

# Woodchurch High School

*A Church of England Academy*



## **ATTENDANCE POLICY DOCUMENT**

**Approved by the Curriculum Committee: Spring 2019**  
**Approved by Full Governors: Spring 2019**

*...and we urge you, brother and sisters, support those who are idle and disruptive;  
encourage the disheartened, help the weak, and be patient with everyone*

1 Thessalonians 5:14

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## 1. Introduction

Woodchurch High School is committed to providing an education of the highest quality for all its pupils and recognises that this can only be achieved by supporting and promoting excellent attendance for all. We strive to provide a caring, supportive community where pupils can flourish, making the most of the gifts and talents that they have been given.

The school vision underpins all we do, all we promote for our community.

This is based on the belief that for our pupils to gain the greatest benefit from this education, it is vital that they attend regularly and on time. Pupils who are comfortable and supported within the community attend regularly and make good academic progress.

High attainment depends on good attendance, trusting the service that we are providing.

Any absence affects the pattern of a child's education and regular absence will seriously affect their learning. Children who have time off often find it difficult to catch up and make academic and social progress. There is a strong link between the number of days' absence a student has and the qualifications that students achieve. Student absence can disrupt teaching routines and may affect the learning of others in the same class.

The whole school community – pupils, parents/carers/carers, teaching staff, support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. Only by our all supporting each other, having a strong home-school partnership (see Home School policy) can we ensure that pupils have the best opportunity to maximise their potential.

The purpose of the policy is to clarify everyone's part in this.

This policy has been drawn up after consultation and is based on current government and Local Authority guidance and statutory regulations.

This policy is subject to change following the Local Authority reorganisation of the Educational Social Worker service

## 2. School's Roles and Responsibilities

All staff at Woodchurch High School have a key role to play in supporting and promoting regular attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the community and look forward to coming to school every day knowing that they are going to be served in a nurturing, compassionate community which promotes our Christian Values on a daily basis

Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

The following staff have specific roles and responsibilities:

### a) Form Tutors

- Set an example by arriving on time
- Promote regular habits of attendance within their form group, encouraging pupils to strive for GOLD attendance (97%+)
- Be aware of individual attendance targets and alert others, where relevant, regarding absence or patterns of absence
- Initiate follow-up systems where relevant
- Use appropriate attendance rewards and sanctions
- Welcome long term absentees back into form
- Complete SIMS register every morning
- Discuss attendance figures with their Form using the Weekly Attendance Tracker and individually with pupils using the Monthly Attendance Tracker
- Form Tutors should also use the Weekly Attendance Tracker to alert Pupil Progress Leaders to any patterns in absence
- Support and nurture pupils, encouraging pupils to attend punctuality and regularly.
- Celebrate pupils' attendance and ensure that pupils are wearing the appropriate reward badges to indicate positive attendance.

### b) Subject Teachers

- Set an example by arriving on time
- Complete lesson by lesson registration on SIMS every lesson and record students who are late
- Ensure paper registers are used in the event of ICT failure
- Analyse data for patterns and trends of individual students and groups for discussion with Curriculum Leaders

### c) Curriculum Leaders

- Ensure attendance is on agendas for curriculum meetings and curriculum reviews
- Ensure patterns of poor attendance are followed up with relevant parties
- Put into place systems and intervention to ensure absent pupils catch up on missed work

#### **d) Office Manager**

- Monitor input of data into SIMS lesson monitor
- Input information from student lates into SIMS
- Completely Weekly Attendance Tracker and send to PPLs
- Complete Monthly Attendance Database and send to Assistant Head teacher i/c Attendance
- Produce letters to follow up unexplained absences
- Complete DfE returns
- Produce weekly attendance letters at PPL's/APPL's request
- Provide materials for Attendance Panels
- Meet with Assistant Headteacher, Educational Social Worker and attendance team weekly and provide minutes
- Oversee use of first day truancy call and the calls to pupils on AMBER alert
- Oversee preparation of late detention/night school lists
- Prepare data for half termly analysis of trends and patterns of attendance and punctuality for each form, year group and whole school. This data should include: types of absence, e.g. holidays, medical, attendance according to gender, FSM, SEN, EAL etc.
- Prepare data for half termly attendance panels for PA students
- Prepare data for weekly Parental Attendance Interviews with ESW

#### **e) Pupil Progress Leaders/Assistant Pupil Progress Leaders**

- Work with targeted attendance focus groups
- Produce and oversee attendance targets for individual forms
- Promote and celebrate good attendance within the year group
- Monitor and supervise the work of Form Tutors in promoting attendance
- Meet regularly with Educational Social Worker/HSLOs/Pupil Premium Outreach & Liaison Teacher to discuss individual cases
- Communicate with parents/carers of pupils who are experiencing attendance difficulties
- Liaise when appropriate with SLT – Attendance when appropriate
- Regularly discuss attendance at all assemblies throughout the year
- Implement actions following analysis of the year groups' attendance termly
- Utilise IRIS as appropriate when dealing with attendance
- Attend Attendance Panel meetings to agree appropriate action for pupils with ongoing attendance issues when necessary
- Identify pupils for weekly Panel Meetings with ESW and Internal Attendance panels
- Update Development Plans in response to Attendance Data provided

#### **f) SEND Manager/Inclusion Manager**

- Monitor the attendance of all pupils under their care
- Liaise with PPLs/APPLs regarding strategies for specific students

### **g) Assistant Head Teacher – Attendance Lead**

- Ensure that the attendance policy is implemented and that systems are operating effectively
- Create a school ethos which promotes excellent levels of attendance
- Communicate with PPLs/APPLs at least weekly regarding attendance issues
- Report to SLT and Governors on attendance matters
- Ensure DfE returns are completed accurately
- Ensure school literature promotes attendance
- Liaise with ESW regarding individual cases and weekly Attendance Panels
- Oversee External and Internal Attendance panels, maintaining each database producing weekly registers for meetings, ensuring the correct letters are sent home to invite/inform parents/carers of attendance.
- Provide Form Tutors with monthly attendance data including pupils' attendance for the month, for the year, form attendance and attendance for the year group for the year.

### **h) Educational Social Worker**

- To support student and Academy improvement by practising appropriate strategies to support students who are failing to maintain appropriate levels of attendance.
- To support the Assistant Teacher and assist in developing the school attendance improvement plan.
- To implement legal procedures arising as a result of poor attendance.
- To work with parents/carers/carers and other school staff to maintain high levels of student attendance.
- To meet with the Office Manager on a weekly basis as part of the Attendance Panel system.

### **i) Governors**

- Ensure that statutory attendance statistic is submitted
- Review and approve the Attendance Policy
- Annually review attendance data
- To support Internal Attendance Panels

## j) Home School Liaison Officers

- To support Pupil Progress Leaders in their efforts to improve attendance for particular, identified pupils by implementing individual action plans
- To visit pupils at home when requested to support engagement
- To visit pupils engaged in offsite education
- To attend Attendance Panel meetings half termly
- To attend Attendance Team meetings weekly
- To prepare and analyse data as required by the PPL/APPL or AHT – Attendance
- To sit on the Internal Attendance Panels, completing necessary documentation and reporting back to AHE i/c Attendance.

## 3. Registration

The school is required by law to mark the attendance register twice each day – once at the start of the day and once during the afternoon session.

Classroom teachers/Form Tutors are therefore legally responsible for completing the attendance registers using the prescribed codes (see Appendix A).

The register will be taken promptly at 8.50 am and 12.35 pm by each Form Tutor/Class Teacher and a mark entered on SIMS in respect of each child.

Registers will close at 9.30 am and 12.45 pm. Any pupil who arrives AFTER the register closes will be counted as ABSENT. Pupils who arrive before the register closes will be counted as PRESENT but will be dealt with under the school's lateness procedures.

### i) Categorising Absence

Any pupil who is not present at morning or afternoon registration will be marked as having an unauthorised absence (see app) unless leave has been granted by the school in advance or the reason for the absence is already known and accepted by the school. When a reason for absence is given and accepted by the school at a later date, the register will be amended. The decision to authorise absences ALWAYS rests with the school.

Woodchurch High School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence. Therefore, if absence is frequent or continuous and except where a child is clearly unwell, staff at Woodchurch High School will challenge parents/carers about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

A note of explanation from a pupil's home does not mean an absence becomes authorised. This decision will ALWAYS rest with the school.

If no explanation is received by the school within 2 weeks and after attempts to elicit one from parents/carers have failed, the absence will remain unauthorised.

If a pupil is absent from school on three consecutive occasions without contact from home, a Home-School liaison will be sent to the family home.

## ii) Authorised Absence

Absence will be authorised in the following circumstances:

- a) Where leave of absence has been granted by the school in advance – for example:
  - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority
  - a pupil is involved in an exceptional special occasion – in authorising such an absence the pupil's pattern of attendance will be considered
- b) Where the school is satisfied that the child is too ill to attend
- c) Where the pupil has a medical appointment (although parents/carers/carers) should be encouraged to make these out of school hours wherever possible and to return their child to school immediately afterwards – or send them in beforehand.
- d) Where there is an unavoidable cause for the absence beyond the family's control, e.g. extreme weather conditions.
- e) The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents/carers belong.
- f) In other exceptional circumstances (e.g. family bereavement) and for a very limited time.

g) Guidance produced for all schools, makes it clear that no holidays may be authorised in term time unless under exceptional circumstances. These exceptional circumstances have been defined by DfE as follows:

- Where a child is terminally ill
- Serving members of the Armed Forces where conditions of employment preclude parents from taking holidays during school holidays.
- Where employment is conditioned to Factory Shut Down rules.

## iii) 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 by the explanation
- The pupil is staying at home to mind the house/relatives
- The pupil is shopping during school hours
- The pupil is absent for unexceptional reasons, e.g. a birthday
- The pupil is absent on holiday without prior permission

- The pupil has been stopped during a truancy sweep and is unable to give a satisfactory reason for the absence

#### **4. Approved Off-site Educational Activity**

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

#### **5. Class Registers**

In order to track pupils' whereabouts throughout the day and deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of pupils, subject teachers will take a register at the beginning of every lesson to record absence and lateness. Any sudden absences that occur during the day should be picked up immediately by the school office and measures taken to locate the pupil. Parents/carers will be advised by the school office accordingly if the pupil cannot be located.

#### **6. Staff Training**

The School Office Manager 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.

#### **7. Systems & Strategies for Managing and Improving Attendance**

Attendance has a very high profile at Woodchurch High School and is regularly discussed at all events. Parents/carers are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment and weekly attendance figures are displayed prominently in school. Forms who attain the best attendance for their year group are awarded extra IRIS points. Forms of the Month are also celebrated with extra IRIS points. Pupils who attain GOLD attendance (97%+) will be recognised and rewarded.

School has procedures for dealing with unexplained absences within a week.

School has in place a system of first day calling. This means that parents/carers will be telephoned on the first day a pupil is absent without explanation to establish a reason for absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents/carers knowledge. Where this is not possible the school will ask the HSLO to visit or send a letter.

#### **8. Attendance Panels (see appendix flow chart)**

School implements two attendance panels. The External Attendance panel takes place weekly and is supported by the Educational Social Worker. These pupils are classed as having Persistent Absence as their attendance is less than ninety per cent.

Parents/carers are invited in to discuss how to work with school to increase their child's attendance.

These meetings are chaired by the ESW with a member of the administration team minuting. On occasions a PPL/APPL/HSLO may attend.

These meetings are supportive and collaborative, designed to support pupils and parents/carers in a non-hostile environment.

Following the meeting, a review is set to be conducted in 2-4 weeks.

Should the child not improve their attendance, it may be decided to no longer authorise absences without medical cards. This decision is taken on the advice of the Educational Social Worker.

An EPN (Education Penalty Notice) may also be issued should attendance still be a concern and have no improved significantly enough.

Penalty notices can be issued when:

- A child has ten or more sessions of absence in a period of no more than one term of two half terms and the local authority has issued a warning letter giving the opportunity to improve attendance over a 15 day period
- A child has ten sessions of unauthorised leave and the Head has written stating that the "holiday" is not authorised
- A child takes a holiday without informing the school
- A child arrives late after the registers are closed (9:30am) and have been coded U, with a warning letter send after five U codes have been used
- An exclusion has taken place and the child is in a public place during school hours, without reasonable justification
- Penalty notices are issued to each parent for each child
- Where siblings are in other schools, the decision to issue an EPN must be agreed

Before issuing an EPN, school needs to ensure that:

- Letters are sent home at the start of the year with school expectations and consequences of attendance
- We can evidence steps taken to support improvement in attendance. This needs to be formal meetings and evidence of inviting parents/carers in to discuss poor attendance

Regular attendance can be defined (Supreme Court Apr 2017) to mean, "in accordance with the rules prescribed by the school". We define this as 97%

School defines attendance as follows:

<b>Attendance Figure</b>	<b>Band</b>		<b>New Additional Descriptor (2019)</b>
97% or above	GOLD		Regular Attendance
95% - 96.9%	SILVER		Below Regular Attendance
94% - 94.9%	BRONZE		Below Regular Attendance
90% - 93.9%	RED		Below Regular Attendance
90% or below	BLUE		Persistent Absence

School operates an Internal Panel system. Pupils whose attendance is between 90 – 96.9% may be invited into school to discuss ways to work together to improve attendance. These meetings are chaired by a HSLO in the presence of a member of the Governing Body.

These meetings are supportive and collaborative, designed to support pupils and parents/carers in a non-hostile environment.

Following the meeting, a review is set to be conducted in 2-4 weeks.

Should the child not improve their attendance, it may be decided to no longer authorise absences without medical cards. This decision is taken on the advice of the HSLO and Governor, the ultimate decision made by AHT i/c attendance.

## **9. Reporting Attendance to Parents/carers**

To help parents/carers and pupils to focus on attendance we will:

- Give details of your child’s attendance via reports
- A letter will be sent termly telling you what your child’s attendance and punctuality rate is and how this relates to Government expectations

## **10. Role of the Pupil Progress Leader**

Pupil Progress Leaders are responsible for the attendance of their year group. It is their responsibility to promote a caring, nurturing environment where pupils are confident and willing to attend school regularly.

Pupil Progress Leaders are the first point of contact for parents/carers and liaise with them to overcome any issues that may be preventing a child attending regularly.

Pupil Progress Leaders are also responsible for:

- Monitoring the attendance and punctuality of the members of their year group
- Promoting excellent attendance in assemblies
- Ensuring that their team of Form Tutors promote excellent attendance, following school systems and procedures.
- Initiate, run, and evaluate attendance initiatives to promote and reward excellent attendance. These may be on an individual, form, year group, or whole-school level
- Referring pupils for Internal or External Panel interventions
- Using the Whole School Monthly Attendance database to produce a Monthly PA database, reporting action that they are taking for each individual pupil

- Use their Development Plans to target whole year and individual pupil action to improve attendance

## **11. Lateness and Punctuality**

Pupils are expected to arrive at school and to be in the correct room for registration on time every day. It is disruptive to their own education and that of the others in their class if they are late.

Pupils who arrive after the register closes will be marked absent for the whole session unless school is satisfied there is a legitimate reason for the lateness. Such reasons will not include things such as missing the bus, lost shoes or dirty clothes being washed.

A pupil who is late five times will be placed on a 90 minute after school detention to catch up on missed work.

A pupil who is late ten times after 9.30 am will receive an Educational Penalty Notice. Key Stage 4 pupils who are persistently late will find this reflected in their school references.

For health and safety reasons it is important that school knows who is in the building. Pupils arriving late should therefore always sign in at the Pupil Services Office window on arrival. For the same reason it is important that pupils leaving the premises legitimately ensure that they sign out at the Pupil Services Office and obtain a green card before exiting.

## **12. Post Registration Truancy**

Post registration truancy occurs when a pupil goes missing from the school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full time education, it also potentially leaves him/her vulnerable to harm. Woodchurch High School takes this seriously and endeavours to ensure it does not happen (using SIMS/CCTV etc). If, however, a pupil appears to have left the premises without permission, school will endeavour to contact parents/carers immediately.

## **13. Term Time Holidays**

Woodchurch High School will consider every application individually but school's policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off for family holidays IS NOT A RIGHT. An application must be made in writing, in advance of the intended holiday (usually at least 4 weeks). School will consider authorising holidays:

- When a family needs to spend time together to support each other during a crisis
- Service personnel and other employees who are prevented from taking holidays during term time

Requests for holidays for the following reasons will not be authorised:

- Cheaper cost of holidays

- Availability of accommodation
- Weather
- Overlap with beginning or end of term

Guidance produced for all schools, makes it clear that no holidays may be authorised in term time unless under exceptional circumstances. These exceptional circumstances have been defined by DfE as follows:

- Where a child is terminally ill
- Serving members of the Armed Forces where conditions of employment preclude parents from taking holidays during school holidays.
- Where employment is conditioned to Factory Shut Down rules.

**School will not authorise a holiday during periods of exams either in Key Stage 3 or Key Stage 4.** Parents/carers should check these dates carefully as pupils are taking national exams from Year 9 onwards.

Requests for holidays should be made in advance on the holiday form (available from school on request) usually at least 4 weeks in advance.

Pupils who do go on holiday in term time with or without permission will be expected to catch up on work missed. This will be achieved by either:

- a) Pupils taking work with them for some of the days; or
- b) Pupils staying behind after school until all work is completed.

**Any time taken off over the 10 days usually granted may result in an Education Penalty Notice being issued.**

#### **14. Parents/carers/Carers Responsibilities**

The prime responsibility for ensuring children receive an appropriate and full time education rests with parents/carers/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child) who will be supported by Woodchurch High School.

Woodchurch High School expects parents/carers/carers will: (see The Home-School Policy for further information)

- Ensure their children attend regularly
- Support their children's attendance by keeping requests for absence to a minimum
- Not expect the school to automatically agree any requests for absence and not condone unjustified absence from school
- Notify the school on the first day of absence by calling 641 8218
- Ensure their children arrive at school on time, properly dressed and with the correct books and equipment for the day
- Work in partnership with the school

- Contact school without delay if they are concerned about any aspect of their child's attendance. School will work to support parents/carers to address their concerns
- Request leave of absence as far in advance as possible, if possible at least 4 weeks prior to any leave
- Ensure pupils catch up work missed during absence

## **15. Pupils' Responsibilities**

- To attend school every day, half day and lesson on time ready to learn. If they have been absent from school they should give their Form Tutor a note from their parent/carer to explain the absence.
- Pupils also have a responsibility for following school procedures if they arrive late.
- To complete work missed due to absence.
- To inform school if they are having difficulties that may prevent them from attending school.

## **16. Children at Risk of Missing Education**

### **a) Pupils at Risk of Harm/Neglect**

Should there be a suspicion that a child is suffering from abuse or neglect, this will be reported to the Senior Teacher, Pastoral, or to the Safeguarding Officer. The school will then follow child protection procedures and make an appropriate referral to the Local Authority. If there is a suspicion that the child is involved in a crime or the child's safety is at risk, the police will be contacted.

### **b) Children of GRT Families**

The school will encourage all pupils from such families to engage with education and be a flourishing part of the school community. Should a child from a GRT family leave the school, the Local Authority will be informed. TESS, or appropriate service, will be used to advise the school on the best strategies for ensuring the minimum disruption to education.

### **c) Families of Armed Forces**

School will liaise with MOD Children's Education Advisory Service (01980 618244) for advice and guidance to ensure the continuity of education for such children during family moves.

#### **d) Missing Children/Runaways**

Pupils who go missing from home or care are vulnerable to crime, sexual exploitation, abduction or missing education. School will liaise with appropriate bodies to ensure the safety and wellbeing of the pupil.

#### **e) Children Supervised by the Youth Justice System**

School will liaise with local YOTs to ensure children are receiving appropriate full time education. School may consider keeping a place open for their return.

#### **f) Pupils who Cease to Attend School**

When the reason for a pupil not attending school is not known, the school will employ a variety of methods (HSLO, ESW etc) to ensure the pupils receives suitable education. School will contact the LA if necessary. Should a pupil be absent for 3 days with no contact from home, a school representative (e.g. HSLO) will be sent to the family home.

## Appendix A – Attendance Codes

Reg Codes	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off side (not Dual reg.)	Approved Educational activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Attendance not required	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller Absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
#	Planned whole or partial school closure	Attendance not required	Out for whole session
Y	Unable to attend due to exceptional circumstances	Attendance not required	Out for whole session
X	Non-compulsory school age abs	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No Mark	No mark for session
@	Do not use	Unauthorised Absence	Late for session

## Appendix B – Attendance Letter IN1

Ref: PKI / Attendance Letters – IN1

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

I am sorry that you were unable to attend the planning meeting with Mrs E Jones on (Date)

The meeting would have been an opportunity to discuss ways to support you in improving «chosen\_forename»'s attendance. Mrs Jones will contact you via telephone or make a home visit to discuss this matter in due course.

«chosen\_forename»'s attendance will continue to be monitored and you will be invited to a review meeting, which will be held in three weeks' time.

Should you wish to discuss this, please do not hesitate to contact Mr A Smith (Assistant Headteacher) at school on 0151 677 5257.

Yours sincerely

**Mrs P A King  
Office Manager**

## Appendix C – Attendance Letter – INA1

Ref: PKI/Attendance Letters – INA1

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

As you are aware from previous correspondence, there have previously been concerns around «chosen\_forename»'s attendance at school.

In order to offer support, a referral was made to Mrs E Jones, to put together a plan designed to improve «chosen\_forename»'s attendance.

However, «chosen\_forename»'s attendance level has not shown significant improvement and our records show that «he\_she» is not attending regularly enough. As a consequence, absences will no longer be authorised unless covered by a Medical note. An appointment card will also be accepted.

Should you wish to make an appointment with the School Nurse, Mr Smith (Assistant Headteacher) or «chosen\_forename»'s Pupil Progress Leader to discuss this further, please do not hesitate to contact school.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service, who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days.

Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King**  
**Officer Manager**

## Appendix D – Attendance Letter – IP1

Ref: PKI /Attendance Letters – IP1

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

I am writing to invite you into school to meet with Mrs E Jones and (Name) (Governing Body member) on (Date) at (Time)

As you are aware, there have been some changes to Local Authority and National Attendance policies.

The Government still classes Persistent Absence as that below ninety per cent, and schools can engage the services of an Educational Social Worker to support in working with the family to improve attendance.

However, following a Supreme Court ruling on 6<sup>th</sup> April 2018:

"Regular attendance can be defined in accordance with the rules prescribed by the school"

This means that schools can request an Education Penalty Notice if a child's attendance is not at the required level defined by the school.

As of January 2019, we will be defining regular attendance as **97%**.

The aim of the meeting is to discuss «chosen\_forename»'s attendance and ways in which we can support you in improving «his\_her» attendance in school. «chosen\_forename»'s attendance so far this academic year is (%).

This level of attendance means that «chosen\_forename»'s attendance is not classed as "regular" and we would like to work together with you to support in improving this.

It is vital that you attend to allow us to work together to try to raise «chosen\_forename»'s level of attendance. If you are unable to attend, please telephone Mr Smith (Assistant Headteacher) or myself to arrange an alternative mutually convenient appointment.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Welfare Service, who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days.

Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King  
Office Manager**

## Appendix E – Attendance Letter – IR1

Ref: PKI / Attendance Letters – IR1

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

Following your appointment with Mrs E Jones on (Date), to discuss ways that we can work together to improve «chosen\_forename»'s attendance, there has now been a period of review.

Now that this period is over, a review meeting will be held to discuss «chosen\_forename»'s attendance since the Action Plan was put into place.

«chosen\_forename»'s review meeting has been set for (Date) at (Time), with Mrs Jones.

Should you be unable to attend this meeting, please contact school to arrange a mutually convenient time.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days, or £120 if paid within 28 days.

Parents who do not pay the Fixed Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King  
Officer Manager**

## Appendix F – Attendance - N1

Ref: ASM / PAK Attendance N1

Date: «date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

I am sorry that you were unable to attend the planning meeting with Mrs A Grealis, Education Social Worker on.

The meeting would have been an opportunity to discuss ways to support you in improving «chosen\_forename»'s attendance. Mrs Grealis may contact you via telephone or make a home visit to discuss this matter in due course.

«chosen\_forename»'s attendance will continue to be monitored and you will be invited to a review meeting which will be held in four weeks' time.

Should you wish to discuss this, please do not hesitate to contact Mr Smith, Assistant Headteacher.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King  
Office Manager**

## Appendix G – Attendance - NA1

Ref: ASM / PAK Attendance NA1

«date\_of\_printing»

«salutation»  
«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

As you are aware from previous correspondence, there have previously been concerns around «chosen\_forename»'s attendance at school.

In order to offer support, a referral was made to Mrs A Grealis, Education Social Worker, to put together a plan designed to improve «chosen\_forename»'s attendance.

However, «chosen\_forename»'s attendance level has not shown significant improvement and our records show that «he\_she» is not attending regularly enough. As a consequence, absences will no longer be authorised unless covered by a Medical note. An appointment card will also be accepted.

Should you wish to make an appointment with the School Nurse, Mr Smith, Assistant Headteacher or «chosen\_forename»'s Pupil Progress Leader to discuss this further, please do not hesitate to contact school.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King**  
**Office Manager**

## Appendix H - Attendance - P1

Ref: PAK / Sims Attendance P1

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

I am writing to invite you into school to meet with Mrs Anne Grealis on **Tuesday** .

The aim of the meeting is to discuss «chosen\_forename»'s attendance and ways in which we can support you in improving «his\_her» attendance in school. «chosen\_forename»'s attendance last year was and so far this academic year it is «percentage\_attendance»%.

This level of attendance means that «chosen\_forename» falls within the band for PA, which is 90% and below, set by the Government and used as the threshold for their legal processes to commence. Please note that this has changed from the previous figure of 85%.

It is vital that you attend to allow us to work together to try to raise «chosen\_forename»'s level of attendance. If you are unable to attend, please telephone Mr Smith, Assistant Headteacher or myself to arrange an alternative mutually convenient appointment.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King  
Office Manager**

## Appendix I - Attendance Panel - R1

Ref: AS / PAK Attendance Panel R2

«date\_of\_printing»

«salutation»  
«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

As you are aware from previous correspondence, there had been sufficient concerns about «chosen\_forename»'s attendance to invite you into school to discuss ways in which we can support you in improving «his\_her» attendance. This was with the help of Anne Grealis, Education Social Worker.

Despite an initial improvement, there are still concerns about «chosen\_forename»'s attendance and so far this academic year it is «percentage\_attendance»%.

This level of attendance means that «chosen\_forename» still falls within the band for PA, which is 90% and below, set by the Government and used as the threshold for their legal processes to commence. Please note that this has changed from the previous figure of 85%.

I would like to invite you into school to meet again with Anne Grealis, ESW, to look for ways in which we can support you in improving this figure to an acceptable level where «chosen\_forename» has the best opportunity of reaching «his\_her» academic targets.

It is vital that you attend, to allow us to work together to try to raise «chosen\_forename»'s level of attendance. If you are unable to attend, please telephone Mr Smith, Senior Teacher or myself to arrange an alternative mutually convenient appointment.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King**  
**Office Manager**

## Appendix J – Attendance Panel – R2

Ref: AS / PAK Attendance Panel R2

«date\_of\_printing»

«salutation»  
«address\_block»

Dear «salutation»

**Re: «chosen\_forename» «chosen\_surname» Reg: «reg» D.o.B. «date\_of\_birth»**

As you are aware from previous correspondence, there had been sufficient concerns about «chosen\_forename»'s attendance to invite you into school to discuss ways in which we can support you in improving «his\_her» attendance. This was with the help of Anne Grealis, Education Social Worker.

Despite an initial improvement, there are still concerns about «chosen\_forename»'s attendance and so far this academic year it is «percentage\_attendance»%.

This level of attendance means that «chosen\_forename» still falls within the band for PA, which is 90% and below, set by the Government and used as the threshold for their legal processes to commence. Please note that this has changed from the previous figure of 85%.

I would like to invite you into school to meet again with Anne Grealis, ESW, to look for ways in which we can support you in improving this figure to an acceptable level where «chosen\_forename» has the best opportunity of reaching «his\_her» academic targets.

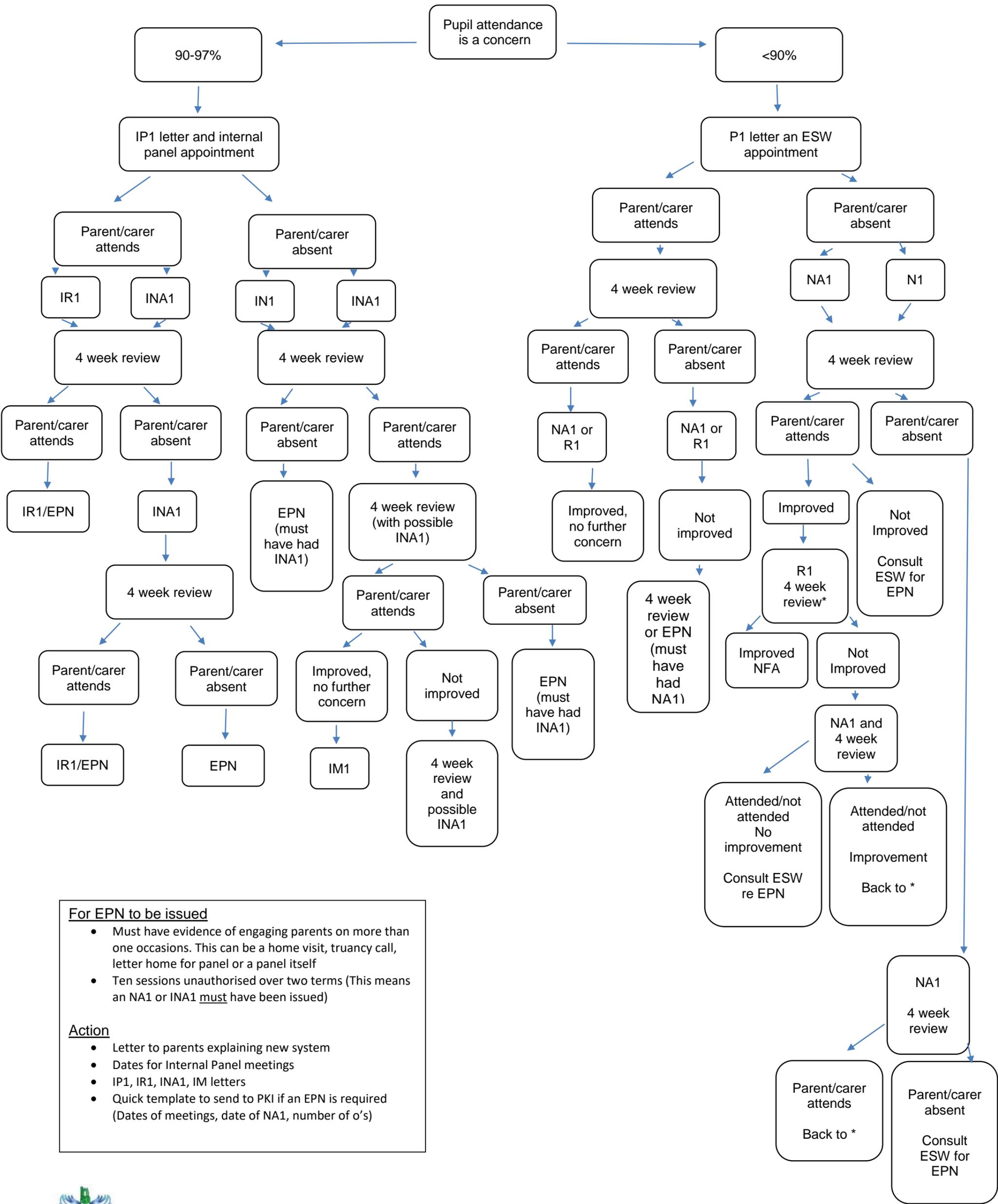
It is vital that you attend, to allow us to work together to try to raise «chosen\_forename»'s level of attendance. If you are unable to attend, please telephone Mr Smith, Senior Teacher or myself to arrange an alternative mutually convenient appointment.

Please note that parents who refuse to cooperate with School Attendance Panels may be referred to the Education Social Welfare Service who may issue an Education Penalty Notice of £60 if paid within 21 days or £120 if paid within 28 days. Parents who do not pay the Education Penalty Notice may be prosecuted under Education Act 1996, Section 444 or the Local Authority may also apply for an Education Supervision Order.

Yours sincerely

**Mrs P A King**  
**Office Manager**

Appendix K - Attendance Systems for Pupils with Attendance Concerns



**For EPN to be issued**

- Must have evidence of engaging parents on more than one occasions. This can be a home visit, truancy call, letter home for panel or a panel itself
- Ten sessions unauthorised over two terms (This means an NA1 or INA1 must have been issued)

**Action**

- Letter to parents explaining new system
- Dates for Internal Panel meetings
- IP1, IR1, INA1, IM letters
- Quick template to send to PKI if an EPN is required (Dates of meetings, date of NA1, number of o's)

