2a** sent to parents following the holiday. **LETTER B2b** to Local Authority with form

18. Training of Staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- the importance of good attendance;
- that absence is almost invariably a result of wider circumstances;
- the legal requirements on schools, e.g. the keeping of registers;
- the school's strategies and procedures for monitoring and improving attendance; and
- the school's procedures for multi-agency working to provide intensive support for pupils who need it.

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

19. Monitoring and Review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 97% – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is **January 2026**

Any changes made to this policy will be communicated to all relevant stakeholders.

20. Appendices

Exceptional Leave of Absence Form

Persistent Absence Letters

Miss Robinson

Headteacher

Penalty Notice Letters

Enforcement Action Letters

Punctuality Letter

Miss Robinson

Headteacher

APPLICATION FOR EXCEPTIONAL ABSENCE



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school to take **any** leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** To apply for a child to be granted leave from school, parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Please ensure that you provide sufficient evidence.

Pupil:	DOB:	Class:	Name of parent/carer making application:	Relationship to pupil:
Dates/times of absence:			Total number of days to be missed:	
I request that my child be granted exceptional absence leave from school due to:				Evidence Required
	Immediate family member's bereavement, serious illness or funeral - please specify:			Letter
	Wedding/Civil Ceremony of immediate family member – please specify:			Wedding invitation/booking
	Religious observance - please specify:			Evidence that the day is exclusively set apart for religious observance by the religious body to which the family belong
	Service personnel about to go on deployment - please specify:			Letter from Commanding Officer
	To participate as a competitor at a performance / sporting event / competition - please specify:			Evidence from organising body Confirmation of performance licence from LA.
	Examinations - please specify:			Evidence from organising body
	Hospital appointments for half a day or longer - please specify: <i>NB. Elective appointments should be made outside school hours</i>			Appointment letter
	Dentistry appointments for half a day or longer - please specify: <i>NB. Elective appointments should be made outside school hours</i>			Appointment letter
	Holiday - please specify: <i>NB. Holiday requests will not be authorised, unless under extraordinary circumstances. If you are stating work commitments as an exceptional reason for requesting leave, please provide your employer contact details and provide evidence which shows why leave cannot be taken in term time.</i>			Booking confirmation
	Other - please state:			
I/We understand that the school is not obliged to authorise this request.				
Signature of Parent/Carer:				
Percentage attendance: <i>(Office use only)</i>		Date received by office:		Number of exceptional requests made during this academic year: <i>(Office use only)</i>
	Authorised	Reason if not authorised: * insufficient evidence provided * evidence did not justify exceptional leave * pupil's attendance rate is already below target (97%) * the absence would reduce pupil's attendance rate to below target (97%) * pupil's attendance record shows previous, in year, unauthorised absence * patterns of absence are a cause for concern * the absence would be detrimental to the pupil's progress * the absence falls during assessments/external tests * other		
	Not Authorised			
Headteacher's Signature:				



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(Joshua 1:9).

St Mary Magdalene CE Primary School

www.stmarymagdaleneprimary.co.uk
office@stmarys.snmat.org.uk

Persistent Absence Letter A1a

Date

Dear Parents/Carers of **Name**

Re: Attendance Concerns

At St Mary's, we are committed to ensuring that pupils are enabled to achieve well through good attendance. This is because evidence shows that children who are often absent from school are more likely than others to underperform and to leave school with fewer qualifications. Current government guidelines require school attendance of above 90%. Our most recent attendance monitoring shows that your child's attendance has fallen below 90%. I enclose a copy of your child's school attendance record for information.

As a school, we recognise that there can be a range of reasons for absence. We would like to work with you to explore the specific reasons that relate to your child and to put support in place so that their attendance at school can improve.

As such, I would like to invite you to a meeting with your child's class teacher and a member of the Attendance, Inclusion and Safeguarding Team on:

Date: _____

Time: _____

The aim of this is to discuss any difficulties that your child or family may be experiencing and to work together to identify support strategies to help.

I enclose the ATTEND Form for parents. Please find time prior to the meeting to consider and complete this and bring it with you to the meeting. Both staff and your child will complete their own versions to enable us to develop a full picture of any barriers which may be preventing good attendance at school.

I am duty bound to inform you that, if your child's attendance does not improve sufficiently, or you do not engage with the support provided/signposted, then this case will progress along the [school's Managing Attendance Framework](#). The outcomes could include:

- Attendance Panel Hearing
- Parenting Contract
- Education Supervision Order
- Fixed Penalty Notice
- Attendance enforcement through Legal Proceedings

Please confirm attendance at the meeting via the school office. We look forward to working with you to improve your child's educational access.

Best Wishes

Miss Robinson

Headteacher

Springwood View Close,
Sutton in Ashfield
NG17 2HR
01623 464246





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Persistent Absence Letter A1b

Dear Parents/Carers of

Re: Attendance Meeting Outcome

Thank you for attending the recent meeting in relation to improving your child's attendance. During the session, support strategies were agreed and documented on an action plan. **Please find this enclosed.** I hope that you found the meeting helpful and supportive.

Your child's current attendance is: ~~xxx%~~. **I enclose a copy of your child's school attendance record for information.**

Your child's attendance has been and will continued I be monitored closely for 30 school days. This period of monitoring ends on: ~~xxxx~~. During this period, it is expected that your child's attendance will improve and that there will be no unauthorised absences.

I am duty bound to inform you that, if your child's attendance does not improve sufficiently, or you do not engage with the support provided/signposted, then this case will progress along the school's Managing Attendance Framework (details of this can be found in the Attendance Policy). The outcomes could include:

- Attendance Panel Hearing
- Parenting Contract
- Education Supervision Order
- Fixed Penalty Notice
- Attendance enforcement through Legal Proceedings

I am confident that the outcome of our joint work will be positive and result in much improved school attendance moving forward.

If you have any questions or concerns, please do not hesitate to contact your child's class teacher.

Best Wishes

Miss Robinson

Headteacher





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St Mary Magdalene CE Primary School

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Persistent Absence Letter A2b

Address

Date

Dear Parents/Carers of **Name**

Re: Attendance Support Monitoring

Thank you for your engagement with the recent support and monitoring arrangements around your child's attendance. During the 30-day monitoring period, your child's attendance was **X%** and there were **X** instances of unauthorised absence.

Your child's current overall attendance is: ____%. I enclose a copy of your child's school attendance record for information.

Records show improvements in your child's attendance with potential for further progress. As a school, we would like to offer further support. As such, I would like to invite you to a review meeting with your child's class teacher and a member of the Attendance, Inclusion and Safeguarding Team on:

Date: _____

Time: _____

I am duty bound to inform you that, if your child's attendance does not improve sufficiently, or you do not engage with the support provided/signposted, then this case will progress along the school's Managing Attendance Framework. The outcomes could include:

- Attendance Panel Hearing
- Parenting Contract
- Education Supervision Order
- Fixed Penalty Notice
- Attendance enforcement through Legal Proceedings

I am confident that the outcome of our joint work will continue to be positive and result in further improvements to your child's school attendance moving forward.

If you have any questions or concerns, please do not hesitate to contact your child's class teacher.

Best Wishes

Miss Robinson

Headteacher





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office@stmarys.snmat.org.uk

Persistent Absence Letter A2b

Address

Date

Dear Parents/Carers of **Name**

Re: Attendance Support Monitoring

Thank you for your engagement with the recent support and monitoring arrangements around your child's attendance. During the 30-day monitoring period, your child's attendance was **X%** and there were **X** instances of unauthorised absence.

Your child's current overall attendance is: ____%. I enclose a copy of your child's school attendance record for information.

Records show improvements in your child's attendance with potential for further progress. As a school, we would like to offer further support. As such, I would like to invite you to a review meeting with your child's class teacher and a member of the Attendance, Inclusion and Safeguarding Team on:

Date: _____

Time: _____

I am duty bound to inform you that, if your child's attendance does not improve sufficiently, or you do not engage with the support provided/signposted, then this case will progress along the school's Managing Attendance Framework. The outcomes could include:

- Attendance Panel Hearing
- Parenting Contract
- Education Supervision Order
- Fixed Penalty Notice
- Attendance enforcement through Legal Proceedings

I am confident that the outcome of our joint work will continue to be positive and result in further improvements to your child's school attendance moving forward.

If you have any questions or concerns, please do not hesitate to contact your child's class teacher.

Best Wishes

Miss Robinson

Headteacher





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office@stmarys.snmat.org.uk

Persistent Absence Letter A2c: Formalise

Address

Date

Dear Parents/Carers of **Name**

Re: Attendance Panel Hearing

I write to you to express my serious concerns over the unsatisfactory attendance of your child at school. As a school, we have attempted to assist you in improving the level of attendance however, during the 30-day support and monitoring period, your child's attendance was **X%** and there were **X** instances of unauthorised absence. Your child's current overall attendance is: **___%**. I enclose a copy of your child's school attendance record for information.

As such, you are invited to attend a meeting with myself and a representative of the Governing Body to discuss any problems which you feel may be preventing regular attendance. The outcome of the meeting is likely to include a formal parenting contract. This will set out the actions you must take to improve your child's attendance at school. The meeting will take place on:

Date: _____

Time: _____

I am duty bound to inform you that, if your child's attendance does not improve sufficiently, or you do not engage with the support provided/signposted, then this case will progress along the school's Managing Attendance Framework. The outcomes could include:

- Education Supervision Order
- Fixed Penalty Notice
- Attendance enforcement through Legal Proceedings

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

Yours sincerely

Miss Robinson

Headteacher





St Mary Magdalene CE Primary School

www.stmarymagdaleneprimary.co.uk

office@stmarys.snmat.org.uk

Penalty Notice Warning Letter B1

5 April 2023

Mr XXX & Ms XXX
XXX Meadow Lane
Nottingham
NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take out of education for days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of 5 days/10 sessions (over a 10-week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child who is absent. The fines can be issued to both parents for each child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

If you do remove from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Miss Robinson

Head Teacher



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office@stmarys.snmat.org.uk

Address

Penalty Notice Warning Letter B2a

Dear Mr & Mrs

PENALTY NOTICE WARNING

Child (dob)

On date we wrote to you to explain we would not authorise child absence from school for xx days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

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

Yours sincerely

Miss Robinson

Head Teacher

NB: Please only type the details when completing this form

Parent / Carer 1's details		Parent / Carer 2's details	
Title		Title	
Forename		Forename	
Surname		Surname	
DOB	Unknown	DOB	Unknown
Full address		Full address	
Postcode		Postcode	
Telephone numbers		Telephone numbers	
Email address		Email address	

Child 1's details		Childs 2's details	
Forename		Forename	
Legal surname		Legal surname	
Chosen surname		Chosen surname	
DOB		DOB	
Year group		Year group	
Full address		Full address	
Postcode		Postcode	

Please select only ONE of the options below

Option 1: Complete below for a penalty notice for a Leave of Absence (LOA) in Term Time			Option 2: Complete below for a penalty notice for Unauthorised Absences (General attendance)		
Did parent/carer request a leave of absence: (please only tick (✓) one box)	Phone call		Attendance this academic year %	Overall Attendance %	
	Text/Dojo message			Authorised	%
	Email			Unauthorised	%
	LOA request	Yes			
	No LOA request				
Have you done the following			Have you done the following		
1. Sent a letter in response to the above	Yes		1. Sent 1 st letter warning of possible penalty notice due to the number of unauthorised absences	Yes / No	
2. Sent a letter advising that a penalty notice request has been made to the Local Authority	Yes		2. Sent 2 nd letter advising that a penalty notice request has been made to the Local Authority	Yes / No	
3. Included an attendance certificate (with the absence coded as G) for the school year to date	Yes		3. Included an attendance certificate (with the absences coded as unauthorised) for the school year to date	Yes / No	
Submit this request as soon as possible following the child's return to school			Ensure you have given the warning at the start of the required 6 week monitoring period		

Please submit all your paperwork as one combined bundle which has editing enabled if sent as a PDF. Ensure full details are provided.

If either of the above is not done, the paperwork will be returned to you.

The supporting information required is signed copies of all letters, LOA request/email or details of phone call/message, attendance record for the current academic year only, and copies of emails and delivery receipts (if applicable)

Details of the person completing this form

Name	Bev Enever	Telephone number	01623 464246
Job title	SBM	Email address	office@stmarys.snmat.org.uk
School	St Mary Magdalene	Date PN requested	

Any other relevant information (e.g. details of phone calls/text messages)

For NCC EEO Officers use ONLY

PN Type	Leave of absence	Unauthorised absence	Unauthorised lateness	Exclusion
No. of UA sessions	School name			
PN date period	From:		To:	
Letter from			Date of letter	

Date excluded	Number of days excluded	Date seen in public
Seen in public by who and where		

Checked by EEO	Yes/No	Initials
Mosaic -		
Capita -		
Experian -		





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St Mary Magdalene CE Primary School

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Enforcement Action Notice - Letter 3a

Address

Date

Dear Parents/Carers of **Name**

Following a period of support to improve your child's attendance, I am writing to you to inform you that this has been unsuccessful. Your child's current attendance is: __%. This includes 15% unauthorised absence within a 30-day period (4.5 days/9 sessions). I enclose a copy of your child's school attendance record for information.

You have previously been made aware of the unauthorised absences and we have communicated with you regarding your child's attendance including:

- recent contact attempts in relation to the unauthorised absences;
- notifying you of the possible consequences (legal action) if your child's attendance does not improve;
- attempting to ascertain the reasons for the unauthorised absence; and
- offering support to address the unauthorised absence which you have failed to engage with.

Please see details on the following dates:

Date	Method of Communication	Brief Context/Outcome
	E.g. meeting, phone call, letter, text	

Your child's persistent absence is of increasing concern for the following reasons:

- **Impact of absence**
- **Impact of absence**
- **Impact of absence**

It is your legal responsibility to ensure that your child attends school regularly. You are not currently fulfilling this duty. As a result, I am writing to inform you that we are now requesting **Education Enforcement Action** from the Local Authority. Please feel free to contact me if you wish to discuss this further.

Yours Sincerely

Miss Robinson

Headteacher

Springwood View Close,
Sutton in Ashfield
NG17 2HR
01623 464246





St Mary Magdalene CE Primary School

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Education Supervision Order Notice - Letter 3b

We choose courage over comfort because we know that 'the Lord our God is with us' (Joshua 1:9).

Address

Date

Dear Parents/Carers of **Name**

Following a period of support to improve your child's attendance, I am writing to you to inform you that this has been unsuccessful. Your child's current attendance is: ___%. This includes 15% unauthorised absence within a 30-day period (4.5 days/9 sessions). I enclose a copy of your child's school attendance record for information.

You have previously been made aware of the unauthorised absences and we have communicated with you regarding your child's attendance including:

- recent contact attempts in relation to the unauthorised absences;
- notifying you of the possible consequences (legal action) if your child's attendance does not improve;
- attempting to ascertain the reasons for the unauthorised absence; and
- offering support to address the unauthorised absence which you have failed to engage with.

Please see details on the following dates:

Date	Method of Communication	Brief Context/Outcome
	E.g. meeting, phone call, letter, text	

Your child's persistent absence is of increasing concern for the following reasons:

- Impact of absence
- Impact of absence
- Impact of absence

It is your legal responsibility to ensure that your child attends school regularly. You are not currently fulfilling this duty. As a result, I am writing to inform you that we are now requesting an Education Supervision Order from the Local Authority. Please feel free to contact me if you wish to discuss this further.

Yours Sincerely

Miss Robinson

Headteacher





St Mary Magdalene CE Primary School

www.stmarymagdaleneprimary.co.uk
office@stmarys.snmat.org.uk

Referral to Children's Social Care Services - Letter 3c

Address

Date

Dear Parents/Carers of **Name**

Following a period of support to improve your child's attendance, I am writing to you to inform you that this has been unsuccessful and the absence level is severe. Your child's current attendance is: ____%. This includes **X%** unauthorised absence within a 30-day period. **I enclose a copy of your child's school attendance record for information.**

You have previously been made aware of the unauthorised absences and we have communicated with you regarding your child's attendance including:

- recent contact attempts in relation to the unauthorised absences;
- notifying you of the possible consequences (legal action) if your child's attendance does not improve;
- attempting to ascertain the reasons for the unauthorised absence; and
- offering support to address the unauthorised absence which you have failed to engage with.

Please see details on the following dates:

Date	Method of Communication	Brief Context/Outcome
	E.g. meeting, phone call, letter, text	

Your child's persistent absence is of increasing concern for the following reasons:

- **Impact of absence**
- **Impact of absence**
- **Impact of absence**

It is your legal responsibility to ensure that your child attends school regularly. You are not currently fulfilling this duty. As a result, I am writing to inform you that we are now making a **referral to Children's Social Care for an assessment of need under the category of Neglect**. Please feel free to contact me if you wish to discuss this further.

Yours Sincerely

Miss Robinson

Headteacher





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Punctuality Concern Letter

Address

Date

Dear Parents/Carers of **Name**

Re: Punctuality

The school attendance register shows that your child has arrived late to school (between 9.00am – 9.15am) on **X** occasions during the last 30 days.

School starts at 8.45 a.m. every day. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that children need to develop whilst they are young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others. We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us of when you will arrive.

We are required to monitor children's punctuality and attendance. Lateness after the class register closes (9.15am) is classified as an unauthorised absence: this is contrary to the Education Act 1996. High levels of unauthorised absences or poor punctuality will result in progression through the school's 'Managing Attendance Framework'; a copy of this can be found in the **Attendance Policy**.

Please keep in mind that Breakfast Club is available to children from 7.30am. If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so.

Yours sincerely

Miss Robinson

Headteacher

