



Farndon Fields Primary School

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Farndon Fields Primary School Attendance Policy

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1. Aims

Farndon Fields 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

- Making referrals to the Education Welfare Officer

3.3 The adult 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 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 in a timely manner 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 Farndon Fields Primary 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 Farndon Fields 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 telephone line 01858 464744 or via school email office@dsatfarndonfields.org
- 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. Farndon Fields 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 **8:35am**. Children should arrive at school by **8:45am** to be in class for registration. The register will be completed promptly at **8:55am** for the morning session and **1:00pm** in KS1 and **1:30pm** 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 (EYFS & KS1)** and **1:30pm (KS2)** for the afternoon session. Any pupil who arrives **after** the closing of the register will be marked as present but **late** up until 9.10am. Any child arriving after **9:10am** 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 **9:10am** 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 or a referral has been made to the Education Welfare Officer.

If the authenticity of the illness is in doubt, or a referral has been made to the educational welfare officer, 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.

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. They will then be marked as late.

For health and safety / fire 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. Children must be signed in and out by parents / carers in these circumstances.

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. Farndon Fields Primary 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.

4.7 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will carry out one of the following (depending on the severity of the absence it will not always follow a graduated response and may escalate to the involvement of the educational welfare officer at any point once within the persistently absent figures):

- 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 plans 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 by carrying out a home visit if we have not had any contact either in person, by email or by telephone **no later than the third day of absence**. On this occasion, we will expect to have 'eyes on the child' to assess wellbeing and safety
- Identify whether the absence is approved or not and identify the correct attendance code to use

Children at Risk of Missing Education

Farndon Fields 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, Farndon Fields 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 pupil's end 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 always be notified by letter

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.

From 19th August 2024 new government changes came into effect nationally in relation to unauthorised absences. This means should a school record 10 or more unauthorised sessions (5 school days) on a child's attendance certificate in a fixed period parents may be at risk of receiving a fixed penalty notice (from the local authority) which has recently been increased to £160 per parent per child. (discounted to £80 if paid within 21 days) or the matter could be referred from the local authority directly to the magistrates court for criminal prosecution. We therefore ask that you take serious consideration regarding taking your child out of school during term time.

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).
- 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/carer;
- the school is not satisfied with the explanation;
- the pupil or parents/carers are staying at home to mind the house;
- the pupil or parents/carers 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/carer 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.

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 or behaviour interventions. 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.

For unauthorised leave of absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court.

Penalty notices can and will be issued for the following:

- a registered pupil has been absent for more than 20 unauthorised sessions in any ten week period, and 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 effect an improvement.

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.

Farndon Fields Primary School will consider every application individually. 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 - on presentation of a letter from the employer to confirm the fixed dates of leave given
- 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 Farndon Fields, 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:

- 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 advisory board. 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 daily as required since 27/8/24.

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, the class teacher will call to discuss this and identify any supportive measure that could be put in place.

If a pupil's absence goes above 10 days, the data is submitted to the local authority as a rule. If the absences are unauthorised, the matter is dealt with in line with new government procedures. The school will continue to work with you and issue further communications including arranging 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 involve 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 action plan may be created and shared with families to ensure that attendance improves.

Pupil-level absence data will be collected daily 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 advisory board.

7.3 Managing and storing data

By law, registers must be kept for at least 3 years. Electronic back-ups 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 Arbor. 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 needing 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.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J 1	Leave of absence	Pupil has an interview for employment or transfer to another education institution
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undergoing regular employment
C2	Authorised leave of absence	Leave of absence for a compulsory school aged pupil subject to a part time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
K	present	Attending alternative provision arranged by the LA
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence

U	Arrival after registration	Pupil arrived at school after the register closed
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Code	Definition	Scenario
Q	absent	Unable to attend the school because of a lack of access arrangements
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y 1	Unavoidable cause	Absence due to transport normally provided not being available
Y 2	Unavoidable cause	Widespread disruption to travel
Y 3	Unavoidable cause	When part of the school is closed
Y 4	Unavoidable cause	Unexpected whole school closure (different from code # for planned closures)
Y 5	Unavoidable cause	For pupils in the criminal justice system
Y 6	Unavoidable cause	Absence due to public health guidance or law

Y 7	Unavoidable cause	Any other unavoidable cause
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

Appendix 2 School Letters (examples)

Attendance Letter 1

Dear [Name]

Re: Attendance Concerns

I'm writing to express concern at [name's] recent high levels of absence from school. Our pupils' welfare is of paramount importance to us, and we believe that regular attendance throughout the year is essential for their success and fulfilment.

[His/her] attendance for the last academic year was [percentage].

[His/her] current attendance has fallen to [percentage]. Falling below 96% attendance will have an impact on [his/her] academic achievement and social connectedness. Information about attendance is automatically transferred to the Local Authority.

We acknowledge that each family's circumstances are different and want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

[Attendance needs to be improved OR We are keen to work with you to improve name's attendance. If you would like to discuss this further, please contact the office.

Yours sincerely

Ms Simone Harrison

Headteacher

Attendance Letter 1 with Lateness

Dear [Name]

Re: Attendance Concerns

I'm writing to express my concern at [name's] recent high levels of absence from school and his/her punctuality. Our pupils' welfare is of paramount importance to us, and we believe that regular attendance throughout the year is essential for their success and fulfilment.

[His/her] attendance for the last academic year was [percentage]. [add minutes late if applicable].

[His/her] current attendance has fallen to [percentage] and [he/she] has been late [insert number] minutes. Falling below 96% attendance and frequent lateness will have an impact on [his/her] academic achievement and social connectedness.

Children are registered every morning at 8:55 a.m. Children can go into their classrooms from 8:45 a.m. If children arrive late for morning registration that information is also automatically transferred to the Local Authority in the same way as attendance data.

We acknowledge that each family's circumstances are different, and we want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time which is detrimental to their learning, particularly if they miss the introductory session of the lesson which introduces the key learning for tasks they will be required to engage in.

[Name's attendance and punctuality need to improve OR We are keen to work with you to improve name's attendance and punctuality]. If you would like to discuss this further, please contact the office.

Yours sincerely

Ms Simone Harrison

Headteacher

Attendance Letter 2

Dear [Name]

Re: Attendance Concerns

Further to my earlier letter regarding [name's] high levels of absence from school, their attendance has now dropped further to [percentage]. The minimum requirement set by the Department of Education is 96%. Attendance below 90% is classed as persistent absenteeism and will have a detrimental effect on attainment, progress and wellbeing. Your child **must attend every session possible** if they are to meet the required expectation.

For any further absence to be authorised, medical evidence will need to be presented to the school office. You will need to follow this procedure for any further illness or appointments.

[Name's] attendance needs to improve to avoid a referral to the Education Welfare Officer. If you would like to discuss this further, please contact the office to make an appointment.

Yours sincerely

Ms Simone Harrison

Headteacher

Attendance Letter 2 with lateness

Dear [Name]

Re: Attendance Concerns

Further to my earlier letter regarding [name's] high levels of absence from school, their attendance has now dropped further to [percentage]. [Name] has been late number times, a total of number minutes. The minimum requirement set by the Department of Education is 96%. Attendance below 90% is classed as persistent absenteeism and will have a detrimental effect on attainment, progress and wellbeing. Your child must attend every session possible if they are to meet the required expectation.

For any further absence to be authorised, medical evidence will need to be presented to the school office. You will need to follow this procedure for any further illness or appointments.

Children are registered every morning at 8:55 a.m. Children can go into their classrooms from 8:45 a.m. If children arrive late for morning registration that information is also automatically transferred to the Local Authority in the same way as attendance data.

Arriving promptly makes sure that your child doesn't miss key learning, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time which is detrimental to their learning, particularly if they miss the introductory session of the lesson which introduces the key learning for tasks they will be required to engage in.

[Name's] attendance and punctuality needs to improve to avoid a referral to the Education Welfare Officer. If you would like to discuss this further, please contact the office to make an appointment.

Yours sincerely

Ms Simone Harrison
Headteacher