



# **Grendon Primary School Attendance Policy 2023**

Approved by the Full Governing Board: December 2023

Review date: December 2024

Person Responsible: Sarah Jones

## 1. Aim

We aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

and in doing so, ensure our schools aims can be met, our vision achieved and our ethos realised.

We will do this by:

- setting the culture for and expecting high standards of attendance and communicating these clearly.
- implementing strategies to promote excellent attendance and punctuality and reduce absence.
- rigorously monitoring attendance data in order to spot trends and identify patterns.
- building strong relationships with families, listening, understanding and empathising with identified barriers to attendance, but never tolerating them.
- facilitating support either from within school, from our team of professionals or by making referrals to outside agencies.
- enforcing attendance through statutory intervention or prosecution where all other avenues have been exhausted.

## 2. Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and the Working Together to Improve School Attendance document, (September 2022) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## 3. Equalities Statement

In line with our equalities statement, policy and objectives, we ensure that this policy is applied equally, irrespective of race, gender, disability, belief, sexual identity and orientation, age, or socio-economic background. However, we also understand that all people have different needs and that treating people equally, does not always mean treating them the same.

## **4. Roles and Responsibilities**

### **4.1 Key Staff are:**

- Headteacher - Helen Ridley
- Deputy Headteacher (Pastoral) - Andrew Darby
- SENDCo - Paige Prendeville
- Senior Leader Responsible for the strategic direction of attendance - Sarah Jones (Pastoral Manager)
- Pastoral Teaching Assistant - Tracey Caro
- Senior Office Manager - Angela Rainford
- Senior Secretary - Steph Lewis
- Pastoral Link Governor - Clare Symons
- Chair of Governing Board - Jo Baker

### **4.2 The Governing Board will:**

- discuss and approve the Attendance Policy annually.
- appoint a Link Governor for attendance to meet with the Pastoral Manager each term, report directly to the Provision and Performance Committee and in summary to the Full Governing Board.
- monitor attendance figures for the whole school on a termly basis.
- hold the Headteacher to account for the implementation of this policy and monitor and evaluate its impact.

### **4.3 The Headteacher will:**

- set the culture and ethos to promote excellent attendance.
- implementing policy and practice.
- promote whole school attendance messages.
- communicate clearly with all stakeholders.
- monitor and evaluate school-level absence data at timely intervals.
- support staff with monitoring the attendance of individual pupils.
- issue fixed-penalty notices, where necessary.
- ensure compliance in required returns, e.g. reduced timetables.
- implement Birmingham City Council guidance and school policy for emergency closures.
- inform parents of starting times of the school day and the importance of being on time.
- inform parents of the school dates and any additional dates when a pupil is not expected to attend.

### **4.4 The Deputy Headteacher will:**

- implement Birmingham City Council procedures for leave during term time.
- conduct early help offer meetings in line with Fast Track process.
- make submissions to the Local Authority for any child on a reduced timetable.
- produce case studies for any child on a reduced timetable.

- ensure risk reduction plans are in place for any child at risk of suspension or permanent exclusion, update these after any period of suspension and share with parents during the return to school meeting.
- ensure all transition processes are carried out in an efficient and timely manner, including for Year 6-7 transition and all in year leavers.

#### **4.5 The Leadership Team will:**

- know and understand key messages from whole school attendance data.
- support members of staff in having initial with parents about attendance.
- model high expectations and standards.
- support the Headteacher to set school culture and ethos.
- share concerns with key staff above.
- ensure safeguarding logs are made in a timely manner making offers of support explicit.

#### **4.6 The Pastoral Manager will:**

- monitor attendance data across the school and at an individual pupil level.
- support and monitor effectiveness of Pastoral Teaching Assistant.
- report concerns about attendance to the Headteacher.
- plan and implement Early Help wherever needed.
- work with outside professionals to tackle persistent absence.
- arrange calls and meetings with parents to discuss attendance issues.
- communicate key attendance messages to staff and children.
- implement strategies to promote excellent attendance.
- liaise with the Court Advisor for our school.
- conduct home visits where attendance is a concern.
- carry out induction meetings for in year admissions.
- use FastTrack policy and practice to ensure children's right to an education is met.

#### **4.7 Pastoral Teaching Assistant will:**

- support the Pastoral Manager as directed.
- complete a daily walkabout to check attendance before first day calls are made.
- make 'first day phone calls' to parents/carers of children who are not in school and where we have no notification regarding the absence.
- Provide data to office staff for coding registers.
- share relevant information with class teacher via cpoms.
- meet and greet children and families each morning and share positive messages when children are collected.
- discuss punctuality and reasons for lateness with families as they arrive.
- build relationships, support families and remove barriers to attendance.
- send additional personalised text messages to inform parents about impact of absence where necessary.

- provide weekly data for Leaders and staff.
- produce half termly attendance print outs for all children.
- group children according to attendance rates and produce appropriate tiered letters.
- track progress towards HERO badges.
- analyse data half termly and re-group children accordingly.

#### **4.8 Class teachers and teaching assistants will:**

- record attendance on a daily basis, using the present or absent codes, and submit this information to the school office.
- actively promote the benefits of excellent attendance with their class.
- plan and teach exciting and engaging lessons that children want to be involved in.
- notice patterns in attendance and liaise with the Pastoral Manager about these.
- communicate individual attendance messages during parents evening.
- know their class attendance each week and communicating this to their class.
- implement whole school attendance strategies and give rewards in accordance with this.

#### **4.9 Senior Office Manager and Senior Secretary will:**

- take calls from parents about absence and record it on the school system.
- give advice about length of absences in line with public health advice or school policy.
- ensure required data returns are completed and submitted.
- ensure school holds more than 1 emergency contact for each child on roll.
- liaise with Pastoral Teacher Assistant to update register codes.
- update the attendance registers using DfE codes for absence and guidance regarding attendance.

#### **4.10 Parents will:**

- ensure children are in school from 8.40am and by 8.50am at the latest.
- accompany children to the school office if they are late.
- notify the school by phone call (0121 474 2460) or email ([enquiry@grendon.bham.sch.uk](mailto:enquiry@grendon.bham.sch.uk)) of unexpected absence, and give the reason for this.
- ensure that they do not take leave during term time, except in the most exceptional of circumstances, where requests to school are made in the correct way.
- attend meetings relating to their child's attendance or request for term time leave and access support made available to them.
- provide medical evidence of absences when requested by school.
- work with school to access recommended Early Help strategies.
- check that children have everything that they need for school.

#### **4.10 Children will:**

- come to school every day that they can.
- bring everything with them that they need for the day.
- come into school ready to learn.
- ask for help if they need support to do this.

## **5. Recording Attendance**

### **5.1 Registers (Pupil Registration Forms)**

We will keep an attendance register that lists all pupils on the school roll. A pupil's name will only be deleted for a valid reason. We understand that removing a pupil's name for any other reason would constitute off-rolling. We follow all advice from Birmingham City Council, our Safeguarding and Child Protection Policy and Keeping Children Safe in Education.

Pupils can arrive in school from 8.40am, and must be in school by 8.50am at the latest, on each school day. We will take our attendance register at the start of the morning session of each school day, (8.50am) and again at the start of the afternoon session, (1.05pm Reception & KS1 and 1.10pm KS2). It will mark whether every pupil is:

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

There will never be any blanks left on an attendance register.

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

The register for the morning session will be kept open until 9.20am. For the afternoon session, registers will be kept open until 1.15pm for Reception and KS1 or 1.20pm for KS2.

### **5.2 Lateness**

Children who arrive between 9.00am and 9.20am will collect a late slip from the office and be marked as late (L) in the register.

Children arriving after the register has closed at 9.20am will be marked with the U code.

### **5.3 Authorised Absence**

There are three main categories of authorised absence:

- When a pupil is prevented from attending by sickness or any unavoidable cause agreed by school.
- If a day is exclusively set apart for religious observance by the religious body to which the parent belongs.
- On the grounds that suitable transport has not been provided by the LA and the school is not within walking distance

Other categories of absence which are specifically authorised by legislation are:

- The child is taking part in approved work experience where the head teacher is satisfied that attendances are properly monitored.
- The child is taking part in a public performance approved and licensed by the LA.
- Leave has been granted for an annual holiday in term time, though only in exceptional circumstances. This can be done only by the Chair of Governors or the Head Teacher.

The Head Teacher, acting for the Governing Body, might wish to exercise their discretion to authorise absence on the grounds of:

- Domestic circumstances which would include the death of a close member of the child's family, a house fire or other exceptional traumatic event.
- Attendance for an interview for another educational establishment or an approved sporting activity.
- Medical or dental appointments if such appointments must unavoidably be made during school hours.
- Fixed term exclusions.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised after discussions with parents/carers, who will be notified of this.

#### **5.4 Unauthorised Absence**

A note from parents does not automatically authorise a pupil's absence. Only the Head Teacher except in cases where the pupil is sick, can authorise any absence. Reasons given by parents should be considered carefully and need not be accepted as authorising the pupil's non attendance e.g. day off for birthday, shopping, overslept.

#### **5.5 Persistent Absence and Severe Absence**

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Children with severe absence, are out of school more than they are in – their attendance is 50% or less.

In both cases, but always for severe absence, all partners should work together to remove barriers quickly and efficiently, including by consideration of an EHCP or securing alternative provision where barriers cannot be removed.

#### **5.6 Leave During Term Time**

Any requests for leave during term time must be made in writing to Mr A. Darby, Deputy Headteacher, before any leave is booked. The request must clearly detail the purpose and the dates for leave requested.

A meeting will be arranged to discuss the request further.

While always considering each individual request, it is only in the most exceptional circumstances that leave will be granted. For example, it is unlikely that leave would be granted for the purpose of a family holiday.

For any leave, whether authorised or not, once the booking is made school must have evidence of holiday details, showing children's names clearly.

If parents choose to continue with despite it being unauthorised by school, they risk being fine under the Birmingham City Council Leave During Term Time procedure.

#### **5.7 Reduced Time Tables**

Although all children are entitled to full time provision, there may be a need to introduce a part time timetable to meet individual need. Part time timetable returns are made every half term to Birmingham City Council. We understand that reduced timetables should:

- be used for the shortest time possible.
- not be used to manage behaviour.
- be agreed with parents and have a formal review date.
- be time limited, with the pupil returning to full time provision in school or at alternative provision.

## **6. Children with Medical Conditions or Special Educational Needs and Disabilities**

We understand that treating everybody equally, does not always mean treating everybody the same. Everybody has differing needs. Although children have the same right to education and our ambition is to achieve this, we know that their significant needs and identified barriers to learning will mean additional support will be needed to realise this. Please see details of separate policies for further information.

## **7. Monitoring and Evaluation of Attendance**

**Each day we:**

- know who isn't in school and why.
- code absence properly in order to ensure compliance and aid monitoring and evaluation.
- monitor attendance of identified children.
- involve and engage pupils in their own attendance through the HEROs process.

**Each week we:**

- share print outs and main messages with Leaders and class teachers.
- monitor attendance of children in tiered groups.
- identify trends for further discussion and action.
- use display and assemblies to share and discuss main messages with children.
- send personalised text messages where required to inform parents about the impact of absence.

**Each half term we:**

- group all children according to attendance percentage and respond accordingly in line with our tiered system.
- produce and update an action plan for all persistent and severe absentees.
- send attendance print outs to parents for all children, along with a correct tiered letter.
- produce detailed group analysis of attendance trends, e.g. SEND, PP, Boys girls, ethnic groups.
- evaluate and share main messages with all staff.

**Each term we:**

- use census data to evaluate.
- evaluate the action plan for persistent and severe absentees and produce a new one.
- produce a written report to the attendance Link Governor and meet to discuss challenges and mitigating actions.
- bench mark school data against national data published by the DfE as part of its national statistics.



## **8. Legal Sanctions**

At Grendon, we implement Birmingham City Council's:

- FAST-track to Attendance process. This is a legal process which is designed to tackle on-going unauthorised attendance.
- Leave in Term Time process. This is a legal process for cases of leave during term time.

Please see Appendix 2 for further details.

## **9. Strategies for Promoting Excellent Attendance**

### **Setting the Culture - it's good to attend**

- Increase pupil voice and their engagement and involvement in school life and their learning.
- Ensure attendance is high profile around school by making effective use of displays and assemblies.
- Set high expectations - children are expected to be in school, on time with the right equipment every day and we will challenge every time they are not.
- Prioritise workload and wellbeing of staff by adding a Pastoral Teaching Assistant to the Pastoral Team.

### **Curriculum**

- Use our enrichment programme and curriculum to raise aspirations of children. Regularly discuss the importance of education.
- Ensure there is a purpose for each day - teachers discuss what's coming next, why children need to attend and reference prior learning in every lesson.
- Use our chocolate chips and enrichment programme to ensure children are excited by their learning.

### **Community**

- Maximise opportunities for parent drop ins or coffee mornings.
- Increase parental engagement by organising classroom share sessions, welcome meetings, parent workshops.
- Increase community assemblies, for all to attend.
- Ensure opportunities for parental engagement in whole school days and events.

### **Communication**

- Improve use of social media to connect all stakeholders to school life.
- Ensure attendance is part of every whole school letter and that the format is consistent.
- Continue to publicise attendance on the website.
- Develop a positive and proactive whole school language around attendance
- Provide a structure for parents evening to share attendance messages with parents.

### **Analysis of data through our tiered approach**

At the end of each half term we will group all children according to their attendance for that half term, send attendance print outs to parents and take action as follows:

- 100% attendance - children receive a 100% attendance certificate. A Bronze certificate is awarded for one term 100% attendance, a Silver for two and a Gold for all three.
- Award House Points (2, 5 and 10) to every child when they achieve a Bronze, Silver or Gold certificate.

- 97.0% - 99.99% - parents receive Letter 1, congratulating them on achieving expected or above attendance. The Pastoral Teacher Assistant will monitor the attendance of this group during the following half term.
- 94% - 96.99% - parents receive Letter 2, warning them that attendance has fallen just below what is expected and asking them to work with us to ensure this improves over the next half term. The Deputy Headteacher will monitor the attendance of this group and meet parents where this is not improving.
- 90.01% - 93.99% - parents receive Letter 3, warning them that attendance is significantly below expected and that improvement is needed in order to prevent children becoming persistently absent. The Headteacher will monitor the attendance of this group and meet parents where this is not improving.
- 90% or below - parents receive Letter 4, warning them that children are currently identified as persistently absent and inviting them to a meeting to discuss this. The Pastoral Manager will monitor the attendance of this group and take further action where this is not improving.

We are mindful that for all tiers, genuine illness cannot be helped and understand that during short timescales, the significance of this increases. We will consider each case as an individual during this process.

### **Early Help**

We recognise the importance of identifying need and taking appropriate action at an early point in order to reduce or remove barriers to attendance. At all stages in the process above, we will:

- work with families to understand barriers.
- listen to and empathise with challenges identified.
- provide support either from our in-house professionals or make referrals to outside agencies where required.

### **Implement the 'Here Every day, Ready and On time' system, (Heros)**

- Children have access to a stamp and stamp individual attendance cards to record attendance and punctuality between 8.40am -8.50am daily.
- The stamp is put away at 8.50am.
- At the end of the week, children with 5 attendance stamps will earn a raffle ticket for the box.
- At the end of a half term, one child will be drawn from the raffle box to receive a £10 voucher.
- There will be a second £10 voucher prize for each class for the most improved attender that half term.
- At the end of half term, children achieving 100% attendance receive a certificate in line with the tiered process above.
- At the end of a term, children with 100% attendance receive a bronze, silver or gold pin badge.
- At the end of the year, children with 100% attendance, (who have bronze, silver and gold pin badges), win a prize.

### **Illness Protocol**

- Illness is the most common reason for absence.
- We trust our parents. listen to and believe reasons for illness absence, unless we have further cause for concern.
- We provide early help in school.
- Our own school nurse is in school every week to speak to children and families.
- We share 'Is my child too ill for school' guidance with parents regularly.
- We do not regularly ask for medical evidence.
- We review reasons for illness absence and will gain consent to make a referral to the school nursing team if the child has 3 or more illness absences in half a term or 5 in a term. Once seen, if there is no improvement and no condition identified, then we send the medical absence letter and request for medical evidence.

- If we have medical evidence that a child is not fit to attend school and this lasts for 15 school days or more (not necessarily consecutive), we make a referral to James Brindley Academy.
- If a known medical condition is affecting attendance, we gain consent for a school nurse referral, ensure a Health Care plan is in place and gain consent to write to consultant.
- We understand that when requested, medical evidence could be:
  - Copy of prescription
  - Slip with date, pupil's name and surgery stamp, signed by Receptionist
  - Medical appointment card with one appointment entered
  - Letters concerning hospital appointments
  - Print screen of medical notes
  - Doctor's letter (from a professional such as a hospital Consultant or Psychologist)
  - Evidence of phone call to NHS 111 Service
  - NHS website - parents can access child's medical notes
  - Medication prescribed by a Doctor
  - Letter from a relevant professional
- We understand that when a pupil's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence.

## **10. Strategies for Reducing Persistent Absence and Severe Absence**

In order to identify, monitor and reduce persistent and severe absence, we will:

- operate our tiered system, (see above).
- produce an action plan for all persistent and severe absentees each half term.
- conduct home visits where this is identified as an appropriate strategy.
- build relationships and offer Early Help throughout, (see above).
- improve data analysis.
- introduce parent contracts where needed.
- Work together with all agencies, including making referrals where appropriate.
- Implement Fast-track and leave during term time legal processes, (see above).

## **11. Monitoring Arrangements**

This policy will be reviewed annually by the Leadership Team led by Sarah Jones, the Senior Leader responsible for the strategic approach to attendance in school. It will be approved by the Full Governing Board.

## **12. Links to Other Policies**

This policy should be read in conjunction with:

- Safeguarding Policy
- Behaviour Policy
- Exclusions Policy
- SEND Policy
- Equalities Policy, Statement and Objectives
- Children with medical conditions who cannot access school

## Appendix 1: Register Codes

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	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **Appendix 2**

The new Penalty Notice Code of Conduct will be implemented from 1st September 2023 and brings Birmingham's thresholds into line with other local authorities and with the proposed national framework. The thresholds will be:

### **1. Attendance: When:**

- a pupil has had a minimum of 10 sessions of unauthorised absence in the previous 12 calendar months and;
- a school or place of alternative educational provision has commenced the relevant local authority legal intervention process and;
- despite that process being followed by the school, there has been little improvement in the pupil's attendance.

### **2. Unauthorised Leave in Term Time: When:**

- a pupil has been taken on an unauthorised "leave of absence" from school or a place of alternative educational provision for minimum of 10 continuous sessions (five days) and;
- the school or place of alternative educational provision have followed the relevant local authority legal intervention process, a penalty notice may be issued.

[https://www.birmingham.gov.uk/downloads/file/9013/fast-track\\_guidance](https://www.birmingham.gov.uk/downloads/file/9013/fast-track_guidance)

## Appendix 3

### Letter 1: Congratulations - T Caro ALL TERMS

Date :

Attendance Monitoring

Dear

We are writing to congratulate you for your child's current attendance. I have attached the most recent attendance print out for your information.

We know that children who attend school regularly are more likely to succeed academically and have positive mental health and wellbeing. Very well done, keep it up!

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time. We do understand children get poorly and this means sometimes they may not be able to attend school.

We ask that you continue to:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerley

Miss T Caro

Pastoral Teaching Assistant.

Letter 2a: OCTOBER Just below expected - A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 1 day. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 5 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.



Letter 2b DECEMBER: Just below expected – A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 2 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 10 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.

Letter 2c FEBRUARY: Just below expected – A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 3 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 15 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.

Letter 2d APRIL: Just below expected - A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 4 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 20 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.

Letter 2e MAY : Just below expected – A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 5 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 25 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.

Letter 2f JULY: Just below expected – A Darby

Date :

Attendance Monitoring

Dear

I am writing to make you aware that your child's current attendance has fallen just below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 6 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 30 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand that children get poorly and sometimes this prevents children from attending. If this has been the case, we know that attendance will improve over the next half term.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

Thank you for your support.

Yours sincerely

Mr A Darby

Deputy Head Teacher and Deputy Safeguarding Lead.

**Letter 3a: OCTOBER Risk of persistent absence**

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 2 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 10 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher

**Letter 3b: DECEMBER Risk of persistent absence**

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 4 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 20 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher

**Letter 3c: FEBRUARY Risk of persistent absence**

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 6 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 30 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher



**Letter 3d: APRIL Risk of persistent absence**

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 7 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 35 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher

### Letter 3e: MAY Risk of persistent absence

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 9 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 45 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher

### Letter 3f: JULY Risk of persistent absence

Date :

Attendance Monitoring

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 11 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 55 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

When attendance falls to 90% or below, children are labelled as persistent absentees. As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance. If you are experiencing difficulties preventing your child's regular attendance at school, please talk to us. However, we do understand children get poorly and this means sometimes they may not be able to attend school. We know that if this is the case, attendance will improve over the next half term.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

We ask that you:

- Ensure your child attends school every day it is open and on time. Please be aware your child may get an unauthorised absence mark when they arrive after registration closes.
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.

As a school we aim to uphold every child's right to education, (Article 28 of the UN Convention on the Rights of the Child) by:

- promoting excellent attendance
- reducing absence, including persistent absence
- ensuring children are at school on time and ready to learn

We will continue to monitor your child's attendance and look forward to seeing it improve.

Yours sincerely

Mrs H Ridley

Head Teacher

**Letter 4a: OCTOBER Persistent absence – S Jones**

Date:

RE: Attendance Monitoring and Reviews

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 4 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 20 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

**Either:**

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

**Or:**

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

**This meeting is on**

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.

**Letter 4b: DECEMBER Persistent absence – S Jones**

Date:

RE: Attendance Monitoring and Reviews

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 6 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 30 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

**Either:**

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

**Or:**

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

This meeting is on

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.

**Letter 4c: FEBRUARY Persistent absence – S Jones**

Date:

RE: Attendance Monitoring and Reviews

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 9 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 45 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

Either:

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you

will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

Or:

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

This meeting is on

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.

**Letter 4d: APRIL Persistent absence – S Jones**

Date:

RE: Attendance Monitoring and Reviews

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 12 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 60 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

Either:

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

Or:

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

This meeting is on

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.

**Letter 4e: MAY Persistent absence – S Jones**

Date:

RE: Attendance Monitoring and Reviews

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at



least 15 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 75 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

**Either:**

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

**Or:**

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

**This meeting is on**

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.

**Letter 4f: JULY Persistent absence - S Jones**

Date:

Dear

I am writing to let you know that currently, your child's attendance is significantly below what is expected. They have been identified as being persistently absent as they have missed at least 10% of their lessons so far this year. Both our and the Local authority expectation is 97%. I have attached the most recent attendance print out for your information. It will show that your child has missed at least 19 days. As well as missing out on social development, time with friends, and all of our enriching experiences, this means at least 95 lessons so far this year have been missed. As each lesson builds on what children already know, missing even one will make the next lesson more difficult for your child.

As part of our commitment to the children at our school we are keen to ensure that every child receives their legal educational entitlement to attend school regularly and on time.

We are proactive and want to work with you using our own initiatives and support to raise the importance of good attendance.

Either:

We understand that during this period of time, your child's attendance percentage has been significantly impacted by an illness or event that you have told us about and that we understand. Because of this, we will not be asking you to attend an attendance meeting with us, but know that you will do all you can to ensure your child's attendance now improves. Of course, if there is anything you would like to discuss with us, you are very welcome to make an appointment to do so.

We will monitor your child's attendance and look forward to seeing this improve from now on.

Or:

A meeting has been arranged to discuss your child's attendance and for you to be able to share any difficulties you are having that are preventing your child's regular attendance at school. Our School Nurse may also be at the meeting to offer advice and support where appropriate.

This meeting is on

It is very important that you make every effort to attend this meeting. We are here to help you. If there is a reason you cannot attend the meeting on the date above, please contact school and we will make alternative arrangements with you.

We are also a Local Authority Fast Track school. In cases where attendance does not improve despite support given families can be prosecuted under this process. This is obviously something that we want to avoid.

Yours sincerely

Mrs L Proudlock Miss S Jones

Clinical Team Leader, School Nursing Pastoral Manager Deputy Safeguarding Lead.