

Shinewater
Primary
School



Attendance Policy

Approval Date	Policy Reviewer	Title	Chair of Governors
July 2023	Mrs J Rigby	Deputy Head	P Metham

Frequency of Policy Review	Annually
Version	6
Added to Website & Staff Drive	July 2023
Name of attendance leader and email	Jen Rigby jennifer.rigby@swale.at Jodie Burman jodie.burman@swale.at

This policy is ratified by Shinewater School's Local Governing Body (LGB) as a school-based policy.

ATTENDANCE POLICY

This policy reflect the vision and aim of Shinewater Primary by:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

School Times

	Start	End	If late picking up
N	08:45	15:10	Children will remain in the nursery until 15:20 then children will be taken to the main office.
Yr R	08:45	15:15	Children will remain with the class teacher until 15:25. Children will then be sent to after school club (there will be a charge for this service).
KS1			
KS2			
Reporting your child absence	The school office/ Mrs Burman		01323762129 jodie.burman@swale.at

PRINCIPLES

To encourage staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.

Provide clear procedures for involving parents/carers relating to school attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open; unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives them the impression that attendance does not matter and may make things worse.

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

Authorised absences are morning and afternoons away from school for a reason such as a genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which “no leave” has been given. This includes:

- ✓ parents keeping children off school unnecessarily;
- ✓ truancy before or during the school day;
- ✓ absences which have never been properly explained;
- ✓ children who arrive at school too late to get a mark.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. Schools can ask parents to enter into a parent contract to try and improve attendance before it is forced to go down legal or safeguarding routes. If difficulties cannot be sorted out in this way, the school may seek involvement from the to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed then the local authority can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or three months imprisonment.

Where a voluntary early help plan, or formal parenting contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority should have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent. Where safeguarding concerns exist, the lead practitioner should also discuss with the school’s designated safeguarding lead and children’s social care services and agree an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. In all cases, local authorities must fully consider using an ESO before moving forward to prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent’s duties to secure the child’s education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO. The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

PROCEDURES

Role of the Local Authority

The local authority, statutory safeguarding partners and other local partners therefore have a crucial role in supporting pupils to overcome those barriers and ensuring all children can access the full-time education to which they are entitled. Local authorities are facilitators of wider support needed by individual families and schools to overcome barriers in the short term. They are also strategic leaders that work across a geographical area to remove barriers in the longer term.

As local authorities vary significantly in size, organisational approach and demographics, it is right that the specifics of attendance service delivery and how those roles are discharged should be determined locally to meet local needs of pupils, parents, and schools.

As a minimum, however, all local authorities are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.

Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):

- **Communication and advice:** regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
- **Targeting Support Meetings:** hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
- **Multi-disciplinary support for families:** provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
- **Legal intervention:** take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- **Monitor and improve** the attendance of children with a social worker through their Virtual School.

The school applies the following procedures in deciding how to deal with individual absences:

Role of Parents and Carers:

- Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together
- Ensure that the aim is for their children to achieve 100% school attendance
- Ensure that pupils are on the premises between 8:45 and 9:00 am and not before
- The school front gate opens at 8:40 am, however, pupils remain the responsibility of parents or carers until they enter their respective classrooms
- Take children who are late (9:00am onwards) to the main entrance to sign in
- Collect children promptly at the end of the school day, which finishes at 3:15pm. After this time, children are the responsibility of their parents or carers
- Collect children promptly from after school clubs (the club leader will communicate finish times on the club letter).
- Ensure that the school has current parent/carers and emergency contact telephone numbers and addresses

Absences for Medical Reasons:

It is the responsibility of parents or carers:

- To notify the school by telephone on the first and subsequent days of absence, as early as possible and not later than 9:00 am
- To agree a later registration time with the Headteacher if the child needs regular medical attention before coming to school. The child must always sign in on arrival
- To inform the office in writing or to provide Medical Appointment Cards if the child needs to attend a medical appointment in school time. Whenever possible, please try to make all appointments out of school hours
- To liaise with the school about specific family problems, which might cause absence

Withdrawal from Learning Requests

Responsibility for good attendance is shared between school, parent and pupil. It is made clear to parents that any absence from school will disrupt their child's learning.

Absence during term time is not authorised, unless the Headteacher deems it to be an exceptional circumstance.

Parents must seek permission from the Headteacher by making an application in advance through completion of the 'Withdrawal from Learning Request Form.' Forms may be obtained from the school office or by email upon request.

If the absence requested is not considered to be an exceptional circumstance, the absence (if taken) is recorded as unauthorised.

If the absence during term time is 5 days or more then ESBAS is notified and a Penalty Notice issued. Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

Role of the School:

- to register the children promptly and accurately
- to record absence appropriately, including signing in and out during school hours
- to record as late, pupils who arrive after 9:05 am and before the close of registers at 9:30am;
- to record as unauthorised absences, pupils who arrive after the registers close;
- Check registers daily for first day absence
- Telephone and Email those parents/carers who have not contacted the school on the first day of absence, priority being given to:
 - Children on the Protection Register or involved with Social Services such as LAC those with Child Protection Plans;
 - Children in families where there is a particular concern;
 - Children, whose parents or carers are normally fastidious in making contact.
- to send an email home that day to parents who cannot be contacted, to ask why their child is absent.
- to keep records of all telephone calls on BROMCOM and keep all contact concerning absence;
- Monitor regularly absence and lateness, to look for patterns and take appropriate action
- Involve appropriate external agency support where necessary if there are any concerns regarding absence or punctuality
- Obtain details of telephone contacts for all pupils and to ensure that records are updated regularly by writing to parents to remind them of their responsibilities, whilst requesting current contact information. An emergency telephone number must be recorded for every pupil
- Raise concerns regarding absence at parent consultation meetings, or sooner if necessary
- Discourage the practice of taking children out of school for odd days and holidays
- Report all authorised and unauthorised absence on the child's annual report
- Publish attendance data to parents
- Set attendance targets annually and monitor
- The school will not authorise absences for shopping, looking after other children, day trips etc. Leave may however, be granted in an emergency (e.g. bereavement) or for medical appointments

which cannot be arranged out of school time.

School strategy to reduce absence/persistent absence using data

- Regularly review attendance data to help school leaders focus support on the pupils who need it.
- Proactively use data to identify pupils at risk of poor attendance through analysis of weekly attendance data and using this to develop strategies to support each identified pupil and their parents.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Where absence becomes persistent, additional targeted support will be put in place to remove any barriers. Where necessary this involves working with partners.
- Regularly update parents on their child's attendance through attendance letters, telephone calls, meetings and provision of informal parent drop ins.

Wider support services

- Where out of school barriers to attendance are identified the Attendance Officer/Attendance Lead will signpost and support access to any required service in the first instance.
- If the issues persist, the Attendance Officer/Attendance Lead will take an active part in the multi-agency effort with the local authority and other partners. The Attendance Officer/Attendance Lead will act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Agree a joint approach for all severely absent pupils with the local authority.

Support for pupils with medical conditions or SEND

- Regularly review attendance data and help focus support on pupils who need it.
- Maintain the same ambition for attendance and work with pupils and their parents to maximise attendance.
- Ensure a joined up pastoral support and where required, put in place additional support and adjustments such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupils EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals.

Lateness, Appendix 1:

- **Daily:** If late, parents/carers will be asked to explain why their child is late
- **3 lates in one big term (Autumn, Spring or Summer):** Letter 1 sent home, which reminds parents/carers about the importance of being in school on time; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness Tracker.
- **6 lates within one big term (Autumn Spring or Summer):** Letter 2 sent home which explains that all future lates will be marked as unauthorised and that 10 further lates will result in a Penalty Notice; pupil's Attendance Certificate is sent home and concerns and recorded on the school's Lateness Tracker.
- **9 lates within one big term (Autumn Spring or Summer):** Letter 3 sent home which explains that a Penalty Notice will be issued (10:10 warning); pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness Tracker. A referral for local authority intervention (ESBAS) is recorded.

For pupils who have regular lates, incentives are provided e.g. Attendance Passport system, punctuality improvement awards.

Frequent Absence / Poor Attendance, Appendix 2

The Schools Attendance Target is 96%.

In the academic year there are 190 school days.

To achieve 96% in an academic year a child must attend 183 days in the year.

The school recognises that absence can occur for a range of reasons and can be spread across the academic year. To ensure attendance issues can be dealt with promptly children's attendance is reviewed regularly on a cumulative basis using the following stages:

Stage 1 - Intervention

A child whose attendance is 95% (181 days) for the academic year is absent for 9 days. At this stage Letter 1 is sent home which highlights the importance of good attendance; the pupil's Attendance Certificate is also enclosed. A parent contract may be set up.

Stage 2 - Intervention

A child whose attendance is 93% for the academic year is absent for 13 days (two & half school weeks). Identify barriers for individual children and try to remove them. The parent contract will be reviewed or set up.

At this stage, Letter 2 is sent home which invites parents/carers to attend an Attendance Clinic at the school or a Telephone Appointment to support the family. After the date of the Clinic, a "Follow Up" letter is sent out which either confirms their attendance at the Clinic, what discussion took place and any support offered or if they did not attend, what will happen if their child's attendance drops to the third stage. At this stage, all future absences, without medical evidence, are marked as 'unauthorised'. Parent Contracts are normally in place and being reviewed regularly.

Stage 3 intervention

A child whose attendance is 90% for the academic year is absent for 19 days (almost four school weeks). Review the parent contract. Evaluate weekly/fortnightly with parents.

At this stage, Letter 3 is sent home which encourages parents/carers to attend a meeting with the Attendance Senior Lead at a given time to discuss their child's attendance and to complete the Attendance Improvement Agreement (p19). The letter explains that if their child's attendance remains irregular; a parent contact will be set up to support the parent and to avoid fines, the Local Authority may be requested to take more formal action which could result in a Penalty Notice and/or prosecution. The child's Attendance Certificate is enclosed regarding Penalty Notices. Follow up letters are sent after the date of the meeting; confirming whether the parents/carers attended or not and detailing the outcome of the meeting; including any support agreed and clear steps in the parent contract. A '10 in 10' commences from this point if appropriate (10 absences in 10 weeks in East Sussex) and if no further improvement is seen in these 10 weeks a Fixed Penalty Notice will be submitted.

Stage 4 intervention

A child whose attendance is 85% for the academic year is absent for 28 days (five & half school weeks). Introduce a Educational supervision order.

At this stage, Letter 4 is sent home which explains that despite the school's intervention and support and attempting to engage with parents/carers several times in order to support with improvements in attendance, that there still does not seem to be any significant improvement with their child's attendance. The letter explains that it has now become necessary for the school to refer their concerns to the Education Welfare Service. Pupil's Attendance Certificate is enclosed and details are recorded onto the school's Attendance Overview. Here an Educational supervision order (ESO) could be adopted or this may become a case for children's social care or the Magistrates courts.

A weekly meeting between the Senior Attendance Lead and Attendance Administrator takes place to review attendance of all pupils who have reached each of the threshold intervention levels. The personal circumstances of each child is discussed, along with improvements made, to determine whether the intervention is needed.

The Senior Attendance Lead is also the Designated Safeguarding Lead (DSL), which ensures triangulation of safeguarding / pastoral information. All attendance concerns are recorded onto the school's electronic safeguarding system (Bromcom/(CPOMs) to ensure DSL analysis and actions are recorded.

Holiday Absence, Appendix 3

- Responsibility for good attendance is shared between school, parent/carer and pupil. It is made clear to parents/carers that any absence from school will disrupt their child's learning.
- Parents/carers must complete a 'Withdrawal From Learning Request Form' which they are given by the office, alongside an ESCC leaflet about Holidays During Term Time.
- This form must be authorised by the Headteacher.
- Once this is completed, the reply slip, along with an accompanying letter (and ESCC leaflet) is given back to the parents/carers. A copy of this is filed and the holiday is recorded onto the Withdrawal From Learning Tracker
- Once the holiday is taken, and if 5 sessions or more, the form is sent to ESBAS for a holiday penalty fine.
- If the holiday is taken without Withdrawal From Learning Form completed, a letter is sent home to parents/carers explaining that the school is aware they went on holiday and asking them to present evidence of exceptional circumstance within the date specified. Leaflet from ESCC is enclosed, the form is sent to ESBAS for a holiday penalty fine if evidence of exceptional circumstance is not received by the specified date.
- A penalty notice is requested for all parents who are liable; this includes a step-parent or other carer and can include an absent parent. If the parents live at separate addresses, a letter stating the absence is unauthorised must be sent to both of them regardless of which parent made the request.

Rewarding Good Attendance

The majority of pupils at our school have a good attendance record. Pupils are given incentives to attend regularly and punctually.

Examples include:

- Weekly class attendance award for the class with the highest attendance
- Weekly 'Classopoly' reward for all classes with attendance above 95%
- Certificates / rewards given for pupils with outstanding termly attendance
- Certificates / rewards given for pupils with improved attendance and/or punctuality
- Termly class attendance award of popcorn for the class with the highest attendance.
- Rewards for outstanding annual attendance include certificates and contact home
- Improvement postcards sent home for effort in improved attendance and / or punctuality.

- Attendance passports will be used to target improved attendance or punctuality. Each child on the passport will agree to a weekly reward with the attendance lead. When the child is ready to come off the passport they will get awarded with an aspiring alligator soft toy to keep to celebrate their success.

- Every term each class teacher will select one child in their class to be the attendance champion. Teachers will explain why a child has been selected and award them with an aspiring alligator soft

toy. The aspiring alligator will sit in the classroom the whole term so the class teacher can refer to it as an incentive. The attendance champion could be selected for:



- Having exemplary attendance (100%)
- Having significantly improved their attendance
- Significantly improving punctuality

- Class competition – Across a term each class will compete in a game of ‘Classopoly’, the Classopoly board will feature local landmarks and street names. All classes with a weekly attendance of 95% or more will be invited to roll a large, inflatable dice and will get to move their class marker to a class attendance prize on the board. The results of the Classopoly game will be reported in the celebration assembly each week.

Those people responsible for attendance matters in this school are:

- Mrs Rigby: Deputy Head teacher, DSL and strategic attendance Lead
- Mrs Burman: DDSL and Attendance officer

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Attendance Categories

Category/colour:	Excellent	Good	Poor	Cause for concern
%:	98% or above	96-97.9%	90.1%-95.9%	90% or less
Days absence per year:	0 - 3 days	4 - 8 days	9 - 18 days	19 days or more

Recording

Attendance documents issued to parents / carers are saved directly to the pupil record on BromCom and CPOMs is updated to detail current attendance status of the pupil concerned.

Any verbal / phone / email communication with parents around attendance is recorded on BromCom (as well as CPOMs if there are safeguarding concerns).

Appendices

Appendix 1 – Lateness

Letter 1

Dear Parent/Carer of _____

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to XXXXs current number of late sessions is 3.

Being late to school and registration 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:

5 minutes late every day = 3 days of school lost a year

10 Minutes late every day = 6.5 days of school lost a year

15 Minutes late every day = 10 days of school lost a year

20 minutes late every day = 13 days of school lost a year

30 minutes late every day = 19 days of school lost a year

Students are expected to arrive at school by 8:40am each day to ensure they are in class for morning registration at 9:00am. At 9:05 am the registers close and your child will receive a late mark 'L'. 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. Pupils arriving after 9:30am will be marked as a "U" which is an unauthorised absence.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01323 762129. Alternatively, we offer an informal 'Attendance Drop In' on a Monday and Thursday morning from 8:30am - 9:00am.

Yours Sincerely,

Mrs Burman
Attendance Officer

Lateness Letter 2

Dear X

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions.

Further to my previous letter dated _____, we are writing to you as your child has now been late 6 times. This is concerning.

We are closely monitoring your child's attendance and lateness. Any child arriving after 9:05am is given a late mark (L) in the register. Due toconsistently arriving late, any arrival after 9:05am will now be recorded as an unauthorised absence (U), from the date of this letter. If a child accrues 10 sessions of unauthorised absences during the period of 10 school weeks due to lateness, we will be requesting regular meetings or a parent contract drawn up.

Being late to school and registration 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:

5 minutes late every day = 3 days of school lost a year

10 Minutes late every day = 6.5 days of school lost a year

15 Minutes late every day = 10 days of school lost a year

20 minutes late every day = 13 days of school lost a year

30 minutes late every day = 19 days of school lost a year

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01323 762129. Alternatively, we offer an informal 'Attendance Drop In' on a Monday and Thursday morning from 8:30am - 9:00am.

Yours Sincerely,

Mrs Burman
Attendance officer

Lateness Letter 3

WARNING OF POSSIBLE ISSUE OF PENALTY NOTICE

Dear X

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions.

Further to my previous letters dated..... &, we are writing to you as your child has continued to arrive late. This is very concerning.

As you know, we are now recording any arrival after 9:05am as an unauthorised absence. Your childhas accrued unauthorised absences in the last weeks. A further Unauthorised Absences will result in a Penalty Notice being issued. (Education supervision order being enforced by the LA)

If a child accrues 10 sessions of unauthorised absences during the period of 10 school weeks due to lateness, we will be requesting that a Penalty Notice be issued.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01323 762129. Alternatively, we offer an informal 'Attendance Drop In' on a Monday and Thursday morning from 8:30am - 9:00am.

Yours Sincerely,

Mrs Burman
Attendance officer

Lateness Letter 4

Dear X

Further to my previous letters, we are writing to you again about your child's persistent lateness. This is concerning.

As a parent, you are responsible for ensuring your child receives an education. The law says that if you do not make sure your children go to school you are guilty of an offence. You can be fined by being issued with a penalty notice, or prosecuted.

It was explained in the previous letter sent that if a pupil arrives at school after the register has closed, it is recorded as an unauthorised absence. Ten unauthorised lates will result in a Penalty Issue.

I regret to inform you that since the last letter sent (dated X), your child has accrued ten further unauthorised absences as a result of being late. A Penalty Notice is therefore being issued.

Yours Sincerely,

Mrs Burman
Attendance officer

Appendix 2 – Absence

Absence Stage 1 Letter

Dear X,

Re Absence: Pupil Name, Class

We are very keen to ensure that all children attend school regularly as it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

The school target for attendance is 96%. As a result of the number of days your child has been absent, they are at risk of not achieving this.

We understand that your child's absence may be for a range of reasons including illness but as their target is below school target, we feel it is important to share it with you.

The school actively encourages regular attendance. Children need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage.

Parents are responsible for ensuring that children attend school. It is the schools responsibility to support attendance and to take seriously problems which may lead to non-attendance. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time.

Please find enclosed your child's attendance certificate.

Please can you speak to your child about the importance of attendance. If you are having difficulty getting your child to school, please do not hesitate to contact the office and make an appointment to see one of the attendance leads..

Your child' attendance will now be closely monitored and should further absences occur, then you will be invited in to discuss this further. We may need to consider putting in place a parent contract to support the attendance of your child/children.

In the meanwhile, I would like to remind you that you have a legal duty to ensure regular attendance and that if you fail to do so you may commit an offence – S 444 Education Act 1996.

Yours Sincerely,

Mrs Burman
Attendance officer

Absence Stage 2 Letter - Invite

Dear X,

Re Absence: Name of Pupil, Class

As you are aware, East Sussex Schools are having a real focus on attendance as this has such a huge impact on children's learning. As a school, we are following all the East Sussex guidelines but we are also trying to be proactive in supporting families with any attendance issues before an Education Welfare Officer becomes involved.

From the start of the Academic year X has missed X days. This means their attendance percentage is presently only X% which is below our school target of 96%.

Please find enclosed your child's Registration Certificate. If any absences are due to medical reasons, please ensure you bring relevant doctor's notes and appointment details.

At X%, your child is now at risk of becoming considered a 'persistent absentee' by the Department for Education. We are seriously concerned.

Therefore, I would ask that you attend our weekly 'Attendance Clinic' which takes place on _____ at _____. This is a supportive meeting which reviews our Attendance Policy and will enable you to honestly discuss any issues or barriers to your child attending school. We will review the parent contract and want to avoid any Education Supervision Order and any legal routes the LA can take.

Working in partnership with you, Shinewater seeks to understand the difficulties that may be presented and the Attendance Clinic provides the opportunity to determine if the school can do anything further to support.

If you are unable to attend the Attendance Clinic but wish to discuss your concerns and how the school might be able to help, please call me on 01323 762129. I am sure you are aware that it is important that your child maintains regular attendance, as any absence may interrupt their academic progress and may have an effect on friendships. You should also be aware that regular attendance is a legal requirement.

We look forward to talking with you and working in partnership to see an improvement.

In the meanwhile, I would like to remind you that you have a legal duty to ensure regular attendance and that if you fail to do so you may commit an offence – S 444 Education Act 1996.

Yours Sincerely,

Mrs Burman
Attendance officer

Letter 2 – Follow Up: Showed

Date

Address

Dear X,

As a result of your child missing X days, you were invited to attend an Attendance Meeting. Thank you for attending and / or telephoning to discuss the issues. This is really important as we value our home / school partnership and want to work with you to improve your child's attendance.

The importance of attendance was explained along with what the law says ('education is not an option – it's compulsory'). The need to avoid taking family holidays during term time was discussed and strategies for how parents can help raise their child's attendance were explored.

Thank you for bringing to my attention....

I have now spoken with the Deputy head teacher, Jen Rigby, and we have agreed the school will be able to support in the following ways:

-

I am sure that X's attendance will continue to improve and that it will not be long before her/ his attendance figure meets our school target of 96%.

Please remember, that if you have any concerns with regards to X's attendance, you are more than welcome to come and discuss them with me.

It was good to speak with you today, thank you once again for attending / calling.

Yours Sincerely,

Mrs Burman

Attendance officer

Letter 2 – Follow Up: Did not show

Date

Address

Dear X,

As a result of your child missing X days, you were invited to attend an Attendance Clinic. It was a shame you did not attend.

You were also given the option to telephone to see if there was anything the school could do to support, however you clearly did not feel this was necessary.

Please find enclosed a leaflet about the importance of attendance and what the law says.

It is important that you are aware of what could possibly happen in the future, should your child's attendance continue to fall:

- should your child's attendance slip further, intervention will be necessary by meeting with the school's Attendance Leads, myself and Mrs Rigby. They will determine whether or not targets need to be set and if not met, a notice to prosecute will be issued.
- if your child's attendance falls further, your child is considered a 'persistent absentee' by the Department for Education and this will remain on your child's school records. The Local Authority will intervene and if necessary, a court appearance and fine may follow.

I am sure that X's attendance will continue to improve and that it will not be long before her/ his attendance figure meets our school target of 96%.

Please remember, that if you have any concerns with regards to X's attendance, you are more than welcome to come and discuss them with us. We are here to support.

Yours Sincerely,

Mrs Burman and Mrs Rigby
Attendance Leads

Attendance Stage 3 Letter - Invite

Dear X,

Re Absence: Name of Pupil, Class

I am writing to inform you that X's attendance is still causing concern. We are very worried that continued poor attendance is affecting X's progress and I would like to meet with you.

Should X's attendance remain irregular; the Local Authority may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

We need to bring the following to your attention -

Local authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

It is requested with urgency, that you attend a meeting to discuss X's attendance.

I would like to meet with you at Shinewater on:

DATE at TIME

Please ring the school to confirm that you will be attending on 01323 762129

During the meeting we will discuss any concerns you may have, so we can continue to support your child in making good progress. We may also set targets in order to avoid further prosecution. I trust that you will work with us to improve your child's attendance.

If you have any queries, please do not hesitate to contact me.

Yours Sincerely,

Mrs Burman and Mrs Rigby

Attendance Leads

**ASSESS, PLAN, DO AND REVIEW
AND
ATTENDANCE IMPROVEMENT AGREEMENT**

Meeting held at: _____ (School)

On: _____ (Date)

Present at Meeting:

.....

Pupil's Name:	
Date of Birth: Year:	
Parent/Carers (1) Name Date of Birth Address Parent/Carers (2) Name Date of Birth Address (if different)	
Absent Parent/Carer Name Date of Birth	

Address	
Sibling Details:	
% Attendance and unauthorised sessions on invite	
Other Agencies involved with family	

Assess reasons and factors affecting attendance provided by the parent/carer and pupil:

1	Are there any bullying or friendship issues
2	What is the reason for the absences?
3	
4	

Outcomes for the above actions:

1	
2	
3	

4	
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AGREEMENTS MADE FOLLOWING DISCUSSION:

The SCHOOL will:

- (a) Monitor attendance on a weekly basis
- (b) Set an attendance and punctuality target of 100% for the remainder of Term ...
- (c) Not authorise illness without medical evidence.
- (b) Escalate to a Stage 1/Stage2/Stage3/Fixed Penalty Notice Meeting or refer to ESBAS if any further unauthorised absences occur (delete where applicable)

The pupil's attendance will therefore initially be reviewed on:

Date.....

The PARENT/S will:

- (a) Contact school daily on each day of absence.
- (b) Continue to encourage to attend school
- (c) Provide medical evidence to support any absences if attendance is 90% or below
- (d)

The PUPIL will:

- (a) 100% attendance and punctuality for the remainder of Term

(b) Complete a pupil voice

(c)

WARNING:

I/We understand that should (name) accrue a further 10 unauthorised absences over the next 10 school week period then the Education Support Behaviour & Attendance Service will be requested to issue a Penalty Notice. A Penalty Notice is issued to each parent; this is a fine of £60 if paid within the first 21 days, but will increase to £120 if paid after this period. If this is not paid within 28 days it will result in legal action.

Should a penalty notice be issued and your child's attendance declines further or deem a cause for concern, an automatic referral to ESBAS (Education Support, Behaviour Service) will be submitted for further intervention in support of improved attendance.

Signed: Parent/Carer

Signed: Parent/Carer

Signed: School (1)

Signed: School (2)

Dated:

Review date	Outcome

Attendance Stage 3 Letter – Follow Up: Showed

Date

Address

Dear X,

Thank you for attending a meeting with us today with regards to X's attendance. As we explained at the meeting, your child has now missed X days of schooling and is only at X% which is why you were invited to meet with us today.

I was delighted to hear...

I appreciate you sharing with me...

The following actions were agreed:

xxx

We are sure that X's attendance will continue to improve and that it will not be long before their attendance figure improves and even gets closer to 96%, in line with our school and the Government's targets.

Please remember, that if you have any concerns with regards to your child's attendance, you are more than welcome to come and discuss them with us.

It was good to meet with you today, thank you once again for attending,

Yours Sincerely,

Mrs Burman and Mrs Rigby

Attendance Leads

Attendance Letter 3 – Follow Up: Did Not Show

Date

Address

Dear X,

WARNING OF POSSIBLE ISSUE OF PENALTY NOTICE

You were invited by letter dated [date] to attend a meeting on [date]. This was to give you an opportunity to discuss any difficulties you may be experiencing in fulfilling your legal responsibility with regard to school attendance and to discuss how we could support you in this. You did not attend the meeting and no response was received to our invitation.

If you wish for a meeting to be re-scheduled then please contact me on 01323 762129 to rearrange at a mutually convenient date and time.

I confirm that I shall monitor [Student's Name] attendance and review this periodically.

This letter is a warning that should [student's name] accrue 10 sessions of unauthorised absence during the next 10 school week period we will be requesting that a Penalty Notice be issued.

A Penalty Notice is issued to each parent; this is a fine of £60 if paid within the first 21 days but will increase to £120 if paid after this period. If this is not paid within 28 days, it will result in legal action.

If you have any queries, please contact me on the number above.

Yours Sincerely,

Mrs Burman and Mrs Rigby

Attendance Leads

Stage 4 Letter

Date

Address

Dear X,

Re Absence: Name of Pupil, Class

I note that there has been no significant improvement in your child's attendance since our last meeting.

X's attendance for this academic year has fallen to % which means they have missed X days of school. This is a significant concern despite intervention from a range of staff at X School.

Furthermore I have not received any satisfactory explanation for absences.

Children whose attendance is below 90% are noted by the Department for Education as being "persistent absentees," which means that they are recognised as missing school on a regular basis.

Please find your child's Registration Certificate enclosed.

The school has attempted to engage with you several times in order to support with improvements in attendance. It has now become necessary to refer and the concerns around your child's attendance to the Education Welfare Service.

An Education Welfare Officer will contact you in due course. Should you have anything you wish to discuss concerning this matter, I will continue to be available.

Please contact me on 01323 762129 should you require an appointment.

Yours Sincerely,

Mrs Burman/ Mrs Rigby

Attendance Leads

Appendix 3a – Holiday Absence

Date

Address

Dear X,

Withdrawal from Learning Application – Names of Pupils

Thank you for your recent request for an absence in term time for X days from X returning to school on X.

I am not able to authorise this absence – the absence is not deemed as an exceptional circumstance. I realise that you will be disappointed by my decision, but from September 2013 new Government guidance means that, as Head/ Deputy Head, I am no longer able to authorise any requests for children to be taken out of school unless there are exceptional circumstances.

We will be notifying the Local Authority of the unauthorised absence and a Penalty Notice may be issued.

Please note that Penalty notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. If the Penalty Notice remains unpaid, this will result in further legal intervention. Unauthorised absence may also result in prosecution under section 444 Education Act 1996. Please note that once a Penalty Notice has been issued there is no right of appeal.

Please be aware that if you take your child out of school for a holiday of less than 5 days, and your child is sick immediately before/after the holiday or has extra days off immediately before/after it, we will ask for a copy of your holiday booking or a doctor's certificate to confirm the dates of your holiday or the dates of any sickness. Failure to produce this evidence will result in the School referring you to the Local Authority for a Penalty Notice of £60 per child, per parent.

I hope you will understand and support our efforts in sustaining high attendance and attainment at X School.

Yours Sincerely,

Mrs Evason

Headteacher

Appendix 3b – Holiday Request Not Submitted

Dear x

Re: Name of Pupil, Class

I am writing in regard to X's absence between X and X.

It is our understanding that X was on holiday during these dates. This letter is to advise you that I am unable to authorise this as time off in term time is for exceptional and unavoidable circumstances.

Government guidance means that, as a Head Teacher, I am no longer able to authorise any requests for children to be taken out of school unless there are exceptional circumstances and family holidays do not fall into this category.

Should you wish to present evidence of exceptional circumstances for the absence, please contact me by x so that the information can be considered. If I do not hear from you by this date **we will request a Penalty Notice be issued by the local authority. Please note that if a Penalty Notice is issued this will be to each parent (for each child) incurring a fine of £60 which increases to £120 if not paid within 21 days. Once a Penalty Notice has been issued there is no right of appeal.**

Yours sincerely,

Mrs Evason

Headteacher