



**Twyford**  
**C of E**  
Academies Trust

<b>Document Title</b>	<b>Attendance and Punctuality Policy</b>
<b>Committee Responsible for Policy</b>	<b>Board of Directors (in consultation with Student Committees).</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Last Reviewed</b>	<b>June 2024</b>
<b>Next Review Due</b>	<b>June 2025</b>
<b>Policy Author</b>	<b>Head teacher (Twyford)</b>

## 1 Assessment of the Impact of a Policy on Equality & Diversity

<b>Policy:</b> Attendance & Punctuality Policy	
<b>Impact assessed by:</b> Richard Lane	<b>Date:</b> 25/05/2022
<b>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</b>	
<b>2. How would this be evidenced?</b>	
<b>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</b> No	
<b>4. If the answer to 3 is 'Yes', please provide details and evidence.</b>	
<b>5. How might the new policy change this?</b>	
<b>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</b> No	
<b>7. If the answer to 6 is 'Yes', please provide details and evidence.</b>	
<b>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</b> PASS	

The Policy applies to students in Key Stage 3 and Key Stage 4. There are a separate set of expectations for Sixth Formers set out in the Sixth Form planner.

## **Attendance & Punctuality Policy**

### **2 Statement of Principle**

Twyford CE Academies Trust firmly believes that it is the right of every student to receive a full-time education and that any student who fails to attend school and its lessons regularly and punctually cannot receive a coherent education programme.

#### **2.1 Aims**

We aim to:

- Maintain an attendance rate of a minimum of 95% in order that students make the most of the educational opportunities available to them. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, and leads to underachievement and low attainment.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and good time keeping for all children and groups of children
- Maintain a low rate of persistent and severe absenteeism (<90% and <50% attendance)
- Continue to work with parents and students in encouraging students to attend school regularly and punctually
- Ensure that there is an efficient system, known to all, for ensuring that students who should be attending our schools have registered twice daily, or a reason for non-attendance is known to the school.

#### **2.2 The Legal Position**

Education Act 1996:

Parents or guardians of students of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise.

Registers will be marked in accordance with current DFE and LEA requirements. In accordance with DFE requirements, registers will be kept for a minimum of three years. Attendance/absence figures will be reported to the LEA on a half termly basis. The Attendance Officer and Data Manager will ensure that figures are reported accurately and for the given deadlines. Only the school can authorise student absences.

#### **2.3 The Importance of Good Attendance**

- Statistics show a direct link between under-achievement and poor attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying

## 2.4 *Persistent and Severe absence*

- Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a **Persistent Absentee**.
- Once a child's attendance falls below 50%, they are termed **Severely Absent**. Both scenarios present a severe problem for pupils.
- We will form partnerships with the parent, the Local Authority, and other external partners to improve matters.
- In such cases, parents will be offered an Early Help Assessment and might be invited to agree a Parenting Attendance Contract with the school or the Local Authority as a way of managing improvement.

## 2.5 *SLT lead for attendance*

- Twyford CofE High School – Mr L Douglas ldouglas@twyford.ealing.sch.uk
- William Perkin CofE High School – Ms E Waspe ewaspe@williamperkin.org.uk
- Ealing Fields High School – Mr L Santos lsantos@ealing.sch.uk
- Ada Lovelace CofE High School – Mr R Halton rhalton@adalovelace.org.uk

## 3 **Student Responsibilities**

Students will:

- Attend school and lessons regularly and on time (8.30am at Twyford and Ealing Fields, 8.20am at Ada Lovelace and 8.00am at William Perkin), unless they are ill or have an authorised absence.
- Arrive at school by the published start of the school day in order to register promptly time and arrive at all lessons on time.
- Ensure they register with their tutor and/or reception if they arrive late as per each individual school's protocols.
- Not leave school without permission.
- For a planned absence from school or lessons, such as dental/medical appointments or other legitimate reason, students should sign out at reception after parents email in appointment confirmation which can be seen by teachers on SIMS.
- Ask a teacher's permission to report to the school welfare officer if they feel ill or are injured.

## 4 **Parental Responsibilities**

Parents will:

- Ensure their child attends school regularly, punctually, with the designated school uniform and equipped and in a fit condition to learn
- Ensure absence only occurs for observable symptom/s; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences immediately before or after a school holiday.
- Inform the school of the reason for any absence on the morning of absence to the Office by the time school starts either by phone call or email on each day of absence.
- Not arrange family holidays during term time [all parents are advised of DFE guidelines re possible fine and loss of place]
- Contact the Office or Head of Year in the first instance concerning any exceptional request for an unavoidable absence (e.g. the death of a close relative) during term time. Documentary evidence will be required such as flight bookings, death certificates etc.
- Book any medical appointments around the school day where possible.
- Complete a Leaver's Form which can be obtained from the school office if they are leaving the area or changing schools

## **5 School Responsibilities**

The Tutor will:

- Record attendance on the SIMs system at AM and PM registration
- Send information from parents relating to absence to the School office
- Enquire about reasons for absence, discuss emerging patterns and encourage improvement
- Will bring to the attention of Head of Year or Assistant patterns of absence or lateness
- Pass information on to Head of Year or Assistant concerning reasons for absence or lateness
- Promote good attendance and punctuality in tutor times

**The Head of Year/Assistant Head of Year/Attendance officer will:**

- Monitor punctuality both to school and to lessons
- Hold detentions for students who are late as per school detention system
- Ring home when there has been no response to letters sent home
- Arrange meeting with parent or carer when no response to earlier procedures
- Will refer to other internal agencies through regular pastoral meetings
- Will promote good attendance and punctuality at assemblies

- REWARD good attendance and punctuality in End of Term celebration assemblies
- Where a child has a social worker, we will inform him/her of serious issues connected with attendance

**The Key Stage Assistant Headteacher will:**

- Develop and annually review attendance and punctuality policy
- Discuss with Heads of Year and support team all students with attendance below 90% at pastoral meetings  
Action referral to relevant external agencies where necessary
- Will inform Deputy Headteacher of current status
- Support staff on attendance matters
- Attend meetings with attendance officer and attendance panel as required
- Monitor and develop the rewards and sanctions system to reflect the importance of attendance and punctuality
- Refer to Child Protection Officer any student considered to be at risk (including Children Missing Education CME)

**The Deputy Headteacher will:**

- Monitor the implementation of attendance policy including the production of weekly, termly and annual statistics for SLT, governors and outside agencies
- Liase with the attendance officer
- Line manage the development and review of the attendance and punctuality policy
- Support staff on attendance matters
- Promote the importance and legal requirements of excellent attendance and punctuality to pupils and their parents/carers
- Measure impact of interventions and attendance policy as a whole
- Deal with requests regarding absences on behalf of Headteacher in accordance with current DFE guidelines
- Feedback to SLT
- Ensure the school attendance policy is published on the school website
- If necessary escalate attendance concerns to the Local Authority Attendance Service (this includes unauthorised absence due to significant lateness) for prosecution, where all other routes have failed or are not deemed appropriate.

**The Administration team will:**

- Update registers daily
- Record all reasons for lateness and absence on SIMs system

- Monitor that tutors complete registers accurately
- Monitor attendance of students educated off site e.g. college attendance or Alternative Provision
- Email parents on same day of absence requesting reason for absence if none received
- Produce regular attendance records and distribute to Heads of Year and Assistant Key Stage Headteachers
- Meet regularly with Deputy Headteacher link
- Send communication home, re: low attendance (less than 90%) or poor punctuality, at direction of Head of Year or SLT.
- Mark late arrivals, after the close of registration, where there is not an acceptable reason, such as a medical appointment, as a missed session; unauthorised absence code 'U' in line with the DfE guidance. The U code has the value of an unauthorised absence.

**The Data Team will:**

- Ensure attendance and punctuality data is distributed to parents once a term as part of quarterly grade sheet/report
- Produce and post attendance figures to LEA
- Produce regular attendance records as part of the Pastoral monitoring form and distribute to Heads of Year and Assistant KS Headteachers

**The Welfare team will:**

- If your child has a documented medical condition, we will wish to discuss this with you. We will devise a care plan with you to support your child in school; this might also require us to refer to the school Nursing Team or on occasion contact your GP/health professional.
- The school will consider whether additional support from external partners (including the local authority or health services) would be appropriate, and make referrals in a timely manner, working together with those services to deliver any subsequent support.
- In some cases, this may include a referral for Alternative Provision.

**The Family Worker (where relevant) will:**

- Contact family when all above interventions have failed to improve attendance
- Offer meetings in school or in the home.
- Contact Borough Education Welfare Officer (EWO).
- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent, to discuss

- attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.

### **Children Missing Education (CME)**

Where the school is unable to contact a child/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A door-step home welfare visit will also be undertaken by the school

Where the school and the Attendance Service have failed to locate the child/family within 10 days, the child will be referred to the **LA Children Missing Education Officer (CME officer)** who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

## **6 Policy on Absence and Lateness**

- The school will do its best to ensure that pupils and parents understand the circumstances in which the school will or will not authorise absence. Only the school can authorise absence.
- If your child is off school for more than 3 consecutive days for illness then evidence may be requested.
- Requests for holidays will be declined and so holidays taken during the school year will be unauthorized
- Lateness and post-registration procedures will be understood by all stakeholders
- When late arrivals are frequent or persistent, we will want to discuss this with you to assess what support or guidance you or your child may need. A referral may also be made to the Local Authority Attendance Service and or other external partners for additional support and monitoring.
- Students with repeated lateness or absences due to truancy will receive the sanctions stated in the attendance policy
- Persistent absentees will be subjected to the whole range of interventions (as listed in this policy)
- Longer term medical absences (consistent or intermittent – chronic illnesses) will be discussed with parents and outside agencies (i.e. school nurse, family GP)
- Contact with parent/carer for all pupils absent without known reason will be contacted on first day of absence via text by the attendance officer
- Individual pupil's data will be analysed to identify patterns of absence which cause concern
- Pupils causing significant concern will be contacted by the Family Worker and/or notified to Borough
- Advice and follow up will be sought from Ealing EWO
- Prosecution will be issued in accordance with DFE and LEA regulations in cases where there is no significant improvement of attendance



- The school will offer a range of additional support for pupils and parents with greatest need e.g. school refusers.

## **7 Rewards, Sanctions and Interventions**

### **7.1 Rewards for Good Attendance and Punctuality (good attendance is a minimum of 95%)**

- Students with 100% attendance will be awarded certificates at end of each term
- Parents of students with 100% attendance at end of year will be sent letters and awarded certificates
- Special prizes will be given to students with 100% attendance and punctuality
- Special rewards will be given to students who achieve significant improvement
- Contact with parents about improved attendance
- Students and tutor groups with best and improved attendance will be celebrated at year assemblies.

### **7.2 Sanctions for Lateness and Truancy**

- Letter sent home by the Attendance Officer
- Detentions run according to school detention system
- Inclusion in periodical lesson checks through duty rota
- School detention or suspension issued for internal or external truancy
- Parental meeting with AHOY/HOY

### **7.3 Interventions for Persistent Absentees**

With each intervention step taken, attendance will be linked to achievement and behaviour

- Discussion with tutor
- Following referral at pastoral meeting, letter to be sent home by Attendance officer
- Discussion with AHOY/HOY
- Contact by telephone by AHOY and/or HOY
- Meeting with parent/carer and HOY/AHOY
- Referral to and intervention by Family Worker
- Referral to Ealing EWO or other agencies
- Prosecution
- Best practice- Students at risk of becoming persistent absentees (90-94%) are contacted to raise awareness and identify any early intervention necessary by home, or school, or both.

## **8 Leavers**

If your child is leaving our school parents are asked to:

- Give the school comprehensive information about your plans, including any date of a move and your new address and telephone numbers, who your child will be living with and your child's new school and the start date when known. This should be submitted to our school in

writing. A Leaver's Form is available from the school office, which you should complete. (A destination country or another named Local Authority without other details is not sufficient).

- When a child leaves and we do not have information about where they have gone/will be educated, then he/she is considered to be a 'Child Missing Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By giving us the above information, these investigations can be avoided.

## **9 Procedures and Standard Letters**

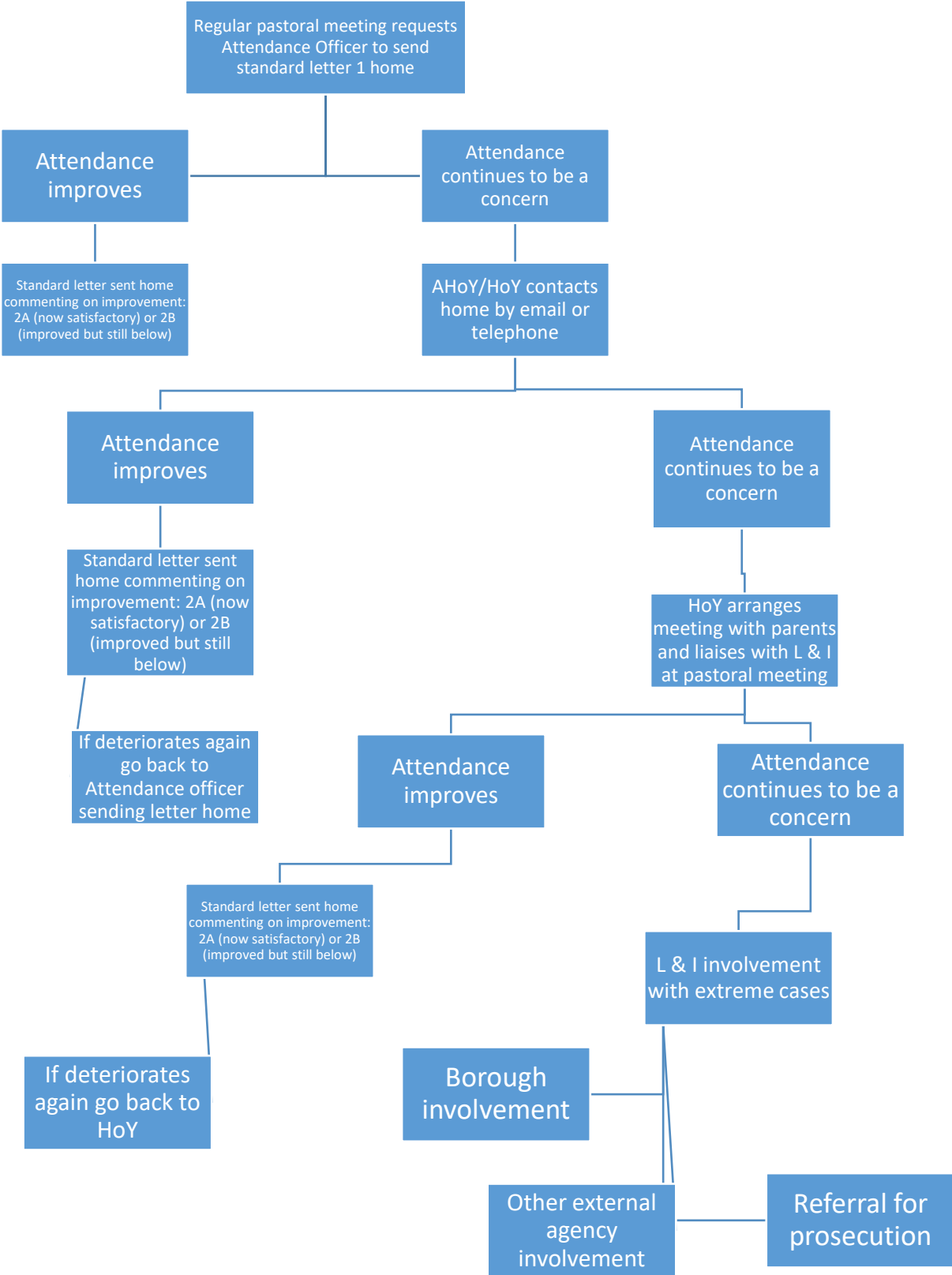
### **See Attachments:**

1. Trust procedure for Attendance Concerns
2. Trust procedure for Punctuality Concerns
3. Trust procedure when exceptional request made for leave of absence during term time
4. Trust important information for parents regarding leave of absence during term time
5. Trust application for leave of absence
6.
  - a. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 1
  - b. Trust reply from Head teacher to request for exceptional circumstance leave of absence – Version 2
7. Trust standard letter for less than 90% Attendance
8. Trust standard letter for improvement and attendance now satisfactory [Letter 2A]
9. Trust standard letter for improvement but still unsatisfactory [Letter 2B]
10. Trust standard letter for continuing declining attendance (letter 3)
11. Trust standard letter requesting meeting with HoY (letter 4)
12. Trust standard letter requesting meeting with SLT (letter 5)
13. Sample Trust attendance contract

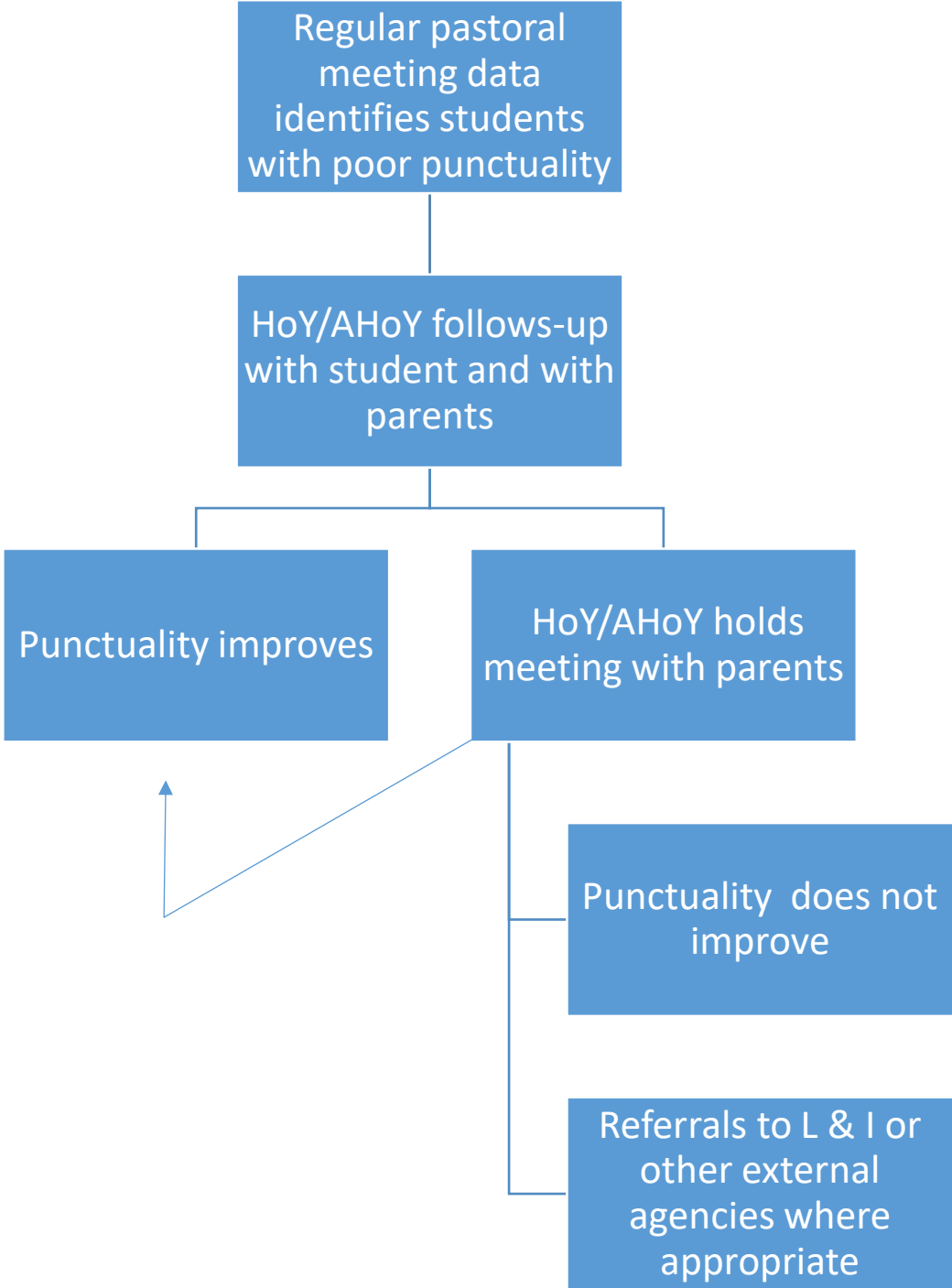
**Attachment 1**

**Procedure for attendance concerns: Less than 90%**

Letters sent at 2 weekly intervals on instruction of HOY/AHOY



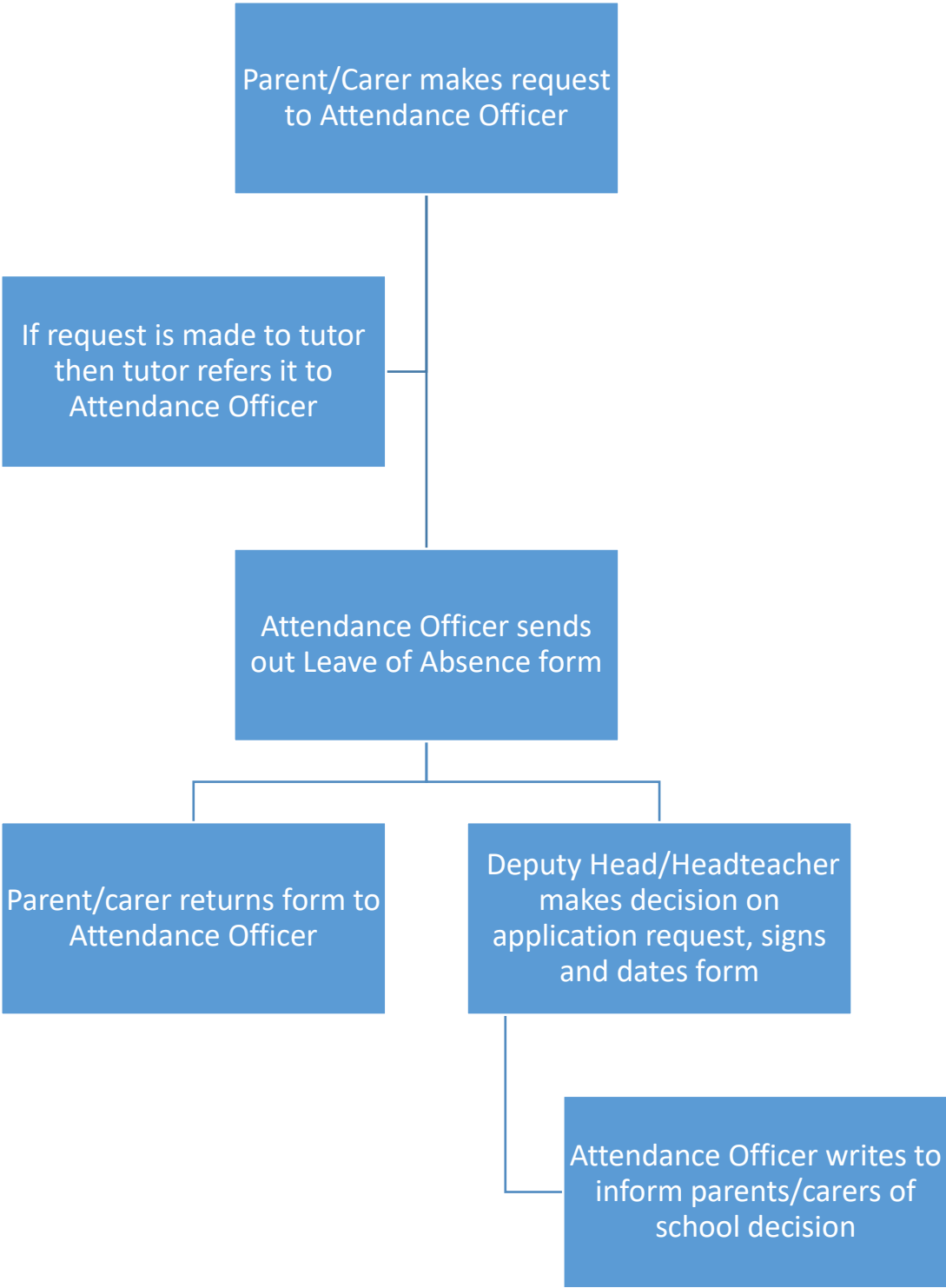
**Attachment 2**  
**Procedure for punctuality concerns**





**Attachment 3**

**Procedure when exceptional request made for leave of absence during term time**



## Attachment 4

Important information for parents regarding leave of absence during term time

### **Important Information for parents REQUEST FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL**

- The Department for Education advise that Head teachers should only authorise leave of absence in exceptional circumstances (DfE 2014)
- Term time absence is disruptive and effects the continuity of learning
- Please be aware that leave of absence is only granted in **exceptional circumstances** at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. **There is no entitlement to time off during term time for the purpose of a holiday.** Each request for holiday absence will be considered individually in accordance with the policy made by the Governing Body of an individual school. School will consider the following
  - The exceptional nature of the request
  - The student's previous attendance history
  - Previous applications
  - The age of the student
  - The student's stage of education and progress
  - The time of year (Do not apply for September, when your child is progressing to a new class or school, or in Exam season)
  - The length of the absence
- Holidays should not be booked prior to discussion with and agreement of the school
- Leave may only be granted where proper procedures have been followed and the permission given. Only a person authorised by the Governing Body of the school, usually the Associate Headteacher, or other delegated staff may grant leave of absence
- Parents are warned that if they take their child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices to each parent in respect to each of their children in line with the local authority Fines protocol.
- If you do not comply with the schools procedures you risk losing your place at the school. Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Unauthorised absences is an offence for parents and those due to term time holiday can also be liable for a fixed penalty fine. Also note that Pupils can be removed from roll if: They do not return within 10 days of the given return date and the Associate Headteacher does not received what the school considers a satisfactory explanation in that period of time, or If a pupil leaves without notice or permission and there is no contact despite reasonable efforts to contact the family.
- Leave of absence will not be granted retrospectively
  - Forms are available from the school office and website
  - The school's term dates can be found on the school websites under the term dates link

## Attachment 5

### Application for exceptional circumstance leave of absence

### TWYFORD TRUST APPLICATION FOR LEAVE OF ABSENCE

As a Parent/ Carer with whom the child lives you should complete this form if you are requesting leave of absence during term time. There is **no** entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as of right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return. Parents are aware they signed a home/school agreement when their child joined the school, confirming they would not take their child out of school during term time.

Parents should also be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice. Normally a student would not be granted more than 10 days of absence in any academic year. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

**We are asked to WARN you that if you take your child out of school without authorisation the Local Education Authority has the power to issue Fixed-Penalty Notices of £60, rising to £120 if not paid within 21 days (Anti-Social Behaviour Act 2004).**

Please return the completed form to: **The Attendance Officer no less than 4 (four) weeks before** the date when you want the period of absence to start.

<b>Name of Student:</b>		<b>Tutor Group:</b>
<b>Address:</b>		
<b>Name of Parent / Carer:</b>		
<b>Destination:</b>		
<b>Reason for applying for leave of absence:</b>		
<b>Proposed date of departure:</b>	<b>Return date:</b>	
<b>TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:</b>		
<b>Signature of Parent/Carer</b>		<b>Date:</b>

<b>FOR OFFICE USE ONLY</b>	
<b>Received on:</b>	<b>Attendance:</b>
<b>Authorised / Unauthorised:</b>	
<b>Signed Deputy Headteacher:</b>	<b>Date :</b>



## Attachment 6a

### Reply from Head teacher to request for exceptional circumstance leave of absence version 1

Date

Dear

**Re: Reply to a request for LEAVE OF ABSENCE for Child name year.**

As you are aware, parents are required to seek permission from the Associate Headteacher prior to taking their child out of school for all leave of absence during term time. Leave of absence is not a right and is only granted on rare occasions when the need is exceptional.

I am writing to you following your request to withdraw XXXX from school for a family holiday/xxxxxxx for DATES a total of x school days.

A. On this occasion the school will authorise x days . The return date agreed is .... /...  
If you do not return at this time your child's place at school may be at risk  
Please note that XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

B. Having considered your application I wish to inform you that on this occasion the school will not be authorising your Child's absence from school.

You are warned that should your child be absent on the dates outlined in your application form or more, the absence will be recorded as 'Unauthorised'. The school will notify Local Education Authority who can issue you with a Fixed Penalty Notice Fine in respect of unauthorised absence. If your absence is extended your child's place at school may be at risk.

If you require any further information then please do not hesitate to contact me.

Yours sincerely,

**Deputy Headteacher (Pastoral)**

## **Attachment 6b**

### **Reply from Head teacher to request for exceptional circumstance leave of absence version 2**

Date

Dear

**Re: Reply to a request for LEAVE OF ABSENCE for Child name year.**

Thank you for your request to take XXXX out of school for two school days from [dates] to travel to xxxxx. As you are aware absences from school particularly during term time are wholly discouraged and I am only able to authorise absence from school during term time under exceptional circumstances. I am therefore unable to authorise XXXX's absence because this request is not an emergency. If the family wants children to attend events such as foreign trips and family events, plans must be made for these to happen in the school holidays. I must remind you that it is expressly contrary to the agreement signed by you on entry to the School, which states that students must not be taken on holiday during term time. This absence will therefore remain on XXXX's record as unauthorised absence.

XXXX must make it his own responsibility to check that he gets ahead with his class work and copies what he has missed. I have made it clear to staff that they are not required to provide alternative programmes of work for students who are absent from school through choice or rearrange the dates of tests.

Yours sincerely

**Deputy Headteacher**  
**Attachment 7**  
**Trust Standard letter for less than 90% Attendance**  
(Letter 1)

Date

Dear parent or carer

**RE: Attendance Below 90%**

We wish to inform you, that xxxxxxx's attendance is below 90% which is classified by the Government and Local Authority as persistent absence from school. The figure is calculated using the data available from morning and afternoon registration and therefore includes the dates that the student arrives after registration, confirmed illness and medical appointments.

This is a significant concern as it means that xxxxxxx's school work is being seriously affected by missing so much school.

We will be monitoring \$Forename\$ attendance over the next two weeks and, after bringing it to your attention, hope that there will be an immediate improvement. Where there are very serious concerns about attendance we will involve the safer schools police officer and Ealing Integrated Children's Response services **and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine.**

Please could we remind you that should \$Forename\$ need to be absent from school, it is necessary for you to contact the school every morning of absence - via a phone call or email. All absences from school of more than 3 days also require medical evidence in the form of a doctor's certificate or hospital appointment card for each day of non-attendance. Only the school can authorise an absence.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

We look forward to receiving your support in this matter.

## **Attachment 8**

### **Trust Standard letter for improvement and attendance now satisfactory**

Improvement A (2A)

Date

Dear Parent/Carer

#### **RE: ATTENDANCE ABOVE 90% (INCLUDING PUNCTUALITY)**

Further to our recent letter regarding xxxxxxx's attendance falling below the percentage expected by the Local Authority.

I am pleased to advise you that xxxxxxxxxx's attendance is now above 90%. *We will continue to monitor for the rest of the academic TERM/ year so that XXXXX can achieve his/her best*

Many thanks for your support in this matter.

Yours sincerely,

**Attendance Officer**

Email:

## **Attachment 9**

**Trust Standard letter for improvement but still below 90% (letter 2B)**

Date

Dear parent or carer

**RE: Attendance Below 90%**

Further to our recent letter regarding xxxxxxxx's attendance, this has now increased to XX. It is good that this has improved but it still remains below 90% which is classified as persistent absence by DfE and Local Authority.

We thank you in advance for your support in ensuring that xxxxxxxx's attendance continues to improve above 90%. We will continue to monitor this until xxxx's attendance reaches the expected level of 90% so they are not classified as a persistent absentee.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

## **Attachment 10**

### **Trust Standard letter for continuing declining attendance (letter 3)**

Date

Dear parent or carer

#### **Letter 3 – Attendance has declined**

Further to our recent letter regarding xxxxxxxx's attendance, this has now decreased further to XX. This is now an even more serious issue as their persistent absence is continuing. We will be monitoring \$Forename\$ attendance over the next two weeks and, if there is no improvement, be requesting a meeting to discuss this matter further. May we also remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and Ealing Integrated Children's Response services and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

## **Attachment 11**

### **Trust Standard letter requesting meeting with HoY**

(Letter 4)

Further to our recent letter regarding xxxxxxxxxx's attendance, this has now decreased even further to XX. Given that this attendance has not improved we request that you meet with XXX at XXX to discuss the situation. Attending school less than 90% of the time is a very serious issue and affects students' long-term chances of success. We also need to remind you that where there are very serious concerns about attendance we will involve the safer schools police officer and Ealing Integrated Children's Response services and may refer to Ealing local authority attendance service which may lead to a fixed penalty fine.

At this meeting will discuss ways to improve xxxxxxxxxx's attendance and if there is not an improvement then this will be referred to Headteacher and Deputy Headteacher.

If you require any further assistance, please do not hesitate to contact XXX, Head of Year X.

Yours sincerely,

## **Attachment 12**

### **Trust Standard letter requesting meeting with SLT (Letter 5)**

Date

Dear parent or carer

Further to your recent meeting with xxxxxxxx's Head of Year, their attendance has decreased to XX. To address this very serious situation we request that you meet with XXX at XXX. The safer schools police officer / Ealing local authority / Ealing integrated children's response service will also be informed of xxxxxxxx's absence so they can support with ensuring that they are able to improve their attendance quickly.

If you require any further assistance, please do not hesitate to contact XX, Deputy Headteacher

Yours sincerely

## **Attachment 13**

### **Best practice- At risk of becoming a persistent absentee**

Dear Parent/Carer of Forenames Surname, Reg Group

#### **Re: Attendance Below 95%**

At XXXX High School, we aspire to high standards of attendance from all pupils. We rigorously use attendance data to identify patterns of poor attendance and poor time keeping at an early stage so we can work in partnership with families to improve matters as soon as possible.

I am writing to you with concerns about Forename's attendance, which so far this term/academic year is XX%. This level of attendance puts Forename at risk of becoming a persistent absentee.

The Department for Education (DfE) recommends a minimum attendance in school of 96%. This considers an average level for illness or other justifiable reasons for absence. Please refer to our school Attendance Policy regarding when a child can be out of school.

I would ask you therefore, to ensure your child's regular and punctual attendance at school, keeping him/her at home only for significant illness and give clear explanations, where



absence is wholly unavoidable. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

If a child has extensive or frequent absence due to illness, a doctor's certificate or letter may be required. You will be notified if this becomes necessary. The onus of proof of illness lies with the parent and only the school can authorise absence.

If there are specific medical reasons for absences which we are not aware of, please notify us as soon as possible and we will do our best to support your circumstances. Where this is the case, we may also seek your consent to refer the matter to the School Nursing Team or other welfare agencies.

If you are experiencing any other difficulties, which are a barrier to attendance or you need support to help ensure \$Forename's regular attendance, please let us know so that we can discuss and agree support measures with you.

We will continue to monitor the situation and contact you again as necessary.

Please be aware, that without sustained improvement we will be obliged to share our concerns with the Local Authority Attendance Officer and meet with you to agree some firm targets for change.

If you have any questions or concerns, or wish to meet with a member of staff, please email [attendance@williamperkin.org.uk](mailto:attendance@williamperkin.org.uk). Thanking you in advance for your support and cooperation in this matter.

Yours sincerely,

**Attachment 14 – Standard Attendance Contract**

**Student Name:**

**Students DOB:**

**Tutor Group:**

**Date:**

**Student details**

Pupil's Name:

Tutor Group:

HOY:

**Current Attendance:**

**No of Lates:**

Adults at home: Parent Name (1):

Parent name (2):

Attendance officer:

School: Twyford C of E High School

Date of Attendance meeting:

**Background to Attendance Contract**

Why are we doing this?

**What we want to achieve (and what are the difficulties to achieving this)** E.g. We want improved attendance. What is going to hinder this?

9 **Positive Areas for student:** Existing positive qualities, strengths, traits; for parent/child (list as many as you can)

**What would be helpful and what has been agreed to help achieve this?**

**A: Student will:** (Select and tick as appropriate, mark N/A if not)

Organise equipment the night before at .....pm	
Set alarm at .....am.	
30 minutes later/get parent to wake me up at .....am.	
Leave the house on time between .....so to arrive at-school by .....am	
Register each morning and afternoon (if unavoidably late then attend late detention)	
Following completion of Attendance contract student to be placed on attendance report until next review. Get report signed every day by teacher and parent	
Follow the instructions of teachers and appropriate school staff	
Target attendance for the remainder of this half term- no unauthorised absence	
10	
11 Not wait/call for friends if it will make me late or encourage me to truant	

**Other Actions required**

**B: Parents/Carer will:**

(Select and tick as appropriate, mark N/A if not)

Support organisation of equipment the night before & and have child leave on time so to arrive at-school by 8.25am.	
Telephone school each day to confirm child is attending/and has been dropped off at school on time	
If the child is sent and does not attend then the same day/following day, escort child to school and hand over to member of staff (Pastoral Team or Attendance Officer)	
Be available for and respond to the schools contacts. (changes of mobile number to updated)	
Attend school review meetings/parents evenings as arranged.	
Arrange medical appointments outside school hours, (or if during school hours attend school before and after the appointment).	
Provide medical evidence for absences claimed as illness (3 consecutive days only)  <i>(illness is not just “feeling unwell”, there should be observable symptoms. If a child is ill then they should be so ill so as not to leave the house, except for medical appointments)</i>	
Support the school staff in disciplinary sanctions	
Sign child’s report and student planner weekly	
Ensure child attends any extra curricular support that the school may provide	
If referred to outside agency for support , then cooperate fully with that service	
Impose the following agreed sanctions at home. (Pocket money, TV, console games, mobile phone removed etc) see other actions below	
Other e.g.Care arrangements during the school week where there is dual custody or informal arrangements.	

**12 Other Actions required**

**13**

**14 The School/Attendance Team agrees to:**

Investigate any Attendance issues as brought to their attention	
If the parent has not already contacted the school, make sure a member of staff contacts the child's parent if the child is not in school when the AM Tutor Time register is taken, or when they become aware that the child is not on the premises (by 9.30am at the latest)	
Be available for school review meetings	
Provide a place in the Study Club or A19 area/extra help in subjects:.....	
Provide sanctuary at lunch times	
HOY referral to the schools learning mentor/school councillor:	
School Safeguarding team referral to Ealing Integrated Children's Response services or SAFE if required	
Report continued poor attendance to Local Education Borough which will results in a fine	

**Other Actions required**

**Targets for attendance:**

*Usually set a number % and specify no unauthorised absences*

**Attendance Review meeting and other important dates**

**Information Sharing.**

We understand that if our child's attendance continues to be irregular and absences unauthorised we may be liable to a fixed penalty fine or prosecution.

We also understand that this contract and outcomes may be presented as evidence

**Attendance Contract Agreement**

*We will do what we have read and agreed in this Attendance contract and will work together to help ..... attend school regularly.*

Signed: Student \_\_\_\_\_ Date:

Parent \_\_\_\_\_ Date:

School \_\_\_\_\_ Date:

