Attendance Policy

Loving God – Serving others – Flourishing together

RESPECT – ASPIRE – REJOICE

Approved by:	Full Governors	**Date:** 17 September 2026
Next review due by:	September 2027	

"Encourage one another and build each other up."

1 THESSALONIANS 5:11

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Attendance Policy

1. Our School Vision and Values and Aims

This policy has the school vision and values at its heart. Our vision is applied across all policies and guides our work: **Loving God - Serving others - Flourishing together.**

Our school values are: **Respect, Aspire, Rejoice.**

At St Mark's we believe that good attendance is essential to support our children's learning and wellbeing in order to enable them to flourish in their education and as a developing young person. In order for us to achieve our high aspirations for our students, they must attend school as much as possible in order to benefit from the learning, support and activities the school work hard to provide for them.

Respect is a core value that needs to be present in all of our interactions to enable us to develop positive relationships between the school and the community we serve, and supports school staff, parents/carers and pupils in working together to maintain good attendance. Addressing the issues behind non-attendance and persistent absenteeism is a priority for the school. The expectation is that all our pupils will attain at least 96% attendance every year, with all absences taken being authorised. We also aim to be a place where families and children feel wanted and safe. We are proud of our good attendance record and that children enjoy coming to our school.

We are very grateful to our supportive parents and carers who work with us to promote and encourage good attendance for their children. School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. We will support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.

It is the school's role to meet its obligations with regard to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence and lateness
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Promoting a culture of attendance through our care and interest in every child, and through our rich and engaging curriculum.

This policy sets out how together we will achieve this.

2. Roles and responsibilities

The school's attendance team are:

The Headteacher, Attendance Officer & Pastoral Team.

The Headteacher will:

- Ensure this policy is implemented consistently across the school
- Monitor school-level absence data in regular review meetings with the Attendance Officer
- Report to Governors
- Support other staff in monitoring the attendance of individual pupils
- Authorise referrals to BCP Council to the issue fixed-penalty notices.

The Attendance Officer will:

- Ensure attendance is recorded accurately
- Ensure parents/carers are contacted on the first day of absence if no reason for non-attendance has been provided. A child who is absent without a reason being provided is considered a safeguarding concern. PLEASE NOTE If your child is not seen and contact has not been established with any of the named parents/carers after 1 full session of absence, the school will make all reasonable efforts to establish the whereabouts of your child, including making enquiries to known friends and the wider family. School staff may also visit the family home to conduct a 'safe and well' welfare check. It may be necessary to start 'Child Missing in Education' procedures as set down by the Local Authority's Education Social Work Service. We have a legal duty to report to the Local Authority any pupil who is absent without explanation for 10 consecutive days. The Local Authority will commence 'Child Missing in Education' procedures which include visiting your child's home and alerting other key services to locate the child
- Monitor attendance data at the school and individual pupil level, meeting half-termly with the Headteacher to review and analyse individual pupil and whole school attendance, including progress towards targets
- Write to and/or arrange calls/meetings with parents to discuss attendance and/or punctuality issues and explore any support that may be needed e.g. referral to school nurse, parent support worker
- At the end of each half-term, identify pupils whose attendance is 90% or less; these pupils are considered by the Government to be 'Persistent Absentees'. Contact parents/carers to make them aware and to ask them to ensure their child's attendance improves
- Refer to Education Social Work Service pupils whose attendance continues to cause concern
- Enter concerns about attendance into the school's safeguarding database

- Provide attendance data for pupil/parent/teacher meetings and for inclusion in the pupils' school reports
- Retain attendance records (including correspondence with parents) in line with Data Protection requirements (i.e. for a period of 3 years after the pupil leaves the school)
- Notify the Local Authority:
    - of all in-year new admissions (including 'non-shows') and school leavers
    - of any pupils who have been placed on part-time timetables
    - when a pupil reaches 20 unauthorised sessions of absence. Complete individual returns for such pupils advising of the actions taken to address absence
    - when a pupil is to be removed from the school roll, including Elective Home Education, children permanently removed from school by their parents/carers, have ceased to attend school and no longer live within reasonable distance of the school
    - when a pupil has been medically certified as unlikely to be in a fit state of health to attend school
    - when a pupil is in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the school at the end of that period
    - when a pupil has been permanently excluded.

<u>Class teachers will</u>:

- Accurately and promptly record pupils' attendance on a twice daily basis, using the correct DfE codes (Appendix A). Morning registers are taken at 8:45am and afternoon registers at 1:15pm
- Endeavour to work with and support families whenever possible; investigate underlying reasons for pupil absence; provide support and guidance to families where pupils may be reluctant to come to school
- Liaise with the attendance lead on matters of attendance and punctuality, communicating any concerns or underlying problems that may account for a child's absence
- Discuss attendance at pupil/parent/teacher meetings and how this relates to pupil attainment
- Discuss individual and whole school attendance in Inclusion meetings, pupil target setting meetings and/or in relevant staff meetings.

<u>School Office Staff will:</u>

- Take calls/receive messages from parents/carers regarding absences and will record these on the schools' attendance system, checking for appropriate coding on the register

- Promptly communicate any attendance anomalies or concerns to the Attendance Officer for investigation.

Our Pastoral Team will:

- Offer intervention and support meetings to identified families in reducing their children's absence and/or improving punctuality.

Parents and Carers

Ensuring a child's regular attendance at school is a parent/carers legal responsibility under the 1996 Education Act. Permitting absence from school that is not authorised by the school creates an offence in law. Parents/Carers will:

- Support the school in aiming for their child to achieve 100% attendance each year. The expected level of pupil attendance is at least 96%
- Ensure that their children arrive in school on time
- Make sure that any absence is clearly accounted for by phone/text/in person before 8:30am or as soon as possible on the first day of absence
- Speak to the class teacher if they are concerned about their child's attendance or their child appears to be reluctant to come to school
- Discuss with the class teacher any planned absences well in advance
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request for leave of absence if it is for an exceptional circumstance
- Provide supporting evidence/documentation, if requested, to verify pupil absence.
- Work with the school, Education Social Work Service and/or other professional/agency, to resolve any concerns regarding their child's attendance
- Ensure the school is kept up-to-date with any changes to contact information
- Collect their child promptly at the end of the school day
- Complete an 'Exit Form' (available from the School Office) prior to their child permanently leaving the school (other than when transferring to secondary school). This provides details of the child's proposed leaving date, the name and contact details of the proposed new school and the family's new address and telephone number. If pupils leave and we do not have this information, the child is considered to be 'missing'. Investigations will be carried out to locate the child, which includes liaising with the Education Social Work Service, the Police and other agencies. Please note when a child moves overseas, the school contacts the Local Authority to potentially deem the child to be 'Missing in Education'. Please note: when a child moves overseas the school is required to make a referral to the Education Social Work Service before we are able to remove your child from our roll. This is standard practice ~ the Education Social Work Service will contact you to verify your move.

3. Attendance monitoring

The office team monitor attendance and pupil absence on a daily basis, raising any concerns or significant absences to the attendance officer. The school has a duty to follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is authorised or not and identify the correct attendance code to use (see appendix A).

The school can, if needed, change an authorised absence to an unauthorised absence, and vice versa, if new information is presented. An example of this would be where a parent states a child is unwell, but on return to school there is evidence they have been on holiday.

The school collects and stores attendance data to enable:

- tracking of attendance of individual pupils
- identification as to whether there are particular groups of children whose absences may be a cause for concern
- the monitoring and evaluation of those children identified as being in need of intervention and support. Formal Attendance Review Meetings.

4. Authorised and unauthorised absence

The school considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. Unauthorised absence is when the school has not received a reason/explanation for the absence, the school does not accept the reason given as an authorised absence or has good reason to doubt the explanation given.

Some examples of exceptional circumstances that may be authorised (proof of appointment may be necessary) include, but are not limited to:

- Illness and medical/dental appointments that have to be taken during the school day
- 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

- Public performances with an accompanying performance license from LA
- Competing at regional, county or national level for sport
- Visa Appointments that have to be attended in person
- Court Appearances.

5. Reporting to parents

Each child's attendance record is shared with their parents/carers as part of their child's annual written report with reports available by request from our school office at any point in the academic year. Records of attendance are passed onto subsequent schools, including Secondary Schools. Attendance records (including correspondence with parents) are retained for a period of 3 years in line with Data Protection requirements. Contact will be made with all parents/carers when attendance and/or punctuality become a concern.

6. Persistent Absence (90% attendance or lower)

The Government measures our school on attendance and the numbers of Persistent Absence (PA) pupils. Whatever the reasons for absence, the Department for Education deems a pupil to be a persistent absentee if they have 10% or more absence (of any kind) on any given day of the school year. The school will write to these parents/carers, each half term, to alert them that their child is falling into the PA category. Children in Reception may also receive PA notification letter at the end of the first full term due to staggered start dates.

Where there are concerns about punctuality, the Attendance Officer will make contact with parents/carers, including a copy of the child's attendance summary, stating the total number of late arrivals over a specified period. If the concerns persist, the Headteacher will write to the parents/carers to invite them to a meeting with the Pastoral Team to discuss and agree on steps that need to be taken to address and manage the pupil's attendance level. This may include providing the school with medical evidence for absences.

In cases where attendance continues to be a concern, a referral will be made to the Education Social Work Service. Absence for whatever reason disadvantages a child by creating gaps in their learning. The school monitors all absence thoroughly. Attendance data is shared with the board of governors, the Local Authority and the Department for Education.

7. Risk of Persistent Absence

As part of our ongoing commitment to promoting high levels of attendance, the school regularly analyses attendance data to identify trends and target support effectively. Our analysis has identified a cohort of pupils whose attendance falls between 90% and 95%, referred to in this policy as the "at risk of persistent absence" group. While pupils with attendance below 90% will continue to be monitored closely as Persistent Absentees (PA), particular attention will also be given to those within the 90-95% attendance range. This group will be a key focus for monitoring and early intervention throughout the academic year, with the aim of preventing further decline in attendance, identifying any barriers to regular school attendance, and ensuring all pupils are able to maximise their learning opportunities and achieve their full potential.

8. Lateness and punctuality

It is important that classes make a prompt and effective start at the beginning of the school day. If a child arrives late, they can miss vital information from the class teacher, core subject learning and cause disruption to their own learning and that of other pupils in the class. In addition, some children find late arrival to class embarrassing, which may lead to possible further absence.

Children can be dropped off at school from 8:25 into their respective courtyard, where there is school staff supervision. The school doors open 8:30am with the gates closing at 8:40am; students arriving after this time are late and will marked in the register as late code 'L'. Late arrivals must enter school through the office and be signed in by the adult responsible for bringing them to school. All pupils are expected to be in class for registration at 8:45am. Arrival after registration without an exceptional reason will be marked as unauthorised late code 'U' in line with Department for Education guidance. This mark shows the child to be on site, but is legally recorded as an absence for the entire morning session.

Pupils absent from school with no reason yet provided

Our processes:

1. Visual check in class
2. Send text message to parents
3. If no call/contact from parents by 9:15am, calls made to primary carer, then other contacts in emergency ranking order
4. If still no contact by 11am, repeat calls to primary carer and contacts
5. Arrangments made for staff to attend pupil's address for Safe and Well check.
6. If no answer, letter left informing parent/carer of visit and asking them to make contact.
7. Further consideration given to child's safeguarding and consideration given to a referral to Multi-Agency Safeguarding Hub.

9. Prevent and FGM

The school is aware of the importance of its duty with regard to preventing radicalisation of children, young people and their families and the need to alert the appropriate authorities of any long-term absence. The school also has a statutory duty to report instances when a girl verbally discloses that she has been absent for Female Genital Mutilation.

10. Legal intervention/Fixed Penalty Notices (FPN)/Prosecution

In the interest of securing good attendance, schools can make a referral to BCP Council for consideration to issue Fixed Penalty Notices (FPN) to parents/carers for taking unauthorised holiday during term time or persistent poor attendance, where the child is of compulsory school age. The decision on whether to request the Council's consideration to issue a penalty notice ultimately rests with the Headteacher, following the Council's code of conduct for issuing fines/penalty notices. This may take into account:

- A 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.

Following the introduction of the new National Framework August 2024 the fine for school absences across the country will be £80, per parent, per child, if paid within 21 days, or £160 if paid within 28 days.

If FPN are not paid, legal proceedings follow under The Education Act 1996. Any Penalty notice issued will be in line with the LA's code of conduct and the 'working together to improve school attendance' guidance.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160, per parent- per child.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

FPN & Prosecutions under section 444 of The Education Act 1996 are considered for holiday absence and for non-school attendance. Attempts will always be made to offer support and an identify an improvement plan in the cases of non-school attendance.

The Education Act 1996 states that: S.576: "Meaning of "parent". In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person— (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him." This means that e.g. step-parents, grand-parents and/or others with whom the child lives may be considered as 'parents' and receive a penalty notice. S.7: "Duty of parents to secure education of children of compulsory school age. The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable— (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise." S.444: "Offence: failure to secure regular attendance at school of registered pupil. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."

11. Strategies for promoting attendance

The school seeks to promote effective partnerships with parents/carers and to provide support, advice and guidance on the importance of regular and punctual attendance of their children. The foundation for good attendance is a strong partnership between the school, parents/carers and the child. To help us all to focus on this we will:

- Seek to foster and develop positive partnerships with parents/carers; encourage/invite parents/carers in to school to discuss individual attendance concerns; signpost parents/carers to our Pastoral Worker, School Nurse, Educational Social Worker or other professional/agency for support and guidance.
- Set whole school targets in relation to attendance and persistent absence. The whole school attendance target is 96% with less than 25 individual pupils being classified as Persistent Absentees at the end of the academic year.
- Expect that all pupils will achieve an attendance level of at least 96%.
- Highlight the importance of good attendance and progress towards attendance targets in our newsletters, class, worships/assemblies, consultation evenings, workshops and on the website. Attendance issues may also be discussed in Inclusion meetings, pupil target setting meetings and/or in relevant staff meetings. The school encourages the active involvement of other services and agencies to support and promote good attendance. The Education Social Work Service may arrange a Parenting Order, an Education Supervision Orders, issue a fine (FPN) and liaise with other agencies and professionals as appropriate.

12. Links with other policies

This policy is consistent with the following school policies:

- Admissions
- Safeguarding and child protection
- SEND
- Regulation and Engagement Policy
- P.E.

13. Policy review

This policy has been carefully considered and ratified by the Headteacher and board of governors during September 2026. This policy will be reviewed on an annual basis. However, this will be brought forward should changes in protocol be recommended by either the Department for Education, the Local Authority or the Diocese.

Appendix A - Attendance Codes

The school will use the national attendance code to ensure attendance and absences are monitored and recorded in a consistent way The following codes will be used: ·

= planned whole school closure

/ = Present in the morning ·

\ = Present in the afternoon

L = Late arrival before the register has closed ·

C = Leave of absence granted by the school for exceptional circumstances

S = Study leave

C1 = Leave of absence for participating in a regulated performance or employment abroad

C2 = Leave of absence for part-time pupils

E = Suspended or permanently excluded but no alternative provision made

J1 = Leave of absence for job or education interviews

I = Illness

M = Medical or dental appointments

K = Attending provision arranged by the LA ·

R = Religious observance

B = Off-site education activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school ·

T = Traveller absence

Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live. ·

V = Educational visit or trip

P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person

D = Dual registered – at another educational establishment

W = Attending work experience

Y1 = Absent due to their regular transport not being available

Y2 = Absent due to travel disruption

Y3 = Absent due to part of the school premises being closed

Y4 = Absent due to the school site being closed

Y5 = Absent due to being in criminal justice detention

Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend

Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.

Z = Pupil not on admission register

Appendix B – considerations regarding absence authorisation

Before deciding whether to authorise leave of absence, Headteachers will consider relevant information, including but not limited to:

• The impact on the student's academic progress of any absence

• The pupil's attendance over the academic year

• Whether the leave falls within any key stage national tests or exams.

Examples of exceptional circumstances where leave may be granted during term time

• Funeral of parent, grandparent or sibling – Headteachers should use their discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled

• Sudden loss of housing through eviction or domestic violence - up to a maximum of 3 days.

• Serious illness of a close relative – only if Headteacher is satisfied that the circumstances are truly exceptional

• Out of school programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate

• Time-off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service

• Religious observance – The Education Act 1996 S444(3) (c), states ''on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs''.

• Weddings of parents and siblings – weddings can be arranged at weekends or during school holidays; however, we acknowledge that there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Examples of circumstances NOT considered as exceptional include but are not limited to:

• Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.

• Pilgrimages by parents (e.g. Hajj). These are rare but can result in children being away from school for significant periods of time (at least 5 days). They are not regarded as exceptional as children themselves do not perform Hajj, but tend to travel with their parents when they go.

Appendix C – Risk of Persistent Absence Letter 1

RISK OF PERSISTENT ABSENCE

Dear Parents/Carers of «Full_Legal_Name»,

We are writing to let you know that «First_Name»'s attendance has currently fallen to **«Percentage_Attendance»%** this academic year. This means they have missed **«Sessions_Missed»** out of **«Possible_Sessions_To_Date»** possible sessions of education. Whilst this does not currently meet the threshold for Persistent Absence, it places them within the **Risk of Persistent Absence (RPA)** category, as their attendance is between **90% and 95%**. Please find attached a copy of your child's attendance record for your information.

We recognise that children may occasionally need time away from school due to illness and recovery, and these absences are authorised where appropriate. We are writing simply to make you aware of «First_Name»'s current attendance level and to highlight the importance of regular attendance. Our aim is to work together to ensure attendance does not decline further and that your child can benefit fully from their education. The school's attendance target is for all pupils to achieve at least **96% attendance** across the academic year.

As part of our attendance strategy, pupils whose attendance falls within the Risk of Persistent Absence category will be monitored closely throughout the year. Early identification allows us to offer support before attendance becomes a more significant concern. We hope to see an improvement in attendance over the coming half term.

If there are any circumstances that are affecting your child's attendance, please do not hesitate to contact us. We would welcome the opportunity to discuss any barriers to attendance and explore how the school may be able to support you. Our Pastoral Team is available to provide advice, guidance and appropriate support where needed.

Should «First_Name»'s attendance continue to decline, or fall below 90%, we may contact you again to discuss further support and, if necessary, implement a formal Attendance Improvement Support Plan.

If you would like to discuss this matter or have any concerns, please contact the school on **01202 512241**. Please also let us know if you would like to speak with a member of our Pastoral Team or access support from partner agencies, such as the School Nursing Team.

Yours sincerely,

Attendance Officer

Appendix D – Risk of Persistent Absence Letter 2 (Notice to Improve)

RISK OF PERSISTENT ABSENCE (NOTICE TO IMPROVE)

Dear Parents/Carers of «Full_Legal_Name»,

Following our previous correspondence regarding «First_Name»'s attendance, I am writing because we remain concerned that their attendance has not improved sufficiently / has declined further / whilst showing some improvement, remains below our expected level at **##%**. Our school attendance target is **96%**, as regular attendance is essential in supporting good educational progress and wellbeing. Please find attached a copy of your child's attendance record for your information.

We understand that children may experience periods of illness and that, at times, absence from school is unavoidable. However, we also recognise the importance of identifying attendance concerns early and working together to prevent attendance from falling to a level that may significantly impact a child's education.

As «First_Name»'s attendance remains within the **Risk of Persistent Absence (RPA)** category, this letter serves as a **Notice to Improve**. We will continue to monitor attendance closely over the coming weeks and expect to see a sustained improvement in attendance and punctuality wherever possible.

Should attendance fail to improve, or should it decline further, the school will seek to engage with you through a formal **Attendance Improvement Plan (AIP)**. This process will involve identifying any barriers to attendance, agreeing targets for improvement, and considering what additional support may be required to help secure regular school attendance.

If there are circumstances that are making attendance difficult, we encourage you to contact the school at the earliest opportunity so that we can discuss what support may be available. Our Pastoral Team can offer advice and guidance, and we can also signpost families to other services where appropriate.

We will continue to monitor «First_Name»'s attendance closely and hope to see a positive improvement. If you wish to discuss this matter or have any concerns, please contact the school office on **01202 512241**.

Yours sincerely,

Andrew Bright
Headteacher

Appendix E - Persistent Absence Letter 1

PERSISTENT ABSENCE

Dear Parents/Carers of «Full_Legal_Name»

Unfortunately, «First_Name»'s attendance has dropped to «Percentage_Attendance»% so far this school year; they have missed «Seesions_missed» of «Possible_sessions_to_date» possible sessions of education, which classifies as Persistent Absence. Please find attached your child's attendance record for your attention.

We understand that children will be likely need some time off due to illness during the school year and to recover if they are not well enough to be here, so these are always authorised absences. We are writing to you simply to make you aware of this drop in attendance level, as we will monitor your child's attendance with the hope to see an improvement in the next half term. Our school aim is to have every child in school for at least 96% of the academic year.

If you are experiencing issues, which mean you are struggling to get your child into school regularly and consistently, we would also like to offer our support in exploring how the school might be able to help you find a solution to this. Our Pastoral Team would be happy to contact you to offer advice and guidance.

Should «First_Name»'s attendance continue to be below the expected levels, we will contact you again in order to implement a formal Attendance Improvement Support Plan.

If you wish to discuss this matter or have any concerns, please contact me the school on 01202 512241. Please let us know if you would like to speak with our Pastoral Team, or other agency partners such as the school nursing team who might be able to offer alternative forms of support.

Yours sincerely,

Attendance Officer

Appendix F - Persistent Absence Letter 2

PERSISTENT ABSENCE

Dear Parents/Carers of «Full_Legal_Name»,

Following our previous letter to you regarding persistent absence, I am now writing to you as we are concerned that «First_Name»'s attendance has not improved/ has dropped further still/while improved is still at a low level of ##%; we aim for 96% attendance. Please find attached attendance record for your attention.

We understand that your child, like so many others in school has been ill (recently) and while we prioritise our students' wellbeing, we also need to ensure we are doing everything we can to support our families in promoting good attendance.

In order to raise your child's attendance out of this Persistent Absence level, we would like to implement an Attendance Improvement Support Plan meeting with you, please see attached copy. During this appointment we will discuss what support may need to be put in place.

Please could you confirm if you are available to attend a meeting in school on DATE at 8:40am.

If you wish to discuss this matter or have any concerns, please contact the school office on 01202 512241. We will continue to monitor «First_Name»'s attendance and hope to see an improvement. Please let us know if you would like to speak with our Pastoral Team who can offer advice or support, or for details of how you can contact the school nursing team if this is an avenue of support you wish to explore.

Yours sincerely,

Andrew Bright
Headteacher

Appendix G – Attendance Improvement Support Plan

ATTENDANCE IMPROVEMENT SUPPORT PLAN

Student name and Class:
Date:

Attendance issues:
Other agencies contacted or involved to support student and family:

Support offered by school so far to support the student and family:
Action taken by family to encourage better attendance:

Target Attendance (% or number of sessions present):
Dates of attendance monitoring period:
Actions to be taken by school:
Actions to be taken by student:
Actions to be taken by family:

Signed……Student's parent or carer

Signed……Pastoral/Headteacher

Review date and assessment:

Signed……Headteacher

Appendix H- Persistent Lateness Letter 1

PERSISTENT LATENESS

Dear Parents/Carers of «Full_Legal_Name»

I am writing to you to draw your attention to «Full_Known_Name»'s punctuality record.

Unfortunately, «First_Name» has been late to school on «Late_sessions_to_date» occasions so far this school year. Please find attached attendance record for your attention.

The school day starts at 8:30am. Every minute of the school day is a valuable time for children, both for curriculum learning, intervention and for social interaction with their peers. Children are at a distinct disadvantage if they are consistently late arriving. Children who are five minutes late every day lose a total of three days' learning during one school year.

While we appreciate that traffic issues in the local area can occasionally give rise to circumstances that are out of your control, we are concerned that this is becoming a pattern of persistent lateness. I would ask that you consider changes to your morning routine in order that «First_Name» can be in school every day by 8:30am, ready to start their learning promptly. I would like to remind you that we offer supervision from 8:25am to give parents an additional 5 minutes to drop children off before the doors open.

If you wish to discuss this matter or have any concerns, please contact me at the school on 01202 512241. We will continue to monitor «First_Name»'s lateness and hope to see an improvement on their punctuality record. Please let us know if you would like to speak with our Pastoral Team who can offer you advice or support.

Yours sincerely,

Attendance Officer

Appendix I - Persistent Lateness Letter 2

CONTINUED PERSISTENT LATENESS

Dear Parents/Carers of «Full_Legal_Name»

Having previously written to you on (insert date) regarding (child name)'s persistent lateness, we have not seen enough improvement in their punctuality.

Unfortunately, (child name) has now been late on a total of (insert number) occasions since our last communication with you.

We would like to invite you a meeting with our Pastoral Team, to discuss how this pattern of lateness can be improved. Please could you attend a meeting in school on (insert date and time) or alternatively contact the school office to arrange a suitable time.

We will continue to monitor (child name)'s lateness and hope to see an improvement on their punctuality record.

Yours sincerely,

Andrew Bright
Headteacher

Helping parents to understand the changes to fines for term time holidays/unauthorised absence.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. If convicted, sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months, and you will have a criminal record.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.