



## ATTENDANCE POLICY

<b>Policy written &amp; owned by</b>	Elliot Payne - Assistant Headteacher
<b>Policy Adopted/Reviewed</b>	<b>September 2023</b>
<b>Approved by Management Committee</b>	
<b>Review Date</b>	



**The Bridge Academy - All through Pupil Referral Unit**  
**Attendance Policy**  
*Everyone, Everywhere and Every time*

**Aim of the policy**

To support excellent levels of attendance for all students to enable fulfilment of their potential at The Bridge Short Stay School.

Those people responsible for attendance matters in this school are:

**Headteacher**– Mr James Morris

**Assistant Headteacher**– Mr Elliot Payne

**Chair** of Management Committee  
Policy Review Committee

**Key principles**

High levels of attendance and punctuality levels are promoted and rewarded.

- It is the responsibility of students to attend school well.
- It is the responsibility of their families, local partners and staff to support improvements to attendance.

Some students find it harder than others to attend school. Our school will work with students, parents and other local partners to remove any barriers to attendance.

- The school's aim for attendance above the national average for other similar settings, including PRU and Alternative Provision. When attendance or punctuality fall short of expected standards, steps will be taken to address this. Sanctions may be applied in accordance with the school's behaviour policy.

Subject to the terms of this policy, any day-to-day attendance issues that parents or students have should be discussed with the school's attendance lead. When more detailed support is required, parents and students should contact the headteacher or deputy headteacher.

**Roles and responsibilities**

**The School**

The School will:

- develop and maintain a whole-school culture that promotes the benefit of high attendance
- work with students and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions when appropriate
- consider individual needs when implementing this policy, including having regard to the school's obligations under the Equality Act 2010 and the UN Convention on the RoTC
- share information and work collaboratively with the local authority, other schools in the area and other partners including, when required, making appropriate referrals in accordance with local procedures, legislation and guidance
- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future

- ensure that all students can access full-time education, putting strategies in place in the rare instances when this will not be possible
- liaise with relevant individuals including DSLs and SENCOs to ensure that provisions are put in place to support vulnerable students to maintain their education and attendance, including when education is conducted through remote learning
- ensure that the schools leadership team works in collaboration with the Management Committee to monitor attendance levels and the effectiveness of this policy, and provide the Management Committee with such information about the attendance and non-attendance of students as is required.
- ensure that all legislation and guidance are complied with and reflected in its policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, *working together to improve school attendance* (2022)
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance *Keeping Children Safe in Education* (please refer to our Safeguarding & Child Protection Policy)
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- regularly inform parents about their children's attendance and absence levels
- support students who are returning to education following long-term absence
- ensure that effective systems to record and report attendance data are in place, including
  - accurate completion of admission and attendance registers using an electronic management information system
  - assign overall responsibility for championing and improving attendance at the school to a designated senior leader
- share effective practice on attendance management and improvement with ATLP schools.
- maintain the resources necessary to facilitate remote learning and arrange any additional.
- training staff may require to support students where students are required to access their education via remote learning.
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education (Summary table of responsibilities for school attendance - [publishing.service.gov.uk](https://publishing.service.gov.uk)) to the extent not covered above or elsewhere in this policy.

## **Parents and carers**

We expect parents and carers to:

- ensure that their children arrive at the school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular school attendance at home
- follow the correct procedure for reporting the absence of their children from the school
- avoid unnecessary absences
- keep the school informed of any circumstances which may affect their children's attendance
- when periods of remote learning are required, ensure their children are supported to learn remotely at the times set out by their school, that the schoolwork set is completed on time and to the best of their children's ability, and that equipment and technology used for remote learning is used as intended.
- not take their children out of education for holidays during term time
- inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: Summary table of responsibilities for school attendance ([publishing.service.gov.uk](https://publishing.service.gov.uk)).

## **Students**

We expect students to:

- attend school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to school late (see sections 4 and 5 below).
- when periods of remote learning are required, ensure they are available to participate in remote learning at times set by their school and that schoolwork is completed on time and to the best of their ability, or notify a responsible adult where this may not be the case.

## Senior Leader for Attendance

The **Senior Leader for Attendance** at The Bridge Centre is Elliot Payne, Assistant Headteacher.

The Senior Leader for Attendance is responsible for the strategic approach to attendance at the school and will:

- Offer a clear vision for improving attendance expectations and processes
- Oversee the analysis of attendance and absence data, identifying patterns and trends and ensuring that this information is used to improve attendance
- ensure that key attendance messages are communicated to parents and students
- provide data and reports to support the work of the Management Committee (see below).
- Promoting positive behaviour and excellent attendance is the responsibility of the whole school community.

## The Management Committee

The Management Committee will:

- take an active role in improving attendance by recognising the importance of school attendance and promoting the ethos and policies
- ensure that school leaders fulfil the Management Committee expectations and their statutory duties
- delegate the School Improvement Scrutiny Committee as responsible for the regular review of attendance data and commentary, discussion and challenge of trends, encouragement of schools to share identified best practice, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure that school staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support students or cohorts overcome common barriers to attendance

## Registration

The school maintains an attendance register and uses this to record each student's attendance at the start of the school day and again in the afternoon.

- Staff will greet all students on arrival into school and will record their marks in the register. The **AM** registration period opens at **09:00am**. If a student arrives after **09:30am**, but before **10:00am**, they will be marked with 'L' (Late before Register closed). If a student arrives after **10:00am**, they will be marked with a 'U' (Unauthorised absence as pupil arrived after registers closed).
- The **PM** registration period opens at **12:30pm**. If a student arrives after **12:45pm**, but before **13:00pm**, they will be marked with 'L' (Late before Register closed). If a student arrives after **13:00pm**, they will be marked with a 'U' (Unauthorised absence as pupil arrived after registers closed).
- Registers are then returned to the general office immediately after registration. If a register is not returned office staff cannot amend registers for late arrivals.

- Notes should be brought in to school by students on their return to Centre following any absence. If a note is not forthcoming appropriate action should be taken by the Attendance Team.
- Office staff will text parents/carers after Registers close re: first day absence. By contacting the parent, the school also ensures that the parent is aware their child is not in school enabling the parent where necessary to establish their child is safe.
- Office staff will have available details of telephone calls/texts etc. available to key staff and Head of School
- Office to telephone parents/carers on behalf of Key staff/Head of School re: absence, when necessary.
- Office to file absence notes.

The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on attendance - *Working together to improve school attendance* ([publishing.service.gov.uk](https://publishing.service.gov.uk))

When a student attends a registration session but does not attend subsequent lessons, schools shall treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

### **Reasons for absence and how to report or request authorisation**

**Authorised absence** - absence will only be authorised where the school has given approval in advance for a student to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the school can authorise absence.

**Unauthorised absence** – absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.

### **Reporting absence from the School**

When a student is to be absent from the school without prior permission, the parent/carer should inform the school by telephone by 09:15am on the morning of the day of the first absence and let the School know when they expect the student to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the school on each day of absence.

- In cases of prolonged absence due to illness, parents/cares may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

### **Appointments**

- Medical, dental and other essential appointments for a student should take place outside of school hours where this is reasonably possible.
- Where an appointment must take place during school time, the student should attend school for as much of the day as possible and as much prior notice as possible should be given to the form tutor.
- For the time absent from school to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

### **Leave of absence (including holidays during term time)**

- Parents and carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. The school will only authorise a leave of absence during term time where there are exceptional circumstances.
- To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Head Teacher and, wherever possible, at least 4 school weeks ahead of the planned leave.
- Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the request. The decision:
  - will be confirmed in writing
  - is solely at the Head Teacher's discretion and
  - is final.

Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.

If permission is not granted and parents/carers proceed to take their child out of school, the absence will be marked as unauthorised. Parents may be issued with a penalty notice or be subject to prosecution by the local authority.

### **Addressing poor attendance and punctuality**

The school will use data to target attendance improvement efforts to students or groups of students who need it most. In doing so, the school, led by the Senior Leader for Attendance, will:

- monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance
- provide regular attendance reports to class teachers and relevant leaders
- identify students who need support from wider partners as soon as possible and deliver this support in a targeted manner
- conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends, and contribute analysis of identified trends to Management Committee.
- benchmark school attendance data at each level against local, regional and national levels
- monitor the impact of school strategies and actions to improve attendance on particular pupils and particular groups of pupils
- work with the local authority and other local partners to identify groups
- hold regular meetings with the parents or carers of students who the school and/or local authority consider to be vulnerable.

The school's procedures for managing unexplained absences can be found in Appendix 1. When absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival • persistent truancy or lateness

We will contact the parents/carers with a view to working together to support improved attendance and/or punctuality.

Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

Absence will be classed as persistent where it falls below 90% across the academic year.

Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.

***In very exceptional circumstances***, should a student's individual needs necessitate a temporary part-time timetable (e.g. where a medical condition prevents a student from attending full-time education, and a part time timetable is considered as part of a re-integration package), formal arrangements including regular review and a time limit shall be made between the student, their parents and the school. Any request for a part-time timetable should be made to the Headteacher. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised, using the 'C' code. A part-time timetable is never used to manage a student's behaviour.

Where out of school barriers to attendance are identified, the school will signpost and support access to any additional services.

**When parents/carers have failed to ensure that their child of compulsory school age is regularly attending the school** and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice.

When considering whether to issue a penalty notice, we will have regard to:

- section 6 of the Department for Education's guidance, *working together to improve school attendance: Working together to improve school attendance* (publishing.service.gov.uk)
- the local authority's Code of Conduct for issuing penalty notices.

A referral to the Education Welfare Officer will be made where pupil's attendance gives us concern and there is no known genuine reason for the absence. The Bridge Centre has a designated Education Welfare Worker. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 S444.

Parents who are subject to a penalty notice have 3 choices:

1. A fine of £60 if paid within 21 days.
2. A fine of £120 if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Education Welfare Workers can also seek an Education Supervision Order or School Attendance Order on the child.

Further information and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained on the County Council's website

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Alternatively, parents or students may wish to contact the Education Welfare Worker themselves to ask for help or information. Education Welfare Workers are independent of the school and will give impartial advice. The contact details for the Education Welfare Service are

Email – [educationcoreoffer@staffordshire.gov.uk](mailto:educationcoreoffer@staffordshire.gov.uk)

## Register Codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
I01	Authorised absence due to illness (NOT medical or dental etc. appointments)
I02	Authorised absence due to illness: confirmed case of coronavirus (COVID-19)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school
X01	Non-compulsory school age absence - not counted in possible attendances
X02	Pupil self-isolating with Coronavirus (COVID-19) symptoms
X03	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE school setting
X04	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE school setting
X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

## Rewards for good attendance

All the children who have good attendance in any one term will receive a certificate, awarded at the beginning of the next term. Excellent attendance will be rewarded with a trip of choice. Certificates will also be issued for children whose attendance improves significantly from one term to the next.



## **Summary**

The school has a legal duty to publish its absence figures to parents and to promote good attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as to the best way to ensure as high a level of attendance as possible.

## **Monitoring and review**

It is the responsibility of the School Management Committee to monitor overall attendance, and they will request an annual report from the Head Teacher. They also receive an update each term through the Head teacher's Report to School Management Committee.

The School Management Committee also has the responsibility for this policy, and for seeing that it is carried out.

The committee will therefore examine closely the information provided to them, and seek to ensure that Bridge attendance figures are as good as they should be.

**This policy will be reviewed by the School Management Committee annually.**

Link to DfE Guidance on Pupil Attendance:

[School attendance and absence - GOV.UK](#)

Link to DfE Guidance on Pupil:

[Long term medical absence](#)

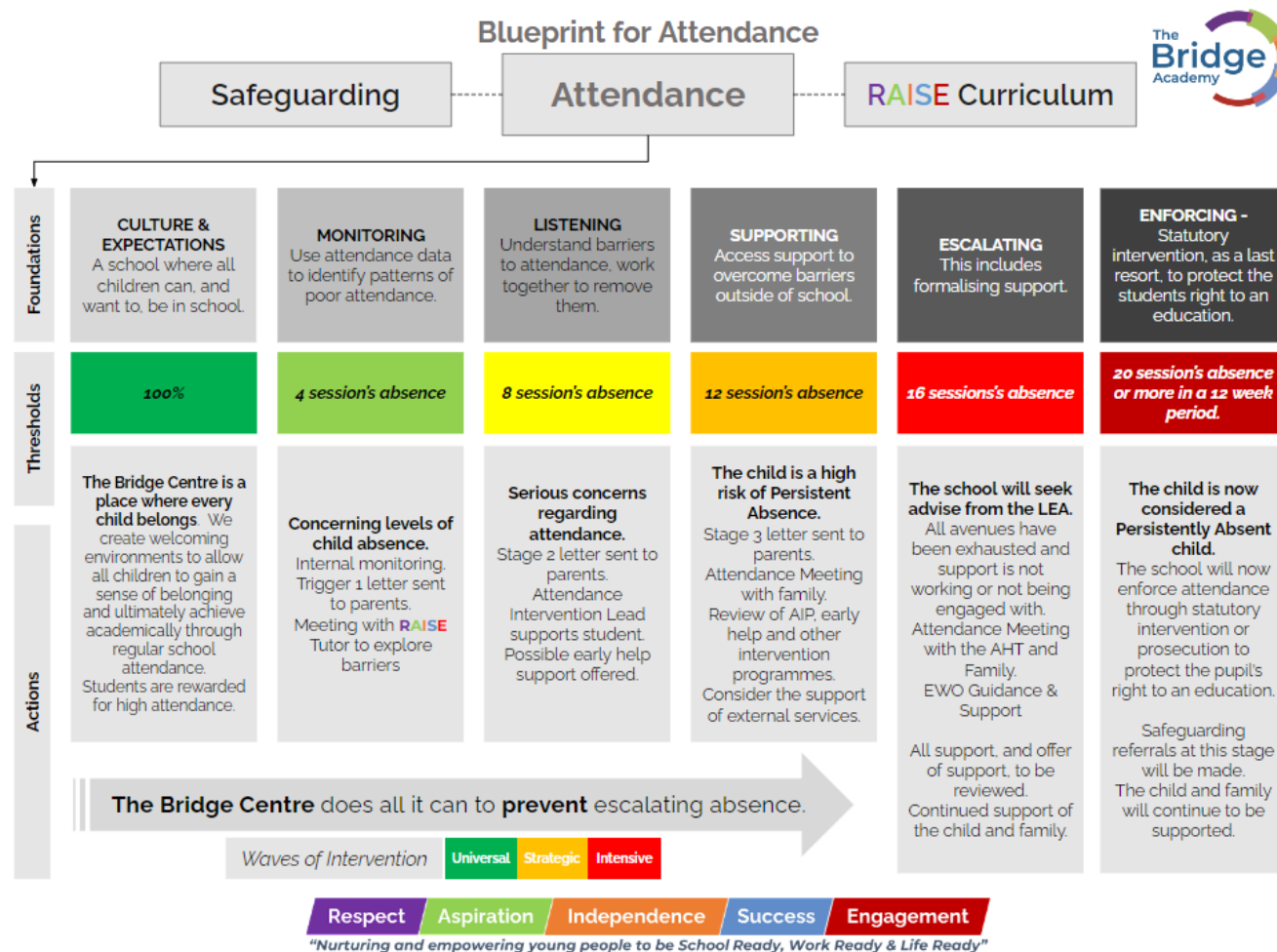
## Appendix One – Summary of attendance procedures for unauthorised absence

Day of absence	Procedure	Owner
<b>1st Day</b> Student marked as "N" (no reason given)	<ul style="list-style-type: none"> <li>- Physical check to be conducted (by 10:00am).</li> <li>- Registers close at 10am.</li> <li>- First Day Absence Text sent</li> <li>- No response to First Day Absence Text by 12:30pm – all other contacts to be tried (phone call, text, email).</li> <li>- Absence to be coded "O" (unauthorized)</li> <li>- <b>Daily absence communication to be sent to Social Worker if a young person is LAC / Level 4 Child in Need; Level 4 Child Protection or Section 17/47</b></li> <li>- Daily attendance to be followed up from alternative providers where young people on are dual registration</li> </ul>	Attendance Administrator
<b>2nd consecutive day</b>	<ul style="list-style-type: none"> <li>- As for Day 1 absence</li> <li>- <b>Safe &amp; Well Call will be conducted where previous safeguarding concerns have been raised.</b></li> </ul>	Attendance Administrator <b>DSL / DDSL</b>
<b>3rd consecutive day</b>	<ul style="list-style-type: none"> <li>- <i>Same for Day 2 absence</i></li> <li>- Safe &amp; Well Check to be conducted, by phone.</li> <li>- 'RAISE Attendance' letter issued to families</li> <li>- Follow up phone call to confirm letter received (if no answer) *</li> <li>- <b>DSL to seek advice from SCASS if no sign of child or parents at home where previous safeguarding concerns have been raised.</b></li> <li>- Actions to be recorded on MyConcern.</li> </ul>	Attendance Administrator DSL / DDSL Outreach Mentor
<b>4th consecutive day</b>	<ul style="list-style-type: none"> <li>- <i>As for Day 3 absence</i></li> <li>- <b>Safeguarding SCASS referral to be made.</b></li> <li>- <i>Safe &amp; Well check from Police / Children's Services to be requested.</i></li> <li>- <i>Actions to be recorded on MyConcern</i></li> </ul>	DSL / DSL
<p>A weekly report of attendance must be sent to Home School for students on dual registration</p> <p>A weekly report of attendance must be sent to Social Workers Social Worker if a young person is LAC / Level 4 Child in Need; Level 4 Child Protection or Section 17/47</p> <p>A weekly report of attendance must be requested from Alternative Provision and schools where they we have students that on are on dual registration,</p>		

## Appendix Two – Summary of attendance intervention

Trigger	Procedure	Owner
<b>100% attendance, less than 3 session's absent</b>	<ul style="list-style-type: none"> <li>- All registers completed accurately and within 10 minutes of the start of the session.</li> <li>- Use weekly attendance figures to promote good attendance in RAISE time and assembly.</li> <li>- Discuss attendance patterns and impact of attendance at Inclusion Meetings &amp; SLT</li> <li>- Teachers to reinforce to students the link between good attendance and attainment on a regular basis.</li> <li>- Students rewarded for good &amp; improving attendance.</li> </ul>	All staff including form tutors
<b>Trigger 1</b> 4 session's absence	<ul style="list-style-type: none"> <li>- Trigger 1 letter sent to families</li> <li>- Student to discuss Attendance with RAISE Tutor</li> <li>- Phone call to families to follow up about receiving letter</li> </ul>	Form Tutors Attendance Administrator
<b>Trigger 2</b> 8 session's absence	<ul style="list-style-type: none"> <li>- Trigger 2 letter sent to families</li> <li>- Student to meet with Attendance Intervention Lead</li> <li>- Attendance Improvement Plan discussed, agreed and implemented. Reviewed weekly</li> </ul>	Attendance Intervention Lead Attendance Administrator
<b>Trigger 3</b> 12 sessions absence	<ul style="list-style-type: none"> <li>- Trigger 3 letter sent to families</li> <li>- Student and family to meet with Attendance Intervention Lead / Assistant Headteacher</li> <li>- Attendance Improvement Plan Review and Next Steps Discussed</li> </ul>	Attendance Intervention Attendance Administrator
<b>Trigger 4</b> 16 sessions absence	<ul style="list-style-type: none"> <li>- Trigger 4 letter sent to families</li> <li>- Student and family to meet with Assistant Headteacher</li> <li>- Attendance Improvement Plan Review and Next Steps Discussed</li> </ul>	Assistant Headteacher Attendance Administrator
<b>Trigger 5</b> 20 session's absence in a 12-week period	<ul style="list-style-type: none"> <li>- Fixed Penalty Notice Warning letter (Trigger 5) sent to families</li> <li>- Assistant Headteacher to refer to the Education Welfare Officer</li> </ul>	Assistant Headteacher Attendance Administrator

## Appendix Three - Attendance Blueprint



### Template for the Trigger 1 letter

Dear parent

We have noticed that [Insert Student's Name] has recently had an absence, which has meant that your child's attendance has fallen. I have enclosed a copy of their attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor [Insert Student's Name]'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason, please ensure that we have been informed so appropriate support can be put in place.

If there are any circumstances that the school may not be aware of which is having an influence on [Insert Student's Name] attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the school, because together we can make a difference.

Yours faithfully

Jo Robb  
Attendance Administrator

### Template for the Trigger 2 letter

Dear parent

#### **Attendance Letter – Support from Attendance Intervention Lead**

We wrote to you recently regarding your child's attendance. Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

In our monitoring of [Student Name]'s attendance, we have noticed that there continues to be a concern, and there has been more than 4 sessions missed.

I have enclosed a copy of their attendance record so that you can view a detailed breakdown of your child's absence from school. Please be aware, that I will be asking our Attendance Intervention Lead to work closely with your child, to support with strategies to improve attendance to school.

Due to [Student Name]'s number of absences we will be requesting appropriate medical evidence to authorise any future absences that occur due to a medical reason. If no medical evidence is provided, then absences will be recorded as unauthorised.

It is also important for me to make you aware that a referral to the Education Welfare Officer will be made where pupil's attendance gives us concern and there is no known genuine reason for the absence. The Bridge Centre has a designated Education Welfare Officer, from Staffordshire County Council. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 S444.

1. A fine of £60 if paid within 21 days.

2. A fine of £120 if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

If there are any circumstances that the school may not be aware of which is having an influence on [Insert Student Name] attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the school, because together we can make a difference.

Yours faithfully

Elliot Payne  
Assistant Headteacher

### Template for the Trigger 3 letter

Dear parent / guardian

## Attendance Letter – Family Meeting with Attendance Intervention Lead

I am writing to inform you that [Student Name]'s attendance is still causing concern. I have been working with your child to provide strategies for improving attendance, however, we have not seen a sustained improvement. Therefore, we need to meet with you to discuss the situation.

You are required to attend a meeting with a member of the Attendance Team to discuss this matter further at the date and time below.

Date:           xxx                                 Time: xxx

Should [Student Name]'s attendance remains irregular; we may have to refer this matter to the Local Authority who could consider more formal action. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 S444.

Parents who are subject to a penalty notice have 3 choices:

1. A fine of £60 if paid within 21 days.
2. A fine of £120 if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical information will be required.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve [Student Name]'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries, please do not hesitate to contact me on the number below.

Yours sincerely  
Assistant Intervention Lead

--X--

*Date as postmark*

*Dear parent / guardian*

***Attendance Letter – Failure to engage with Attendance Intervention***

*It was disappointing that you failed to attend the Attendance Review Meeting which was due to be held at xxx on xxx at xxx.*

*As you did not attend the meeting, I am setting a target/s for xxxx which is as follows:*

- 90% or above attendance target over the next 6 school weeks monitoring period (insert dates)*
- Absences due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical evidence will be required.*
- Prompt communication when XXX will be absent. Parents should contact the school by xxx am as per the School Attendance Policy*

*If targets are not met or unlikely to be met within the two school weeks monitoring period, we will have to refer this matter to the Local Authority who could consider more formal action. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 S444.*

*Parents who are subject to a penalty notice have 3 choices:*

- 1. A fine of £60 if paid within 21 days.*
- 2. A fine of £120 if paid after 21 days but within 28 days.*
- 3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.*

*It is important that if you have any questions or queries, please contact me on the above number. Support can still be offered through an Early Help Assessment (EHA).*

*Yours sincerely  
Attendance Intervention Lead*

**Template for the Trigger 4 letter**

Dear parent / guardian

**Attendance Letter – Meeting with Assistant Headteacher**

I am writing to inform you that «forename»'s attendance is continuing to cause concern, despite the support from our Attendance Team. Therefore, I need to meet with you to discuss the situation.

You are required therefore to attend a meeting with myself, to discuss this matter further at the date and time below.

Date:                   xxx

Time: xxx

It is also important for me to make you aware that a referral to the Education Welfare Officer will be made where pupil's attendance continues to cause us concern; where there is no known genuine reason for the absence; and where there has been a lack of engagement in the support provided thus far.

The Bridge Centre has a designated Education Welfare Officer, from Staffordshire County Council. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 S444.

Parents who are subject to a penalty notice have 3 choices:

1. A fine of £60 if paid within 21 days.
2. A fine of £120 if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

I look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries, please do not hesitate to contact me on the number below.

Yours sincerely  
Assistant Headteacher

### **Template for the Trigger 5 letter**

Date as postmark

Dear [insert primary carer]

#### **Attendance for [student name]**

Following a thorough assessment of [student name]'s attendance needs and much work undertaken with yourselves and your [son/daughter], regrettably your child's attendance remains unsatisfactory. Therefore, the decision has been made to refer your child's irregular attendance to the Local Authority.

The Local Authority will now be reviewing the information we have passed to them and considering whether or not to investigate if legal proceedings against you for an offence under Section 444 of the Education Act 1996 should be undertaken:

*"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence"*

The Local Authority will be in contact with you shortly, and in the meantime, I strongly advise you to ensure [student name] attends school regularly. If you require any further support from the school in this period please contact myself using the details below.

Yours faithfully



Assistant Headteacher