



# **BLAKENEY, PILLOWELL AND WALMORE HILL SCHOOLS' FEDERATION ATTENDANCE POLICY**

<b>Date of policy</b>	<b>Summer 2023</b>
<b>Review date</b>	<b>Summer 2025</b>
<b>Staff responsible</b>	<b>Head Teacher</b>

## **Equalities Statement**

Blakeney, Pillowell and Walmore Hill Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with opportunities to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

## **Safeguarding Statement**

The Designated Safeguarding Leads (DSL) are responsible for Safeguarding in each school and there are Deputies who are responsible if the DSL is not on site. They liaise with the named Safeguarding Governor. We will follow the procedures for child protection drawn up by the Local Authority and the Governing Body.

If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Designated Safeguarding Lead about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Partnership. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **Accessibility Statement**

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

For further information, please see Safeguarding Policy.

## Contents

1. Aims and objectives
2. Legislation and guidance
3. Roles and responsibilities
4. School processes for recording attendance and absence
5. Strategies for promoting attendance
6. Attendance data monitoring, reporting and analysing
7. Reducing persistent and severe absence
8. Legal sanctions
9. Links to other policies and monitoring arrangements

## Appendices

1. Home School Agreement
2. Warning letter for persistent lateness
3. Medical/ Appointment form
4. Letter and form - Request for leave of absence
5. Reason for leave of absence response form
6. Unexplained absence form
7. Absent without request letter
8. Example first letter to parents
9. Example second letter to parents
10. Example parent contract
11. Example letter – intention to set up an AIM plan
12. AIM plan
13. AIM review

### 1. Aims and objectives

At Blakeney, Pillowell and Walmore Hill Schools' Federation, we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (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 *Parents/ carers* are expected to:

- make sure their child attends every day on time.
- call the school to report their child's absence on the first day of the absence and each subsequent day of absence and advise when they are expected to return.
- provide the school with more than one emergency contact number for their child.
- ensure that, where possible, appointments for their child are made outside of the school day.
- proactively engage with support offered informally or formally to help their child overcome any barriers to attendance.
- abide by the Home School Agreement (Appendix 1)

3.2 *The Governing Board* are expected to:

- recognise the importance of school attendance and promote it across the school's ethos and policies.
- ensure school leaders fulfil expectations and statutory duties.
- regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- hold the Head Teacher to account for the implementation of this policy.
- share effective practice on attendance management and improvement across schools.

3.3 *The Head Teacher and/or senior leader is* responsible for:

- implementation of this policy at the school.
- monitoring school-level absence data and reporting it to governors.
- supporting staff with monitoring the attendance of individual pupils.
- monitoring the impact of any implemented attendance strategies.
- requesting the issue of fixed-penalty notices, where necessary.
- championing and improving attendance across the school.
- offering a clear vision for attendance improvement.
- evaluating and monitoring expectations and processes.
- having an oversight of data analysis.
- communicating messages to pupils and parents.

- delivering targeted intervention and support to pupils and families.
- where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

3.4 *The school administration officer* is responsible for:

- providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance/ Head Teacher.
- working with school staff e.g Assistant Head, SENDCo to tackle persistent absence.
- advising the Head Teacher/ senior leader when to issue fixed-penalty notices.
- taking calls from parents about absence on a day-to-day basis and recording them on the school system.
- keeping accurate and up to date records of calls and communication with parents.

3.5 *The class teacher* is responsible for:

- recording attendance (present or absent) on a daily basis and submitting the information to the school office.

#### **4. School processes for recording attendance and absence**

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and at the start of the afternoon session. Registers will show whether each pupil is:

- present.
- absent – authorised or unauthorized.
- attending an approved off-site educational activity.
- absent in exceptional circumstances.

Pupils must arrive in school on time each school day.

The register will be taken at the start of the morning session and will be kept open for 15 minutes. The register for the afternoon session will be taken at the start of the session and will also be kept open for 15 minutes.

Please see each individual schools' daily timings.

##### **4.1 Absence**

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 10am or as soon as practically possible by calling the school. Parents should call each subsequent day of illness.

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.

## 4.2 Late arrivals

After the doors have closed but before the register has closed, the pupil will be marked as late, using the late (L) code.

After the register has closed, the pupil will be marked as absent, using the unauthorised (U) code.

If a pupil is persistently late, school will:

- meet with parents to discuss our concerns and establish reasons for lateness (Appendix 2)
- offer support where possible and encourage parents/ carers to find ways to overcome reasons for lateness.
- offer rewards to the pupil – sticker charts/ certificates if it is felt this will help the pupil.

## 4.3 Planned absence

In some cases, pupils will have a planned absence. These may be authorised if there is a valid reason.

Valid reasons for authorised absence:

- illness and medical/dental appointments
- 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.
- flexi schooling as agreed with the Head Teacher

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents are advised that the child should only be out of school for the minimum amount of time necessary – only an appropriate amount of time will be authorised.

Parents should complete the medical appointment form (Appendix 3) which is available from the office.

We encourage parents/carers to make medical and dental appointments out of school hours where possible.

For all other planned absences, parents should complete the 'Request for leave of absence form' (Appendices 4 & 5). The Head Teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head Teacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as including:

- service personnel where an individual will not be in receipt of any leave in the near future that coincides with school holidays
- an absence recommended by a health professional as part of rehabilitation
- the death or terminal illness of a person close to the family
- the funeral or wedding of a person close to the family
- other circumstances that the Head Teacher considers exceptional

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

Any request should be submitted as soon as it is anticipated and where possible, at least 7 days before the absence, and in accordance with the school's leave of absence request – the form may be collected from the school office. The Head Teacher may require evidence to support any request for leave of absence.

#### 4.4 Authorised holidays

At the Head Teacher's discretion there may be occasions when a holiday is authorised. Parents should complete the appropriate paperwork available from the school office (Appendices 4 & 5) If the holiday has met the Head Teacher's criteria and has been authorised, the holiday code (H) will be marked in the register.

#### 4.5 Procedures following unexplained absence

In the case of unexplained absence, the school will call or send a message to the pupil's parent/ carer on the first morning of absence to ascertain the reason. If the school cannot make contact a message will be left for the parent/ carer to call the office as soon as possible.

School will continue to try to make contact with the parent by calling daily, sending a Dojo message or email and may also attempt to make contact by visiting the home address. School may contact the police, social care and the GCC Inclusion team at any point at which it becomes concerned for the welfare of the pupil. School may also contact other schools that siblings are known to attend.

When the pupil returns to school, if a reason for absence has not been forthcoming, an 'unexplained absence' form/ letter (Appendix 6) will be sent home with the pupil, to be returned within 5 days.

If school believes that a pupil was on holiday which was not requested a further letter (Appendix 7) explaining the possibility of a penalty notice will be sent home.

If the absence remains unexplained, it will be coded O in the register. If there is a reason for absence, the appropriate code will be entered into the register.

School will, if necessary, follow the guidelines from GCC if a child becomes 'missing in education'.

### **5. Strategies for promoting attendance**

The school will continually seek to improve attendance by:

- posting regular newsletter reminders to parents.
- giving reminders in assemblies about the importance of attendance.
- sending text/ dojo reminders to parents.

### **6. Attendance data monitoring, reporting and analysing**

The school will:

- inform parents of their child's attendance levels in the pupil end-of-year reports and at any point at which the school is concerned.
- monitor attendance and absence data half-termly across the whole school and more frequently at an individual pupil level if there are concerns.
- identify whether there are particular groups of children whose absences may be a cause for concern.
- analyse attendance and absence data regularly to identify pupil or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

- provide regular attendance reports to school leaders and class teachers to facilitate discussions with pupils and families.
- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

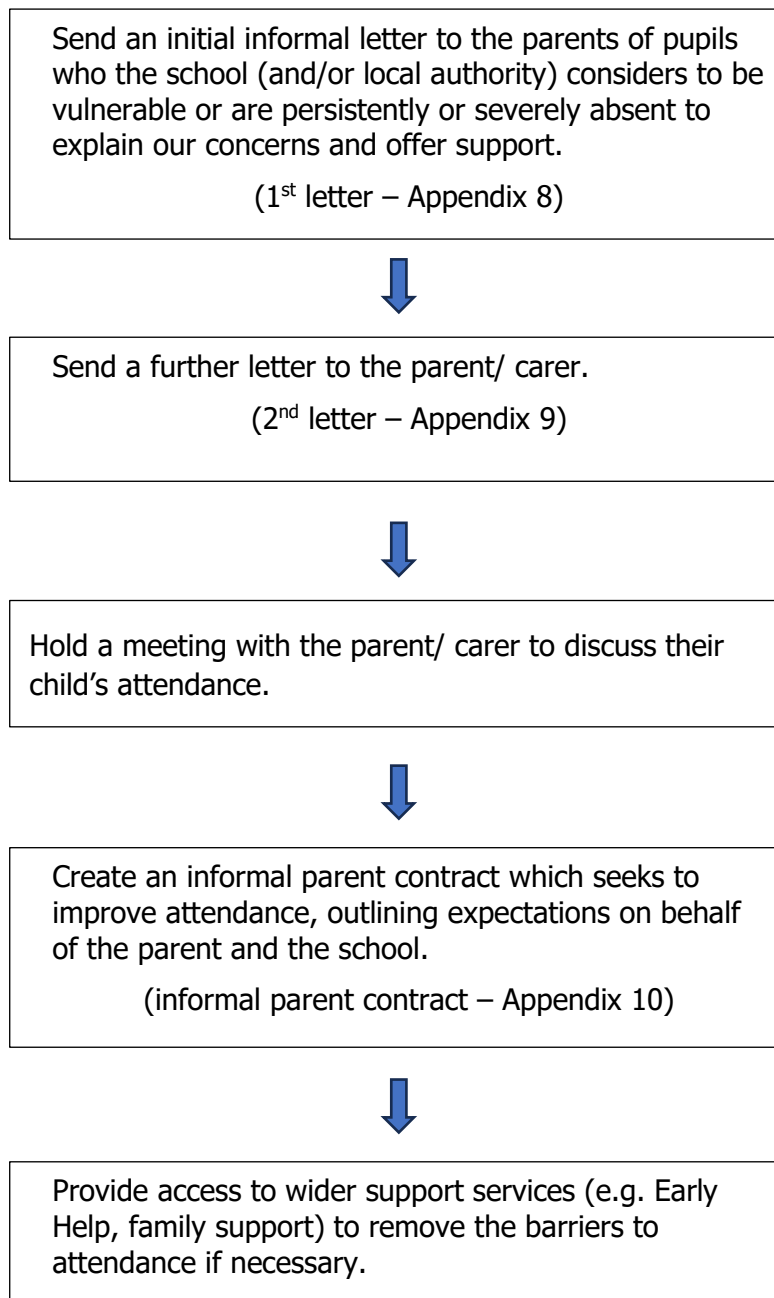
Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the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

## 7. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will use attendance data to find patterns and trends of persistent and severe absence.

The school will follow the following steps to improve persistent or severe absence:







Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council. The initial stage of the legal process is the Attendance Improvement Meeting (AIM) followed by engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court.

(AIM plan – Appendices 11, 12, 13)

## **8. Legal sanctions**

The school can request Gloucestershire County Council to issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](http://gloucestershire.gov.uk).

If issued with a fine or penalty notice each parent must pay £60 (per child) if paid within 21 days rising to £120 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- all natural parents, whether they are married or not.
- any person who has parental responsibility for a child or pupil.
- any person who has care of a child or pupil i.e., lives with and looks after the child.

## **9. Links to other policies and monitoring arrangements**

This policy links with:

- Child Protection and Safeguarding
- Behaviour
- Special Educational Needs and Disabilities

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years.

## Appendix 1



### Home School Agreement 2023

#### **School will:**

- treat every child fairly and equally.
- endeavour to meet every child's needs.
- encourage children to take care of themselves and others.
- ensure the safety of all children whilst in our care.
- help the children to build the 'gem' qualities of independence, perseverance, resilience, kindness and collaboration.
- value each child's contribution to school.
- inform parents/ carers about the curriculum their child will be studying and any activities or events that take place.
- inform parents about their child's progress through parents' evenings and end-of-year reports.
- contact parents if there are any concerns over the child.
- offer children opportunities to broaden their education beyond the classroom.

#### **Parents/Carers will:**

- ensure their child arrives at school promptly and is collected on time.
- ensure their child is suitably dressed and equipped for school.
- ensure their child attends regularly and inform the school of any absence before 9.30 am each day.
- attend parents' evenings to discuss their child's progress.
- encourage and support their child with reading and homework.
- support and follow all school policies and guidelines.
- inform school of any concerns or problems that might affect their child's work or behaviour.
- use appropriate language and behaviour when on school grounds and treat all members of the school community with respect.

- agree that no comments about school staff or school issues are posted on social media.
- agree that photos and videos of other children in school events are not posted on social media.

**The child will:**

- behave well and follow school rules.
- be kind, helpful and polite to others.
- try their best in all that they do.
- look after the school environment and property.

Parent/ Carer name
Parent/ Carer signature
Child's name

I am sure you will agree that children achieve more when school and parents work together in partnership. It is intended that this home/school agreement will strengthen the partnership. Your cooperation is therefore much appreciated. Thank you.

Yours sincerely

Mrs K Evans  
Executive Head Teacher

## **Appendix 2 Warning letter for persistent lateness (example)**

Date

Parent Name & Address

Child's Name

Dear (Name)

**Re: The Education (Penalty Notices) (England) Regulations 2007**

**Warning of penalty notice for persistent lateness after the register has closed**

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for ( ) sessions in the previous ( ) weeks without prior authorisation or an acceptable reason being given to the head teacher. Please note there are normally two sessions in each school day.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely

**Appendix 3 Notification of Medical / Other Appointments**

The school is required to record the dates and reasons for all pupil absence, and we have a statutory obligation to report on pupil attendance records. The Local Authority monitors these records.

If an absence is unplanned, you should contact the school as soon as possible to notify us of the reason for the absence. If you fail to notify the school, the absence will be unauthorised.

-----

Child's Name:..... Class:.....

Child's Name:..... Class:.....

Date of Absence: .....

My child(ren) will be absent from ..... am/pm until ..... am/pm

Reason .....

If the absence is for a medical appointment what time is the appointment? .....

Please provide evidence of the appointment letter attached

text seen

If missing morning registration, please tick if a school dinner is required

Indicate choice of dinner .....

If missing an after-school club, please indicate which club .....

**Children will be marked as absent if they miss registration**

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Parent/Guardian*

**For Office Use Only:**

Authorised

Unauthorised

Reason Code \_\_\_\_\_

Signed: \_\_\_\_\_

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

Attendance Officer

**Please return this form to the school office**

#### **Appendix 4 Request for leave of absence letter and form**

##### **Request for a leave of absence during term time**

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational, but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence, you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

**In the case of an unauthorised leave of absence the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.**

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

KEvans

Executive Head Teacher

**Request for a leave of absence during term time**

Pupil Name ..... Class .....

Pupil's address .....

Date of first day of absence ..... Date of return to school .....

Number of school days that your child will be absent from school .....

*If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.*

Please detail the circumstance for which you are requesting leave of absence:

.....  
.....

***I understand that if the absence request is not authorised and the holiday is taken, the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.***

Please be aware that there are 2 sessions in a school day 10 sessions are equivalent to 5 days of absence. A Penalty Notice is likely to be requested with 10 or more sessions being missed in a 10-week period.

Please note where possible both parents should sign below.

Name(s) of Parent/Carer (s) making application:

Parent 1:

Dr/ Mr/ Mrs/ Miss ..... Forename ..... Surname .....

Address .....

..... Postcode .....

Relationship to child ..... Signed ..... Date .....

Parent 1:

Dr/ Mr/ Mrs/ Miss ..... Forename ..... Surname .....

Address .....

..... Postcode .....

Relationship to child ..... Signed ..... Date .....

(Please ensure you are giving at least seven days' notice of the proposed absence; retrospective applications cannot be authorised)

Additional Notes

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



**Appendix 5 Request for a leave of absence during term time school response**

Dear .....

Child's Name ..... Class .....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
totalling ..... days has been considered and is:

Authorised  Unauthorised

Number of Authorised Days ..... Number of Unauthorised Days .....

Their attendance is currently: ..... %

The request **does / does not** meet the criteria for 'exceptional circumstances'.

Please note: As mentioned in the completed Request for a leave of absence during school time form (copy enclosed) and our Attendance Policy, the Local Authority may be notified of unauthorised absence and a Penalty Notice may be issued without further warning.

Signed..... Date \_\_\_ / \_\_\_ / \_\_\_

Print name: ..... Position: .....

For Office Use only

<b>Response</b>	<b>Date</b>
Sent home with Child	
Posted 1st Class	

**Appendix 6 Unexplained absence (example)**

Date:.....

Parent/Guardian of: ..... Class: .....

Your child was absent on: .....

To date we have not received any letter, email or phone call explaining your child’s absence. It is now a legal requirement that notification of absence must be given by parents; otherwise the child’s absence is regarded as unauthorised. Unauthorised absence can result in Legal Action from the Local Authority. If a child is absent for a medical appointment, please provide evidence of appointment.

I would be grateful if you could complete and return the slip below within 5 days to avoid an unauthorised mark in the register.

Yours sincerely

Attendance Officer

.....

**Absence Slip to be returned to appropriate school office**

My child ..... was absent from school on the following date(s) because:

Date: ..... Reason: .....

Date: ..... Reason: .....

Date: ..... Reason: .....

Signed: ..... (Parent/Guardian)

Date: .....

(Notification of Medical/Other Appointment forms are also available from both school offices)

## Appendix 7 Taking leave of absence without request (example)

Date:

Parent Name and Address

Dear (parent's name)

**Re: Leave of absence without request**

**Child(ren)'s Name(s):**

**Date(s) of Birth:**

I am aware that your child(ren) was/were absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful and now understand that you were on a family holiday. I believe this to be the case because.....

As you will be aware, as of 1st September 2013 Schools are no longer able to grant any leave of absence in term time unless there are exceptional/unavoidable circumstances. It is also stated in our school policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As we are unaware of any exceptional circumstances that might apply, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide supporting evidence to this effect no later than (Date – **allow two weeks**) and I may be able to reconsider my decision.

I must warn you that failure to ensure your child's regular attendance at school is an offence under Section 444 of The Education Act 1996. The Supreme Court Judgement from 2017 (Isle of Wight Council v Platt [2017] UKSC 28) has determined that 'regular' means 'in accordance with the rules prescribed by the school'.

If the reasons given for your child(ren)'s absence from school are not considered to be exceptional (and therefore the absence is unauthorised) then I may request, without further warning, that the Local Authority take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty of up to £120 per parent per child. Failure to pay the penalty due may result in prosecution before Magistrates Court.

Please refer to the school's attendance policy (available on our website and in hard copy upon request) and Gloucestershire County Council's website for further information.

If you wish to discuss this further, please do not hesitate to contact me.

Yours sincerely

## Appendix 8 –persistent absence - first letter (example)

Date

Parent Name & Address

Childs name

DOB

Dear

I have noticed that \*\*\*\*\*'s attendance has fallen below 95%. As stated in our school attendance policy any child's attendance which falls below 95% is closely monitored (\*\*\*\*\*'s attendance is currently \_\_\_%).

***'We expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence' (Attendance Policy 2023).***

I fully understand that there are lots of different illnesses around and some children are more susceptible than others and at this time, we are just monitoring. Please do not be alarmed by this letter, we genuinely care about our children and want to offer support to you, before attendance becomes a barrier to their learning.

As mentioned in our school policy, please find enclosed Attendance Leaflets.

Please do not hesitate to contact me if you have any concerns as I am more than happy to help.

Yours sincerely

Attendance Officer

## Appendix 9 persistent absence - second letter (example)

Date

Parent Name & Address

Childs name

DOB

Dear

It has been brought to my attention that XXXX's attendance has dropped over the past few weeks. I know that the office has written to you to say that we are monitoring XXXXX's attendance, but unfortunately it has continued to fall. I also notice there are a number of unauthorised late marks (U) in the register.

***'We expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence' (Attendance Policy 2023).***

I would like to arrange a formal meeting with you, and our office administrator. I feel it would be beneficial to discuss ways of supporting you in regard to lateness and the medical issues XXXXX has been having.

I cannot stress how important it is for XXXXXX to be in school, regularly and on time.

Please contact the school office to arrange a mutually convenient day and time to meet.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

**Appendix 10 Informal parent contract**



Parent Contract for Improving Attendance	
Child's name	
Meeting date	
Present at meeting	
Attendance	
Authorised absence	
Unauthorised absence	
General reasons for absence	
Actions to date (school and parent)	
Requirements expected of parents	
Requirements expected of school	
Review date	

***If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority, who will start legal process.***

Parent signature	Name	Date:
School signature	Name	Date:

**Review Meeting**

Review meeting date	
Present at meeting	

Requirements met, continue to monitor	
Requirements partially met, continue with parent contract	
Requirements not met, proceed to AIM	

## Appendix 11 letter - intention to set up AIM plan

Date

Parent Name & Address

Childs name

DOB

Dear XXXXXXXX

Unfortunately, despite having met with you, XXXXXXX's attendance has not improved. We have offered lots of ideas for supporting XXXXX and yourself, but it has been difficult to make contact with you and at this present time nothing we have offered has been acknowledged. I now have no other option but to arrange a meeting with you, with the intention of setting up an Attendance Improvement Meeting plan.

As stated in our school Attendance Policy 2023 and in previous letters: 'We expect pupils to attend every day that the school is open unless a reason, acceptable to the school is given and we are able to authorise the absence'.

***If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the local authority, who will start a legal process. I enclose a leaflet which gives more detail about school attendance.***

The school office will contact you to discuss a date and time to suit you, within the next two weeks.

In the meantime, please do not hesitate to contact me if you would like to discuss this further.

Yours sincerely

**Appendix 12**



**Education Inclusion Service  
Education Act 1996 and Anti-Social Behaviour Act 2003  
Attendance Improvement Meeting**

**Name of School:**

To be completed as a contemporaneous record of the meeting and a copy given to all attendees at the close of the meeting. If parent(s)/carer(s) do not attend a copy of this record should be sent to them by post.

Name:	Year:	D.O.B.
Date Plan Drawn Up:	Where Aim is held :	
Present:		
Current Attendance	% sessions absence authorised ..... sessions absence unauthorised .....	
Background information provided by school		
Reasons for absence given by parent(s)/carer(s), pupil		
Please evidence steps the school has taken to improve attendance, tick and date as appropriate		



<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-arranged home visit to discuss how to improve attendance</li> <li><input type="checkbox"/> Following the Graduated Pathway e.g. My Plan/My Plan+</li> <li><input type="checkbox"/> Referral to other agencies (please state)</li> <li><input type="checkbox"/> Communication between school staff and parent(s)/carer(s) to discuss attendance concerns: e.g. telephone call, e-mails, letters, meetings</li> <li><input type="checkbox"/> Reviewing the academic support provided for the pupil</li> <li><input type="checkbox"/> Considered, where appropriate, a reduced timetable for a specific period</li> <li><input type="checkbox"/> Provided access to a school counsellor</li> <li><input type="checkbox"/> Provided a peer mentor</li> <li><input type="checkbox"/> Investigated allegations of bullying</li> <li><input type="checkbox"/> Initiated a vocational subject-based timetable</li> </ul> <p>Any other relevant intervention offered (please detail):</p>	Date
--	------

**Plan to improve attendance**  
This should detail any new intervention that either school, parent or pupil feel would be beneficial.

Pupil agrees to:	
Parent(s)/carers(s) agree to:	
School agrees to:	
Please give details of any other agencies currently involved and the work they are undertaking	

**Agreed Attendance target for the next 4 school weeks e.g. no unauthorised absences/weekly attendance target**  
**(this is highly unlikely to be 100% unless the interventions have been successful and this is the penultimate review)**

.....

**Review Date**  
.....

--

**As Parent /Carer of ..... I understand that failure to meet these targets may result in legal proceedings taken against me.**

**Signed:**  
**Parent** ..... **Parent** .....

**Date:** .....

**Pupil** ..... **School** ..... **Other** .....

**Date:** .....

**For use if parent(s)/carer(s) do not attend**

**Date plan posted to parent(s)/carer(s):** .....

(This should be within one day of plan being drawn up)

**Education Inclusion Service**

Education Act 1996 and Anti-Social Behaviour Act 2003

**Attendance Improvement Meeting – Review**

**Name of School:**

To be completed as a contemporaneous record of the meeting and a copy given to all attendees at the close of the meeting. If parent(s)/carer(s) do not attend a copy of this record should be sent to them by post.

Name:	Year:	D.O.B.
Date of Review:		
Present:		
Initial AIM Date:	Current attendance	%
Sessions of absence since AIM meeting:		
Authorised		Unauthorised
Have all the agreed actions from the AIM been met by all parties? Provide details:		

<b>Outcomes to improve attendance agreed at previous meeting</b>		<b>Progress</b>
Pupil agrees to:		
Parent(s)/carer(s) agree to:		
School agrees to:		
<b>Next steps to improve attendance:</b>		
Pupil agrees to:		
Parent(s)/carer(s) agree to:		
School agrees to:		

**Action (please indicate below)**

Targets met – No further action	
---------------------------------	--

**or**

Improvement but targets not met – plan to continue – Review	
---	--

**or**

Targets not met – Referral to Education Inclusion Service	
---	--

Review Date: .....

**As Parent /Carer of ..... I understand that failure to meet these targets may result in legal proceedings taken against me.**

**Signed:**

**Parent** ..... **Parent**.....

**Date:** .....

**Pupil** ..... **School** ..... **Other** .....

Date: .....

**For use if parent(s)/carer(s) do not attend**

**Date plan posted to parent(s)/carer(s): .....**

**Signed: .....**

**Date: .....**