



Grendon Primary School Attendance Policy 2026

Approved by the Full Governing Board: July 2026

Updated October 2026 after TSM

Review date: July 2027

Person Responsible: Andrew Darby

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, (July 2026) 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 \(Penalty Notices\) \(England\) \(Amendment\) September 2024](#)
- [Working Together To Improve School Attendance \(July 2026\)](#)

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 identify 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 and contact details are:

- Headteacher and Senior Attendance Champion - Andrew Darby (adarby@grendon.bham.sch.uk)
- Acting Deputy Headteacher - Lynne Clarke (lclarke@grendon.bham.sch.uk)
- SENDCo - Paige Prendeville (pprendeville@grendon.bham.sch.uk)
- Pastoral Manager - Tracey Caro (tcaro@grendon.bham.sch.uk)
- Inclusion and Personal Development Lead - Sally Collins (scollins@grendon.bham.sch.uk)
- Senior Office Manager - Angela Rainford (enquiry@grendon.bham.sch.uk)
- Senior Secretary - Steph Lewis (enquiry@grendon.bham.sch.uk)
- SEND Link Governor - Hayley Steadman (Hsteadman@bham.sch.uk)
- Chair of Governing Board - Sam Lewis (samlewis@grendon.bham.sch.uk)

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, Deputy Headteacher and Senior Attendance Champion 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.
- implement strategies to promote excellent attendance.
- ensure all transition processes are carried out in an efficient and timely manner, including for Year 6-7 transition and all in year leavers.
- 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.
- support and monitor effectiveness of DHT and Pastoral Manager.
- communicate key attendance messages to staff and children

- carry out induction meetings for in year admissions

4.4 The Inclusion and Personal Development Lead will:

- 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.
- report concerns about attendance to the Headteacher.
- plan and implement Early Help wherever needed.

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.
- Communicate key attendance messages to staff and children

4.6 Pastoral Manager will:

- 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.
- monitor attendance data across the school and at an individual pupil level.
- work with outside professionals to tackle persistent absence.
- arrange calls and meetings with parents to discuss attendance issues.
- 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.

- liaise with the Court Advisor for our school.
- conduct home visits where attendance is a concern.
- use Support First policy and practice to ensure children's right to an education is met.
- implement Birmingham City Council procedures - Leave of Absence (Legal) Process.
- conduct early help offer meetings in line with Support First process.
- produce half termly attendance print outs for all children.
- carry out induction meetings for in year admissions.
- 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.
- plan and implement Early Help wherever needed.

4.7 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.

4.8 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 Manager to update register codes.
- update the attendance registers using DfE codes for absence and guidance regarding attendance.

4.9 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) 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, (1.10pm). 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. Codes will be used in line with guidance in 'Working Together to Improve School Attendance' guidance. N codes will be replaced with a reason as soon as we are able. Any changes to codes after this, will be logged in the note section in Arbor and the Headteacher informed.

The register for the morning session will be kept open until 9.20am. For the afternoon session, registers will be kept open until 1.20pm.

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 of Absence (Legal) Process

Any requests for leave during term time must be made in writing to Miss T Caro, Pastoral Manager, 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 of Absence (Legal) Process.

5.7 Reduced Time Tables

In exceptional circumstances, a student may need a temporary part-time or reduced timetable to meet their individual needs. For example, when a medical condition prevents a student from attending full-time education, or when a reduced timetable is part of a reintegration package.

Ofsted states that information about children missing from education is essential. You must notify BCC of any part-time education arrangements.

School must notify BCC if:

- a child in Reception to the end of year 11 is placed on a part-time or reduced timetable and is therefore not currently receiving full-time educational provision
- you are updating or extending a notification you have already submitted
- you are closing the notification

A reduced timetable must:

- 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.

Any child on a reduced timetable will have a case study documenting support and strategies in place for reintegration. A risk assessment will also mitigate any risks associated with the reduced timetable.

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.
- Share our Attendance Leaflet with any new families and induction meetings and direct them to the Attendance Policy on our website.

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.

- Offer early help to those at risk of or already are persistently or severely absent and follow this up with a second meeting if attendance has not improved.

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.
- offer early help whenever required

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.
- offer early help whenever required

8. Legal Sanctions

At Grendon, we implement Birmingham City Council's:

- Support First process. This is a legal process which is designed to tackle on-going unauthorised attendance, with an emphasis on supported families to remove barriers to attendance.
- Leave of Absence (Legal) process. This is a legal process for cases of leave during term time.

In addition, we implement the National Framework for Penalty Notices for school absence which allows parents to discharge an offence by paying a one-off penalty without the matter being referred to court where they could receive fines of hundreds of pounds and a criminal record.

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.

- Set attendance challenges at particular times in the school year.

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.
- Offer early help to those at risk of or already are persistently or severely absent and follow this up with a second meeting if attendance has not improved. We are rigorous and persistent.

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

We follow all advice and policy issued by Birmingham City Council.

- 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 Support First and Leave During Term Time legal processes, (see above).

11. Monitoring Arrangements

This policy will be reviewed annually by the Leadership Team led by Andrew Darby, 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

School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
Y3	School partially closed	Not counted in possible attendances
Y4	Whole school site unexpectedly closed	Not counted in possible attendances
Y5	Pupil in criminal justice detention	Not counted in possible attendances
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils (planned closure)	Not counted in possible attendances

KEY

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

Appendix 2

The framework introduces the idea of 'support first', which means that schools and local authorities should:

- first try to support families where attendance is a concern
- take legal action, including penalty notices, as a last resort, except in cases where support is not appropriate such as, unauthorised leave in term time

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child, of compulsory school age, regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided.

A penalty notice can be issued to each parent liable for the offence or offences.

Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change behaviour.

The national penalty notice framework also details increases to the amount parents have to pay, and the escalation process local authorities must use when more than one offence is committed within a three year period:

- the first penalty notice issued to a parent for a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days
- a second penalty notice issued to the same parent for the same pupil will be charged at a flat rate of £160 if paid within 28 days
- a third penalty notice cannot be issued to the same parent for the same child within three years of the date the first notice was issued. If the national threshold is met for a third time (or subsequent times) within the three year period, other action should be taken instead. This could include prosecution
- when three years has passed since the first penalty notice was issued, a further penalty notice can be issued but, in most cases, local authorities are likely to go straight to prosecution for what may have become an entrenched pattern of behaviour

Appendix 3

Reason for Contact	Who to Contact?	How to contact?
To report absence or to pass on urgent messages	School Office Mrs Lewis Mrs Rainford Miss Caro	0121 474 2460 enquiry@grendon.bham.sch.uk
To request leave during term time	Miss T Caro	0121 474 2460 tcaro@grendon.bham.sch.uk
To discuss barriers to attendance and/or get early help	Pastoral Manager - Miss Caro Inclusion Lead - Mrs Collins	0121 474 2460 scollins@grendon.bham.sch.uk tcaro@grendon.bham.sch.uk
To discuss safeguarding concerns	Headteacher - Mr Darby Pastoral Manager - Miss Caro Inclusion Lead - Mrs Collins	0121 464 2460 scollins@grendon.bham.sch.uk adarby@grendon.bham.sch.uk tcaro@grendon.bham.sch.uk
To discuss any classroom issues or concerns or pass information to your child's teacher	Year group email addresses. Please do not use this for urgent messages. Teachers are teaching children all day and will not have access to emails.	For example: Year2@grendon.bham.sch.uk
To raise concerns or discuss children with special educational needs or disabilities (SEND)	SENDCo - Mrs Prendeville	0121 474 2460 pprendeville@grendon.bham.sch.uk

Appendix 4

Letter 1: Congratulations ALL TERMS

GOLD ATTENDANCE GROUP

CONGRATULATIONS! Your child is currently in our gold attendance group. They are on track to receive their *GOLD* reward at the end of the Summer Term!

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 sincerely

Letter 2a: OCTOBER Just below expected

SILVER ATTENDANCE GROUP

Your child is currently in our silver attendance group. Their challenge is to improve their attendance to 97% to reach our GOLD group and earn an even better reward at the end of the Summer term!

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

SILVER ATTENDANCE GROUP

Your child is currently in our silver attendance group. Their challenge is to improve their attendance to 97% to reach our *GOLD* group and earn an even better reward at the end of the Summer term!

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.

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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.

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We are also a Local Authority Support First 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.

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COPPER ATTENDANCE GROUP

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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.

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Yours sincerely

COPPER ATTENDANCE GROUP

Your child is currently in our copper attendance group. Their challenge is to improve their attendance to over 90% to reach our BRONZE group and earn an even better reward at the end of the Summer term!

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 Support First 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