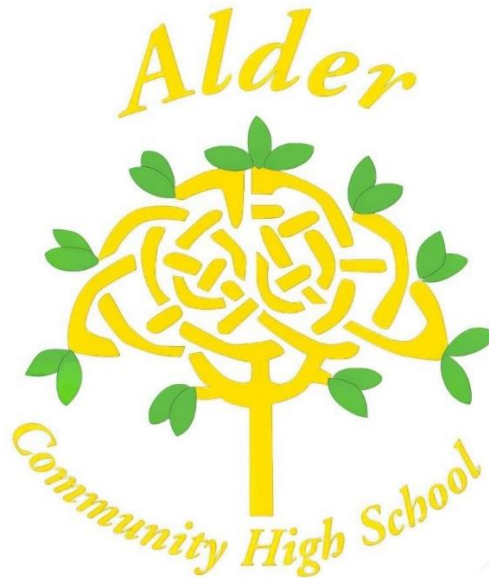


Alder Community High School



Student Attendance Policy

Author:	Rachel Anderson, Designated Senior Leader for Safeguarding		
This policy was agreed by the governing body on: This policy supersedes all previous policies relating to this area.		28 th November 2023	
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Revision Date	Section	Details

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Section 1: Introduction and Vision

At Alder Community High School, we believe that regular school attendance is key to enable students to achieve their full potential and be ready for the next steps of their education or training. Our students will become confident, independent and competent learners, who are able to make a positive contribution to their education and maximise their aspirations and overall learning.

Students' excellent behaviour and attendance contributes to an extremely positive ethos and makes a positive contribution to their community. We aim to provide a safe and secure environment where all students can contribute to each other's learning in a climate of mutual respect and understanding, whilst promoting the Alder values.

Improving attendance is everyone's business. Attendance is essential for students to get the most out of their school experience, including their attainment, wellbeing and wider life choices, whilst being able to establish positive peer relationships.

There is a definite link between attendance and attainment and those students who have a higher attendance will generally achieve better qualifications and are more able to access higher education, employment or further training.

Absence can only be authorised by the headteacher; all absences will be treated as unauthorised unless satisfactory medical evidence has been provided by parents/carers in the form of a medical letter, proof of medical appointment or a prescription.

Parents must advise school by telephone before 8.20am on the first day of absence. They must inform school of the reason for the absence and provide an expected date of return.

Parents are advised to make medical and dental appointments outside of the school day and where possible parents are asked to show the appointment card/letter to school.

The school will strive to provide a welcoming and caring environment where each member of the school community feels safe and secure. Both staff and student wellbeing is at the heart of what we do.

All staff will work with students and their families to ensure that each student attends school regularly and punctually and we will work with families to identify the reasons for persistent and severe absence offering support to resolve any difficulties where possible.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and punctuality and will support all students and their parents to address issues impacting on attendance and punctuality in an inclusive and personalised manner, ensuring a bespoke package of support is offered, if necessary.

To meet these objectives, Alder Community High School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice, support and guidance.

The governing body, head teacher and staff will ensure that all aspects of this policy and its application promote equality for all students. Liaising with the dedicated pastoral staff to support any welfare concerns.

Alder Community High School recognises that attendance is a matter for the whole school community. Our attendance policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement and the safeguarding, bullying and behaviour policies.

Section 2: Aims

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

(DfE Working Together to Improve School Attendance guidance September 2022)

Prevent	Intervene	Target
patterns of absence developing by promoting good attendance.	early by using data to identify patterns of absence before they become persistent. Work with families to remove barriers to attendance.	support for persistent and severe absentees with all local partners working together to re-engage students.

Section 3: Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs that they may have either by regular attendance at school or otherwise.

A prosecution can take place against any person that has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. It is parents/carers responsibility to ensure their children attend school regularly and arrive on time. If you allow your child to be absent, school will not authorise the absence, without medical evidence and you may be committing an offence and you could be issued with a Fixed Penalty Notice or be Prosecuted. The Education (Student Registration) (England) Regulations 2013 and Department for Education, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity
- unable to attend due to exceptional circumstances.

Section 4: Attendance Protocols

Everyday:

- Students are expected to arrive at registration by 8.20am; any student arriving from 8.21am will be given a late mark (L).
- Registers will close at 8.50am. Any student arriving late to school after 8.50am will be given an unauthorised late after registration closed mark (U). This will impact on their overall attendance as it is recorded as an absence from school for the morning session.
- Absences for minor ailments will not be authorised unless medical evidence is provided.
- If a student leaves school during the course of the day without permission then a parent/carer will be contacted. If there is a concern for the student's welfare then the school may take the decision to report the child missing to the police.
- If a student is absent without contact from a parent or carer a home visit will be carried out by day 3 of the absence.
- If a student is absent for 5 days a home visit will be carried out despite contact from a parent or carer.

Lates procedure:

Any student arriving late will be kept in detention on the same day and parents will be notified by text message. If a student is late for registration, they will attend a 30 minute detention. If they arrive after registration has ended and therefore miss lesson time, they will attend the 30 minute detention plus they will catch up the work missed with the period 1 subject teacher.

If the student does not attend the detention, they will be placed in Compass the following day.

Ongoing concerns will result in a meeting with a parent/carer in school.

When a student is absent:

- Parents are asked to notify school before 8.20am if their child is to be absent, giving the reason and the expected return date. Where a reason has not been provided, a member of the attendance team will send an automated text message to the priority contact. This will be administrated through the School Gateway app; it will ask parents to contact the school with a reason for the absence and give the expected date of return.
- If the school are not given a reason for absence or the reason given is not deemed to be acceptable then this will be followed up with a telephone call or a home visit (in line with our Home Visiting Policy and Procedure).
- Any absence for minor ailments will require medical evidence to enable school to authorise the absence.
- Holidays in term time will not be authorised and may result in a penalty notice or legal intervention.
- If there is a safeguarding concern this will be actioned following safeguarding procedures and in liaison with the Designated Safeguarding Lead.

Every week:

- Contact will be made with the parents of students who have absences that are unaccounted for. This will be by text message and in some cases, a telephone call will be made.
- If no contact has been made with a parent/carer, then a home visit will be carried out by day 3 and if contact has been made but a student remains absent, a home visit will be made by day 5.
- Whole form percentages will be shared and discussed in assembly and during tutorial.
- Tutors are to encourage regular and punctual school attendance with their group.
- The form with the highest attendance is celebrated.

Every 2 weeks:

- The Student Attendance and Wellbeing Officer and Progress and Pastoral Leaders will meet to discuss the attendance of all students and intervention plans. Progress Leaders will direct Form Tutors if actions are required by them.

Every half term:

- A message will be sent to parents/carers advising them to check and review their child's attendance through Class Charts. Parents/carers will be encouraged to talk to their child about the importance of good and regular attendance and where there has been absence, discuss how things will improve moving forward. They will be encouraged to contact the School Attendance and Wellbeing Officers should advice or support be required.
- The attendance of individual students will be shared with them by their Form Tutor. Where improvements are required, guidance will be given.
- Each form in the house with the highest attendance per year group is awarded a prize.

Every academic year:

- Students achieving 100% attendance will be awarded a certificate and a badge of recognition. Students achieving 100% attendance each term will be acknowledged in the celebration assembly each term.

Ongoing:

- Celebrate attendance in house assemblies as a collective
- Intervention plans specific to individual students and their parents/carers will be ongoing whilst attendance issues remain.

Section 5: Categorising Absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the headteacher of the school and cannot be authorised by parents/carers.

If a student is to be absent from school, a parent/carer should advise the school by telephone on the first day of absence, before 08:20am and provide the school with an expected date of return.

Absence will be categorised as follows:

No reason yet given (N) - Until a reason is obtained, a student's absence is temporarily recorded as a (N). The attendance office works to ensure that these N codes are reconciled after a maximum period of 5 days. Those that remain un-reconciled are converted to (O) – unauthorised absence.

Illness (I) – If a parent deems their child to be too poorly to attend school then medical evidence will be required for the absence to be authorised and coded 'I'. This will usually be in the form of an appointment card, prescription etc. Exceptional circumstances would be where a child has a diagnosed medical condition and or a Health Care Plan is in place.

Medical/dental appointments (M) - Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. Parents should show the appointment card to school.

Approved sporting activity (P) - This code is used for those students taking part in a sporting activity supervised by a person authorised by the Head teacher.

Interview (J) - This code is used to record time spent in interviews with prospective employers or for a place at a further or higher educational establishment (year 11 students only).

Educated off site (B) - This code is used for all students, including Traveller children, who are present at educational provision which is not in a school.

Dual registration (D) - This code is used when a student is dually registered at two schools and, for the session in question, they are not required to attend Alder Community High School.

Other authorised circumstances (C) - This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Educational visit or trip (V) - This code is used for students attending an approved educational activity such as a school trip.

Excluded (no alternative provision made) (E) - Exclusion from attending school is counted as an authorised absence. The student's Progress and Pastoral Leader will make arrangements for work to be provided.

Family holiday not agreed (G) – School will not authorise any leave for students to take holidays during term time. If a parent requires leave of absence for their child in exceptional circumstances, a written request must be submitted in advance of the dates required detailing the reason. This letter should be addressed to the Senior Leader Safeguarding.

Religious observance (R) - Alder Community High School acknowledges the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods

or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Study leave (S) - Study leave may be granted for Year 11 students approaching GCSE examinations.

Work experience (W) - Work experience is for students in the last two years of compulsory schooling. Students who are out of school on a work placement are given this code and it does not affect their attendance percentage.

Forced closure (Y) - This code is used when students are unable to attend due to exceptional circumstances and the school is forced to close. For example, in very poor weather where transport is an issue or when the school building is out of use (no heating or no electric).

Student not on roll (Z) - This code is used for students not registered at the school at that time i.e. before their admission date.

School closed to students (#) - This code is used for planned closures, like general school holidays.

Traveller absence (T) - The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

Late arrival (L) or (U) – Registration begins at 8.20am, students who arrive after 8.21am will be marked as present but arriving late (L). The register closes at 8.50am and students arriving after this time will be recorded as late after registration closes (U), this will not be authorised and will count as an absence for that school session.

If a student arrives at school after the end of the registration period, they must sign in at reception to ensure that we can be responsible for their health and safety whilst they are in school.

If a student arrives after 8.50am with a satisfactory reason and evidence for the late arrival, for example, attendance at a medical appointment, then their absence will be authorised.

The absence will be recorded as unauthorised if the student has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

Unauthorised absence (O) – Absence will be unauthorised unless parents have provided a satisfactory explanation and/or medical evidence that has been accepted by the school to justify authorisation.

Examples of unsatisfactory explanations for absence include:

- A student's/family member's birthday
- Shopping for uniform
- Looking after a sibling or relative
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Minor ailments that do not warrant absence from school

- Holidays taken without the authorisation of school
- A student has woken up late (it is never too late to come into school)
- Illness where the child is considered well enough to attend school

Where a student has had regular absence, concerns are emerging and there are no exceptional circumstances, the parent will be invited into school to discuss this further. No absences will be authorised without medical evidence. Medical evidence can be proof of a medical appointment or prescribed medication.

Where parent/carer refuses to engage with support offered and further absence occurs, Alder Community High School will consider legal sanctions.

Section 6: Deletions from the register

In accordance with the Education (Student Registration) (England) Regulations 2013, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a student.
- Transfer between schools.
- Student withdrawn to be educated outside the school system.
- Failure to return from an extended holiday after both the school and the local authority has tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- In custody for more than 4 months (in discussion with the Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the student.

Alder Community High School will follow Tameside Metropolitan Borough Council's Children Missing in Education Protocol when a student's welfare and whereabouts are unknown.

Section 7: Roles and Responsibilities

Alder Community High School believes that improved school attendance can only be achieved if it is viewed as the shared responsibility of all staff, governors, parents/carers, students and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents.
- Regularly review the school's Attendance Policy and ensure that the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters and chair attendance panel meetings.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Agree school attendance targets and where appropriate link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.

- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off site.
- Ensure that there are procedures for collecting and analysing data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Senior Leadership Team will:

- Have an attendance champion (Mrs Rachel Anderson).
- Ensure that there is a named senior leader to lead on attendance.
- Link with Progress Leaders and Senior Leader for Safeguarding on any welfare concerns.
- Actively promote the importance and value of good attendance to students and their parents, whilst developing positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good attendance. Ensure that good teaching and learning experiences encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Return school attendance data to the relevant authorities as required and on time.
- Report the school's attendance and related issues through termly reporting to the governing body and on a half termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

The Senior Leader for Safeguarding and Attendance will: (in addition to those tasks mentioned above)

- Be a member of the Senior Leadership Team.
- Manage the attendance team, School Attendance and Wellbeing Officers and all pastoral work relating to attendance of students.
- Ensure that measures are in place to implement strategies to improve attendance and to manage the staff with direct responsibility in this area.
- Provide regular supervision and guidance for staff.

The School Attendance Support Officer (SASO) will:

- Ensure that all registers are uploaded to SIMs by tutors and other staff.
- Input absence data using appropriate codes.
- Maintain accurate records.
- Send and receive messages via Class Charts.
- Maintain a system of identifying students arriving late to school and facilitating the late detention process.
- Send letters to parents with regard to absence from school.
- Proceed with legal intervention as instructed.
- Raise attendance issues with the School Attendance and Wellbeing Officers and the Attendance Adviser and highlight where home visits may be required.

The School Attendance and Wellbeing Officer (SAWO) will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Make contact with parents when a student is absent with no reason provided.
- Meet regularly with and work together with the Progress and Pastoral Leaders to analyse attendance and to plan, monitor, deliver and review interventions to address attendance concerns.
- Form positive relationships with students and their parents/carers and work together with them to develop and progress action plans where there is poor school attendance.
- Work with external agencies and providers to improve attendance and support students and their families.
- Complete EHA assessments and use a multi-agency approach to support.
- Offer interventions to students either 1:1 or in groups to support school attendance and remove barriers to learning.
- Safeguard students with persistent absence by ensuring their wellbeing through home visits and working with external agencies.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Report concerns to the Attendance Adviser

The Associate Attendance Adviser (One Education) will:

- Safeguard students with persistent absence by ensuring their wellbeing through home visits and working together with other agencies.
- Case manage and proceed with legal interventions where appropriate. (Particularly where school interventions have been unsuccessful due to lack of engagement or consistency from parents).
- Send letters to parents with regard to absence from school.
- Meet regularly with the School Attendance and Wellbeing Officer to analyse attendance and plan, monitor and review interventions.
- Work alongside the School Attendance Support Officer to identify appropriate actions to non-attendance.
- Work together with the Progress Leaders and other members of the pastoral team to address issues of poor school attendance.
- Work together with parents to develop action plans with regard to the school attendance of students.
- Support parents and families to address issues impacting on a student's attendance at school via a range of interventions.
- Complete EHA assessments and use a multi-agency approach to support.
- Liaise with external agencies as necessary.

The Progress and Pastoral Leaders will:

- Support form tutors to manage the attendance of the students in their form and reinforce the importance of early intervention and recognition of potential issues or concerns and furthermore, acting upon them.
- Meet regularly with the Student Attendance and Wellbeing Officer / Attendance Adviser to analyse attendance and plan, monitor and review interventions and address issues of poor attendance.
- Reinforce the importance of regular and punctual school attendance and the impact on attainment via assemblies.
- Link attendance and punctuality achievement to reward systems; give incentives and realistic achievable targets for students.
- Recognise improved attendance.
- Address attendance issues with individual students.
- Raise attendance and punctuality issues during meetings with parents linking attendance and attainment.

- Contribute to the evidence required to support legal interventions.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

Form Tutors will:

- Actively promote the importance and value of good attendance to students and their parents.
- Support students to review their own attendance
- Form positive relationships with students and parents.
- Contribute to a whole school approach which reinforces good attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all students.
- Discuss attendance with students individually.
- Contribute to the evaluation of school strategies and interventions.

We request that parents will:

- Talk to their child about school life and what goes on there. Take a positive interest in their child's work and educational progress.
- Instill the value of education and regular attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctor, dentist, etc. out of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, consistent bedtime, homework, preparing a school bag and uniform the evening before.
- Not to keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term-time, where a parent requires leave of absence for their child in exceptional circumstances, they are asked to put the request in writing to school.

Section 8: Support Systems

Alder Community High School recognises that poor school attendance is often an indication of difficulties in a child's life. This may be related to problems at home or in school, or maybe due to illness. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behavior in school, for example, bereavement, illness of a family member, incidents of domestic abuse, divorce/separation, or any other issues within the family home. This will help the school identify any additional support that may be required.

Alder Community High School also recognises that some students may require additional support to attain good attendance, for example, those students with specific health needs/ongoing illness, those students with special educational needs, those with physical or mental health needs and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Analysis of data
- Reward systems/ recognising improved attendance
- PSHE awareness raising sessions
- Letters home
- Student voice activities
- Punctuality reports
- Friendship groups and peer relationship support
- Pastoral care and support
- Reintegration programmes following absence
- Breakfast club
- Time limited modified timetables and reintegration support
- Additional learning support
- Individual and group work with identified students
- Discussion with parents and students – meetings in school/home visits
- Governors Attendance Panels
- Referral to medical panel where medical issues impact on attendance
- Liaise with School Health
- Early Help Assessments (EHA)
- Referrals to support agencies and links with external support agencies

Medical issues supported by medical evidence

Where there is a medical issue that is supported by medical evidence that impacts on school attendance, we will refer to the Tameside protocol for Supporting Pupils with Medical Conditions [Children-with-Medical-Needs-Protocol-updated-2023.docx \(live.com\)](#)

Section 9: Legal Intervention

Prosecution – Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates’ Court may be taken. The School will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and a school representative will appear as a prosecution witness if required by the Court. This is to ensure that parents realise their own responsibilities in ensuring their child’s attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts and Penalty Notices.

Parenting Contracts – (Anti-Social Behaviour Act 2003) A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

Penalty Notices – (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

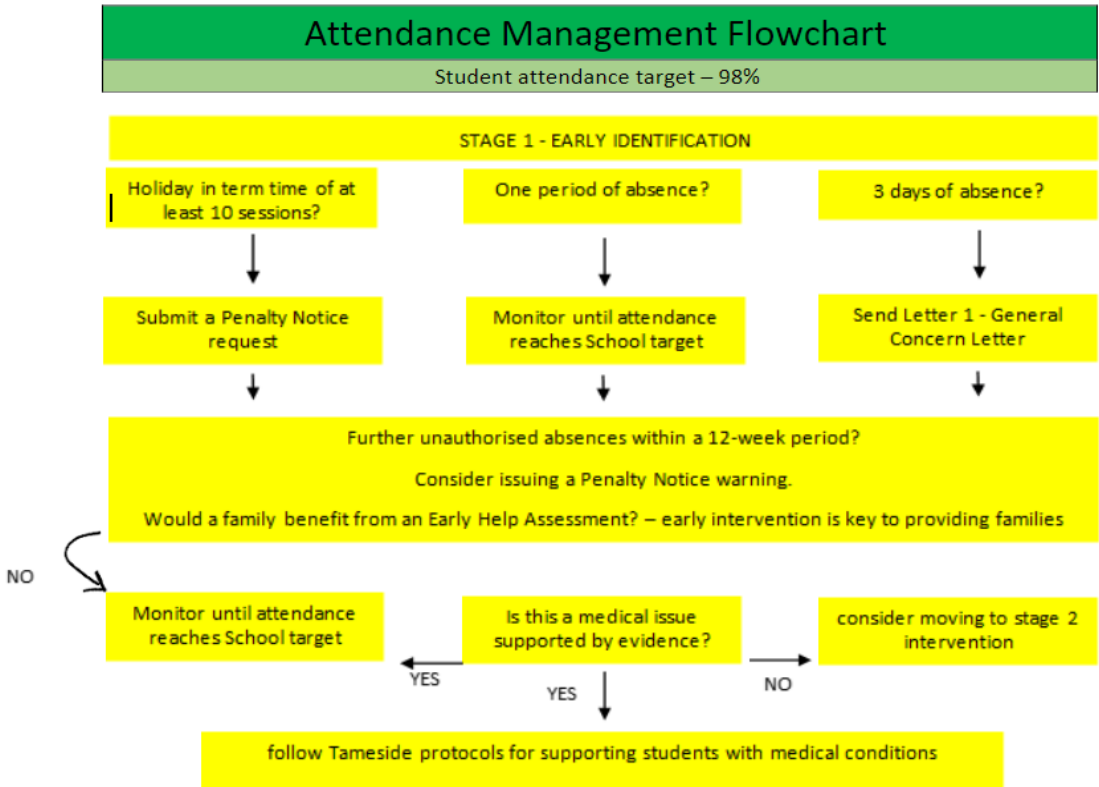
- A student is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school.
- When a pupil has accrued severe unauthorised absence following written warning to improve.

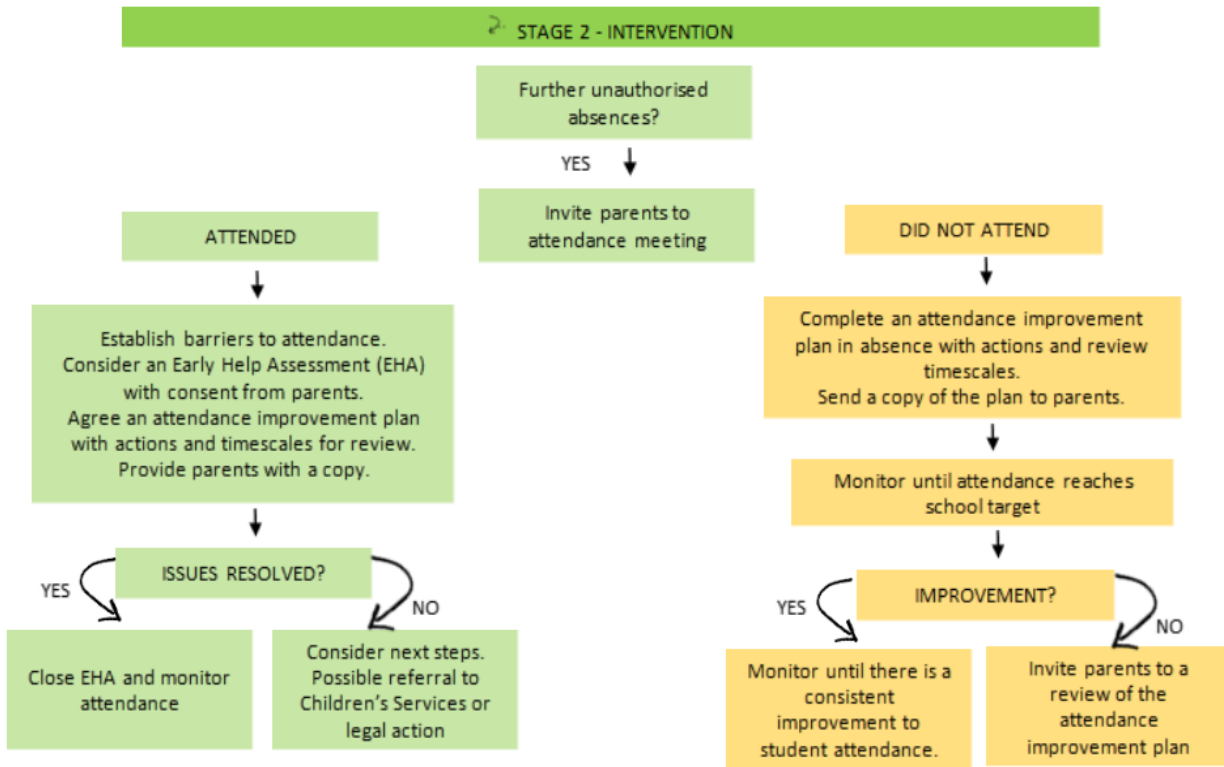
A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Tameside Metropolitan Borough Council’s Penalty Notice Protocol.

Section 10: Stages of Intervention

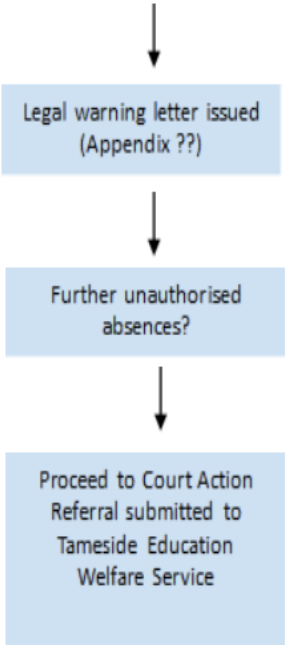




Stage 2 involves regular monitoring of student attendance; parents will be invited to review attendance plans until there is a consistent improvement in attendance or move onto Stage 3.

STAGE 3 - LEGAL INTERVENTION

Where there is no consistent improvement to student attendance, school will consider proceeding with legal action.



Appendix 1

Letter 1

Dear Parent/Carer

RE: Attendance

Child: XXX XXX
DOB: XX/XX/XX
Registered pupil at XXXXXX XX XXX
Attendance: XX%

Your child has been absent from school for 3 or more days.

Good school attendance is very important and will ensure that your child gets the best start in life.

Although there are often legitimate reasons for a young person to have time away from school, there is a direct link between attendance and achievement, and it is important that any absence is kept to an absolute minimum.

Hopefully moving forward, it will not be necessary for your child to have any further absences from school. However, if they do you may be contacted by one of our School Attendance and Wellbeing Officers who are available to advise and support with school attendance issues.

It is important that we monitor attendance closely and highlight issues at the earliest opportunity. Any pupil whose attendance is at or below 90% is classed as persistently absent by the Department for Education.

The laws states that it is a parents'/carers' legal responsibility to ensure that their child attends the school that they are registered at regularly. Failure to do so could result in legal action being taken.

We value a strong relationship between home and school and want to work closely with you to support your child to succeed at Alder.

Yours sincerely,

M Critchlow
Headteacher

Appendix 2

Holiday letter 1

Dear Parent/Carer

RE: Family Holiday

Thank you for your letter/email/text requesting time out of school for ** to go on a family holiday.

Although we acknowledge the reasons given, due to a change in legislation, we no longer authorise leave of absence during term time for pupils to go on holiday. Therefore if you choose to take the holiday, the absence will be recorded as unauthorised.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices for failure to ensure regular school attendance. Penalty Notices can be issued to parents who take their child out of school during term time without school's permission or if they are late returning from an extended holiday. Parents may receive a Penalty Notice of £60.00 per parent, per child, which must be paid within 21 days. If payment is made after the 21 days but within 28 days, the penalty is increased to £120.00. Where a fine remains unpaid after 28 days, the matter is referred to the Borough Solicitor, who will consider instigating criminal proceedings.

The Education Welfare Service is informed of all unauthorised absences from school and will take action as necessary. If you would like to discuss this further please do not hesitate to contact Rachel Anderson, our Senior Leader for Safeguarding and Attendance.

Yours sincerely

M Critchlow
Headteacher

Appendix 3

Holiday letter 2

Dear Parent/Carer

RE: Family Holiday

Child's name was absent from school for a period of # days from *date*. We have had information that suggests he/she has been on holiday and therefore the period of absence has been recorded as unauthorised.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices for failure to ensure regular school attendance. Penalty Notices can be issued to parents who take their child out of school during term time without school's permission or if they are late returning from an extended holiday. Parents may receive a Penalty Notice of £60.00 per parent, per child, which must be paid within 21 days. If payment is made after the 21 days but within 28 days the penalty is increased to £120.00. Where a fine remains unpaid after 28 days, the matter is referred to the Borough Solicitor, who will consider instigating criminal proceedings.

The Education Welfare Service is informed of all unauthorised absences from school and will take action as necessary. If you would like to discuss this further please do not hesitate to contact Rachel Anderson, our Senior Leader for Safeguarding.

Yours sincerely

M Critchlow
Headteacher

Attendance Improvement Plan

Student Details		Date of initial plan:	
Name:	DOB:	Review date:	
Parent/carer details:		Current attendance:	
Present at meeting:			

What are you worried about?

What is Working Well?

What would good look like?

(student) to have above 96% attendance.

(student) to arrive on time to school and lessons.

(student) to make progress across all subjects.

**Parents/Carers to avoid booking appointments during school hours
where possible.**

No holidays to be taken during term time.

**Parents/Carers to communicate with school with any issues which may
affect attendance.**

Parents/Carers to keep up to date with school life.

What needs to happen?