

ACE Learning



Attendance Policy

Date of Ratification	Autumn 2024
Date for Review	Autumn 2025



Hamstreet Primary Academy

Statement of Intent

ACE Learning is committed to the continuous raising of achievement of all our pupils. Regular attendance is fundamental to pupil success. Hamstreet Primary Academy is dedicated to cultivating an environment where punctuality, responsibility, and consistent attendance are highly valued, empowering every pupil to excel academically, socially, and emotionally. These policies define the expectations, procedures, and support systems in place to uphold high attendance standards.

Aims

The purpose of this policy is to:

- Ensure the regular and punctual attendance of all pupils at ACE Learning
- Clarify the staged procedures for staff and parents
- Ensure the accurate recording of attendance and absence by teachers
- Set targets for improvement
- Recognise and celebrate pupil's attendance

We recognise that parents/carers have a vital role, and a legal responsibility, to ensure good attendance and we will identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve attendance problems.

Attendance Expectations

Poor attendance disadvantages children. To this end, high regard is placed on regular and punctual attendance at our Academy. Children are expected to attend for the full 190 days of the academic year unless there is a good reason for absence. Registers are kept for all classes including the under 5s. Pupils are marked present or absent at the beginning of each morning and afternoon session.

The Trustees, Head of School and Staff in partnership with parents have a duty to promote full attendance at ACE Learning through:

1. Regular Attendance:

- All pupils are expected to attend school daily throughout the academic year.
- Minimizing absences is crucial to ensure continuous learning.

2. Punctuality:

- Pupils are expected to arrive promptly for school and all scheduled lessons.
- Persistent lateness will be addressed through appropriate interventions.

3. Register Closing Times:

- The register will be closed at 8:50am every morning, but pupils arriving through the main office after gates have closed at 8:40am will be marked as a code L, for late. If a pupil arrives after 8:50am – when the register has been closed, they will be marked as U for unauthorised absence.

- A time will be taken of every pupil arriving through the main office after the gate has been closed and this time will be added to their registered coding, as above.

Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines a child's education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the academy on the first day their child is absent by 8:30am. This is a safeguarding issue so that all parties know that your child is safe.

Pupils are expected to arrive by 8.30am, with gates closing at 8:40am. All pupils who arrive late must report, with their parent to the academy office where the parent should state the reason for lateness.

Reporting Absences

1. Parent/Guardian Responsibility:

- Parents/guardians must inform the school by 8:30am on the day of absence, specifying the reason and anticipated duration.
- Acceptable notification methods include calling the main school number, or by sending an email to enquiries@ham-street.org.uk

2. School's Responsibility:

Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. Children whose attendance is causing concern are closely monitored.

The academy will ensure:

- Attendance and lateness records are up to date
- If an absence is not reported, the school will implement a first day calling system for all pupils to follow up on unexplained absences - the school office will contact the parent/guardian by 9:15am to confirm the pupil's whereabouts.
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised. **If we are unable to ascertain the reason for absence and we have not received communication from a parent, then a home visit made be made for safeguarding reasons.**
- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents are informed at least annually of their child's attendance figure.

3. Authorising Absences:

- Only the Head of School can authorise absences.
- Authorised absences are granted for unavoidable circumstances and require communication between parents and the school.
- The Head of School is not obligated to accept a parent's explanation, and parents will be notified if an absence is unauthorised.

4. Unauthorised Absences:

- The following are examples of absences that will **not** be authorised:
 - *Persistent* non-specific illness (e.g., poorly/unwell).
 - Absence of siblings when one child is ill.
 - Oversleeping.
 - Inadequate clothing/uniform.
 - Confusion over academy dates.
 - Medical/dental appointments exceeding half a day without valid reasons.
 - Child's/family birthday.
 - Shopping trips.
 - Holidays not granted by the school.

Procedures for Illness

- Parents must notify the school on each day of absence due to illness by 8:30am.
- The school reserves the right to request a doctor's note for frequent illnesses or absences lasting three days or more.
- **Medical evidence is generally only required in a minority of cases (Code 'I' - illness).** For complex or long-term health needs requiring adjustments or support, medical evidence may be requested to understand the pupil's needs and identify suitable provisions.

Procedures for Lateness

The register is taken immediately after the gates have closed at 8:40am (registers taken at 8:40am - 8:50am) and again after lunch (between 12:50 – 1:10pm). Pupils arriving late in the morning must enter by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

- Pupils arriving late must be brought through the main office, where a member of staff in the office will take a note of the child's name and time they entered school. The parent / carer will need to provide a valid explanation from a parent/guardian for repeated lateness.
- 10 incidents of late arrival after register closure in a term may lead to a referral to the Attendance Service for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter specifies a 15-day period during which no unauthorised absences should be recorded.
- Unauthorised absence during this 15-day period may result in the issuance of Penalty Notice(s), one per parent per child.
- Non-payment of the penalty within 42 days may lead to court proceedings initiated by the Attendance Service.

Support for Children, Parents and Families

The Head of School has overall responsibility for attendance, supported by the Learning Mentor / Attendance Officer.

We believe that it is everyone's responsibility within the school community to promote good attendance and follow the guidance in 'Working together to improve attendance' DFE Aug 2024 [Working together to improve school attendance \(applies from 19 August 2024\)](#)

We aim to successfully address and treat the root causes of absence, with the aim of removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All staff should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Leave of Absence/Holiday

Amendments to the 2006 regulations remove references to family holiday and extended leave, as well as the statutory threshold of ten school days. The amendments make clear that Head of Schools may not grant any leave of absence during term time unless there are exceptional circumstances.

Exceptional leave may be:

- For service personnel or a member of the armed forces
- Close family relative is seriously ill – and you must leave in an emergency
- Family difficulties where a holiday will benefit the child – this must be backed up by a doctor's letter or recommended by Social Services
- A one-off occasion that can only happen at that time e.g. family wedding/funeral (in exceptional circumstances, consideration will be given to granting up to 3 days' authorised absence for weddings of immediate family. Request must be made in writing with evidence). Head of School will use their discretion.

Exceptional leave is NOT:

- Availability of cheap flights or holidays
- Parent/carer work commitments
- Bad weather experienced during term time
- Overlap with the beginning or end of term time

No absence will be authorised in any circumstances if a child's attendance is below 95% or would fall below 95% during the academic year.

Applications for Leave of Absence MUST be made at least 4 weeks in advance of the requested date.

Agreement to each request is at the discretion of the Head of School, acting on behalf of the Board of Trustees (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above. The Head of School's decision is final and once the decision to not authorise the leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a penalty of £60 if paid within 21 days or £120 if paid in full after this time but within 28 days to each parent for each child taken out of school.

Penalty Notice Proceedings for Unauthorised/Holiday Absence

Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.

In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Authorising Absence

Only the Head of School can authorise absence for approved reasons. Where there is doubt, the Head of School, on behalf of the Board of Trustees, should take a consistent approach. The absence must be unavoidable. The Head of School is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and academy.

The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over academy dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip

1. Requesting Leave:

- Applications for Leave of Absence must be submitted at least four weeks before the requested date.
- Leave of Absence applications will only be considered if the child's attendance is above 95% and will remain above 95% during the academic year, even with the requested leave.
- Leave of Absence is granted at the discretion of the Head of School, acting on behalf of the Board of Trustees, in accordance with the Education (Pupil Registration) (England) Regulations 2006.
- Each request will be assessed on its merit based on exceptional circumstances. Examples of exceptional circumstances include service personnel or armed forces members needing holidays during term time, or family time required to support each other during a crisis.
- The Head of School's decision is final.
- Leave cannot be authorised retrospectively.

2. Study Leave:

- Study leave will not be granted automatically after exam syllabus completion.
- Study leave will be granted sparingly.
- Provisions will remain available for pupils wishing to revise at school during study leave periods.

3. Religious Observance:

- If a religious body designates a single day for observance, only one day will be authorised for absence under this reason. Requests for multiple days will require a Leave of Absence application, subject to the Head of School's discretion.

Monitoring and Interventions - The Role of Academy Staff

Attendance and Lateness

The academy has a 'five-step' approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

'Five Steps'

1. Where there has been no contact from parents, first day calling by the Officed Manager / Office staff team for all pupils and Learning Mentor visits as appropriate.
2. Discussion with the Attendance Service Duty Staff to identify pupils with attendance below 90%,

monitoring trends in pupil attendance and lateness, allocation of Learning Mentor support.

3. Invitation to meet with academy staff
4. Initiate a Common Assessment (CAF)
5. Referral to Attendance Service

Reasons for absence are recorded and retained by the academy. When a referral to the Attendance Service is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the completed Request to Issue a Penalty Notice form with any other relevant information.

Local Authority Action

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) absence in a term the academy will consider the following:

Attendance Advisory Officer Actions

This may include;

- home visits
- multi agency meetings
- sign posting to supportive agencies e.g. Child and Adolescent Mental Health Service, Social Services and Family Group Conference Service.
- Fast Track to Prosecution

Penalty Notices for Poor Attendance

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct.
- The Attendance Service issue a warning letter setting out 15 days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

1. Attendance Monitoring:

- Attendance will be reviewed weekly and termly by the Attendance Officer, Mrs. Gough.
- Information will be gathered from register and conversation with Head of School, Class Teachers and Office Staff to identify any barriers, safeguarding concerns or patterns of absences.

2. Interventions:

- **Five-Step Approach:** The academy will implement a five-step approach to address attendance and lateness concerns:
 1. First-day calling for all pupils by office staff, if there has been no communication from parents / carers.
 2. Attendance Officer may visit as appropriate, the home address, particularly when no contact has been made by parents.
 3. Discussions with the Attendance Service (PIAS) to identify pupils with attendance below 90%, monitor attendance and lateness trends, and allocate support.
 4. Invitation for meetings with either Class Teacher, Attendance Officer or Head of School.
 5. Referral to the Attendance Service for either Fixed Penalty Notice (Fine) or for a Formal Attendance Meeting.

- **Three-Stage Intervention Strategy:**
 1. Informal meeting with parents/guardians to address concerns.
 2. Attendance improvement plan with agreed-upon targets and regular reviews.
 3. Referral to external agencies or the local authority for further action.

3. Chronic Absenteeism:

- Defined as Child Missing, would be more than 2 days missed of school with no contact from the parents / carer, or more than 10% of school days in an academic year (18 days).
- Pupils identified as chronically absent will receive tailored support, which may include counselling, mentoring, or family outreach.

4. Persistent and Severe Absence:

- **Persistent absence is defined as missing 10% or more of school sessions.**
- **Severe absence is defined as missing 50% or more of school sessions.**
- For both persistent and severe cases, the academy will:
 - Provide access to wider support services to address barriers to attendance.
 - Formalise support in conjunction with the local authority when necessary.

- Consider legal interventions, including penalty notices, notices to improve, or other sanctions, as detailed in the KCC Code of Conduct, see attached.
- **Legal interventions will be pursued when:**
 - Support is deemed inappropriate for the situation, such as an unauthorised holiday during term time.
 - Support interventions prove unsuccessful.
 - Families do not engage with offered support.

Parents/guardians will be notified of attendance concerns if a pupil's attendance falls below 95%.

Timeline of Academy Action for Low Attendance

- 97 - 100% attendance - class teacher to monitor and notify office or Learning Mentor Mrs Gough of concerns.
- 90 - 97% attendance – closely monitored.
- Below 90% - Advise Attendance Service of child's low attendance and consider Attendance Service or Penalty Notice where the absences have not been authorised.

Please refer to Appendix 10 for guidance on what work should be undertaken by the academy prior to referral.

Children Missing Education

Parents' responsibilities

Parents have a duty under section 7 of the Education Act 1996 to ensure that their children of compulsory school age are receiving efficient full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

Where a parent notifies the school in writing of their intention to home educate, the school must delete the child from its admission register and then inform the local authority.

Children with special educational needs statements can be home educated. Where the statement sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the statement names a school as the place where the child should receive his or her education, but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable to the child's special educational needs. In such case the local authority must review the statement annually.

No child may be removed from the academy roll without consultation between the Head of School and the Attendance Service. Where a child is missing from education, DfE guidance should be followed.

Academy's duties

The academy will inform the local authority of the details of pupils who are regularly absent from school or have missed 10% of school days or more without permission. We will also notify the authority if a pupil is to be deleted from the admission register.

5. Data Analysis:

- The academy will utilise data analysis to identify trends, at-risk pupils, and cohorts and to inform targeted intervention strategies. This data-driven approach will ensure early intervention and support are provided where they are most needed.
- The school will analyse attendance patterns termly (six times per year) on a whole school and individual basis, including groups such as FSM, SEN, PP, CiC, GRT, and EAL, and make comparisons with national data.
- Relevant attendance reports will be shared with key staff to aid discussions with families and understand the effectiveness of interventions.

6. Mental Health and Special Educational Needs:

- **The academy will implement strategies to support pupils with mental health concerns or special educational needs.**
- This may include working with families, making reasonable adjustments, collaborating with external agencies, and considering part-time timetables in consultation with parents and medical professionals.
- **The academy will consider a phased return to school for pupils struggling with attendance due to anxiety.**
- The academy will ensure that pastoral care is integrated with attendance support.

Recognition of Good Attendance

1. Incentives for Excellent Attendance:

- Certificates may be awarded for attendance above 95%.
- Praise for children – stickers, attendance badges.

Roles and Responsibilities

1. Kent County Council:

- Provides a strategic approach to improving attendance across the area, making it a key focus of all frontline council services.
- Offers support through the School Attendance Support Team (PIAS) to remove area-wide barriers to attendance.
- Assigns a named contact within PIAS to each school for support and advice.
- Facilitates opportunities for schools to share best practices.

2. Academy Trustees:

- Play an active role in attendance improvement, supporting the school in prioritizing attendance and working with leaders to establish a whole-school culture of good attendance.
- Ensure that school leaders fulfil their expectations and statutory duties related to attendance.
- Analyse data to understand attendance patterns, benchmark against other local schools, and identify areas needing improvement.
- Ensure that school staff receive appropriate training on attendance.

3. School:

- Maintains a clear attendance policy on the school website, easily understandable for staff, pupils, and parents.
- Fosters a whole-school culture that emphasizes the benefits of good attendance.
- Accurately completes and maintains admission and attendance registers.
- Implements robust daily processes for following up on absences.
- Regularly monitors data to identify patterns and trends in attendance, informing targeted support for pupils and cohorts needing it most.
- Appoints a dedicated Senior Leader with overall responsibility for championing and improving attendance, liaising with pupils, parents, and external agencies when required.

4. Head of School:

- Has overall responsibility for attendance at the academy.
- Ensures all academy staff understand the importance of good attendance and consistent communication with pupils and parents.
- Provides necessary training and resources to staff for effective attendance management and improvement.

5. Attendance Officer/Learning Mentor (Senior Attendance Champion Mrs Gough):

- Establishes a clear vision for improving and maintaining good attendance.
- Sets up and maintains effective systems for addressing absence and ensures adherence by all staff.
- Demonstrates a strong understanding of absence data to guide the school's collective efforts toward improvement.
- Monitors and evaluates the effectiveness of the school's attendance strategies and processes regularly.

6. Staff Member with Daily Attendance Responsibilities (Office Manager, Mrs Peate):

- Manages daily attendance processes, including first day calling, following up on unexplained absences, and maintaining accurate attendance records.

7. Class Teachers:

- Complete the register at the start of each morning and afternoon session.
- Monitor and report attendance concerns to the office / Attendance Officer and or Head of School.
- Communicate with parents regarding their child's attendance.

8. Parents and Carers:

- Have a legal duty to ensure their child(ren) attend school regularly and arrive on time.
- Must contact the academy on the first day of their child's absence, as this is a safeguarding issue.
- Are expected to engage with school staff and support efforts to improve their child's attendance.

9. Pupils:

- Are expected to attend school regularly and punctually.
- Must report to the academy office with their parent if arriving late, stating the reason for lateness.

Contact Information

For any attendance-related queries, please contact Mrs Gough:

- Email: enquiries@ham-street.org.uk
- Hours of Operation: 8am – 4pm.

This policy should be reviewed and updated annually or as needed.

This policy was reviewed in **Autumn 2024**.

Useful Links:

Education Act 2002 (legislation.gov.uk)

Children Act 1989 (legislation.gov.uk)

Children missing in education – GOV.UK (www.gov.uk)

Keeping Children Safe in Education – GOV.UK (www.gov.uk)

Working together to safeguard children – GOV.UK (www.gov.uk)

Working Together to Improve School Attendance – Department for Education (GOV.UK)

Appendix

Appendix 1 Request for leave of absence in term time letter

Appendix 2 Leave of absence refusal letter

Appendix 3 Leave of absence granted letter

Appendix 4 Excessive late letter 'L'

Appendix 5 Excessive late letter 'U'

Appendix 6 Excessive absence letter

Appendix 7 Meeting letter

Appendix 8 Academy Based Intervention Flow Chart

APPLICATION FOR PUPIL'S LEAVE OF ABSENCE FROM ACE LEARNING DURING TERM TIME

Please read these conditions carefully before completion.

Appendix 1

From 1 September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (for service personnel or a member of the armed forces who are prevented from taking holidays outside term – time if the holiday will have minimal disruption to the pupil’s education; when a family needs to spend time together to support each other during or after a crisis and only if your child’s attendance is above 95%).

There are 13 weeks available for family holidays when the academy is closed. Any absence from school will disrupt your child’s learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Children also returning from a term-time holiday are also unprepared for the lessons which build on the teaching they have missed.

If you consider that your request for leave of absence is exceptional you will need to complete the form below. Each case will be judged on its merits in line with certain considerations as outlined in guidance from the local Authority and the Department of Education.

If the leave of absence is not considered to be an exceptional circumstance and you nevertheless take your child out of school for the holiday, the absence will be recorded as unauthorised. As guidance from the local Authority and the Department of Education states, I must point out to you that if the absence is not authorised and the holiday is taken anyway, the case *may* be referred to the Attendance Service who may issue a Penalty Notice which is now £60 if paid within 21 days or £120 if paid in full after this time but within 28 days to each parent for each child taken out of school.

If the penalty is not paid within the time scale, the Attendance Service may institute legal proceedings against you in the Magistrates’ Court under Section 444(1) of the Education Act 1996 for failing to ensure your child/children attend(s) school regularly.

✂.....

Return this section to school

APPLICATION FOR PUPIL'S LEAVE OF ABSENCE FROM ACE LEARNING DURING TERM TIME

Name of child/ren:.....Class/es:.....

Date of First Day of Absence:.....Date of Return to school:.....

Number of Days Requested:.....

Reason for holiday to be taken during term time.....

I have read and understood the conditions above this application.



Signed:.....Date:.....

✂.....

To be completed by ACE Learning

Name of child/ren:.....Class/es.....

Attendance this year (% absence).....

Absence authorised: **yes/no**to.....

Signed on behalf of the Trustees.....

To the parents of
CHILD'S NAME
CLASS Class

DATE

Dear Parents,

Thank you for your application for pupil's leave of absence from xxx Academy.

You have noted that you have read and understood the conditions of this application. I have carefully considered your request but it does not meet the criteria set out in the application form, so regrettably I am not able to authorise this absence as the holiday.

If you still decide to take your child out of the academy for the holiday, the absence will be recorded as unauthorised.

As guidance from the Local Authority and the Department of Education states, I must point out to you that if the absence is not authorised and the holiday is taken anyway the case *will* be referred to the Attendance Service who may issue a Penalty Notice which is £60 if paid within 21 days or £120 if paid in full after this time but within 28 days to each parent for each child taken out of school.

If the penalty is not paid within the time scale, the Attendance Service may institute legal proceedings against you in the Magistrates' Court under Section 444(1) of the Education Act 1996 for failing to ensure your child/children attend(s) school regularly.

The matter will also be recorded on your child/children's record.

If you would like to meet with me to discuss this matter, please contact me to arrange an appointment.

Yours sincerely,

Head of
School

To be completed by ACE Learning

Name of child/ren:.....(child's name).....**Class/es**.....(Child's class).....

Attendance this year (% absence).....

Absence authorised: yes

(Please be aware that 10 days absence means that your child will only achieve a maximum of xx.x% attendance).

(Date of commencement of holiday).....**to**.....Last date of holiday).....

Signed on behalf of the Trustees.....

(Head of School's signature).....

To the parents/carers of
XXXX
XXX Class

DATE

Dear Parents,

I am writing to express my concern over the number of occasions that «Name» has been late

I attach for your information a summary of attendance indicating the days «Name» was late.

At {academy} the register is taken at xx.xx am and at xx.xx pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing.

I am sure you share my concern and would wish to work with us to improve punctuality. If we can help in any way, perhaps via our Family Liaison Officer/Learning Mentor, please do not hesitate to contact us. Should «Name»'s punctuality however continue to be a cause for concern I will need to inform the academy's Attendance Advisory Officer.

Yours sincerely,

Head of
School

To the parents of
XXXX
XXX Class

DATE

Dear Parents,

I am writing to express my concern over the number of occasions that «Name» has arrived after the register has been closed. I attach for your information a summary of attendance indicating the days «Name» was late.

At {academy} the register is taken at x.xx am and is closed at x.xx am for the morning session and taken again at x.xx pm and closed at x.xx pm for the afternoon session. Pupils who arrive after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral to a Penalty Notice or a referral to the Attendance Advisory Officer for further action and possible prosecution.

Yours sincerely,

Head of
School

To the parents of XXX
XXX Class

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been absent. I attach for your information a summary of attendance indicating the days «Name» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with us to improve «Name»'s attendance. If we can help in any way, perhaps via our Family Liaison Officer/Learning Mentor, please do not hesitate to contact us.

Thank you for your co-operation.

Yours sincerely

Head of
School

To the parents of XXX
XXXX Class

Dear (Name)

Re: (Pupil's Name)

Despite previous attempts to advise you, I note with concern that your child's attendance has made no significant improvement. (Pupil's name)'s attendance at this academy is currently (%). This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in (pupil's name)'s attendance, I must advise you that further absences from the academy as a result of illness will require medical evidence. If medical evidence is not provided, further absences will be marked as unauthorised.

I am inviting you to attend an Academy Attendance Meeting. The time and date have been set for at

It is imperative that you and (pupil's name) attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by

.....

If this appointment is inconvenient, I would be grateful if you could contact me on {telephone number} so that a mutually convenient time can be arranged.

If you do not attend this meeting and (pupil's name)'s absence continues to deteriorate, a referral may be made to the Attendance Service.

Thank you for your co-operation.

Yours sincerely

Head of
School

School based absence intervention

Appendix 8

