



Parkland Primary School

Learning together

Parkland Primary School Attendance Policy

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1. Aims

Parkland Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

The whole school community – pupils, parents and carers, teaching and support staff and school advisory board – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this.

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), [working together to improve school attendance](#) from (DFE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE’s guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Advisory Board

The Advisory board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Advisory Board, DSAT Central Team and Senior Leadership Team
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The SLT member responsible for Attendance

The attendance leader is responsible for:

- overseeing, directing and co-ordinating the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school
- ensure attendance data is up-to-date and issues are shared with the Headteacher and the Senior Leadership Team
- Information is made regularly available to all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that the Advisory Board is fully aware of attendance data and targets
- Meets with the Attendance Officer regularly to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

3.4 The attendance officer

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers, LEA, court officers, Inclusion Team, CME and PME units to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.6 School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system.

3.7 All school staff

All staff (teaching and support) at Parkland School will:

- support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.
- Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

3.8 All Parents and Carers

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Parkland Primary School.

Parents will also be expected to:

- ensure their children attend the school regularly
- support their children's attendance by keeping requests for absence to a minimum
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school

- Notify school on the first day of absence using the school's absence telephone line (01162782142),
- School email (admin@dsatparkland.org) or reporting to the school office
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day
- work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities
- contact the school without delay if they are concerned about any aspects of their children's school lives. Parkland Primary School will endeavour to support parents to address their concerns

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register. Classroom teachers are responsible for completing the attendance registers. The attendance officer will complete the register using the prescribed codes (See appendix 1)

We will take our attendance register at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Late
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment (See Appendix 1)

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.2 When registration takes place

The school gates open at **8:30am**. Children should arrive at school at **8.40am** to be in class for registration. The register will be completed promptly at **8.50am** for the morning session and **12.45pm** in KS1 and **1.10pm** in KS2 by each class teacher for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers will close at **9.00am** for the morning session and **1.00pm** and **1.10pm** for the afternoon session. Any pupil who arrives **after** the closing of the register will be marked as **absent**. A child will be marked as late up until 9.30pm. Any child arriving after **9.30am** will be marked with a U which means absent for the morning session.

4.3 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **9:30am** or as soon as practically possible (see also section 7).

If a parent does not notify the school to confirm the reason for the unplanned absence, we will make contact by telephone or text message to understand why your child is not in school. This will help to identify at an early-stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised.

Please see appendix 4 for flowchart explaining absence actions taken by the school.

4.4 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents may be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.5 Lateness and punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education, and that of others in their class, if they are late.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, follow up action will be taken which could result in legal action by the Local Authority.

Pupils / students who arrive late for school but before the register closes must report to the school office and will be recorded using the visitor portal in reception. They will then be marked as late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure.**

For the same reason, it is important that parents of pupils leaving the premises legitimately (eg for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

4.6 Post-Registration Truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Parkland School takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will make contact with his/her parents immediately and will notify the police if necessary.

4.7 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling parents to understand why a child has not been in school
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence
- Invite parents into a meeting to discuss the reasons for absence and an attendance plan put in place to support improving the attendance of the pupil. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them
- Where parents do not engage, the absence will be considered unauthorised and could contribute to a fixed penalty notice being issued.
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Refer to Leicestershire county council inclusion team

The school will also:

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not and identify the correct attendance code to use

Children at Risk of Missing Education

Parkland Primary School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, Parkland will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Where staff have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

4.8 Reporting to parents

We will report pupil attendance to parents at the following times:

- At parents evening in the Autumn and Spring term
- In the pupils ends of year report
- In newsletters and whole school displays
- Upon the request of the parents
- Where attendance drops below the expected threshold set by the school, parents will be notified by letter or telephone call.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- a pupil is to participate in an approved performance for which a license has been granted by the Local Authority,
- a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered
- where there is an unavoidable cause for the absence, which is beyond the family's control, e.g. extreme weather conditions
- the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) away from school and no suitable transport arrangements have been made by the Local Authority
- in other **exceptional circumstances** (eg a family bereavement) and **for a very limited period**.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence could be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil or parents are staying at home to mind the house;
- the pupil or parents are shopping during school hours;
- the pupil is absent for **unexceptional** reasons, eg a birthday;
- the pupil is absent from school on a family holiday;
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

5.2 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

5.3 Absences after close of class registers

Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the Headteacher.

5.4 Staff Training

The School Attendance Leader will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

5.5 Reducing persistent absence

A child is defined by the DfE as persistently absent if they miss 10 per cent or more of school time. It is necessary to monitor all pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups e.g. pupils on free school meals within this range will be differentiated for additional monitoring and action. See appendix 4 for flowchart of actions taken by the school.

Where the attendance falls below the expected standard, the school will:

- identify whether the reasons are authorised or unauthorised
- Send letters to make parents aware that their child is at risk of being persistently absent
- Meet with parents to discuss the pupil's attendance, understand the barriers for absence and put steps in place to support its improvement. Interventions could include in class support, specific day interventions, pastoral interventions, ELSA, behaviour interventions or an attendance contract being put in place. These would be monitored over time to ensure that they have impact
- Work with the school's pastoral team to support school attendance
- Refer the matter to the EWO if attendance is a concern
- Make a referral to the county inclusion team to provide attendance support

5.6 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Where any pupil has absences recorded as a result of an unauthorised family holiday, we are required to inform Leicestershire County Council who will issue penalty notices as set out below. This applies to any unauthorised leave of absence taken reaching a total of 5 days or more in any school year. Penalty notices can and will be issued for the following:

- a registered pupil has been absent for more than 10 sessions in any 10-week period
- the LA is satisfied that there is sufficient evidence to show the parent has committed an offence under Section 444(1) Education Act 1996, and
- a formal warning of the possibility of a penalty notice being issued has been served giving a maximum of 15 school days to demonstrate an improvement, and
- 2 penalty notices have not been issued in the past 3 years in respect of the child in question (if so alternative processes are necessary).

If issued with a fine, or penalty notice, parents must pay £80 per parent, per child within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Parkland School will consider every application individually, it's policy is NOT to grant leave of absence other than in the most exceptional circumstances. An application must be made in writing, with appropriate evidence, **in advance** of the absence.

Authorised leave of absence may be considered in the following circumstance:

- service personnel and other employees who are prevented from taking holidays during term-time
- when a family needs to spend time together to support each other during or after a crisis

Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday
- availability of the desired accommodation
- poor weather experienced in school holiday periods
- overlap with beginning or end of term.

A response to all requests for a leave of absence will be made giving the reasons for the decision. Leave of absence during periods of national tests, ie SATS will NOT be authorised.

6. Strategies for promoting attendance

At Parkland, we actively encourage pupils to attend school. All pupils should be aware of the importance of regular school attendance. To encourage pupils to attend school we:

- Issue certificates for 100% attendance
- Celebrate class attendance that is over 96% each week in celebration assembly
- Celebrate daily attendance that is over 96% in class and via Dojo points
- Actively promote good attendance in newsletters, parents evening and school reports
- Celebrate good attendance by displaying and celebrating individual and class achievements
- Regularly sending letters home updating you on your child's attendance and reminding you of your statutory duty and potential consequences if there is a failure in cooperation

7. Attendance monitoring

7.1 Attendance officer monitoring

The attendance officer at our school monitors pupil absence on a daily basis. They also hold monthly meetings with the Attendance leader.

The Attendance Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance e.g. FSM.

Accurate attendance returns are made to the DfE (via the Local Authority and Scholarpack) within the stipulated time frame.

7.2 Monitoring actions

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil is absent, and no reason has been given, school will contact their parent/carer (see 4.3).

Where a pattern of absence is identified, through monitoring, in the first instance, this will be discussed with the class teacher and letters will be sent to explain that this will be monitored over time and attendance should improve.

If a pupil's absence goes above 10 days within the year, the school will arrange to discuss this with the parent/carer of the pupil to ensure their attendance improves.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer or the local authority inclusion team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. An attendance contract will be created and shared with families to ensure that attendance improves.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.3 Managing and storing data

By law, registers must be kept for at least 3 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored on an encrypted MIS system.

We collect and store attendance data using Scholarpack. This will be used internally for the following reasons:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by the Head Teacher. At every review, the policy will be approved by the Advisory Board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Attendance codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
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
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
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
K	Attending education provision arranged by the local authority
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 - for non-compulsory school age children

- 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
- Q Unable to attend the school because of a lack of access arrangements
- Y1 Unable to attend due to transport normally provided not being available
- Y2 Unable to attend due to widespread disruption to travel
- Y3 Unable to attend due to part of the school premises being closed
- Y4 Unable to attend due to the whole school site being unexpectedly closed
- Y5 Unable to attend as pupil is in criminal justice detention
- Y6 Unable to attend in accordance with public health guidance or law
- Y7 Unable to attend because of any other unavoidable cause

Letter 1



Parkland
Primary School

Learning together

Headteacher:
Mr Andrew Hayes



School success starts
with attendance

Dear

Student: Name of student

DOB:

As part of our ongoing monitoring of all students, we have noticed that XXXX's attendance currently stands at XX%. XX of these absences are due to illness/lateness/unauthorised. I have enclosed a copy of the current attendance for your information.

We have high expectations at Parkland Primary School and as a consequence, we continually strive to raise attendance levels in order to maximise the educational achievements of all our pupils. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement and attainment. Our attendance target for all pupils is 96%

We appreciate that every situation is different and there may be specific issues which are making it difficult for your child to attend school.

If you would like to discuss your child's attendance, please do not hesitate to contact me on 016 2782142 and I would be more than happy to discuss your concerns. We will be monitoring XXX's attendance and hope to see an improvement in the future.

Yours sincerely

A handwritten signature in black ink that reads 'K Roberts'.

Mrs K Roberts
Assistant Headteacher

Letter 2



Parkland
Primary School

Learning together

Headteacher:
Mr Andrew Hayes



School success starts
with attendance

Dear

Student:

Following a recent attendance review, we have noticed that attendance currently stands at which has fallen below the school attendance target of 96%. of these absences are unauthorised, of these absences are for illness/medical appointments.

There is a strong link between school attendance and attainment and Parkland Primary School are continually striving to raise standards. Therefore, is at risk of not achieving her/his full potential unless attendance improves.

In view of these concerns, please can you telephone me on 0116 2782142 to make an appointment to discuss ways that we can work together to improve attendance and offer any support or advice you may require.

Parents and carers are responsible by law for ensuring that their children attend school on a regular basis and are not absent without good reason attendance will now be monitored and we hope to see a significant improvement. If there is no improvement within the next few weeks and we do not hear further from you, we will have no alternative but to refer this matter to the Attendance Team at the Local Authority, who may need to consider legal intervention. This could result in a fine being imposed or prosecution via the Magistrates Court under s444 ss 1 of the Education Act 1996.

We look forward to hearing from you as a matter of urgency.

Yours sincerely

Mrs K Roberts
Assistant Headteacher

Final Warning Letter



Interim Headteacher:
Mr Andrew Hayes



Dear

Student: Name of student
FINAL WARNING NOTICE

Further to our recent conversation I am disappointed that _____ attendance has not improved and is still a cause for concern. Attendance currently stands at _____. ___ of absences are unauthorised, ____ absences are for illness/medical appointments.

Please be advised that due to the high level of unauthorised absences no further absences will be authorised without medical evidence. This can be a letter from the GP/Hospital, prescription, or a signed appointment card.

I am writing to advise you that if there are any further unauthorised absences, the case will be passed onto the Attendance Team at the Local Authority for legal intervention to be considered and you will be at risk of a fine and/or prosecution under S444 (1) Education Act 1996.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned.

PTO

Poor attendance is taken very seriously at Parkland Primary School and research shows a clear link between absence and poor progress in schools and colleges.

If you would like to discuss the contents of this letter, please contact me on 0116 2782142 and I can arrange a meeting with you.

Yours sincerely,



Mrs K Roberts
Assistant Headteacher

Late Letter



Parkland
Primary School

Learning together

Headteacher:
Mr Andrew Hayes

Dear

Punctuality Matters

You are receiving this letter because we note that _____ has arrived late to school on several occasions.

It is important for a child's academic and social wellbeing to be in school on time each day, properly equipped and ready to learn. We would ask you to consider the impact arriving late to school can have on your children:

- It can be distressing going into a class when everyone else is settled and ready to learn. This could cause your child to become anxious about school.
- They miss out on social interaction with their friends at the start of the school day.
- They miss out on the initial instructions and information that helps them to understand and complete tasks which can put them at a significant disadvantage.
- It is disruptive to their learning and also disrupts the learning of others.
- If it happens regularly it encourages bad habits which could stay with them throughout their school life and beyond.

We would urge you to ensure that _____ arrives at school on time every day. The school gate opens at 8.40 am and **children should be in class ready for the register to be taken at 8.50 am**. Children arriving after this time will be marked in the register as arriving late.

As a parent you will want the best for _____ please support the school in its aim to ensure that all pupils achieve success and reach their full potential.

We will now be monitoring the situation. If _____ continue to arrive late for school, we will invite you to come into school to discuss how we can best work with you, to ensure that _____ arrives in school on time every day.

Yours sincerely,

A handwritten signature in black ink that reads 'K Roberts'.

Mrs K Roberts
Assistant Headteacher

Invite to attendance Contract Meeting



May 2024

Dear Parents/Carers,

Headteacher:
Mr Andrew Hayes



School success starts
with attendance

Attendance Contract Meeting Invite Letter

As a parent/carer you have a legal responsibility to ensure that your child attends school regularly. <child forename>'s recent level of attendance at school was <current attendance%>. This includes X(minimum of 1) unauthorised absences and is unsatisfactory. Further absences may not be authorised without evidence of illness. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

School would like to work with you to identify and focus on the issues around improving your child's school attendance. An attendance contract meeting provides you with the opportunity to give your views and discuss any underlying issues. The meeting will allow you to be involved in deciding the support that would help you.

An attendance contract is a formal agreement that outlines the support available as well as the steps that you will take to improve your child's attendance.

If the local authority decided to take legal action against you for unsatisfactory attendance, your co-operation with an attendance contract may assist your case. However, refusal to comply with a contract may be used in evidence against you.

You are invited to a meeting at <name of school> on <date> at <time> to discuss and draw up an attendance contract. If this time is not convenient, please contact <school contact> to arrange an alternative appointment.

I Look forward to hearing from you soon.

Kind Regards

Mrs K Roberts
Assistant Headteacher

Appendix 3 Attendance Contract



Date of Meeting:	
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Enter the name of the pupil(s)				
Name of pupil:		School:		
Date of Birth:		Year Group:		
Name of pupil:		School:		
Date of Birth:		Year Group:		
Invitees: (List all at meeting)	DOB: (parents)	Role & Organisation:	Attended? (Y/N)	Apologies given? (Y/N)

Family Information: Details of <u>all</u> parents and siblings should be requested if school does not hold this information.			
Parent(s):			
Name:		Name:	
DoB:		DoB:	
Address:		Address:	
Siblings:			
Name:		Name:	
DoB:		DoB:	
School:		School:	

<p>WHY ARE WE HERE?</p> <p>Please include:</p> <p>Child/young person's current attendance</p>
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<p>The impact on this CYP's academic progress, social development, behaviour, and emotional well-being – what are we seeing/not seeing in school?</p> <p>The support offered by the school to date?</p>

WHAT SUPPORT HAS WORKED/WOULD WORK/WHY?	WHAT HAS NOT WORKED/WOULD NOT WORK/WHY?
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

PARENT/CARER VIEWS – What would they like to happen? What support do they feel is required?	CHILD/YOUNG PERSON'S VIEWS – How do they feel about school? Can they explain barriers to attendance? What would they like to happen? What support do they feel they need?
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

FAMILY NETWORKING:		
Are there friends and family who can support the family?	Yes / No	
Does Family Group Conferencing need to be explored further? (Contact FNA@norfolk.gov.uk for support and guidance)	Yes / No	If yes, add to action plan below.
Comments:		

OTHER KEY ISSUES DISCUSSED: (Please ensure you record any other issues/key points not captured above)
<ul style="list-style-type: none"> •

WHAT NEEDS TO HAPPEN?			
Actions should be SMART (Specific, Measurable, Achievable, Realistic and Timely) Ensure actions support the family and child and note all support and actions on-going and new. Additional boxes can be added as required.			
What action will be taken?	By When?	Who is responsible?	How will we know it is working? (Child focused)
This plan is the attendance contract			
1.			
2.			

3.				
4.				
5.				
6.				

Review Date:

As parent(s) you have a responsibility in law to ensure your child's regular attendance at school, you should be aware that the only defences available in law are:

1. That the absences are with leave (i.e. that they have been agreed by the Headteacher);
2. That the absences are because of sickness or unavoidable cause;
3. That the absences fall on days of religious observance for the religion to which parents belong;
4. That the child is entitled to free transport to school and the LEA have failed to provide this;
5. That the child has no fixed abode, and the parent proves—
 - (a) that he is engaged in a trade or business of such a nature as to require him to travel from place to place,
 - (b) that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
 - (c) if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.

If absences do not fall into any of these categories or the school have not been informed of reasons for absence, absences will be marked as unauthorised.

Education Supervision Order (ESO)

We need to make you aware that, before instituting legal proceedings for an offence under s443/444 Education Act 1996, the LA has a duty to consider whether it would be appropriate to apply for an ESO; an application could be instead of or in addition to a prosecution.

The undersigned confirm that this is an accurate record of the discussions and outcomes agreed within the meeting. All parties agree to comply with the requirements set out in the action plan.		
School Representative(s):		
Name:	Date:	Signature:
Name:	Date:	Signature:

Other Professional(s) (i.e., Social Worker, Family Practitioner, Medical Professional, etc.):			
Name:		Date:	Signature:
Parent/Carers:			
<p>I understand that, as parent, I am legally responsible for ensuring my child's regular attendance at school. I agree with the content of these minutes and the plan, and it has been explained to me that this is an attendance contract, although not legally binding. Failure to adhere to the plan could result in a Notice to Improve being issued.</p>			
Name:		Date:	Signature:
<p>I understand that, as parent, I am legally responsible for ensuring my child's regular attendance at school. I agree with the content of these minutes and the plan, and it has been explained to me that this is an attendance contract, although not legally binding. Failure to adhere to the plan could result in a Notice to Improve being issued.</p>			
Name:		Date:	Signature:
Child or Children (this section is voluntary for the child to complete):			
Name:		Date:	Signature:
Name:		Date:	Signature:



ATTENDANCE PROTOCOL

1st day of absence

- Telephone call/ text/class Dojo
- Text message

2nd day of absence

- Further telephone call/ text/class Dojo
- Home visit if no contact made with parents/carer

Attendance drops to
93%

- Initial concerns letter
- Invited in for a meeting
- Attendance tracked

Attendance drops
below 90%
(persistently absent)

- A further letter will be sent
- Invited in for a meeting
- Attendance tracked

Attendance continues
to decrease

- Final Warning letter sent
- Attendance contract put in place
- Referral made to the attendance team

Attendance continues
to decrease

- Penalty notice issued for payment of a fine
- Non payment of fine could result in court action