**Attendance and Punctuality Policy**



Fairholme Primary School

Updated: September 2023

Review: September 2024

Attendance Team: Ruth Mwangi (Assistant Headteacher - SLT Lead), Jo Bird (Family Engagement Officer) and Sinead McManus (Pastoral Support Assistant)

Fairholme School is committed to ensuring that all children attend school. We believe that regular attendance and punctuality is an important life skill that is coupled to achievement.

In order for this Attendance and Punctuality Policy to be effective it is imperative that children, parents, all staff and governors are equally committed to its success. Good attendance and punctuality (**96% and above**) needs to be maintained and not left to chance.

**Core principles:**

1. All parents, pupils and staff must appreciate that regular school attendance is essential if children at Fairholme Primary School are to reach their full potential.
2. Regular school attendance is absolutely key to enabling children to be able to utilise the educational opportunities available to them. It will enable them to become more emotionally resilient, raise their sense of wellbeing and self-esteem, and encourage them to become generally more confident individuals. In the long term, this should help them to achieve more successfully in their later secondary school lives and in their adult careers.
3. The school will work with its children, parents and families to assist those with difficulties, including non-attendance, to try to resolve their problem areas.
4. The school’s attendance policy is one part of:
	* the school’s positive links with the local community
	* a major strand to raise academic standards of all pupils within the school
	* our overall school improvement strategy
	* closely related to our policies on:
		1. anti-bullying;
		2. behaviour;
		3. inclusive learning;
		4. equality of opportunity.

At the same time, the school’s attendance policy has taken into account such legislation as:

* the Human Rights Act, 1998
* the Disability Discrimination Act, 1995
* the Race Relations Act, 2000, amongst several others

**The legal framework**

In England and Wales, the main legal framework includes the following key points:

1. Under the 1944 Education Act, Section 35, it is the parent/s responsibility to ensure that their child/ren attend school regularly and receive a full-time education ‘suitable for their age, aptitude and ability between the age of five and (and, as amended by later legislation such as the Raising of the School Leaving Age Order, 1972) to sixteen’. You must then do one of the following until you’re 18:
* stay in full-time education, e.g. at a college
* start an [apprenticeship](https://www.gov.uk/apprenticeships-guide) or [traineeship](https://www.gov.uk/find-traineeship)
* work or volunteer (for 20 hours or more a week) while in part-time education or training.

A child is deemed to be of compulsory school age at the beginning of the term following their fifth birthday. In practice, many children may start in our nursery from 3 onwards and our reception classes from the age of 4 onwards, subject to available places.

1. Section 39 of the 1944 Education Act permits local authorities to prosecute parents for failing to ensure their child’s attendance at school. As at 2013, for example, the maximum possible fine per parent is up to £2500 per child. However, the legal framework of school attendance regulations is kept under constant review.
2. Under the Education Regulations (2006), Pupil registration (England), the Governing Body is responsible and required to ensure that all admissions and pupil attendance registers are kept on a daily basis.
3. The Education (School Attendance Targets (England) Regulations (2007)) require governing bodies of all maintained schools to set a school overall attendance target. Fairholme Primary School governing body has set the school an overall attendance target of **96.4%.**

**Internal policy**

At Fairholme, the school day starts at 8:45am. The registers close at 8:45 but gates are closed at 9 am. All children arriving after this point must report to the school office where they will be recorded as being late (L code), as will late arrivals in class before this point. Any child that arrives at school after 9:15am will receive a U code.

After **5** lates recorded for a child, the Pastoral Support Assistant, Sinead McManus, will send a letter home to encourage improved punctuality and inform the relevant member of SLT, Ruth Mwangi, who will monitor the child’s late record.

Term Time Leave (TTL) requests, must be made in writing and should be addressed to the Headteacher.

We regularly talk about attendance with our families and look for ways to resolve any difficulties they may be facing in relation to their child’s attendance and punctuality. Our Pastoral Support Assistant, Family Engagement Officer, Jo Bird, and Assistant Headteacher are the first point of reference for our families with regard to attendance, however any member of the senior leadership team is happy to support families where required. All staff openly discuss attendance targets and punctuality with families, which may require a phone call or further discussion at parent’s evenings for example.

In order to promote good attendance and punctuality and to reduce persistent absenteeism, we have a number of strategies which are outlined in Fairholme Primary School’s internal policy, shown in **Table 1.1**

**Defining absence**

* When pupils of compulsory school age are recorded as absent, the register will show whether the absence is regarded as being authorised or unauthorised.
* Under the regulations, absences can only be authorised by the school and not by parent/s or carer/s.
* Parent/s or carer/s are expected to advise the school by telephone on the first day of absence, provide a reason and state the expected date of return.

**Table 1.1**

|  |  |  |
| --- | --- | --- |
| Excellent | **98%+**0 lates | **Excellent** - blue celebratoryWell done! Their attendance will help all aspects of their progress and life in school. It will be a good start in life and supports a positive work ethic.  |
| Well done | **96-97%** 1 to 5 lates | **Average** - green celebratoryStrive to build on this. Work out ways to ensure that you are at school on time as this will be affecting progress in school. |
| Needs Improvement | **91-95%** 6 to 10 lates | **Poor** – yellow reminderAbsence is now affecting attainment and progress at school. Please work with the school urgently to improve the situation.  |
| Of **Serious** Concern | **Less than 91%**11 or more sessions late | **Unacceptable** – red Absence IS causing SERIOUS CONCERN. It is affecting attainment and progress and is disrupting your child’s learning. We will work with you and the School Attendance Support Officer (SASO) to improve your child’s attendance. Permitting absence from school without a good reason is an offence by the parent. Only the school can ‘authorise’ absence. The school will not assess all reasons as ‘valid’.  |

**First-day absence**

In the event of the school not being informed of the reason for a child’s absence on the first morning of his or her absence, the school will automatically contact the home to check why the pupil is missing. The Pastoral Support Assistant will make this call and keep appropriate records of the discussion on CPOMS as well as the date. The Pastoral Support Assistant will call all contacts until contact is made. **Please see Flowchart (Appendix 1)**

**Safeguarding Concerns**

We recognise that continued absence for a period of time could signify a safeguarding concern, in which case the DSL (Designated Safeguarding Lead) will be alerted and as a school we follow the relevant safeguarding procedures. In the event of continued absence with no contact after 3 days, the procedures would be as follows:

School make a contact referral via the Synergy Portal after 3 days of no contact; SASO (School Attendance Support Officer) will attempt contact by, phone call, WhatsApp etc. if they are unsuccessful in making contact, a home visit could be made. A note will be left to inform the family that contact is being attempted. If still no contact after 3 days SASO will contact CME (Child Missing in Education) to check other areas i.e. council tax etc. After 5 days from the initial visit if no contact has been made, this will be referred to CME and a second home visit will be carried out by SASO. At all stages SASO will keep school informed of progress. A police visit may be requested by SASO if they are still unsuccessful in contacting the family. Responsibility remains with SASO once contact referral has been made. However, school will continue daily calling etc

**Emotionally Based School Avoidance/Anxiety**

We work hard to ensure that we quickly identify and find strategies to support those children who may be experiencing emotionally based school avoidance as this can impact attendance. Close contact with families to try to identify triggers and reduce anxiety for children is key as well as maintaining an open transparent approach to dealing with the child. Through our PSHE curriculum we teach our children the language of emotions and use this to talk with children about naming feelings. It is essential that we work with the child to reduce anxiety with understanding. Trusted adults are identified and used to support individuals and transitions are managed carefully. At the heart of everything we do we try to create a sense of belonging with the aim of supporting all children to feel safe in their environment.

**Children with SEND or Medical needs**

We recognise that those children with SEND or Medical needs may face greater challenges with their attendance and punctuality, however they still have the right to the same education. As a school we work hard to identify additional barriers for these children and families and provide Individual support as required. Where necessary, we make reasonable adjustments to support these families, in collaboration with and with guidance from other professionals such as the school nurse, and adjustments are referenced on individual health care plans. In some circumstances a reasonable adjustment may take the form of a reduced timetable, but these adaptations will be made on a case by case basis.

**Absence regulations**

***Illness***

In most cases, a telephone call or a signed note/letter from the parent or carer informing the school that their child is away is acceptable. Under certain circumstances, parents/carers may be asked to provide medical evidence, especially when a child has regular or repeated absences for illness or the same designated illness. An appointment card, text or prescription will be sufficient for this purpose.

***Medical/dental appointments***

Parents/carers are advised that, whenever possible, they should make routine medical and/or dental appointments outside of school hours. When this is not possible, pupils should attend for that part of the day they are available. In these instances, a copy of the text message or appointment card must be shown to the school office. Where more complex medical conditions occur, hospital letters and/or information will be required.

***Exceptional circumstances***

Pupils may miss school for exceptional reasons with the prior consent and knowledge of the school. Exceptional circumstances include, for example, a family bereavement and will usually be for a minimal period of time.

***Family holidays***

The school’s policy is that parent/s or carer/s should not take their children away on family holidays during term time and absence will be unauthorised. Legally, parents do not have an automatic right to take their child away from school during term time to go on a family holiday. A 10-day holiday during school time means a child misses around 5% of their possible learning time during the academic year, reducing their attendance to 95%, which automatically means the school’s attendance target of 96% will not be met.

***Religious observance***

Due to the nature of British multi-faith society, the school acknowledges and respects that there may be some occasions when religious festivals may fall outside of the school holidays or weekends. Under these circumstances, special leave is restricted to no more than one day for any specific religious observance or festival. Any further absence will be categorised as unauthorised. Parents/carers are required to inform the school of such an observance prior to the day of absence. Where the festival falls on a weekend, additional days will not be authorised.

***Exclusion***

In the rare event that it is necessary to give your child a fixed term exclusion, this will be counted as an authorised absence.

***Traveller children***

The aim of this school is to ensure that the attendance of Traveller children is as frequent and continuous as possible.

***Unauthorised absence***

Absences will only be authorised when relevant proof has been provided or deemed appropriate by the head teacher. Some examples of unacceptable explanations include:

* + to attend a pop concert
	+ to avoid attending homework club
	+ to go to a birthday trip out
	+ going to bed too late and being too tired to get up
	+ parent commitment with a friend visiting
	+ the closure of a sibling’s school for INSET or any other reason

***Deletions from the register***

In accordance with the Education (Pupil Registration) (England) Regulations (2006), pupils will only be finally deleted from the school’s register when one of the following circumstances applies:

* the school’s responsibilities are replaced by another school following a School Attendance Order
* the School Attendance Order is revoked by the local authority
* a permanent exclusion has occurred and appropriate procedures have been completed
* there is a bereavement of the pupil
* the pupil has been successfully transferred to another school and documentation proving this has been received by Fairholme Primary School
* failure to return after an extended holiday after both the school and the local authority have tried to locate the pupil through official channels
* a serious medical condition which prevents a child’s attendance or return to school before the end of compulsory school age
* after 20 days of continuous unauthorised absence, and after both the local authority and school have tried everything possible to locate the pupil

***Using attendance data***

Parent/s and carer/s are advised that their child’s attendance is monitored regularly. Therefore, when (and if) their child’s attendance becomes cause for concern, their attendance will be shared with relevant external agencies, such as the local authority, School Attendance Support Team (SASO), social services, health agencies, and, in the final analysis, the courts. Home visits may also be made by either designated school staff or the School Attendance Support Team (SASO) or by other relevant outside agencies in cases where pupils’ attendance may provide a cause for concern.

Governors and the school’s senior leadership team (SLT) will also regularly monitor and analyse pupils’ attendance data. Regular reports to governors and/or outside agencies (including school inspectors) are provided on this data.

***Support systems***

The school understands that poor attendance and/or punctuality is often a sign of broader difficulties within a child’s life. It would be appreciated and helpful if parents or carers could make the school aware of any difficulties or changes in the home or other circumstances which may affect their child’s attendance, such as a close family bereavement, divorce, separation, or a change of home, for example. Parents are free to advise the school when they believe their child may need extra support for any reason.

Some pupils often require more personal support than others. These include:

* looked-after children
* pupils with special or additional learning needs
* pupils with physical or mental health needs
* pupils with medical conditions (e.g. asthma, diabetes etc.)
* migrant pupils
* pupils who are Young Carers
* pupils who are learning to speak English or where English is not spoken in the home as a first language
* refugee pupils

***Improving school attendance***

Fairholme Primary School offers a range of support strategies to manage its school attendance. It also implements a range of measures to improve its overall rate of attendance. These measures include the following:

* discussion / interviews with parents and carers, both formal and informal
* the use of designated school attendance panels (meetings)
* specific requests to outside agencies
* home visits, usually made by the SASO
* a wide range of **reward systems** such as:
	+ 100% attendance certificates (Bronze, Silver and Gold, see **Table 1.2**).
	+ We actively promote and celebrate good attendance with regular updates to parents and children.
	+ We send letters to parents whose children have 96% attendance or above, informing them and celebrating their excellent attendance.
	+ During weekly assemblies we reward classes who have met a target of 96% or above. An attendance trophy is awarded to the class or classes with the highest attendance and Cedric the Crocodile is awarded to the class or classes with the highest punctuality. Newly introduced, 2023/24 a mufti day during the next week for 100% a class’ weekly attendance.
	+ Half-termly Year group rewards are available: year groups with the highest attendance for the week are put into a hat, at the end of the term one slip is drawn from the hat and the year groups selected has a Pizza Party in school.
	+ Weekly Parent Hub/Marvellous Me sent to parents celebrating attendance and punctuality winners for the week.
	+ We establish clear expectations of attendance which is set out to parents in the school’s newsletter and presented at events such as parents evening.

Table 1.2 **100% Rewards**

|  |  |  |
| --- | --- | --- |
| GOLD AWARD | 100% attendance all year | Certificate & badge given out during assembly |
| SILVER AWARD | 100% attendance for a 2nd term |
| BRONZE AWARD | 100% attendance for 1st term |
| IMPROVEMENTCERTIFICATE | Awarded at the end of each term. | Certificate given out during assembly |

* A wide range of supportive **intervention programmes** such as:
	+ Support for Young Carers – attendance and punctuality of Young Carers is monitored regularly and Young Carers are flagged on all our school systems. Where lateness or absence occurs due to caring duties, the school works closely with families to find ways to support these children’s education.
	+ Before and after school clubs
	+ Walk to school programmes
	+ SASO intervention

All support systems offered to both parents and pupils will aim to be supportive and child-centred where appropriate.

***Sanctions***

In very extreme circumstances, after other measures and interventions have failed, the school may refer a persistent non-attendee, or a pupil who is a cause for concern, for legal sanctions through the School Attendance Support service and to the local authority for possible court action or other legal sanctions. This may happen when a child’s attendance starts to drop **below 90%.**

**The role of the school**

**The governing body’s role and duties are:**

* To ensure that the national school attendance regulations, guidelines and other related legislation is fully and properly followed
* To ensure that the importance and value of good school attendance is promoted effectively to both pupils and their parents/carers and the reasons for it fully explained to them
* To undertake an annual review of the school’s attendance policy
* To ensure the school is adequately resourced to be able to carry out this task
* To monitor the school’s overall attendance and related issues through a standing item on the governing body agenda; this will take place at least once a term and on such other occasions as are deemed necessary.
* To ensure that the head teacher provides the governing body with an annual report on school attendance and related issues and on such other occasions as he or she deems necessary.
* To agree with the head teacher and senior leadership team (SLT) on their attendance targets.
* To make sure that all the school’s attendance data is provided accurately to the LA (local authority), or national department, as required on time.
* To ensure that the school has a leader appointed for school attendance.
* To ensure that the school has appropriate systems and procedures in place to collect and analyse attendance data frequently to, for example, be able to analyse the causes and patterns of pupils’ non-attendance throughout the school.
* To ensure that all staff within the school fully understand, use and interpret the data in order to devise appropriate solutions and to properly evaluate the effectiveness of their interventions.
* To ensure that all staff fully respect the confidentiality of any information or data collected on attendance from parents/carers or pupils alike, and not to reveal any data to any outside source without the prior consent of the head teacher or governors as appropriate.

**The Headteacher’s role and duties are**:

* To be responsible for attendance and punctuality at Fairholme Primary School.
* To authorise absence in exceptional circumstances.

**The Assistant Headteacher’s role and duties are:**

* To be the school’s champion for attendance, and to promote good attendance and punctuality across the school.
* To be responsible for monitoring and reviewing attendance across the whole school.
* To compile attendance data reports for the Headteacher, governors and parents as required.
* To attend meetings with parents of children whose attendance falls below the expected level.
* To oversee the intervention and support programmes run in school to support attendance and punctuality.

**The Pastoral Support Assistant’s role and duties are:**

* To be responsible for monitoring attendance daily across the whole school by following the ***Daily Absence Protocol* (Appendix 2)**.
* To attend meetings with parents of children whose attendance falls below the expected level.
* To send the reminder and follow up letters.
* To contact SASO when 4 week target for attendance under 90% has not been met.

**The role of staff:**

The staff are defined as all teaching, support staff, professionals and administrators employed by the school/LA or trust. All staff will:

* Actively follow all policies established by the governing body.
* Promote strenuously the importance and value of good attendance to pupils and their parents/carers and strive at all times to set a good example themselves.
* Teach at all times to the highest standards of their ability in order to provide pupils with the best possible teaching and learning experiences, encouraging them to attend schools and achieve their full potential.
* As part of their overall responsibilities, promote and participate in the monitoring of the school’s attendance policy and participate in such annual reviews as are deemed necessary; in order to achieve this goal, the head teacher and/or SLT will ensure that staff are fully trained to manage and implement all aspects of the school’s Attendance and Punctuality policy.
* Ensure that the national school attendance regulations are fully complied with and implemented.
* Make sure that the school’s registers are marked twice daily in accordance with the 1944 and 1996 Education Acts (and as amended by national governments) and the correct (and latest) codes are used and implemented.
* Participate in the collation of any reports on attendance or related issues to the governing body as required.
* Participate in activities which aim to ensure that all attendance data are collected and analysed frequently in order to identify and evaluate the effectiveness of interventions.
* Help to develop and participate in any multi-agency or interdisciplinary responses (such as case reviews) on attendance or related issues which may be deemed necessary.
* Ensure that not only is all attendance data kept on pupils kept accurately but to a required standard; this is a legally binding regulation – accuracy in collecting and recording attendance data is required for implementing court proceedings against parents/carers and these data could be subject to challenge or contest within a court’s proceedings or jurisdiction.
* Ensure that all staff are made aware that fostering positive relationships with parents/carers and their pupils is essential in promoting positive attitudes towards school attendance.

**The link with parents/carers**

The school will promote regular school attendance and its school attendance policy with all parents/carers and encourage them to ensure that their children attend school daily except for good cause and in such exceptional circumstances as they receive the prior consent of the Head teacher.

The aim of the school and its staff will be to:

* Encourage parents/carers to ask the school for help if and when they are experiencing any personal or family difficulties which may be affecting their child’s regular school attendance or on any related issues which may require any advice.
* We encourage parents to take an active part in their child’s education and ensure their child attends school punctually on every day they are well enough to do so.
* Parents are also required to:
	+ Contact the school every time when their child/children is/are absent and to provide, whenever possible, an accurate or expected date of return, and an accurate note giving the reason/s for their absence upon their return
	+ Inform the school of any circumstances which may have an impact upon their child’s attendance
	+ Endeavour to get them to foster a positive relationship with the school, its staff and Head teacher, and to be fully involved and engaged with school-related activities or events (e.g. parents’ evenings, school concerts etc.)
	+ Encourage parents/carers to provide regular routines at home such as for bedtimes, homework and preparing ‘kit’ for school
	+ Avoid taking holidays in term time unless absolutely necessary; term-time leave will not be authorised.
	+ Avoid taking their child/children for any unnecessary time off school, such as to go shopping during a school day, to help at home or to visit a relative
	+ Avoid allowing their child to take a day’s holiday on their birthday if it falls during term time; birthday parties are often best organised after school or at weekends. This would be considered as an unauthorised absence.

**Relationship with pupils**

Make sure all pupils are aware that:

* Their attendance matters on a daily basis and the reasons for it
* There is a clear link between regular attendance and good attainment
* They understand their role in making the school attendance policy work effectively
* They can discuss school attendance and related issues at meetings of the School Council
* Their views will be considered when the school’s attendance policy is drafted and/or amended

**Overall responsibilities within the school**

***Table 1.3*** provides a concise summary of all the roles and major tasks which need to be undertaken on managing attendance within the school throughout the academic year.

**The use of attendance letters and forms**

Fairholme Primary School uses a range of forms to manage its pupils’ school attendance and when there is any seen cause for concern. These are now present in tables 1.4 onwards as exemplars.

**Early Years Foundation Stage (Reception and Nursery Children):**

* It is very important that clear routines for good attendance and punctuality are established as soon as a child arrives at Fairholme Primary School. Parents/Carers have accepted a place at Fairholme Primary School and are therefore signing up to agree that they will support the school in 96% attendance and punctuality for their child. The importance of attendance and punctuality is clearly established during initial meetings with parents new to the school and is spoken about regularly in conversation with parents.

**Table 1.3**

|  |  |  |
| --- | --- | --- |
| **Term** | **Month** | **Actions** |
| Ongoing* Weekly attendance awards (class)
 |
| Autumn | September | * Analyse attendance of learners falling below 92% and explore issues and identify target groups
* Share information with parents, staff and SASO (If below 90%)
* Identification of learning support groups considering attendance
* Newsletter – report figures and evaluate / communicate with parents
* Update and publish school leaflet regarding parent information on attendance
 |
| October | * Governors – analysis and evaluation of data
* Target letters sent for below 92%
 |
| November | * Parents’ Evening – requirement to report figures and judgement
* Distribute attendance report for ‘target group’ for first part of Autumn Term
* Newsletter – report figures and evaluate/communicate with parents
* Governors – analysis and evaluation of data
* Target setting to include targets for attendance
* Target letters sent for below 92%
 |
| December | * Attendance rewards for 100% attendance – Bronze Award, Improvement Certificate
* Target letters sent for below 92%
 |
| Spring | January | * Print out and send home copies of all pupils’ attendance (autumn term report)
* Distribute attendance report for ‘target group’ for Autumn Term
* Governors – analyse and evaluate data
* Newsletter – make a big deal about attendance – report on Autumn Term progress
* Target letters sent for below 92%
 |
| February | * Review impact of additional support provision to include standards in attendance
* Target letters sent for below 92%
 |
| March | * Governors – analyse and evaluate data
* Parents’ evening – requirement to report figure and judgements
* Distribute attendance report for ‘target group’ for first part of Spring Term
* Target letters sent for below 92%
 |
| April | * Attendance rewards for 100% attendance – Silver Award, Improvement Certificate
* Attendance award 100% for the term
* Target letters sent for below 92%
 |
| Summer | May | * Report to parents to include information about standards in attendance up to spring term.
* Print out and send home copies of all pupils’ attendance (spring term report)
* Distribute attendance report for ‘target group’ for Spring Term
* Governors – analyse and evaluate data
* Target letters sent for below 92%
 |
| June | * Distribute attendance report for ‘target group’ for first part of Summer Term
* Governors – analyse and evaluate data
* Distribute annual school reports, making explicit attendance and grade
* Target letters sent for below 92%
 |
| July | * Distribute attendance report for ‘target group’ for Summer Term
* Governors – analyse and evaluate data
* Attendance rewards for 100% attendance – Gold Award
* Attendance award 100% for the term
* Target letters sent for below 92%
 |

# **Appendix 1 Attendance Intervention Steps**

**Attendance Intervention**

**Step 1**

Regular monitoring of attendance and daily attendance calls to parent/carer. Staff follow daily absence protocol.

**Step 2**

If the child’s attendance falls below 92% and absences are unauthorised a letter of concern is sent. Continue to monitor child’s attendance.

**Step 3**

Review child’s attendance, if attendance has failed to improve, invite parent/carer to an attendance meeting in school, where reasons for absence will be discussed.

Parent/carer may be asked to sign an attendancecontract.

**Step 4**

Continue to monitor and where attendance does not improve, send TL1 letter which includes a 4 week target and advice regarding medical proof being required. Where medical proof is not provided absence will be unauthorised.

**Step 5**

If attendance does not improve and/or target is not met, a referral should then be completed and sent to Early Help Hounslow with supporting documents for SASS intervention.

**Step 6**

SASS will set targets which if not met may result in sanctions such as Penalty Notices or prosecutions in the Magistrates Court

**Appendix 2 Daily Absence Protocol**

Every day, for every child that is absent:

1. After registers are taken and absences calls are noted (by 10:30am)
2. We double check in school before we start calling.
3. We call everyone on the contact list until we get an answer. We leave a message if there is a voicemail option.
4. **Once you make contact, stop this process – if not continue.**
5. Log on CPOMS.
6. We call the contact list at least twice.
7. We send an email or WhatsApp and a text to all contacts.

If no answer at all, from anyone on the contacts list of the child we consider:

* Does the child have additional agency support such as a social worker? – If so, contact them.
* Do we have any school intelligence? Does anyone know the family?
* We discuss with DSL
* We make a prompt home visit. If we can’t get an answer we leave a standard note through the door asking the family to contact school urgently.
* On day 3 of no contact we refer to SASS/Children’s service/MASH/Police to request a welfare check.
* We continue daily contact until we have received communication from the family.

This process is repeated every day any child who is absent. These may be check-in/’How are you?’ type phone calls for children where reason has been provided, but a phone call is still made.

For children who have notified school of term-time leave in advance, a daily phone call may not be considered necessary.

These procedures are in line with our attendance policy.

A1

**Fairholme Primary School**

Peacock Avenue, Bedfont, Feltham, Middlesex, TW14 8ET

Telephone: 020 8890 2584 Fax: 020 8844 2297

office@fairholme.hounslow.sch.uk www.fairholme.hounslow.sch.uk

**Headteacher: Mrs G Harris**

Date: \*\*\*

Dear Parent/Carer of:

**Attendance**

The school is very concerned that your child’s attendance is now 92% or below. This may include times where your child has been absent through illness, however it falls below the acceptable level required by the local authority of 96%.

**Current attendance: %**

**Being absent from school has a detrimental effect on your child’s learning. It is vitally important that your child attends school regularly and punctually and that you let the school know by phone or in person if he/she is absent that day.**

School can only authorise an absence when medical evidence is provided. We do not expect a medical certificate from your GP, however the legal burden lays with the parent to provide: a date stamped appointment card / appointment letter, a label from any prescribed medication for the absence to be authorised.

We will be monitoring your child’s attendance for the next two weeks and if the attendance does not improve you will be sent a 4-week attendance target letter and may be invited to school to meet with members of the attendance team to discuss ways in which we can work together to ensure improved attendance for your child.

The school expects children to arrive at school, ready for the start of the school day at the following times:

**8:45 – 9 am** for Nursery, Reception, Year 3 and Year 4 children

**8:45 - 9 am** for Year 1, Year 2, Year 5 & Year 6 children

If you would like to discuss your child’s attendance, please do not hesitate to contact me.

Kind regards

Miss S McManus

Pastoral Support Assistant

A2

**Fairholme Primary School**

Peacock Avenue, Bedfont, Feltham, Middlesex, TW14 8ET

Telephone: 020 8890 2584 Fax: 020 8844 2297

office@fairholme.hounslow.sch.uk www.fairholme.hounslow.sch.uk

**Headteacher: Mrs G Harris**

Date……..

Dear Parent/Carer,

Name of child……. DOB……. Attendance %..............

Further to my previous letter. I am writing to express my ongoing concerns regarding…………..’s level of school attendance as there has been little or no improvement.

I would therefore like to invite you to a meeting at the school on the ……………...at …………,in order for us to discuss any barriers, and work together to formulate a plan to support you to improve your child’s school attendance.

If you are unable to attend, please contact …………………… to arrange a more convenient time.

Yours sincerely

Miss S McManus

Pastoral Support Assistant

 A3

**Fairholme Primary School**

Peacock Avenue, Bedfont, Feltham, Middlesex, TW14 8ET

Telephone: 020 8890 2584 Fax: 020 8844 2297

office@fairholme.hounslow.sch.uk www.fairholme.hounslow.sch.uk

**Headteacher: Mrs G Harris**

**School Parent/Pupil Contract**

|  |  |
| --- | --- |
| Date of meeting |  |

|  |  |
| --- | --- |
| Pupil Name:D.O.B.: |  |
| Parent/Carer name: |  |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Present at meeting/DNA |  |
|  |  |

|  |
| --- |
| Parent/Carer informed that all parents have a legal duty to ensure their child receives an education at school or otherwise to ensure they meet their fullest potential. If attendance fails to meet target set, consideration will be given to a referral to the School Attendance Support Service who may take legal action under Section 444(1a) Education Act 1996. Barriers/issues raised and discussed School: Parent: Pupil: |

Agreed Support Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | responsible | Timescale | Date | Outcome |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Attendance target | % |
| Timescale for improvement | 4 Weeks |
| Review date |  |
| I confirm that this attendance/ support plan was agreed, and understand that where the attendance does not improve, a referral and a copy of this plan will be sent to the School Attendance Support Service. |
| Signed:Parent/Carer:…………………………………………………Pupil:………………………………………………………….School Attendance:………………………………………… |

A4

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**Headteacher: Mrs G Harris**

 \*\*\*\*2023

Dear Parent/Carer of: \*\*\*\*\*\*\*

**Attendance Target**

Further to my previous letter, I am writing to express my ongoing concerns regarding your child’s level of attendance. Please find attached a copy of your child’s registration certificate which shows the following:

Current attendance:\*\*\* % Current number of lates:\*\*\*

School are now setting 95% attendance target for the next 4 weeks which we will review on \*\*/\*\*/\*\*.

School can only authorise an absence when medical evidence is provided. We do not expect a medical certificate from your GP, however the legal burden lays with the parent to provide: a date stamped appointment card / appointment letter, a label from any prescribed medication for the absence to be authorised.

If your child’s attendance does not improve and absences are not authorised a referral to School Attendance Support Team may be made.

Kind regards

Mrs Harris

Headteacher

A5



Date

Dear Parent/Carer:

Name:                                                                         Date of Birth:

As you are aware we have been monitoring your child’s attendance and although the target set for your child was met, attendance levels are still below the expected levels.

We will now set a further attendance target for your child to achieve a minimum of …% for the following 4 weeks. This target will be reviewed on the…..…... …

If this target is not met with unauthorised absences, you will be referred to the School Attendance Support Service (SASS).

If you would like to discuss your child’s attendance or require support please contact……….

Yours faithfully

Mrs G Harris

Headteacher

 A6



Date

Dear Parent/Carer:

Name:                                                                     Date of Birth:

As you are aware we have been monitoring …….’s attendance, although the target set for your child was met, the attendance has declined and is below the expected levels.

We will now set a further attendance target for your child to achieve a minimum of 90% for the following 4 weeks. This target will be reviewed on the …......

If this target is not met, you will be invited to a school meeting which will give us a further opportunity to discuss support to improve your child’s attendance, and a referral may be made to the School Attendance Support Service (SASS) if attendance does not improve.

If you wish to discuss this letter or require support, please contact ……...

Yours faithfully,

Mrs G Harris

Headteacher

A7

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**Headteacher: Mrs G Harris**

Date:

Dear Parent/Carer of :

**Attendance – Renewed Target**

As you are aware we have been monitoring your child’s attendance and although the target set for your child was not met, this was due to authorised reasons. We will now set a further attendance target for your child to achieve a minimum of 96% for the following 4 weeks . This target will be reviewed on

If this target is not met you may be invited to a school meeting which will give us an opportunity to discuss support to improve your child’s attendance and a referral may be made to the School Attendance Support Service.

If you have any queries about your child’s attendance please contact Miss McManus on 020 8890 2584.

Kind regards

Mrs G Harris

Headteacher

A8

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**Headteacher: Mrs G Harris**

Date:….

Dear Parent/Carer of

**Attendance Target**

Following a successful period of time where the School Attendance Support Service monitored your child’s attendance, the case with them has now been closed and passed back to the school for monitoring until the attendance is again over 96%.

Current attendance: % Current number of lates:

School are now setting 95% attendance target for the next 4 weeks which we will review on \*\*\*\*\*.

School can only authorise an absence when medical evidence is provided. We do not expect a medical certificate from your GP, however the legal burden lays with the parent to provide: a date stamped appointment card / appointment letter, a label from any prescribed medication for the absence to be authorised.

If your child’s attendance does not continue to improve and absences are not authorised a referral to Education Welfare may again be made.

Kind regards

Mrs Harris

Headteacher