Attendance Policy

A policy for all stakeholders

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This policy is reviewed annually by the Trust. When reviewing this policy, consideration will be given to feedback from pupils, parents/carers, staff, governors/trustees and other stakeholders. Feedback gathered through pupil voice activities, attendance meetings, surveys and stakeholder engagement may be used to inform future revisions.

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Attendance Policy

In this policy:

- *Create Partnership Trust is referred to as the Trust*
- *The Board of Directors (Trustees) is referred to as the Board*
- *Children refers to pupils in our Trust schools*

The policy applies to all schools in the Trust.

Unicef Rights Respecting Schools Award (RRSA) Article 28

"You have the right to a good quality education. You should be encouraged to go to school to the highest level you can."

Attendance Policy

1. Rationale

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- https://www.legislation.gov.uk/uksi/2024/717/contents/made The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- https://www.legislation.gov.uk/uksi/2024/209/made Education (Information about Individual Pupils)(England)(Amendment) Regulations 2024
- The Equality Act 2010

https://www.legislation.gov.uk/uksi/2013/757/regulation/2/madeIt also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy will be applied fairly and equitably to all pupils and families, with due regard to the protected characteristics set out in the Equalities Act 2010.

Attendance and PA's (Persistent Absence) are exceptionally important. Primary national pupil attendance was around 96% pre COVID. This means that a child needs to attend school for at least 177 out of 190 days to meet national expectations.

As a result all schools in the Trust are working in partnership with the accredited Inclusive Attendance who provide four days training a year for our four Attendance Teams. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

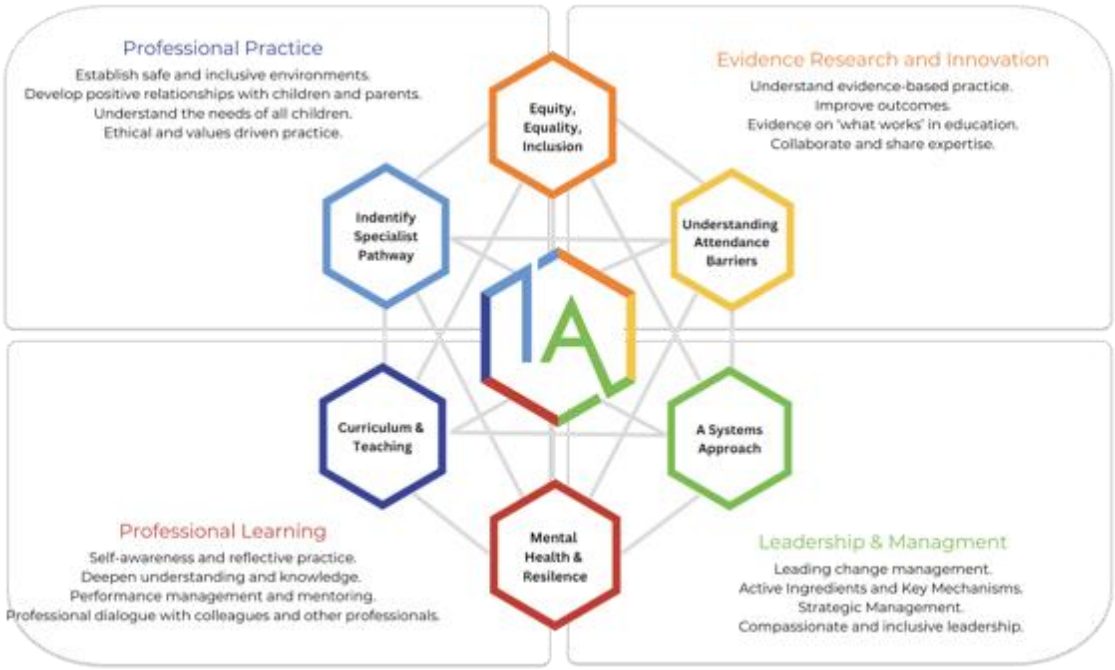
We have adapted the Inclusive Attendance approach at Create Partnership as an example of best practice; Create Trust have very clear and detailed systems and procedures in place to manage absence and attendance across the school.

The Trust has put the following procedures in place considering the most recent publication of the DFE: Working together to improve school attendance paper and the Birmingham City Council 'Support First school attendance

The Strategic Approach - Inclusive Attendance Professional Development Model

The Inclusive Attendance professional development model fundamentally guides our attendance approach. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.

Attendance Policy



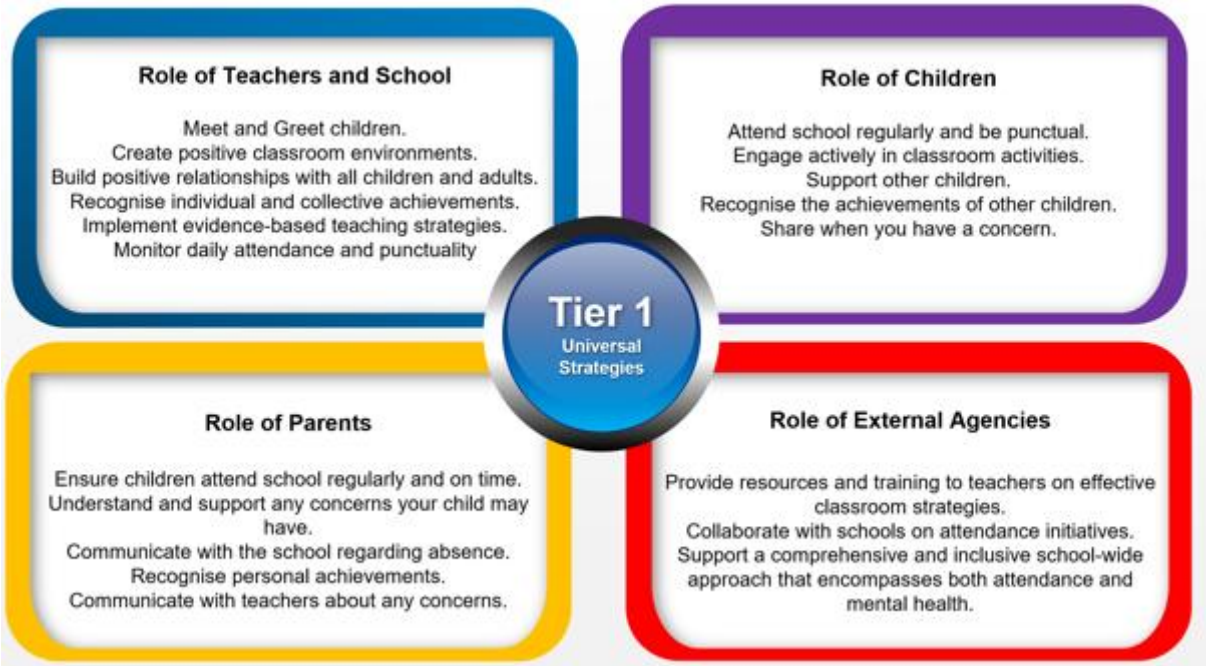
Annual Inclusive Attendance 7-Month Development Programme

Each year, our School reviews and further enhances attendance practices through dedicated participation in the Inclusive Attendance 7-month development programme. This investment allows us to remain at the forefront of educational change and extends unparalleled support to our children and their families, equipping them with access to the finest possible assistance.

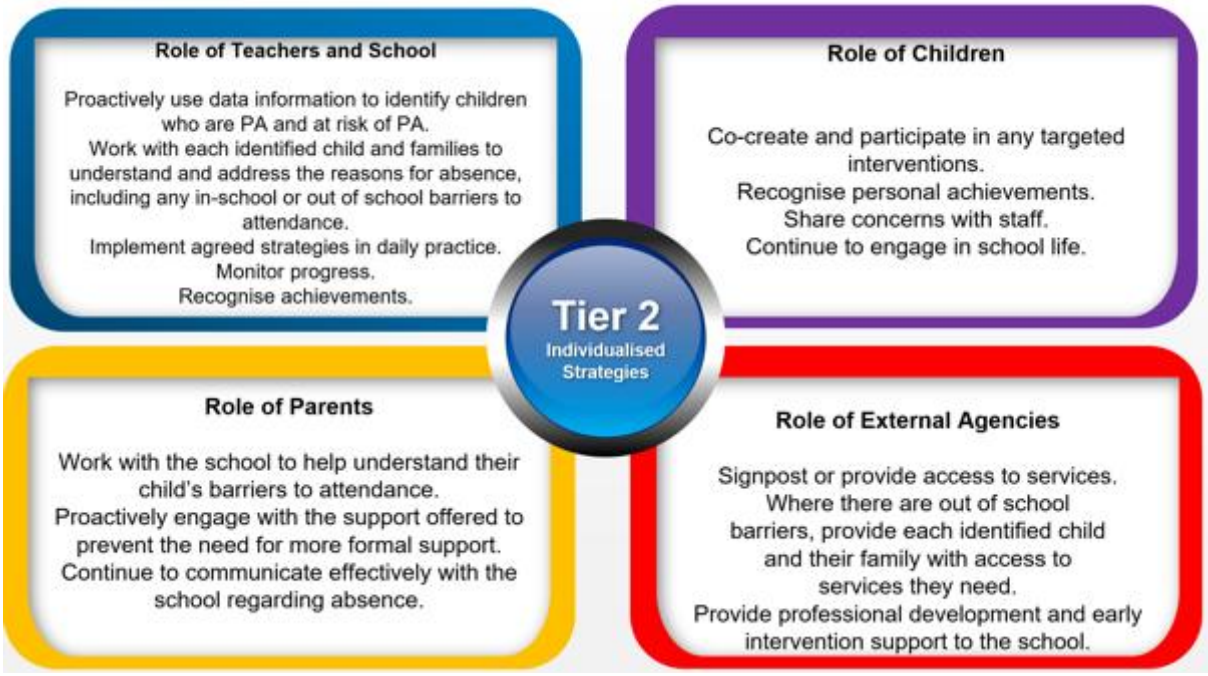
A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, our School implements a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

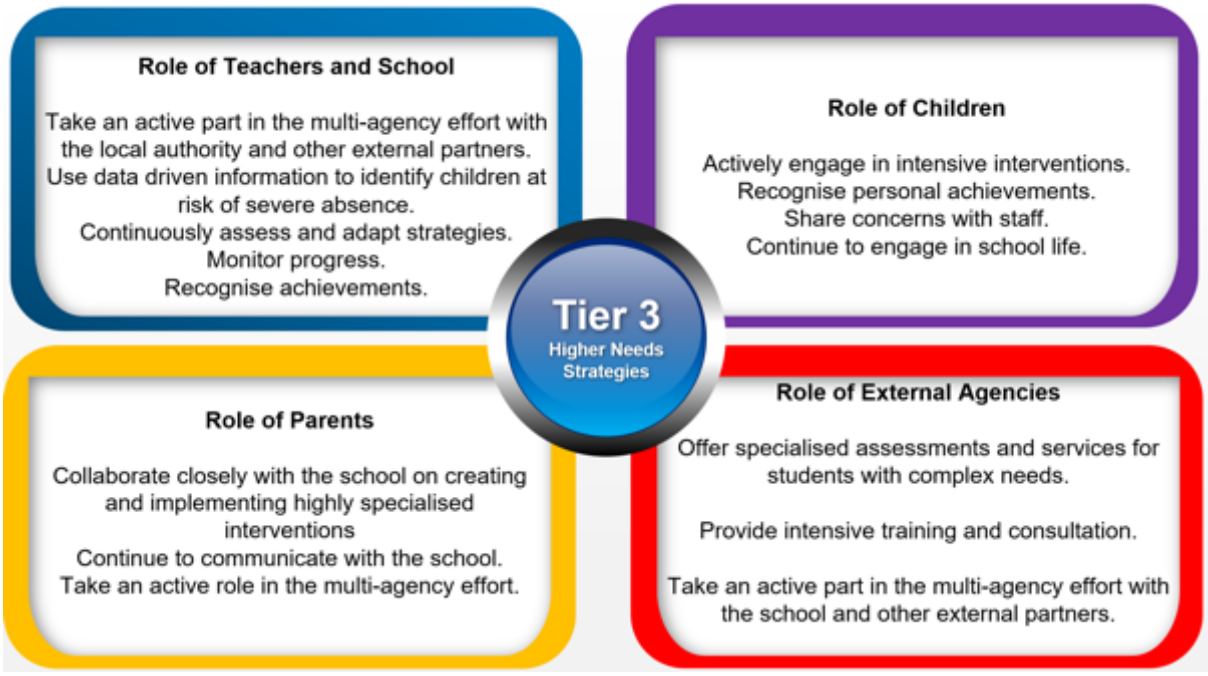
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



2. Aims & Objectives

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Objectives

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- *Academic Achievement:* Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- *Knowledge Acquisition:* School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- *Social Development:* School provides a vital social environment for children and adolescents to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- *Building Routine:* School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- *Teacher Interaction:* Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- *Preventing Knowledge Gaps:* Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- *School Engagement:* Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- *Legal and Parental Responsibility:* Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- *Community Well-being:* High levels of school attendance contribute to the overall well-being of communities.

Communication of this Policy

This attendance policy is published on the school's website and is available to parents/carers on request. Parent/carers are made aware of the policy when their child joins the school and are reminded of the school's attendance expectations and procedures at the start of each academic year through school communications.

3. Key Processes

The register is taken at the start of the morning and afternoon session of each school day. On each occasion a record is made ofwhether a pupil is:

- Present
- Attending an approved educational activity
- Absent due to authorised or unauthorised reasons
- Unable to attend due to exceptional circumstances.

The schools follow up any unexplained absence to:

- Ascertain the reason.
- Ensure appropriate safeguarding action is taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use before entering it on to the schools' electronic register, or management information system.

Only the Headteachers, Executive Headteacher or a member of staff acting on their behalf can authorise absences. If there is no known reason for the absence, then the absence must be recorded, in the first instance, as unauthorised.

At the start of each academic year, all parents/carers are provided with information regarding the school's 'Support First' attendance expectations, procedures and support available. The Attendance Policy is available on the school website and may be provided in alternative formats upon request. (appendix 5)

4. Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Examples of unauthorised absence can be found in appendix 2.

Occasionally if a pupil has a high level of absence (often recorded as illness) where internal monitoring and review meetings have not been effective at improving a pupil's rate of attendance, parents may be asked to provide medical proof of any absences in order for the school to authorise them. (appendix 7)

5. Authorised Absence from School

Authorised absences are permitted by the school and include:

- Illness: The Trust has a 48hr policy for Sickness and Diarrhoea when parents are expected to keep their child off school to prevent the spread of any infection. An NHS fact sheet is sent to parents giving advice about when to keep children at home. (appendix 4)

- Hospital, doctors, dentists or optician's appointments. (Appointment time and travel time only). Although parents may offer a reason for a child's absence, it is the responsibility of the school to decide whether the absence is authorised.

- We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

5.1 Approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Children must be in school before and return to school soon after their appointment. Evidence must be provided for each individual medical appointments in the form of an appointment letter, doctor's note, or prescription for any medications received. Proof of evidence must be one appointment per card. Doctors are not to be asked for appointment letters as proof.

Where possible, parents are encouraged to make appointments after school or during the holidays.

6. Absence Notes

Notes received from parents explaining a pupil's absence are logged by the office manager and are kept for the academic year. If there are attendance issues concerning a particular pupil that may require further investigation, these notes may be retained for a longer period.

7. First Day of Absence Call

On the first day of absence, parents/carers are asked to contact the school to provide a reason for their child's non-attendance. The school can be contacted by phone, written note, letter or email through Bromcom or the enquiry email address. Parents are expected to indicate the reason for absence and to give an indication of the amount of time to be taken off school. Once the school has been informed of the child's absence, a subsequent phone call is made on the third day of absence to establish when the child will return to school. If school has not been made aware of the reason for a child's absence, a first day absence call is made by a member of the Attendance Team to establish contact. School makes every effort to contact the parents calling relatives, neighbours, the schools of siblings etc. to establish the whereabouts of the absent pupil and to ensure their safety. If school has been unable to contact parents by the end of the first day, a home visit is made by members of the Attendance Team.

If school is unable to contact parents and there are concerns about safeguarding, the school contacts the Children Missingin Education (CME) which is part of the Multi Agency Support Hub (MASH) at any point in this process to ensure the safetyof the child.

8. Five Days Absence

School makes every effort to make contact with parents about the whereabouts of the child by telephone calls and/or home visits etc. to family members. Once school has exhausted their investigations it is a requirement by Birmingham City Council that any pupil who is absent from school, without an explanation, for 5 consecutive days is reported to the Children missing inEducation Team (CME), although this is often sooner if school has concerns. Parents receive notification of this by letter.

9. Frequent Absence (BCC Support First attendance framework 'Facilitate Support' Stage)

Frequent Absence often means a child's attendance is below the expected figure of 96% but above the Persistent Absence (PA) figure of 90%. It is the responsibility of all staff to bring to the attention of the attendance team, any emerging punctuality or attendance issues. Parents are notified by letter about the school's concerns and support is offered. In cases where no improvement is seen, a meeting takes place with a member of the attendance team. In cases where a pupil begins to develop a pattern of absence, the school attempts to resolve the problem through meetings with the parents and child. Children who aredeveloping worrying trends in attendance may be placed on the vulnerable children list and the 'Signs of Safety and Well-being Three Houses form' completed which ensures that the voice of the child is heard. One of three actions is undertaken:

- initiate simple reasonable adjustments to address the child's unmet safeguarding needs
- develop a school focused action plan with the child, Parent /carer as appropriate
- initiate a multi-agency Early Help Assessment (EHA) & Our Family Plan (OFP)

Internal monitoring takes place which may include attendance report cards for the child alongside rewards for improvement and regular contact meetings with a member of staff.

If the problem appears to be a medical one, the school seeks advice from the school nurse. Absences which cannot be evidenced are registered as unauthorised.

If, after conversation with the child, a serious safeguarding concern is indicated, school follows the child protection procedures as indicated in 'Right Help, Right Time'.

10. Persistent Absence (PA) & Severe Absence (BCC Support First attendance framework 'Formalise Support' Stage)

Persistent Absence is a term used for children who have attendance of 90% and less. School now moves from the 'Facilitate Support' stage to the 'Formalise Support' stage and must follow the Birmingham City Council 'Support First' School attendance framework and guidance document – https://www.birmingham.gov.uk/downloads/file/29520/support_first_school_attendance_framework_and_guidance#

Strategy for Reducing Persistent Absence:

- School leaders set high expectations for attendance and communicate them clearly to parents through communication and workshops, and students in assembly. The importance of regular attendance is shared from the start of a child's education at all four schools in the Trust.
- Our school conduct home visits, listen to parents' concerns about their children's attendance, providing Early Help, and deliver workshops to share the importance of good attendance. By understanding the reasons behind absences, we can provide appropriate support.

- Accurate Recording: Schools ensure accurate attendance records and systematically analyse attendance data to identify patterns and trends, shared with leaders, governors and the Trust.
- Based on the analysis, and in line with safeguarding procedures, the school take targeted actions at both individual and whole-school levels. We address barriers to attendance and continuously work toward improvement.
- Our school recognises that attendance can be linked to curriculum quality, school ethos, behaviour, and inclusivity. We take a holistic approach to addressing attendance as part of an ongoing process.
- Early Intervention: We intervene early to prevent prolonged absence, including referrals to the school nurse, Birmingham City Council's School Attendance Support Team (SAST), Early Help services and other relevant agencies where appropriate.

Strategy for Reducing Severe Absence

Severe Absence refers to pupils whose attendance falls below 50%. These pupils are considered at significant risk of educational disadvantage, social isolation, and safeguarding concerns. Where attendance concerns persist despite school- led intervention, or where pupils' attendance falls into the Severe Absence category, the school may seek advice and support from the Birmingham City Council's School Attendance Support Team (SAST). The school will work collaboratively with SAST, parents/carers and other relevant agencies to identify barriers to attendance and implement appropriate support and challenge.

In addition to the strategies outlined for Persistent Absence, the school will implement enhanced support and monitoring, which may include:

- Immediate identification through attendance monitoring systems and regular review by the Attendance Lead and Designated Safeguarding Lead (DSL).
- Home visits where concerns arise regarding a child's welfare, engagement, or barriers to attendance.
- Early Help assessments and multi-agency working to identify and address underlying causes of absence.
- Individual attendance action plans developed collaboratively with families, setting clear targets and support measures.
- More frequent meetings with parents/carers to review attendance and identify additional support required.
- Referrals to relevant external agencies, including School Health, Early Help, Children's Services, Educational Psychology, or other specialist services where appropriate.
- Consideration of safeguarding procedures where prolonged absence raises concerns about a child's safety or wellbeing.
- Escalation through the Birmingham City Council Support First Framework where engagement is limited and attendance does not improve despite support.

The school recognises that severe absence is often linked to complex and overlapping needs. Our approach prioritises understanding barriers, building positive relationships with families, and ensuring that pupils receive the support necessary to re-engage with education.

At Create Partnership, we monitor and reduce sickness absence through clear procedures and actions. Additionally, repeated lateness is considered unauthorised absence, and the school may request a meeting to address persistent lateness, in addition to the actions outlined in the Formalise Support' stage of the the Birmingham City Council 'Support First' School attendance framework and guidance.

11. Leave During Term-Time

Holidays during term time are actively discouraged. In accordance with the guidelines from Birmingham City Council, the Trust does not authorise any absence during term time for extra holiday and parents are reminded of the negative effect that absence during term time can have on a pupil's potential achievement. If parents choose to take their child out of school for an extended period, they must make a request for the leave of absence informing the school of the dates of travel, providing proof of booking date, date of departure and return flight details and an address and telephone number covering the period of absence from school. Parents are encouraged to minimise the disruption to their child's education by not bridging the school terms. Parents meet with a member of the attendance team to discuss the detrimental effects term time absence has on both a child's learning and social interaction within the classroom and with peers and they sign a home school agreement on when the child will return to school.

Where a child disappears on holiday without informing the Headteacher, the school carries out necessary investigations into their whereabouts. If this cannot be ascertained, letters are sent to parents regarding the leave denied process (appendix 16/17) and a referral is made to the CME. If a child has been taken out of school on holiday, parents may be prosecuted.

Absence is only authorised in the most exceptional circumstances. If parents request permission to take their child out of schoolduring term time, where there are exceptional circumstances, a meeting is held with a member of the attendance team and an application form completed at least two weeks before they are due to depart. Parents must contact the school and allow the school time to consider an application before booking flights or leaving the country, even when unforeseen events occur (e.g. family bereavement).

Headteachers may, on rare occasions, judge that there are genuine and exceptional circumstances pertaining to an application to take a pupil out of school during term. A meeting is held with the Headteacher to discuss the application and the reason for the request for absence from school. Headteachers consider each application on its merit.
Examples of exceptional circumstances could include:

- death of child's parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 monthsof recovery and medical evidence required)
- leave for armed forces personnel who are prevented by operational duties to take their leave at any other time
- leave of absence already granted by a previous school or local authority (granted within the last six months and supported by documentation from the previous school)

If absence is authorised during term time, the Headteacher determines the number of school days a child can be away from school up to 5 school days. Headteachers are within their rights to turn down such applications and refuse authorisation for parents/carers to take their child out of school during term time.

Family emergencies need careful consideration. It is not always in the best interests of the pupil nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school relationships can provide pupils with stability and care during difficult times.

All procedures to do with term time holidays are formalised with standard letters. (appendix 16/17). The local authority reservesthe right, in line with the Birmingham Code of Conduct, to consider issuing a penalty notice where parents remove their children from school during term time without the authorisation of the Headteacher. Any child not returning from absence is referred tothe CME before removal from the school roll.

If a school is concerned that a child may be being taken out of school for Female Genital Mutilation (FGM) procedures, the school follows the guidelines set out in the Safeguarding policy. The Headteacher may use the information to seek advice from CASS about a referral to children's services.

12. Punctuality

Pupils are encouraged to be on the school site 10 minutes before the start of the session ready for morning and afternoon registration. Any pupils arriving after the register has been taken are recorded as late and are registered with a late slip. Morning and afternoon registers close up to 30 minutes after the start of each session. Pupils arriving after this time are recorded as having an unauthorised absence and are recorded in the register with a code U (appendix 2).

In cases where a pupil arrives after registers have closed but with a valid reason e.g. an appointment with the doctor, dentist or hospital then the school enters the appropriate authorised code. Parents are required to provide written proof of such appointments.

Late pupils report to the school office to be registered and to receive a late slip which is passed to the class teacher on arrival in class. They are recorded as late.

If a child is late to school more than 7 times, a letter (appendix 15) is sent to parents informing them about their child's poor punctuality and the need to improve. Further lateness is monitored and if no improvement is seen, a member of the attendanceteam meets with the parents to offer help to improve punctuality and to make it clear about the negative impact on their child'seducation.

13. Promoting Attendance

The school uses opportunities to remind parents/carers, that it is the parents' responsibility to ensure that their child receives an education (appendix 3). This also forms part of the Home School Agreement. Classes with the best attendance and punctuality are rewarded in weekly school assemblies. Pupils with good attendance and those whose attendance and punctuality has improved receive certificates and rewards. Attendance figures are shared regularly with staff, pupils, parents and the Trust though newsletters and reports.

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance.

Effective Interventions and Signposting

As a school, we use the Inclusive Attendance approach, working with Inclusive Attendance consultants and supported by the Trust team. **We also use the following strategies and outlets:**

1. **In school:**
    - Regular assemblies, posters, and classroom discussions reinforce the message.
    - Attendance information is shared in termly parent meetings.
    - Students receive incentives for improved attendance.
    - A weekly attendance cup is awarded to positively reinforce good attendance by recognising and celebrating the class with the best attendance.
    - Celebrate improved attendance with recognition.
2. **Mentoring**:
    - School councillors' mentor younger ones on attendance.
    - Mentors and peer support encourages better attendance habits.

3. **Parent Workshops**:
    - Regular workshops educate parents on attendance strategies.
    - Topics include routines, communication, and overcoming barriers.

4. **Early Help Organisations**:
    - These Early Help organisation work with our schools in the local community to support families in understanding the importance of daily attendance.
    - They offer advice, guidance, and interventions.

External Support Agencies
While our internal programs are effective, external agencies can provide additional support. Consider signposting parents and carers to:

- **Family Support Services**: These agencies address wider family issues affecting attendance.
- **Health Services**: For medical-related absences, parents can seek advice from healthcare professionals.
- **Birmingham City Council's School Attendance Support Team (SAST)**

School Senior Attendance Champion: Mr Haydon – Assistant Headteacher

Attendance Champion: The role of an Attendance Champion in improving children's attendance in schools is critical in ensuring that students attend school regularly and achieve their educational potential. Attendance Champions have a multifaceted role that encompasses various responsibilities and strategies aimed at enhancing attendance rates. Here are some key aspects of the role:

- Developing and Implementing Attendance Policies: Attendance Champions work closely with school leadership and staff to develop and implement effective attendance policies and procedures.
- Data Analysis: Attendance Champions collect and analyse attendance data to identify trends and patterns. They use this information to pinpoint areas of concern, such as high levels of persistent absence, frequent lateness, or particular year groups or demographic groups with attendance challenges.
- Early Intervention: Recognising that early intervention is crucial, Attendance Champions identify children at risk of poor attendance. They collaborate with teachers, parents, and support staff to address attendance issues as soon as they arise.
- Supporting Families: Attendance Champions work closely with parents and guardians to build positive relationships and engage them in improving their child's attendance. They may conduct home visits, organise meetings, and provide guidance on strategies to promote regular attendance.
- Mentoring and Coaching: Some Attendance Champions offer mentoring or coaching to children with attendance problems. They help children understand the importance of attending school regularly and provide strategies for overcoming barriers.
- Providing Resources: Attendance Champions may connect families with resources and services that can help alleviate attendance-related challenges, such as housing support, counselling, or healthcare services.
- Monitoring and Reporting: Attendance Champions continuously monitor attendance records and report attendance data to school leadership, governing bodies, and local authorities as required. They ensure that accurate records are maintained.
- Interventions and Incentives: Attendance Champions design and implement interventions and incentives to motivate children to attend school. This may include recognition for attendance, recognition programmes, or targeted interventions for specific groups of students.
- Staff Training: Attendance Champions provide training to school staff on effective attendance monitoring, reporting, and intervention strategies. They ensure that all staff members understand their roles in promoting attendance.
- Legal Compliance: Attendance Champions are knowledgeable about legal requirements related to attendance, including regulations governing authorised and unauthorised absences. They ensure the school complies with these regulations.
- Safeguarding: Attendance Champions are vigilant for safeguarding concerns related to attendance. They recognise signs of neglect or abuse and report them to designated safeguarding officers or authorities as necessary.
- Community Engagement: Attendance Champions may collaborate with community organisations, social services, and local authorities to address attendance issues within the broader community context.
- Continuous Improvement: Attendance Champions regularly evaluate the effectiveness of attendance strategies and interventions. They adapt their approaches based on data and feedback to achieve sustained improvements in attendance rates.
- Promoting a Positive School Culture: Attendance Champions contribute to creating a school culture where attendance is valued, and students feel motivated and supported to attend regularly.

Our schools will also make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Education supervision order

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

A notice to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

13.1 Supporting Pupils with SEND and Medical Needs

The Trust recognises that some pupils may face additional barriers to attendance due to SEND, medical needs, mental health needs or disabilities. Attendance support will be personalised and take account of the individual needs of the child and their family.

The school will:

- Work closely with parents/carers, SEND staff, health professionals and external agencies to understand barriers to attendance.
- Consider reasonable adjustments and individual support strategies to improve attendance.
- Ensure attendance concerns are considered as part of SEND Support plans, Individual Healthcare Plans and Education, Health and Care (EHC) Plans where appropriate.
- Monitor attendance carefully for pupils with SEND and medical needs and intervene early where concerns emerge.
- Work with the Local Authority where attendance concerns relate to a pupil with an EHC Plan, in accordance with statutory guidance.
- Consider whether absence may be linked to unmet need, anxiety, medical conditions, sensory needs, communication difficulties or other barriers before pursuing formal attendance interventions.
- Ensure attendance support is delivered in a way that is inclusive, proportionate and consistent with the school's duties under the Equality Act 2010 and the SEND Code of Practice.

The school recognises that improving attendance for some pupils may require a graduated and multi-agency approach focused on support, adjustment and engagement rather than solely on compliance measures.

14. Inclusive Attendance Practice

Pupils are expected to:

- attend school every day
- be punctual (arriving at 08:30).
- be ready to learn

Parents/Carers are expected to:

- ensure their child attends school unless there is medical condition discussed with the school.
- be aware of their legal responsibilities in relation to their child's education and attendance.
- ensure they contact school on the first day of absence, and each day thereafter.
- inform the Office Manager if there are problems/worries that are causing their child to stay away from school. This may be followed up with a home visit or call from a member of the safeguarding team.

School is expected to:

- provide a welcoming atmosphere and a safe learning environment.
- address any concerns that pupils or parents/carers may highlight pertaining to attendance.
- keep accurate records of morning and afternoon registration.

- monitor each child's attendance and punctuality.
- make first day absence calls when a child has failed to attend, and no reason has been given by parent/carer.
- make home visits on the first day of absence if parents/carers have failed to make contact with the school in that time.
- promote good attendance through workshops and newsletters.
- encourage good attendance through the recognition-based approach.
- reward classes with the best attendance each week. These achievements are announced in Celebration assemblies.
- meet with parents in school to discuss attendance concerns weekly and address any issues that may arise from that meeting.
- monitor individual pupils' attendance and punctuality.
- Enter into an Attendance Agreement Plan to evidence that parents are working with school to improve their child's Persistent Absence or Severe Absence
- Liaise with the Court Officer from the Education Welfare department to monitor and improve the attendance of persistent absence pupils
- Action the 'Support First' BCC procedures to address parents of pupils where there has been no improvement with persistent unauthorised absence.
- Share attendance information with the Local Authority and other relevant agencies, where required by legislation, to support attendance monitoring, safeguarding and the provision of appropriate support.

***Governors/Trustees**:* School governors or trustees play a crucial role in supporting children's attendance in schools in the UK. Their responsibilities encompass strategic oversight, policy development, and ensuring that the school meets its statutory obligations regarding attendance.
Named Trustee with responsibility for Attendance: Mary Higgins

Strategies for Using Data to Target Attendance Improvement Efforts

Our strategy for using data here including the following:
• The whole school cohort and Individual year groups.
• Individual pupils.
• Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
• Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM.
• Pupils who have an allocated social worker or are known to social care.
• A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
• Pupils at risk of PA.
• Pupils at risk of SA.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the local authority.

Pupils absent due to mental or physical ill health

Support will be provided by the Pastoral Team

Pupils absent due to other barriers to attendance

- Part of Ofsted's criteria for 'expected standard' for attendance and behaviour says that any reasonable adjustments and/or interventions should be timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority.

Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding and refer any concerns to local children's social care and/or request a police welfare check.

Contact Details of School Staff

Name of Staff Member	Roles and Responsibilities	Contact Details
Miss C Williams	Headteacher	c.williams@greet.create.org.uk
Mrs K Holder	DHT	k.holder@greet.create.org.uk
	Office Manager	enquiry@greet.create.org.uk
Mrs S Bi	Pastoral Team	s.bi@greet.create.org.uk

Appendix 1 – Categorisation of Absence

Any pupil who is on roll, but not present in the school must be recorded within one of the following categories:

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Examples of unauthorised absences include:

- going shopping
- looking after other family members
- visiting relatives
- the weather
- children or parents getting up late
- children do not feel like coming to school
- another sibling is unwell
- collecting relatives from the airport
- holidays during term time

2. Authorised Absence

This is for those pupils who are absent from school for a reason that is deemed to be valid under the Education Act of 1996

3. Persistent Absence

Persistent Absence is a term used for children who have attendance of 90% and less. Parents are contacted to ensure they know and understand their responsibilities and an action plan is written to improve the attendance. This is monitored by the school. Ifthere is no improvement, then FastTrack is actioned.

4. Approved Educational Activity

This includes types of supervised educational activity undertaken off site but with the approval of the school.

NB Pupils recorded in this category are deemed to be present for attendance returns purposes.This might include:

- educational visits
- sporting activities
- most types of dual registration
- work experience placements

Appendix 2 – Attendance Codes

The school uses a computer system for keeping the school attendance records. The following national codes are used to record attendance information Code	Description	Meaning
Attending the school		
/	Present am	Present
\	Present pm	Present
L	Late (before registers closed)	Present
Attending a place other than the school		
K	Attending education provision arranged by the LA	Approved Education activity
V	Educational visit or trip	Approved Education activity
P	Approved sporting activity	Approved Education activity
W	Attending work experience	Approved Education activity
B	Attending any other approved education activity	Approved Education activity
Absent – Leave of Absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroard	Authorised absence
M	Medical/Dental appointments	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
X	Non-compulsory school age pupil not required to attend school	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registration (i.e. pupils attending other establishment)	Approved Education activity

C	Leave of absence for exceptional circumstance	Authorised absence
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Authorised absence
R	Religious observance	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
E	Suspended or permanently excluded	Authorised absence
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	Authorised absence
Y1	Unable to attend due to transport normally provided not being available	Authorised absence
Y2	Unable to attend due to widespread disruption to travel	Authorised absence
Y3	Unable to attend due to part of the school premises being closed	Authorised absence
Y4	Unable to attend due to the whole school site being unexpectedly closed	Authorised absence
Y5	Unable to attend as pupil is in criminal justice detention	Authorised absence
Y6	Unable to attend in accordance with public health guidance or law	Authorised absence
Y7	Unable to attend because of any other unavoidable cause	Authorised absence
Absent - unauthorised absence		
G	Holiday not granted by the school	Unauthorised absence
N	No reason yet provided forabsence	Unauthorised absence
O	Unauthorised absence (notcovered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence
Administrative codes		
Z	Prospective pupil not on admission register	
#	Planned whole school closure	

Appendix 3 – Roles & Responsibilities

Pupils are expected to:

- attend school every day.
- be punctual
- be ready to learn

Parents/Carers are expected to:

- ensure their child attends school regularly.
- be aware of their legal responsibilities in relation to their child's education and attendance.
- ensure they contact school on the first day of absence.
- inform the learning mentor if there are problems/worries that are causing their child to stay away from school.

School is expected to:

- provide a welcoming atmosphere and a safe learning environment.
- address any concerns that pupils or parents/carers may highlight pertaining to attendance.
- keep accurate records of morning and afternoon registration.
- monitor each child's attendance and punctuality.
- make first day absence calls when a child has failed to attend and no reason has been given by parent/carer.
- make home visits on the first day of absence if parents/carers have failed to make contact with the school in that time.
- promote good attendance through assemblies and focus weeks.
- encourage good attendance with certificates and rewards each term for individual pupils
- reward classes with the best attendance & punctuality each week. These achievements are announced in phaseassemblies.
- acknowledge and reward pupils with 100% attendance for the academic year.
- meet with parents in school to discuss attendance concerns weekly and address any issues that may arise from thatmeeting.
- monitor individual pupils' attendance and punctuality.
- Enter into an Attendance Agreement Plan to evidence that parents are working with school to improve their child's Persistent Absence
- Liaise with the Court Officer from the Education Welfare department to monitor and improve the attendance of persistent absence pupils
- Action the 'Support First' BCC procedures to address parents of pupils where there has been no improvement with persistent unauthorised absence.

Appendix 4 – Is your child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

Other illnesses

Follow this advice if your child does not have coronavirus symptoms or they had a test and it was negative (they do not have coronavirus).

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

High temperature

If your child has a high temperature, keep them off school until it goes away.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over.

This is usually about 5 days after the spots first appeared.

Cold sores

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

Coronavirus (COVID-19)

Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature

- do not feel well enough to go to school or do their normal activities

If they have mild symptoms and they feel well enough, they can still go to school.

Ear infection

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

Impetigo

If your child has impetigo, they'll need treatment from a GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Ringworm

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

Scarlet fever

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.

Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious.

But let the school or teacher know if you think your child has slapped cheek syndrome.

Sore throat

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of tonsillitis.

Threadworms

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhea

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

Appendix 5 – Whole School Letter

School Attendance

A very important message for all Parents/Carers

Date

Dear Parent/Carer,

Greet Primary School is working in partnership with parents and the Local Authority to improve schoolattendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

do not achieve well in exams

find it difficult to maintain friendships

are more likely to become involved in crime

miss out on opportunities in further education and the world of work?

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Headteacher**,** within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. ***Headteachers may not authorise leave during term time except where the circumstances are exceptional.***

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) family holidays (unless authorised by theHead teacher by pre-arrangement) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to sendyour child to school regularly without good reason is a criminal offence.

Legal action that may be taken includes:

Issuing penalty notices:

Details of the National Framework for Penalty Notices

Birmingham City Council's processes are followed in line with the DFE requirements in relation to Penalty Notices.

An attendance contract is a formal agreement between parents and the school or local authority to address irregular attendance, providing support as an alternative to prosecution. It is not legally binding but serves as a formal route to secure engagement with support when voluntary early help plans have not worked. An attendance contract aims to offer support rather than punishment.

If voluntary support or attendance contracts are unsuccessful, an Education Supervision Order (ESO) can provide formal legal intervention without prosecution. Before proceeding with an ESO, the school and local authority should exhaust voluntary support options and ensure the order would benefit the pupil and parent. Persistent non-compliance with an ESO can lead to prosecution in the Magistrates Court by the local authority. Upon conviction, parents may face fines of up to £1,000.
Local authorities have the power to prosecute parents for various offences related to attendance:
Failure to comply with a school attendance order may result in fines of up to £1,000. Failure to secure regular attendance at school or alternative provision may lead to fines of up to £2,500 and/or imprisonment. Persistent non-compliance with an Education Supervision Order may result in fines of up to £1,000.

Penalty Notices

In line with the guidance, we prioritise the 'support first' approach providing support to families in cases where it is appropriate. Starting from **September 2024**, there are new fixed penalty fines in place. Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (such as leave of absence in term time) or when support has not been engaged with. Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

• First offence - The first time a Penalty Notice is issued the amount will be:
£80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

• Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

• Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

.

Taking parents to court for unauthorised absence: Education Act 1996 Section 444(1) - court canfine each parent up to £1000 per child, order payment of prosecution costs and/or impose a ParentingOrder.

Taking parents to court for persistent unauthorised absence: Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage yourchild in adult life.

If your child's level of absence is of serious concern, the school will offer advice and support to improve attendance. After this, any unauthorised absence may result in the School and the Local Authority taking legal action.

Appendix 6 – Headteacher Concern Letter

GREET PRIMARY SCHOOL

15.Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here:

From Birmingham with Love

If you wish to discuss the contents of this letter or your child's attendance, please contact the school. If you call and there is no one available, please leave a message and contact telephone number and we will call you back.

I hope this is helpful to you and we look forward to seeing **«ChildFirstName»** in school more regularly from now on.

Yours sincerely,

Head teacher

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Appendix 7 – Medical Absence Letter

Date:

Name

Address

Dear (Parent's name)

Re:

Your child's poor attendance at school this year is causing serious concern as ***he/she*** has been absent for ***number*** of sessions out of a possible ***number*** of sessions and this will make it much harder for your child toachieve good results in their school work. ***Most/All*** of the absence has been due to illness or for medical reasons.

It has been decided that due to the high level of your child's absence, **the Headteacher will no longer authorise any absence for medical reasons unless supported by medical evidence**.

I have to advise you that we monitor all pupils with poor school attendance and will take action when absenceis unauthorised; this may lead to prosecution.

Therefore, should your child have any further sessions of absence because of illness or medical reasons youare strongly advised to provide one of the following which may enable the Headteacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Doctors or GP 'sick' notes are not required. Please do not request these from your GP.

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable asmedical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needsthe child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work.Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctorurgently.

If you have other concerns about your child or difficulties you may need support with, please contact the school who may be able to assist in the form of an Early Help Assessment.

If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call andI am not available, please leave a message and contact telephone number.

Yours sincerely

Headteacher

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Appendix 8 – Invitation to FAM meeting

16. Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Invitation to a Formal Attendance Meeting

Dear *«ParentTitle» «ParentLastName»*

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»

Yr «YearGroup» at «SchoolName»

There have been continuing difficulties concerning the attendance of your child *«ChildFirstName» «ChildLastName»* at Greet Primary School.

To assist you, the school have tried to engage with you to offer additional support such as early help to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a Formal Attendance Meeting has been arranged at *«SchoolName» on «AppointDate» at «AppointTime».*

It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

I must advise you that it is your legal responsibility to ensure your child attends school regularly.

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

Headteacher

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Appendix 9

Formal Attendance Meeting Record Sheet

(All parents comments must be recorded)

Meeting held on: ….……

At: ……...

Attended by (Please include the names and job titles of staff, the name of parent\carer(s) and any person accompanying them) ……

……

……

Introduction

Thank you for attending this Formal Attendance Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence and for us to agree a parent/school contract at the end to improve their attendance in school. ***(If there is more than one child in the family, record information on separate sheets from page 2 onwards).***

Child Name…… **DOB**…… **Address**…….. …….. ……..	**Child Name**…… **DOB**…… **Address**…… …… ……
Parent/Carer Name …… **DOB**…… **Address**…….. …… …… **Relationship to child/ren** ……..	**Parent/Carer Name** …… **DOB**…… **Address**…… …… …… **Relationship to child/ren** ……

If only one person attends the FAM:

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name …… DOB……..

Relationship to child/ren: ……

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren's education etc)

……

……

……

"You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible."

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)

1. What actions have you taken to get your child to attend school?

……
……
……

……

2. Are there any reasons, such as difficulties at home, housing problems, illness or disability issues, relationship or behaviour difficulties etc., which you think may be affecting your child's ability to attend school regularly?

Y☐ N☐

If yes, could you please outline the difficulties the family is experiencing?

……
……

……
……

Would you like some assistance from relevant services in order to help to resolve these difficulties via an Early Help Assessment?

Y☐ N☐

3. Has your child been too ill to attend school during the period of absence? (Show copy of attendance printout)

Y☐ N☐

If yes:

What illness has the child had?……

……

……

Have you taken your child to a GP or Consultant? Y☐ N☐

If yes, what advice did they give you?.....

……

……

Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor's note (not required), medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y☐ N☐

If a doctor has not been consulted, why not? ……

……

……

Do you consent to a school nurse referral if needed?

Y☐ N☐

If yes, what is the name of your child's GP and which surgery are they registered with please? If no, what is the reason for the refusal to consent?

.....

.....

.....

4. Has your child been bullied? Y☐ N☐

If yes, who have you reported this to in School and what action was taken?

……

……

……

If this has not been reported, why not?

……

……

……

5. Are any other agencies or professionals (involved with) working with your family?

Y☐ N☐

If yes, who are they and what work are they doing with your family?

……

……

……

6. Are there any travel issues affecting your child attending School regularly?

(Discuss transport arrangements at this point if pupil is in receipt of home / school transport)

Y☐ N☐

……

……

7. "Is there any further support we can offer you?" Y☐ N☐

……

……

……

Attendance Contract

"We are now going to agree on a parent/school contract to ensure that attendance improves. The contract will be in place for an initial 10 weeks. If you agree to the terms of the contract it must be signed."

(All paperwork must be legible and signed, photocopied and a copy given to each parent at the end of the meeting - all 7 pages of this document. Send a typed copy of the parent/school contract if writing is not easy to read).

Agreed actions by parent/carer

- Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. **(If the parent is required to hand the child over to a member of staff / School Reception, and/or a part-time timetable has been agreed for a short period of time to re-integrate the child back into school please record the arrangements here)**
  ……
  ……
  ……
  ……

- If your child is going to be absent for any reason, you will contact the school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.

- Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a relevant professional, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **(Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).**

- You will contact the school if your child is experiencing any difficulties preventing regular attendance.

Any other actions agreed;

……

……

……

……

……

……

……

Actions by School

- To respond to parental contact promptly.
- To continue to monitor attendance.
- To complete Early Help assessment ***(delete as appropriate)***
- To complete a school nurse referral ***(delete as appropriate)***
- To **only** authorise absence due to illness when provided with medical evidence.

Any other actions agreed:

…..……..

…..……

……

……

……

Statement

I must advise you that any further unauthorised absence within the 10 week term of the contract is likely to lead to legal action.

The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents' responsibility to ensure their child attends school regularly.

Statement read to the parent(s) Y☐ N☐

School staff ……..…Signed…….……Dated……..…….

Parent Statement

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer……Signed……. Dated……..

Parent/Carer……Signed……. Dated……...

'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.

Have copies of the Formal Attendance Meeting Record Sheet been given to the parent at the end of the meeting?

Y☐ N☐

Yours sincerely

Headteacher

create PARTNERSHIP TRUST

Appendix 10

17. **Insert date**

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Invitation to a Rearranged Formal Attendance Meeting

Dear *«ParentTitle» «ParentLastName»*

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»

Yr «YearGroup» at «SchoolName»

In an attempt to resolve issues concerning the attendance of your child *«ChildFirstName» «ChildLastName»* at *«SchoolName»,* the Formal Attendance Meeting has been rearranged at *«SchoolName» on «AppointDate» at «AppointTime».*

It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

I must advise you that it is your legal responsibility to ensure your child attends school regularly.

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in afine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name ..... **DOB**..... **Address**..... ..... **Signature**..... **Date**.....	**Parent/Carer Name** ..... **DOB**..... **Address**..... ..... **Signature**..... **Date**.....

Request **agreed / denied**

Signed ..... Headteacher Dated .....

create
PARTNERSHIP TRUST

Appendix 12 – PF1 Letter

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

'Support First'

18. Dear «ParentTitle» «ParentLastName»

Re*: «ChildFirstName» «ChildLastName»* - D.O.B. *«ChildDOB»*

Yr «YearGroup» at Greet Primary School

Thank you for coming to the Formal Attendance Meeting on «*Date*» regarding the poor attendance of your child on «*AppointDate*» Greet Primary School.

We were very pleased that you came to the meeting and hopefully your child's attendance will now improve. Please find enclosed a copy of the Formal Attendance Meeting notes, a copy of the signed attendance contract and a legal information leaflet.

The contract covers the next 10 weeks and it's really important that during the period outlined there is no further unauthorised absence, including unauthorised leave in term time.

Please contact me immediately if «*ChildFirstName*» is experiencing any difficulties preventing their attendance during this period which may impact the success of the contract, or if you feel you are unable to comply with what's been agreed.

Please note however that at this stage, there must be no further unauthorised absence if a penalty notice/legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School_Representative»

Job Title

Appendix 13 – PF2 Letter

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

'Support First'

19. Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. *«ChildDOB»*

Yr «YearGroup» at Greet Primary School

Unfortunately, you did not attend the Formal Attendance Meeting, which was to take place on «*AppointDate*» at Greet Primary School. ***The meeting was rescheduled but unfortunately you did not attend that meeting either (*delete if the parent informed you that they were refusing to attend the first FAM so it was not rearranged).** This means we were not able to complete a signed attendance contract with you.

You are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff.** You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:

    - Medical appointment card with one appointment entered
    - Letter from a professional such as a hospital Consultant or Psychologist
    - Evidence of a consultation with NHS 111
    - Medication prescribed by a GP
    - Copy of prescription

- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «*ChildFirstName*»'s attendance. **If there is <u>any</u> further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker, and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School_Representative»

Job Title

Appendix 14 – PF3 Letter

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

'Support First'

20. Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. *«ChildDOB»*

Yr «YearGroup» at Greet Primary School

Thank you for coming to the Formal Attendance Meeting on **«***Date***»** regarding the poor attendance of your child on «*AppointDate*» at Greet Primary School.

Unfortunately, though you attended the meeting, as you refused to sign the attendance contract, we are not able to continue with that option.

This means you are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff.** You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «*ChildFirstName*»'s attendance. **If there is <u>any</u> further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

«School_Representative»

Job Title

Appendix 15 – Punctuality Letter

Date

Name
Address

Dear Parent

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at

Greet Primary School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance andparents may be prosecuted by the Local Authority if late arrival is not resolved.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal

responsibility to ensure full time education suitable to the child's age, ability and aptitude and anyspecial educational needs the child may have, either by regular attendance at school or otherwise.(Education Act 1996)

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child…

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. If you have other concerns about your child or difficulties you may need support with, please contact the school who may beable to assist in the form of an Early Help Assessment.

Your child's punctuality must now improve or the school may have no option but to take further action against you.

If you call and I am not available, please leave a message and telephone number.

Yours sincerely

Headteacher

Appendix 16 – Leave Denied Process (LD1)

Date

Parent name
Address

Dear (Parent name)

Re: Child's full name - D.O.B. Yr Group at Greet Primary School

Thank you for your recent leave of absence request.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the schoolhis/her parent(s) are guilty of an offence'.

If you decide to take the leave the absence will be marked as unauthorised and may result in a Penalty Noticebeing issued or legal action taken.

If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attendschool every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely

Headteacher

Enclosure: copy of 'Leave of Absence Request Form'

Appendix 17 – LD2 Letter

Date:

Dear …..

Re:

This letter is sent to parents/carers whose child is/has been absent from school due to possible unauthorised leave in term time.

Although you may have contacted school after the leave commenced to explain the circumstances, or, asked a friend/relative to notify the school, please be aware that the Education (Pupil Registration) (England) Regulations (Amendment) 2016 do not allow for retrospective authorisation of leave in term time. In addition, if you asked a friend/relative to contact the school on your behalf, their explanation could not be accepted as parents must contact the school directly themselves.

If it was not unauthorised leave but illness which caused your child's absence you will need to provide medical evidence to the school in order for it to be authorised. This could include:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Evidence of a positive Covid-19 test

Doctors or GP 'sick' notes are not required unless the child has been treated abroad.

Section 444 of the Education Act 1996 states that:

'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'. Unauthorised absence may result in a Penalty Notice being issued or legal action being taken against you.

I would also advise that if your child is still currently absent, you must return the child to school with immediate effect unless you have medical evidence that the child is too ill to attend.

If you haven't already done so, please contact the school urgently regarding the circumstances of your child's absence.

Yours sincerely,

Head Teacher

Appendix 18

School Attendance (Legal Action) - Information for Parents

To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. **(Please be aware your child will get an unauthorised absence mark when they arrive after registration closes.**
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.

The Head Teacher will not authorise medical absence without evidence.

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

- **Section 23(1) Anti-Social Behaviour Act 2007:**
  Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. ***The amount of the penalty is £60.***
  - ***If this is not paid within 21 days the amount rises to £120.***
  - ***If not paid within 28 days the Local Authority may prosecute*** under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

- **Section 444(1) Education Act 1996:**
  "If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."
  - ***The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.***

- **Section 444(1A) Education Act 1996:**
  "If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."
  - ***The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, and order payment of the prosecution costs.***

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in you having a criminal record.