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**Springhill Primary Academy**

**Attendance & Punctuality Policy**

|  |  |
| --- | --- |
| Audience: | Parents/Carers  Academy staff and volunteers  Local Governing Bodies  Trustees |
| Approved: | March 2022  Trust Senior Leadership Team |
| Other related policies: | Safeguarding and Child protection,  Home Visits,  Health and Safety,  Admissions. |
| Policy owner: | Springhill Primary Academy |
| Policy model: | Trust |
| Review: | March 2024 |
| Version number: | 1.2 |

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1. **Mission statement**

Springhill Primary Academy is committed to providing an education of the highest quality for all its pupils. At Springhill Primary Academy we consider good and regular attendance to be above 96%. A key element is a child’s attendance at school; only by attending school regularly and punctually, will children and young people be able to take full advantage of the educational opportunities available to them. Regular school attendance is a major factor in ensuring that children are safe, achieve well and develop socially, emotionally and behaviourally. Good school attendance prepares children well for their future, preparing them for high school, further education, employment and training, and plays a crucial role in enabling them to become happy, healthy and successful adults. High achievement depends on good attendance. Children who miss out on lessons are vulnerable to falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

The whole school community; pupils, parents and carers, teaching and support staff and governors, have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this. The policy is based on current statutory and Local Authority guidance. The school will ensure that all members of the school community know of the policy and have access to it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance** | **Description** | **Approx. days lost per year** | **Approx. weeks lost per year** |
| 99-100% | Excellent | 0-4 | Less than 1 |
| 96-98% | Good | 5-9 | 1-2 |
| 95% | Satisfactory | 10-13 | 2-3 |
| 90-94% | Unsatisfactory | 14-18 | 3-4 |
| Below 90% | Persistent Absence | More than 19  Equivalent to 38 sessions | More than 4 |

The whole school community – pupils, parents and carers, teaching and support staff and all members of the Governing body – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community know of the policy and have access to it.

1. **Legal framework**

The Education Act 1996 states that:

* The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable

1. to their age, ability and aptitude, and
2. to any special educational needs, they may have, either by regular attendance at school or otherwise.

* A person begins to be of compulsory school age

1. when they attain the age of five, if they attain that age on a prescribed day, and
2. otherwise at the beginning of the prescribed day next following their attaining that age.

* A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.

1. if they attain the age of 16 after that day but before the beginning of the school year next following,
2. if they attain that age on that day, or
3. (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Springhill Primary Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

**3. School’s roles and responsibilities**

**3.1** All staff at Springhill Primary Academy have a key role to play in the safeguarding of children and in supporting and promoting excellent school attendance. All staff will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

**3.2** A member of the Senior Leadership Team will be delegated to take the school’s strategic lead on attendance and will be responsible for overseeing, directing and coordinating the school’s work in promoting regular and improved attendance. They will ensure that the school’s Attendance Policy is consistently applied throughout the school and will be responsible for analysing attendance data They will also be responsible for reporting on attendance to the Senior Leadership Team and governing body.

**3.3** The Family Liaison Officer will be responsible for attendance on a day-to-day basis and will provide support to any pupils whose attendance drops below 96%. They will be responsible for liaising with the class teacher and will contact the parents/carers to discuss the child’s attendance, and offer support when needed. They will collate attendance data and provides this along with information on the impacts of the school’s actions to improve attendance to the attendance strategic lead on a regular basis.

**3.4** A dedicated member of the admin team is responsible for maintaining the electronic registers, signs children in who arrive late, carries out first day calling and, produce and send letter to parents and carers, as directed by the headteacher.

1. **Parents’ / carers’ responsibilities**

Parents/carers are required by law to ensure that their children receive an appropriate and fulltime education.

Springhill Primary Academy expects parents / carers will:

* ensure their children attend the school regularly (96% or more) and on time;
* support their children’s attendance by not making requests for absence;
* not expect the school to agree any requests for absence, and not condone unjustified absence from school;
* notify school on the first day of absence and provide medical evidence if absence goes over 2 days which then defines the necessary length of absence;
* provide the school with a minimum of 2 emergency contact numbers; and
* provide specific medical evidence for any absences when attendance falls below 95%

1. **Pupils’ responsibilities**

All pupils should be aware of the importance of regular school attendance and punctuality.

* ensure they attend the school regularly (96% or more) and on time

If they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late, they should speak to their class teacher, a member of the pastoral team or the attendance lead.

1. **Governors’ responsibilities**

The Governing Body will make arrangements for ensuring that their functions relating to the practices of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

1. **Registration**

**7.1 Class Registers**

Class registers are recorded using Arbor. The system ensures that no children are missed, and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

**7.2 Morning registration**

Springhill Primary Academy will be open to all pupils from 8:35am and the school day begins at 8:45am. All morning registers will be completed by 9am. Children who arrive after this time will need to report to the main office and sign in as late (L). The registers will close at 9:30am across the school, anyone who arrives after this time will be marked as unauthorised (U). We will conform to the time on the clock in the school office to meet the times listed above.

**7.3 Afternoon registration**

Registers must be submitted straight after lunch before afternoon lessons commence at 1:15pm.

**7.4 First-day calling**

If a child is absent from school, a parent must call and speak with a member of staff. If a message is left on our answer machine, a member of staff will call the parent back to discuss the absence. Absences will always be challenged, especially if the child’s absence is already below 96%. We will always encourage a parent to bring their child to school unless we are following public health guidance on illness i.e., 48 hours absence for sickness/ diarrhoea.

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. We will follow this system:

* Phone parents’ contact number(s).
* Repeat this during the first morning of absence if no response.
* Phone emergency contact number(s) to establish the pupils whereabouts or to get an up-to-date contact number for the parent/carer and update the school system accordingly.
* SLT to speak to the parents at home time if they are at school to pick up other children.
* Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
* The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child’s name on Arbor. The absence will be marked as unauthorised.
* When no contact has been established the school will consider conducting a home visit or request a safe and well check from the police, if the absence is unusual or school has concerns regarding the child’s welfare. This may also result in a referral to Staffordshire Children Services.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day, this will allow the DSL to make an informed decision on the necessary response, this may include a referral to the Police or Children’s Services.

1. **Categorising absence**

Any child who is not present during registration will be marked as absent, unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

Springhill Primary Academy recognises the clear links between attendance and achievement, and attendance and the safeguarding of children. It recognises that inappropriate authorisation of absence can be as damaging to a child’s education as authorised absence. If absence is frequent or continuous, we will challenge parents about the need and reasons for their children’s absence and will encourage them to attend school. A note or explanation from a pupil’s home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

If no suitable explanation for the absence is received by the school within 1 week, from the main carer of the pupil, the absence will remain unauthorised.

**8.1 Authorised Absence**

Absences may be authorised by the Headteacher or other designated staff in the following circumstances;

* Leave has been granted by the school in advance (see 8.4)

NB An application must be made in writing on the prescribed form (Appendix 2), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006. From 1st September 2013 Term-time absence will not be authorised unless there are exceptional circumstances.

* The school is satisfied that the child is too ill to attend. (Code I)
* The pupil has a medical appointment (code M) (although parents should endeavour to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand)
* There is an unavoidable cause for the absence, which is beyond the family’s control, e.g., extreme weather conditions (code Y)
* The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil’s / student’s parent belongs. This must be a well-recognised and published religious observance from one of the six major religions e.g., Eid, Orthodox Christmas (code R)
* The pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil / student has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months (code T)
* In other exceptional circumstances and for a very limited period which is at the discretion of the head teacher. (Code C)

**8.2 Unauthorised absence**

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

* no explanation has been given by the parent
* the school is not satisfied with the explanation and believes that the child is well enough to attend school
* the pupil is staying at home to mind the house
* staying at home to care for a sick or disabled parent / carer / family member.
* the pupil is shopping/hair cut/ preparation for an event during school hours
* the pupil is absent for unexceptional reasons, e.g., a birthday
* the pupil is absent from school on a family holiday
* the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence
* the parent / carer has medical appointment

* 1. **Persistent absence**

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child’s education and we need parent’s fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

* 1. **Term-time absence due to exceptional circumstances**

The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (Appendix 2), with appropriate evidence, in advance of the intended circumstance wherever possible. Springhill Primary Academy will only consider authorising leave of absence for the following: -

* Serious and sudden illness of a close relative and you must leave in an emergency e.g., sudden life threatening illness or serious
* A one-off, never to be repeated occasion that can only happen at that time, e.g., wedding/funeral.
* Any religious observance
* A significant educational opportunity afforded to the child by a national organisation e.g., ballet/ music exams, filming for a TV commercial, taking part in a theatre production.
* Traveller pupils travelling for occupational purposes*.* Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school

**8.5 Approved educational activity**

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

**8.6 Religious observance**

Springhill Primary Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. Parent/carers will be aware of these dates and should give the school written notification in advance.

1. **Early Years expectations**

The expectations for pupils in our school under the age of 5 years is the same for those who are of statutory school age. The early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at school across to parents and carers.

Regular attendance from the point that a child attends an educational provision has a positive impact onall aspects of a young child’s learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a school place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

1. **Staff training**

The headteacher will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately. The Senior Leadership team will also ensure that attendance is a regular discussed during staff meetings and INSET days.

1. **Collection and analysis of data**

The school uses Arbor to keep an electronic record of attendance.

The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team on a weekly basis, and to parents and the Governing body as appropriate. The report should be contextualised and include commentary on the progress towards achieving the school target. The data will inform the school’s future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual child, year group, class group and by reasons of absence. It is also analysed by specified groups such as gender, Pupil Premium, pupils with special educational needs and those who are vulnerable to poor attendance (this is not an exhaustive list). This data is used to identify where intervention and support is required to improve attendance (See appendix 3 & 4).

Accurate attendance returns are made to the Department of Education (DfE) within the stipulated time frame.

1. **Systems and strategies for managing and improving attendance / punctuality**

At Springhill Primary Academy, we try to work alongside all parents and carers to ensure all children are receiving the education they are legally entitled to.

We will follow the flow chart (Appendix 4) when managing absence. All parents will be made aware of the expectations and the consequences of poor attendance. Monitoring will take place weekly and letters will be sent out when necessary to action declining attendance and punctuality.

**12.1 Profile & Rewards**

We will reward pupils both termly and yearly when they have achieved a good level of attendance. For children who achieve 100% attendance each term, they will be invited to a celebratory event i.e., a party, fun day, sports activities.

If children have been ill and unable to attend but have still achieved 96% or above each term, they will be entered into a pupil raffle and prize will be given to them at the end of the term.

Children’s achievements will be celebrated throughout school and at assemblies. Parents will receive thank you letters for helping us to raise our level of attendance and decrease our levels of persistent absence.

**12.2 Lateness and punctuality**

Pupils are expected to arrive at school between 8:35am and 8:45am, every day. It is very disruptive to their own education and that of others in their class if they are late. Pupils who arrive after the register closes (9:30am) will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the main office on arrival with their parent/carer must sign them in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure. For the same reason, it is important that pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day sign out and provide a reason for leaving early. On his/her subsequent return to school, they must sign in again to say that they have returned.

**12.3 School Strategies to table absence**

The Headteacher is responsible for the school management of attendance, policy and systems to ensure that Springhill Primary Academy intervene in non-attendance at an early stage. The Headteacher meets with the Family Liaison Officer on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken. Our policy states that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, or designated member of staff (see authorised absence), irrespective of the child’s overall attendance. Only the Headteacher or his/her designate may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form (Appendix 2) provided by the school. Where a parent removes a child when the application for term time leave was refused or where no application was made to the school, the issue of a penalty notice will be requested by this school.

Where there is an emerging pattern of a pupil’s absence or if staff are particularly concerned, the school will contact the parents to discuss reasons for the absences with them. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. If the pattern persists a Penalty Notice referral may be issued where there is no improvement seen.

1. **Referral to the Child Missing Education (CME) Service**

In line with Children Missing Education (2016) and Staffordshire’s procedures, we will work with local agencies and make timely referrals as required to ensure that circumstances where children are missing from education are swiftly and appropriately responded to.

**Appendix 1 – Attendance codes**

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **/** | Present (am) | Pupil is present at morning registration |
| **\** | Present (pm) | Pupil is present at afternoon registration |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **H** | Authorised holiday | Pupil has been allowed to go on a holiday due to exceptional circumstances – this has been agreed by the Headteacher |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when reason emerges) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their GCSEs |
| **T** | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |
| **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 |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

**Appendix 2 – Request for Leave during Term-Time**

\*To be completed and returned to the school prior to the leave, along with a letter detailing the “exceptional circumstance for which the leave of absence is required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parent/Guardian Name and Address** | | **Guidance** | | | |
|  | | Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are **exceptional circumstances** relating to the application.  Taking your child out of school during term time could be detrimental to your child’s educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. | | | |
| **How to use this form** | |
| * Use for all absences other than sickness. * **Return form to school in advance of requested absence otherwise the absence will automatically be unauthorised.** | |
| **Name of child/ren:** | | | | | **Year Group/s:** |
| **Is this the first request for absence this academic year?** YES / NO | | | | | |
| **Dates of absence requested:**  The 1st day of absence from school is……………………………… I will return to school on……………………………. at 8:35am | | | | | **No. of school days requested:** |
| **Which exceptional reason does your request fulfil? (please tick)**   * Serious AND sudden illness of a close relative and you must leave in an emergency * A one-off, never to be repeated occasion that can only happen at that time, e.g., wedding/funeral. * Any religious observance * A significant educational opportunity afforded to the child by a national organisation e.g., ballet/music exams, filming for a TV commercial, taking part in a West End production | | | **Please explain in more detail.** | | |
| **Contact details whilst abroad/absent from school**  If your child is being taken out of school during term time and the detail of their location is not provided, this could turn into a serious safeguarding issues. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority. | | | | | |
| **Address whilst away:** |  | | | | |
| **Telephone number whilst away:** |  | | | | |
| **Email address whilst away:** |  | | | | |
| **Please attach proof of where you will be whilst away** | | | | | |
| I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised, and this could lead to a penalty notice or a summons to court for irregular school attendance. | | | | | |
| **I have read and understood the guidance above.**  Parent 1\*: Title: \_\_\_\_\_\_\_ Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Parent 2\*: Title: \_\_\_\_\_\_\_ Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  \*This is defined as any adult with legal parental responsibility for a child. | | | | | |
| **School to complete** | | | | | |
| * Child’s current attendance: \_\_\_\_\_\_% * How many days’ holiday already taken this academic year? \_\_\_\_\_\_ * Is the Education Welfare Officer working with the family? Yes/No * Is Children’s Services supporting the family? Yes/No * Is the request for leave during the exam period? Yes/No * Has the school received proof of where the child is stay during absence? Yes/No * Does the request fit the exceptional criteria? Yes/No * Has a written response been sent to all parents/carers? Yes/No * Penalty notices to be issued? Yes/No | | | | | |
| **This request for term time leave is:** | | | | Authorised / Unauthorised | |
| **Reason for decision:** | | | | | |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**Appendix 3 – Attendance Interventions**

|  |  |  |
| --- | --- | --- |
| Threshold | Intervention | By whom |
| 100-97%  Approaching | * Daily and weekly monitoring takes place (first day calling and weekly attendance figures). * Assembly is used to share and celebrate attendance figures with pupils. * Consider home visit if welfare/safeguarding concerns are present. * Annual awards for pupils that meet and exceed the school’s attendance target of 96%. * Letter 1 sent out to any parents where attendance is approaching 96% or is below. | * Class teacher encourages/monitors attendance * Office Admin * Family Liaison Officer/ Headteacher * SLT |
| Below 96%  (preventative) | * If attendance dips below 96% and is either unauthorised or the reasons provided are questionable, a letter (letter 3) informing parents of this is sent out, requesting an initial meeting with the Family Liaison Officer. * Three-week period of monitoring takes place where an insufficient reason for absence is provided (unauthorised). * Follow up with the family. | * Class teacher * Admin * Headteacher/ Family Liaison Officer * SLT |
| 95-90% | * If attendance continues to drop, a letter informing parents of this is sent out, requesting a meeting with the Headteacher. * Four-week period of monitoring takes place. * Other interventions to be considered here as appropriate. * Follow up with the family. | * Class teacher (to be kept informed) * Admin * Headteacher/ Family Liaison Officer * SLT |
| 90% and below | PA threshold:   * Meeting with the Headteacher to discuss and agree on a plan of action. * Four-week period of monitoring takes place. * Follow up with the family. * Where there is no improvement, then a referral to the Local Authority for statutory action should be considered. | * Class teacher (to be kept informed) * Admin * Family Liaison Officer * SLT * Headteacher * Local Authority (statutory action) |

**Appendix 4 – Flow Chart for Attendance Letters/ Interventions**

Attendance falls below school target of 96% and is either unauthorised or the reasons provided are questionable.

Send Letter 1 to parent informing that attendance is being monitored for 3 weeks and must improve.

Class teacher to have conversation with parent.

3-week period of monitoring will take place.

Attendance has improved

Attendance has not improved

No further action required at this time

Letter 3 will be sent out to parents to arrange a meeting with the Headteacher. Attendance will be monitored for 3 weeks. If parents/carers do not attend a DNA letter will be sent.

A further meeting will be requested, and the parents made aware of the severity of the attendance issue.

Letter 2 sent out to thank parents for their support

*Did attendance improve?*

Yes

No – Due to unauthorised

Letter 2 sent out to thank parents for their support

Letter 4 warning letter to be sent to parent/carer.

No further action required at this time

*Did attendance improve?*

Yes

No

Penalty notices to be issued.

Letter 2 sent out

Ongoing monitoring to take place

Ongoing monitoring to take place

**Appendix 5 – Letter 1 to Parents/ Carers**

Logo, company name

Description automatically generatedSpringhill Academy

Mossbank Avenue

Burntwood

Staffordshire

WS7 4UN

T: 01543 225620

[office@springhillacademy.co.uk](mailto:office@springhillacademy.co.uk) [www.springhillacademyreach2.co.uk](http://www.springhillacademyreach2.co.uk)

Date

Child’s Name

Dear Parent/ Carer

Your child’s current attendance is \_\_\_\_\_\_%.

Low attendance means that your child is missing out on a vital part of their education and school life. The national overall target for attendance is 96% and above but our expectation is that children achieve as close to 100% as possible in order to reach their full potential.

We are keen to support you in raising your child’s attendance in order that they gain the very best opportunities for learning.

We will be monitoring your child’s attendance over the next three weeks in order to see an improvement.

Yours sincerely

**Mrs N Silvester-Grant Keddie Bailey**

Headteacher & Attendance Leader Family Liaison Officer

**Appendix 6 – Letter 2 to Parents/ Carers**

Logo, company name

Description automatically generatedSpringhill Academy

Mossbank Avenue

Burntwood

Staffordshire

WS7 4UN

T: 01543 225620

[office@springhillacademy.co.uk](mailto:office@springhillacademy.co.uk) [www.springhillacademyreach2.co.uk](http://www.springhillacademyreach2.co.uk)

Date

Child’s Name

Dear Parent/ Carer

Your child’s current attendance is \_\_\_\_\_\_%.

We wrote to you recently to discuss our concern regarding your child’s attendance percentage. Thank you very much for actively working with us and your child, in order to improve this. Your child’s attendance is now at \_\_\_\_\_\_%. This means that your child is receiving all of the educational opportunities they deserve and have the best chance of educational success.

Your child’s attendance will now be monitored within our whole school tracking system alongside other pupils who are not causing concern. If your child’s attendance reduces again, we will begin the monitoring cycle again.

Thank you again for your support with this matter.

Yours sincerely

**Mrs N Silvester-Grant Keddie Bailey**

Headteacher & Attendance Leader Family Liaison Officer

**Appendix 7 – Letter 3 to Parents/ Carers**

Logo, company name

Description automatically generatedSpringhill Academy

Mossbank Avenue

Burntwood

Staffordshire

WS7 4UN

T: 01543 225620

[office@springhillacademy.co.uk](mailto:office@springhillacademy.co.uk) [www.springhillacademyreach2.co.uk](http://www.springhillacademyreach2.co.uk)

Date

Child’s Name

Dear Parent/ Carer

Your child’s attendance is currently at \_\_\_\_\_\_%.

We have previously made you aware of your child’s low attendance, but we have yet to see a significant increase in this. The national overall target for attendance is 96% for each child.

A meeting has been scheduled with me for you to discuss your child’s attendance. This meeting has the intention of making a plan to improve your child’s attendance in order to prevent any statutory action being taken in the future.

Until your child’s attendance reaches above 96%, we must now receive medical evidence of your child’s absence for us to consider whether the absence is authorised or unauthorised. This can be in the form of a doctor’s appointment card or hospital letter. Without this evidence, all absences will be classed as unauthorised.

Please contact me if you have any questions or need to arrange a more suitable.

Date:

Time:

Meeting with: **Mrs N Silvester-Grant**

Yours sincerely

**Mrs N Silvester-Grant Keddie Bailey**

Headteacher & Attendance Leader Family Liaison Officer

**Appendix 8 – Letter 4 to Parents/ Carers**

Logo, company name

Description automatically generatedSpringhill Academy

Mossbank Avenue

Burntwood

Staffordshire

WS7 4UN

T: 01543 225620

[office@springhillacademy.co.uk](mailto:office@springhillacademy.co.uk) [www.springhillacademyreach2.co.uk](http://www.springhillacademyreach2.co.uk)

Date

Child’s Name

Dear Parent/ Carer

Your child’s attendance is currently at \_\_\_\_\_\_%.

You were invited to attend an attendance meeting recently. Unfortunately, you were not able to/did not attend this important meeting to discuss our concerns around your child’s attendance.

Attendance will be closely monitored for the next two weeks, and another meeting has been arranged as seen below. If we do not see a significant improvement in this time, at the meeting we will discuss next steps within the Staffordshire Local Authority Code of Conduct and Penalty Notices. Please ensure to contact us if you have any concerns or if there is anything we can do to further support you in raising your child’s attendance.

If we do not see an immediate improvement in attendance, we will also be contacting the Education Welfare Officer in order to further support the school in raising your child’s attendance.

Please note again that until your child’s attendance reaches above 96%, we must receive medical evidence of your child’s absence for us to consider whether the absence is authorised or unauthorised. This can be in the form of a doctor’s appointment card or hospital letter. Without this evidence, all absences will be classed as unauthorised.

Date:

Time:

Meeting with: **Mrs N Silvester-Grant**

Yours sincerely

**Mrs N Silvester-Grant Keddie Bailey**

Headteacher & Attendance Leader Family Liaison Officer

**Appendix 9 – Record of Attendance Meeting & Action Plan**

**Record of Attendance Meeting and Action Plan**

|  |
| --- |
| Name of Child: |
| Class: |
| Date: |
| Current Attendance – |
| Lates: |
| Present: |

**Concern:**

|  |
| --- |
|  |

**Parent View:**

|  |
| --- |
|  |

**Barrier to attending school/ punctuality**

|  |
| --- |
|  |

**How can we as a school support?**

|  |
| --- |
|  |

**Actions:**

|  |
| --- |
|  |

**Section 7 of the Education Act 1996 states:**

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise

If parents do not carry out this responsibility, they may be prosecuted. Depending on the offence, the maximum fine per parent, per child is £1000 or £2500 and/or 3 months imprisonment.

**Signatures:**

Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow up Meeting Date**

|  |
| --- |
| Review:  Attendance %: |
| Actions:  Monitor weekly  LA Notification  Referral SS  Referral (other)  Contact EWO  Home visits |

**Appendix 10 – Letter 5 to advise regarding late marks**

Logo, company name

Description automatically generatedSpringhill Academy

Mossbank Avenue

Burntwood

Staffordshire

WS7 4UN

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[office@springhillacademy.co.uk](mailto:office@springhillacademy.co.uk) [www.springhillacademyreach2.co.uk](http://www.springhillacademyreach2.co.uk)

Date

Child’s Name

Dear Parent/ Carer

Your child’s current attendance is \_\_\_\_\_\_%.

Although your child’s attendance remains at a good level, we are concerned about your child’s level of late marks. A child is marked as late on the register if they arrive at school after 9am but before 9:30am. School begins at 8:45am and the expectation is that your child is in class by then.

As your child is regularly marked as late, they are missing out on roughly 30 - 45 mins of learning each day. This equates to 2 ½ hours of learning each week/ 2 English or Maths lessons and 15 hours of learning across a half term (6 weeks).

For your child to reach their full potential, you must ensure they arrive at school by 8:45am each day.

We will be monitoring your child’s punctuality over the next three weeks in order to see an improvement.

Thank you for your support with this matter.

Yours sincerely

**Mrs N Silvester-Grant Keddie Bailey**

Headteacher & Attendance Leader Family Liaison Officer