

**ATTENDANCE POLICY**

**Link governors:** Caroline Comer and Denise Wilson

**Policy written by:** Lisa Wood

**Policy Last Reviewed by Governors:** February 2026

**Date of next review:** January 2027



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**1. Aims**

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

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

We will also promote and support punctuality in attending lessons.

**2. Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)

- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### 3. Roles and responsibilities

#### 3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

#### 3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising [role] to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **3.3 The nurture leader**

The nurture leader is responsible for:

- Leading, championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The nurture leader is Miss Clark and can be contacted via 0191 5623299 or [info@hyltoncastleprimary.org.uk](mailto:info@hyltoncastleprimary.org.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

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

The attendance officer is Ms Campbell and can be contacted via 0191 5623299 or [info@hyltoncastleprimary.org.uk](mailto:info@hyltoncastleprimary.org.uk)

### **3.5 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the end of registration twice daily.

### **3.6 School office staff**

School office staff will:

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

### **3.7 Parents/carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.15am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by these times each school day:

- Nursery 8.30am (morning session) or 12.30pm (afternoon session)
- Rec – Y6 8.45am

The register for the first session will be taken at the above time and will be kept open until for 30 minutes.

The register for the second session will be taken at 1pm and will be kept open until 1.10pm.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason BY TELEPHONE for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school on 0191 562 3299 (see also section 7). Any further correspondence can be done by email/text.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

#### **4.3 Planned absence**

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

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

A pupil who arrives late:

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

If a pupil is late 3 times within a half term, an awareness letter (appendix 2) will be sent home. If there are any further lates, parents will be invited by letter (appendix 3), to meet with Miss Clark, nurture Leader. If there are any further lates, the parent will be invited, by letter (appendix 3), to meet with Mrs Wood, headteacher.

#### **4.5 Following up unexplained absence**

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

1. Call the pupil's parent/carer (where the child lives) on the morning of the first day of unexplained absence to ascertain the reason.
2. Call additional contacts we have for the child. At this point, a letter (appendix 4) will be sent home to inform the parent we have contacted other contacts and to check we have the most up-to-date details.
3. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a visit to the home, leaving a slip (appendix 5) through the door if no one answers. A formal letter (appendix 6 for successful home visits or appendix 7 for unsuccessful home visits) will be sent to follow this up.
4. We may contact police and ask them to do a welfare check. A letter (appendix 8) will be sent to follow up and invite parents in.

The above will be carried out daily until we have a reason for the child's absence, or until the child has been absent for 10 school days (classed as 'missing from education') and then a child protection referral will be made to Together for Children.

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

#### **4.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels termly via a written report.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

**As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Parents travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)

- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 sanctions

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Further information can be found here: [Penalty notices - Sunderland City Council](#)

## 6. Strategies for promoting attendance

- Postcards sent home to celebrate improvement
- Weekly – whole class 100% attendance – non-uniform day the following Monday
- Weekly class percentages shared and displayed. The winning class receives an extra playtime.
- Termly – 96%+ attendance, no unauthorised absences and no more than 3 lates = Heroes Ready and Present certificate
- Annually – 100% attendance and no more than 3 lates = medal awarded in our awards ceremony

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The attendance team (Mrs Wood, Ms Campbell and Miss Clark) meet fortnightly to discuss individual pupils.

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

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families. These will be shared at least 5 times per year, at parental appointments twice yearly and a further 3 times in written termly reports
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- When a child's attendance drops below 97%, a letter (appendix 9) will be sent home to make parents aware. During the autumn term, the previous year's attendance will be considered before sending home these letters.
- Once a child's attendance drops below 95%, a second letter will be sent home (appendix 10)
- Once a child's attendance drops below 92%, we will consider this child to be at risk of becoming a persistent absentee and a letter (appendix 11) will be sent home, inviting parents/carers to meet with the nurture leader
- Once a child's attendance drops below 90 %, a letter (appendix 11) will be sent home inviting the parents/carers to meet with the headteacher
- A letter (appendix 12) will be sent home following any failed appointments.
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports t class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

#### **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

- Implement sanctions, where necessary (see section 5.2, above)

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated annually by Mrs Wood, headteacher. At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This policy links to the following policies:

- Safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		

<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2:

Dear parent/carer,

**Punctuality Awareness**

\_\_\_\_\_ has been late \_\_\_\_\_ times this term. They have missed \_\_\_\_\_ mins (\_\_\_\_\_ hrs and \_\_\_\_\_ mins) of learning time compared to their peers. Pupils fall behind when they miss school – whether their lateness authorised or unauthorised. You can have a big effect on \_\_\_\_\_ punctuality – and we really appreciate your help.

If you'd like to see if school can offer any support, please get in touch with Miss Clark.

Yours sincerely,

Mrs Lisa Wood

Headteacher

Appendix 3:

**School Letterhead -LATENESS**

You must address the letter to each parent individually using their full title

**Letters must not be addressed to Mr & Mrs nor can they be addressed to the Parent/Carer**

<Parents Address>

Date

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions between <start date> and <end date> We are therefore writing to you due to <Name of pupil>'s current number of late sessions:

Current Attendance	current attendance> %
Number of Late Sessions	<Current number of L Marks
Number of Unauthorised Late Sessions	<current "number of "U" Marks>

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. As you have been made aware if your child arrives xx minutes after the register has been taken, they will have an "unauthorised" late mark recorded in accordance with our school policy.

I would like to invite you to meet with myself in school on [redacted] at [redacted], to see if there is any additional support school can offer.

Yours sincerely

<School contact>

Appendix 4: Contact other emergency contacts

Date

Dear parent/carer,

**Update Contact Details**

Your child was not in school this morning and we did not receive a message informing us of their absence. As part of our duty of care to **child's name**, we did try to contact you, however, did not receive a response. For this reason, we also tried to make contact with the following people:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We successfully spoke to \_\_\_\_\_.

The number we hold on file for you is: \_\_\_\_\_. If this is not your current number, please contact the office asap to update our records.

Yours sincerely,

Mrs Lisa Wood  
Headteacher

## Appendix 5: Home Visit Slip

### Home Visit

We called today \_\_\_\_\_ at \_\_\_\_\_ to discuss the reason for your child's absence from school. Please contact school on the above number by 10.30am today.

Thank you,

Mrs Lisa Wood

Headteacher

Date

Dear parent/carer,

**Update Contact Details/Home Visit**

Your child was not in school this morning and we did not receive a message informing us of their absence. As part of our duty of care to **child's name**, we did try to contact you, however, did not receive a response. For this reason, we also tried to make contact with the following people:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We could not make contact with any of the above. Please contact the office as a matter of urgency to ensure we have current details for your child's emergency contacts.

Because we could not make contact with any of the above, we did make a home visit. This takes up valuable staff time, when they should be working with children. In future, please contact the office before 9am to inform us of your child's absence.

Had this home visit NOT have been successful, we may have needed to phone police to request a welfare check for your child.

Yours sincerely,

Mrs Lisa Wood  
Headteacher

Date

Dear parent/carer,

**Update Contact Details/Home Visit**

Your child was not in school this morning and we did not receive a message informing us of their absence. As part of our duty of care to **child's name**, we did try to contact you, however, did not receive a response. For this reason, we also tried to make contact with the following people:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We could not make contact with any of the above. Please contact the office as a matter of urgency to ensure we have current details for your child's emergency contacts.

Because we could not make contact with any of the above, we did make a home visit, which was also unsuccessful. . All of the above take up valuable time of school staff are completely avoidable. In future, please contact the office before 9am to inform us of your child's absence.

Yours sincerely,

Mrs Lisa Wood  
Headteacher

Date

Dear parent/carer,

**Update Contact Details/Home Visit**

Your child was not in school this morning and we did not receive a message informing us of their absence. As part of our duty of care to **child's name**, we did try to contact you, however, did not receive a response. For this reason, we also tried to make contact with the following people:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

We could not make contact with any of the above. Please contact the office as a matter of urgency to ensure we have current details for your child's emergency contacts.

Because we could not make contact with any of the above, we did make a home visit, which was also unsuccessful. To ensure the safety of your child, we followed our policy and contacted the police and asked them to do a welfare check on your child. All of the above take up valuable time of school staff and police and are completely avoidable. In future, please contact the office before 9am to inform us of your child's absence.

Yours sincerely,

Mrs Lisa Wood  
Headteacher

## Appendix 9: Attendance awareness letter 1

### School Letterhead

You must address the letter to each parent individually using their full title

**Letters must not be addressed to Mr & Mrs, nor can they be addressed to the Parent/Carer**

<Name of Parent>

<Address>

<Address>

Date

Dear

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern.

We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how non-attendance can affect your child's future progression.

#### **Above 97%: Less than 6 days absence a year**

Pupils in this group will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

#### **95%: 10 days absence a year**

Pupils in this group are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 10 days holiday during term time every year can only ever achieve 95% attendance.

#### **92%: 15 days absence a year**

Pupils in this group are missing a three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring pupils with this level of attendance to the Local Authority

#### **90%: 19 days absence a year**

The Government classes pupils in this group as "Persistent Absentees" and it will be almost impossible them to keep up with work.

Parents of pupils in this group could also face the possibility of legal action being taken by the Local

Authority.

If you have any queries or would like to talk to anyone about your child's attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>

Appendix 10: 2<sup>nd</sup> attendance letter (below 95%)

### School Letter Head

You must address the letter to each parent individually using their full title

**Letters must not be addressed to Mr & Mrs nor can they be addressed to the Parent/Carer**

<Parents Address>

<Date >

Dear <Full name of parent >

Since we wrote to you on <date of 1st letter>, <name of pupil>'s attendance has failed to improve significantly and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why <name of pupil> has been absent from school, we noticed that most of the absences are linked to illness and/or medical reasons. Therefore, any future absences will not be authorised without some additional assurances that the absences are unavoidable.

Some examples of evidence that could be used are Prescriptions, Appointment Cards, letters from professionals such as hospital Consultants, etc. If this evidence is not supplied and no satisfactory explanation is forthcoming your child's absence will be recorded as an "unauthorised".

I would remind you that decisions regarding the authorisation of absences are the responsibility of the headteacher and not the parent. This is made clear in our school's attendance policy.

We would appreciate your support to make sure <name of child>'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Local Authority Attendance Team. The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within previous and/or current term without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

If you feel that school can offer any support, please make an appointment through the school office.

Thank you for your cooperation

Yours sincerely

Appendix 11: Attendance letter 3 and 4

**School Letterhead**

You must address the letter to each parent individually using their full title

**Letters must not be addressed to Mr & Mrs, nor can they be addressed to the Parent/Carer**

<Parents Address>

<Date>

Dear <Name of Parent>

Re: <name of child> - Registered pupil at #####

**EDUCATION ACT 1996, SECTION 444**  
**ATTENDANCE AT SCHOOL**

I am writing to you to express the concern of insert **school name** about the poor school attendance of your child **name**. Your child's failure to attend school will have a detrimental effect on his/her educational attainment.

At the date of writing, **child's name** has attended school on only ## occasions out of a possible ## when the school was open for instruction. I am writing to invite you into school on.....2020 at.....to look at ways we can support you in improving **child's name** attendance.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Should your child fail to attend regularly and punctually the school may refer to the Local Authority Attendance Team who have a statutory duty to investigate non-school attendance.

The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within the previous and/or current term without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

This matter is extremely serious, and I must require you to give this your urgent attention. If you wish to discuss the content of this letter or arrange an alternative date or time, please contact me on xxxxxx.

Thank you for your cooperation

Yours sincerely

<School Contact>

## School headed paper

You must address the letter to each parent individually using their full title

**Letters must not be addressed to Mr & Mrs, nor can they be addressed to the Parent/Carer**

<Parents Address>

<Date>

Dear <Name of Parent>

### Failed Appointment Letter – Re:

I am extremely disappointed that you did not attend the appointment I sent you on..... for you to come into school to discuss your child's attendance. As a matter of courtesy, it would have been helpful if you could have contacted me to advise me that you were unable to attend the meeting.

Your child's attendance is currently, \*\*\*\*\* and remains a concern. Between xxxxx and xxxxx he/she has attended on **xx of occasions out of a possible xx**. Under The Education (Pupil Registration) (England) Regulations 2006 **number** of these absences were considered to be unauthorised. Irregular school attendance will have a detrimental effect on **child's name** educational attainment.

As you know you can contact me at school, and I am happy to look at anyway in which we can support you to improve **child's name** attendance.

All children of compulsory school age who are registered pupils at a school must attend that school regularly and punctually. It is your responsibility as a parent to ensure this. Failure to do so will result in a referral to the Local Authority Attendance Team who have a statutory duty to investigate non-school attendance

The Attendance Team can issue a Fixed Penalty Warning Notice to parents if a child has missed 20 or more sessions within the previous and/or current term without permission from the school, they can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I cannot over emphasise how urgent it that we meet to find ways to work with you to support you to improve your child's school attendance.

I would urge you to contact me on **school contact number** or email me to avoid a referral to the Local Authority Attendance Team

Yours sincerely