



Whitley Abbey Primary School

Attendance Policy

September 2023

Approved by: Governors.
Reviewed on: November 2023
Next review due by: September 2024

Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body on September 2023. It is due for review on September 2024.

Signature	Date:
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Head Teacher	Mr Robbie Walker
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Signature	Date
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Deputy Head Teacher	Miss Samantha Carter
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Signature	Date
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Designated Safeguarding Lead	Mrs Michelle Reeve
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Signature	Date
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Chair of Governors	Mrs Keri Husband
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Signature	Date
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Governor for Attendance	Mrs Susan Franklin
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1. Introduction/Aims

At Whitley Abbey Primary School we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

Aims

- To promote good attendance and raise attendance rate to 97.0%
- To maintain parents' and pupils' awareness of the importance of regular attendance
- To maintain good timekeeping

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

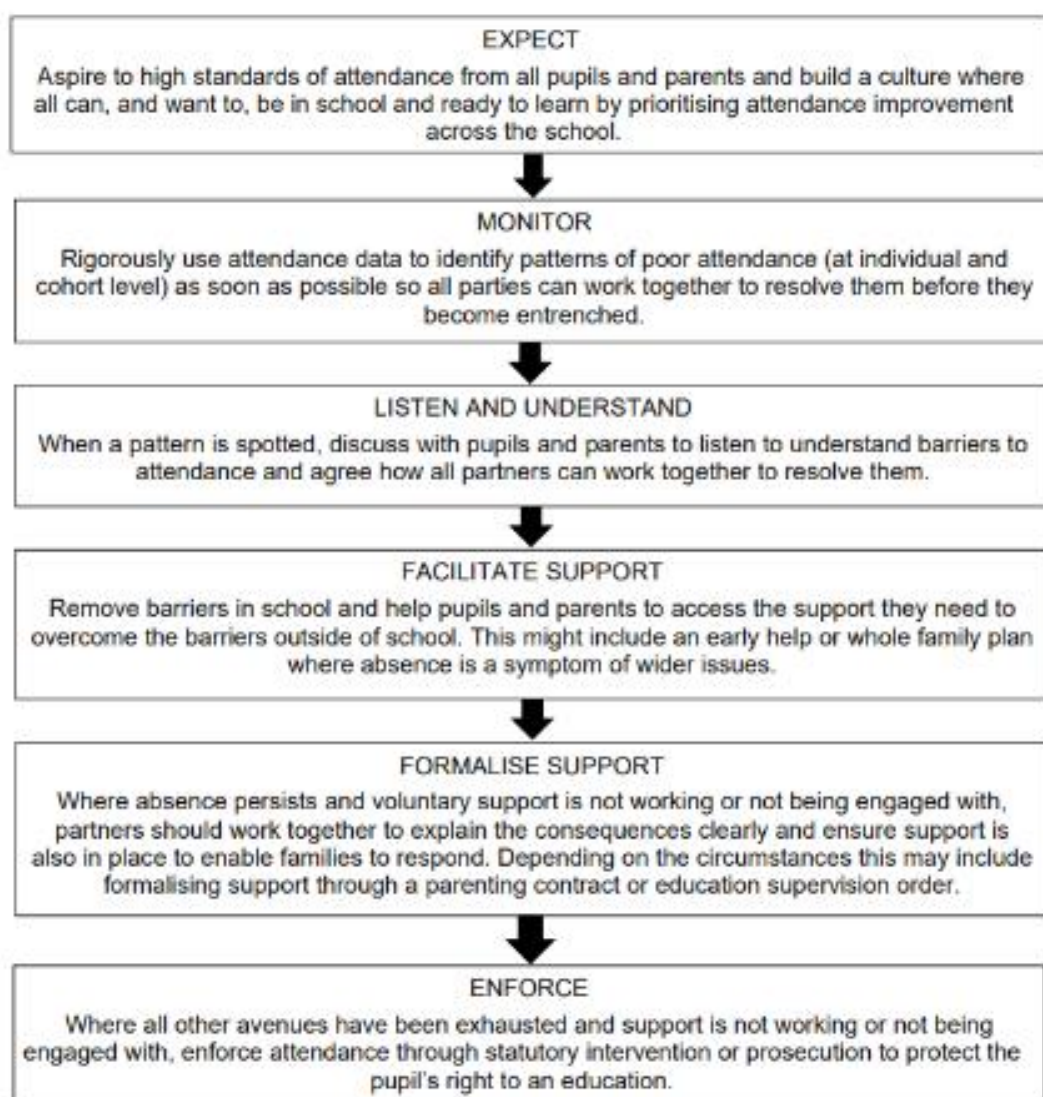
A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

3. Attendance Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below



4. Roles and Responsibilities

At Whitley Abbey Primary School, we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Role	Name
Head Teacher responsibility Leave of Absence	Robbie Walker
Senior Attendance Lead	Samantha Carter
Attendance Team	Michelle Reeve Amanda Taylor Joanne Steggles Molly Wray
Local Authority Attendance Officer	Andrew Watson
Named Governor/Trustee for Attendance	Susan Franklin
Please see school office for contact details of attendance team	

The Governing Board Role

The Local Governing Board of Whitley Abbey Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Promoting the importance of school attendance across school policies and ethos.
- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.

Whitley Abbey Primary School will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified.
- Take an active part in the multi-agency effort with the local authority and other partners and where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.

- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Inform the pupil's social worker, where there is one, if there are any unexplained absences and if the child's name is to be deleted from the register.

Whitley Abbey Primary School requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible (before 9:00am) when their child has to be unexpectedly absent (e.g., sickness). To contact school on each subsequent day of absence and advise when they are expected to return.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including parenting contract or voluntary early help plan to prevent the need for legal intervention.
- To provide school with more than one emergency contact number for their child

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

5. Recording Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The Head teacher can only authorise leave of absence in exceptional circumstances. The Head teacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the Head teacher will determine the length of time the pupil can be away from school.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the Head teacher and be issued with a fixed penalty notice.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks prior to the proposed absence, and in accordance with any leave of absence request form, accessible via school office/ attendance area of the school web page. The Head teacher may require evidence to support any request for leave of absence.

Important

Taking your child out of school without the school's permission may result in the Local Authority issuing a fixed penalty notice which could ultimately lead to a prosecution to each parent/carer for each child.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	Parents will receive a summons to appear in court on the grounds that the parents have failed to secure their child's regular attendance	Parents will receive a summons to appear in court on the grounds that the parents have failed to secure their child's regular attendance

A penalty notice request may be submitted to the Local Authority by the Head teacher should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the Head teacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with

the parents, school will seek advice from the Local Authority. This could result in a 'children missing from education procedure' being instigated.

5.2 Medical Appointments and absence due to illness

We encourage parents/carers to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, parent/carer must complete medical/dental appointment form and where possible provide the appointment card or medical appointment paperwork. No pupil will be allowed to leave the school site without parental confirmation.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Whitley Abbey Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Head teacher. Examples of unsatisfactory explanations include but are not limited to:

- Closure of sibling's school for teacher training day
- Waiting for a delivery/workman's visit
- Going shopping or for a haircut
- Going for a family day out
- Child's birthday
- Sleeping in after a late night
- Unapproved holidays in term time
- Where frequent absence claimed as illness and is unsupported by medical evidence, where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory
- Attending private tuition during school time

If a child's absence is reported as an illness in the week prior to the end of term and/ or at the start of term the school may require medical evidence in order to authorise the absence.

6. Our Procedures

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Attending an approved educational activity or
- Unable to attend due to exceptional circumstances.

Our school week is 32.5 hours

School gates open at 8:30am

Classroom doors open at 8:40am

Registers are taken at 8:50am

Please ensure your child/children arrive at school in good time to say goodbye and come into school and be ready for their day of learning.

6.2 Late Arrival at School

At Whitley Abbey Primary School all pupils are expected to arrive on time for every day of the school year.

Classroom doors open at 8:40am

The school day begins and registers are taken at 8:50am.

We advise all parents to ensure their child is on site prior to this. The school register will be taken at this time. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before **9:25am** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9:25am**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:25am and where no reason for absence is known.

- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- Any child who is absent from school without notification from parents or guardians will be referred to Coventry Child Missing in Education see [Children Missing from Education \(CME\) – Coventry City Council](#)

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

6.4 Rewards and Interventions

Our school attendance target is **97%**

Whitley Abbey Primary School will:

- Ensure good attendance and punctuality is regularly promoted, supported, and remains a high profile across school.
- Provide a welcoming learning environment where school supports and celebrates its learners is a key factor to ensuring children enjoy and regularly attend school
- Promote good attendance with all children.
- Celebrate Class attendance weekly in Friday's Well-Done assemblies with a winning class in Key stage 1 and Key stage 2.
- Award the best weekly class attendance by the Head teacher presenting an attendance award cup class winner in both key stages.
- Promote attendance through displays, newsletters and the school app.
- Will present at the end of each half term certificates for 100% attendance, improved attendance, and amazing attendance. These are presented in our well-done assemblies.

6.5 Attendance Monitoring

The school will:

- Monitor attendance and absence data monthly and yearly across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Attendance team will meet regularly with Early Help Co-Ordinator and Local Authority Attendance Officer

- Attendance Team will meet regularly with School Governor responsible for attendance
- 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.

6.6 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils 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

6.7 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, 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

6.8 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
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Offer Early Help to support families helping to improve attendance
- Work with the Local Authority Attendance Officer

Stage 1: Prevention

Criteria: Attendance is between 91% and 100%

Lead practitioner: School

Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e. GP

Schools will follow the school attendance policy when a pupil is recorded as absent i.e.

- First day absence contact.
- Letter sent if absence falls below schools' attendance target
- If attendance does not improve request a meeting with parent/carer

Schools may contact their Local Authority Attendance Officer (LAAO) via phone or email for advice and guidance around attendance issues.

Stage 2: Early Intervention

Criteria: Attendance is between 81% and 90%

Lead practitioner: 1st school – 2nd Early Help Assessment Co-Ordinator (EHAC) if criteria is met

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

LAAO will attend termly meetings with the school and the EHAC to discuss pupils of concern and signpost the school to other services. (See Appendix 1 for details of the Targeted Support Meetings). If the pupil is looked after the Virtual School and Social Worker should be invited to attend the Targeted Support Meeting if the pupil is due to be discussed.

Schools may consider.

- Letters home
- Meeting with parent/carer in school
- Home visits
- Pastoral support
- Mentoring/counselling
- SEMH&L
- SEND
- Extended School Non-Attendance Advisory Panel (ESNAAP)
- Social Care/Supporting Families teams (Children's Service)

Please note this list is not exhaustive.

A Fixed Penalty Notice can only be issued by a head teacher, or someone authorised by them (a deputy or assistant head), a local authority officer or the police.

Stage 3: Targeted Support

Criteria: Attendance is below 80%

Lead practitioner: LAAO

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

When all attempts to engage with the pupil and family at stages 1 and 2 have failed school can discuss legal intervention with their LAAO. Schools will be asked to complete the Attendance Intervention form with attached evidence that everything has been done to support the pupil in improving their attendance at school.

If the LAAO is satisfied that the criteria have been met for legal intervention, they will support the school to complete one of the following.

- Parenting Contract
- Attendance Prosecution
- School Attendance Order (only used where a pupil is not on a school roll)
- Section 444(1) or 444(1A)

7. Tailored Support

At Whitley Abbey Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Bedtime and morning routine support
- Emotional and wellbeing support
- 1-1 with class teachers/teaching assistants
- Job role in class
- Pastoral groups – self-esteem, resilience & anxiety
- Peer mentoring/ buddy system
- Invite to Lunch club
- Attendance rewards charts, certificates, celebratory letter or message on app – (motivation)
- Strengths and difficulties questionnaires
- Attendance individual plan
- Attend Tool

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

8. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Fixed Penalty Notices

Fixed penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school for the following reasons:

- Holiday / leave of absence during term time
- Irregular attendance including persistent late arrival to school (after registration has closed) which equates to 10 or more sessions within a current 5-week period

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £60 for each of your children if paid in full within 21 days
- £120 if paid in full after 21 days but within 28 days.

9. Staged Reintegration/Reduced timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed.

10. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- positive behaviour and rewards
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning

11. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(September 2022\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2022\)](#)
- [Working together to safeguard children, DfE \(July 2018\)](#)

12. Appendices

The following pages contain appendices relevant to this policy.

Attendance codes
Children Missing in Education Statement
First Day Absence Procedure
Lateness letter 1
Lateness letter 2
Stage 1 Trigger Letter
Stage 2 Trigger Letter
PA letter
Structured Conversation
Parent Contract
Request of Term Time Absence
Child Missing in Education
Home Visit Card
Medical Evidence Letter

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	Interview	Pupil has an interview with a prospective employer/educational establishment
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
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
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

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
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

Taking Children Off Roll Safeguarding Statement

NO CHILD SHALL BE TAKEN OFF ROLL UNTIL THE SCHOOL IS SATISFIED THAT THEY ARE SAFE AND ACCOUNTED FOR. THIS WILL MEAN THAT WE HAVE CONFIRMATION OF THEM STARTING A NEW SCHOOL/EDUCATION ESTABLISHMENT.

WHERE IT IS NOT POSSIBLE TO VERIFY WHERE A CHILD IS, CHILDREN MISSING IN EDUCATION AT THE LOCAL AUTHORITY WILL BE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION

WHERE A PARENT HAS ELECTED TO HOME-SCHOOL THEIR CHILD, THE LOCAL AUTHORITY HOME SCHOOLING DEPARTMENT ARE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.

First Day Absence Procedure

If a child is absent from school and the school has not received a phone call or other message from the parent/carer a first day absence call will be made.

The office team follows this system

1. Phone parents contact numbers try to establish why is the child absence and when the child will return. Enter code 'I' for illness or 'M' for medical appointment, or 'o' if attendance is being monitored and medical evidence is required. If school are unable to get a reply the following steps are then carried out..
2. Repeat this up to 10:00am to try and ascertain reason of absence and in the case of no response
3. Phone emergency contact numbers to get an up-to date contact number for the parent/carer and update school system accordingly or ask for parent to contact school
4. Make a home visit and leave a homevisit card.
5. Follow Safeguarding Protocol if required. This means that we may make a referral to children's services. On rare occasions where we have significant concerns about the well-being or location of children, we may contact the police for a safe and well check.
6. The office team must establish a reason for every absence. No absence should be left on the system as a 'N' code

Lateness letter 1

Dear Parent of

Late Arrival at School: **child's name and class**

I am writing to inform you that **xxxxx** has been late **xx** times this half term, during the period up to and including

I do appreciate that slow traffic and other factors can contribute to children being late for school but please be aware it can be distressing and disruptive for children when they are late. It may also impact on their first lesson.

Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. Please note pupils should arrive in class for registration by **8.50am**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robbie Walker', with a large, stylized loop at the end.

Mr Robbie Walker
Head Teacher

Lateness letter 2

Persistent Lateness

Dear Parent of «Forename» «Surname»

Persistent Late Arrival at School: «Forename» «Surname»: «Reg»

I am writing to inform you that **xxxxx** has been late xx times to date this academic year, during the period up to and including **xx**.

I am disappointed to see **XXXXXX** punctuality has not improved since I wrote to you last.

Therefore, can I remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time in the future. If no improvement is made you will be invited to meet with a member of the Senior Leadership Team to discuss ways we can help support you regarding punctuality. Please note pupils should be in class for registration by **8:50am**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robbie Walker', with a large, stylized loop at the end.

Mr Robbie Walker
Head Teacher

Attendance Trigger letter 1

Date:

Parent/Carers name:

Address:

RE: Attendance Stage 1 Trigger Letter

Dear Parent/Carers of

We are writing to you regarding your child's attendance at school, which currently stands at _____ %.

Please see your child's attached summary report.

We expect your child's attendance to be above 97%

It is important that your child attends school regularly, so they can benefit from all that school has to offer and make good progress in their development and learning. Please ensure that your child attends school every day unless they are unwell. If you are experiencing any difficulties and we can support you in any way, please contact our Family Support Workers. We will review your child's attendance in 4 weeks.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robbie Walker', with a large, stylized loop at the end.

Mr Robbie Walker
Head Teacher

Attendance Trigger letter 2

Date:

Parent/Carers name:

Address:

RE: Attendance Stage 2 Trigger Letter

Dear Parent/ Carers of

I am increasingly concerned about your child's attendance at school, which currently stands at _____ %.

Please see your child's attached summary report.

We expect your child's attendance to be 97% or above

It is important that your child attends school regularly, so they can benefit from all that school has to offer and make good progress in their development and learning. Please ensure that your child attends school every day unless they are unwell. If you are experiencing any difficulties and we can support you in any way, please contact our Family Support Workers. We will review your child's attendance in 4 weeks.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Robbie Walker', with a large, stylized loop at the end.

Mr Robbie Walker
Head Teacher

Persistently Absent letter

Attendance below 90%

Date:

Parent/Carers name:

Address:

RE: Persistent Absence

Our records show that, _____, attendance is below 90%.

Their current attendance is _____%

Please see your child's attached summary report

The Department for Education identifies that any pupil with an attendance of 90% or lower is considered to be persistently absent.

Any absences will now be recorded as unauthorised until we receive medical evidence from you. This could be medical doctors note, medication prescribed by a GP, copy of prescription, print screen of medical notes, letters concerning hospital appointment, slip with date, pupils name and surgery stamp, signed by GP Receptionist

Please be aware you are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day then you will be summoned to court.

Thank you for your continued support and engagement for the benefit of your child

Yours sincerely,



Mr Robbie Walker
Head Teacher

Structured Conversation RE: Attendance

(Greeting of your choosing)/ It is _____, calling from Whitley Abbey Primary School.
Is it a convenient time to talk? Y/N I wanted to take the time to talk to you today about _____
I am concerned about _____

attendance which is currently _____

The Department for Education identifies that any pupil with an attendance of 90% or lower is considered to be persistently absent. Persistent absence can have a significant impact on pupils social, emotional and academic wellbeing. It is therefore important that we work together to try and improve your child's attendance or remove any barriers which are preventing them attending school.

Is there anything that you wish to share now with us that we may be able to offer advice and support on?

To help us to improve attendance I think it would be useful to set an attendance target. My suggestion is ...

(Suggested targets –)

- No further absence for the next month
- 96%+ attendance over the next 4 week

Agreed Target

Please be aware you are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day then you will be summoned to court.

Early Help

In addition to this I would like to offer you a Pre/Early Help Meeting. As part of the Early Help process you will complete an assessment which helps identify where you, as a family, may need help. Early Help is voluntary; and can only be actioned with your consent.

However, your engagement in the Early Help process will provide evidence of you working with the school to improve your child's attendance.

Is this something that you would be interested in? Y/N

If **Yes** arrange Initial meeting date _____ With _____

If **No** specify

reasons _____

Thank you for your time today we will review your child's progress in 4 weeks' time. Sign Parent/ Carer _____ (If by telephone explain that a record of this conversation is being recorded and ask that parent demonstrates and understanding of this.) Y/N

Sign Teacher/TA _____

Date: _____

Parent Attendance Contract

Parent Attendance Contract	
Date of meeting	
Venue	Whitley Abbey Primary School Ashington Grove Coventry
Pupil Name	
Pupil Date of Birth	
Address	
Present at meeting	
Actions Agreed	
1. xxxx to be in school every day for the next 4 weeks 2. Parent to provide medical evidence for every sickness absence pupil may incur. 3. xxxx attendance to improve	
Attendance target agreed	
Timescale for improvement	
Date of review meeting	

Signed..... Parent/carer
 Pupil
 School Representative
 Other Agency

Please be aware you are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £120 per parent per child payable within 28 days. If paid within 21 days it is reduced to £60 per parent per child. If the fine is not paid by the 28th day then you will be summoned to court. School will refer to the Local Authority Attendance Officer if the target is not met.

Request of Term Time Absence

As of September 2013, Government regulations state that Schools CANNOT authorise holidays during term time unless there are exceptional circumstances which the Headteacher will determine.

All of these are **NOT** exceptional circumstances and we encourage families to plan more effectively for these breaks to avoid unacceptable results and further absence.

- The cost of holidays
- Not reading the school calendar properly
- Going on long haul flights in a one-week break
- Planning to return home late from holiday/concert/football match the night before a school day and the child will be too tired to come to school
- Birthdays and family celebrations

Please complete the details in full below and return to the school office 4 weeks prior to the proposed absence. Completion of the form does not guarantee the holiday will be authorised.

School will respond promptly in writing/via email to all forms received.

Name of Child: Year Group/Class:

Date leave of absence

From: To.....:

Total Number of school days missed:

IMPORTANT

Taking your child out of school without the school's permission may result in the Local Authority issuing a fixed penalty notice which could ultimately lead to a prosecution) to *each* parent /carer for *each* child.

Please think carefully before completing the form – is the absence necessary?

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	Parents will receive a summons to appear in court on the grounds that the parents have failed to secure their child's regular attendance	Parents will receive a summons to appear in court on the grounds that the parents have failed to secure their child's regular attendance

FOR COMPLETION BY PARENT/CARER

Child's name:

Class /Year Group:

Dates from To

Please give full reason(s) for asking for holiday in term time

(Please attach any additional information to support your reason e.g. original flight details in the case of delayed flights)

.....

.....

.....

.....

.....

TO BE COMPLETED BY THE HEADTEACHER

I confirm that the above absence will be regarded as **authorised/unauthorised** (delete as appropriate)

Depending on the circumstances, if the absence is unauthorised, a separate letter explaining the reason/s why the absence has been declined might be attached to this reply slip



Mr Robbie Walker
Head Teacher

Date:

Children Missing in Education Parents Letter

Please note that this letter must be posted or hand delivered.

Child's name and DOB

Re: Child Missing from Education

We are concerned about **(Child's name)** as he has not attended school since **(Date last in school)** and we are unaware of any new arrangements that have been made for your child's education. As you are aware it is the responsibility of the parent/carer of a child to ensure that they are in full-time education under the Education Act 1996.

This is now a safeguarding matter and is very serious.

Please contact the school as a matter of urgency with a forwarding address, if you have moved, updated contact details and if possible, the name of your child's new school.

If we have not heard from you within 5 school/working days we will refer this matter to the Children Missing Education Officer at Coventry City Council who will then make enquiries with the Police, Children's Services, and other statutory bodies to ascertain your child's whereabouts.

I look forward to hearing from you,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robbie Walker', with a large, stylized loop at the end.

Mr Robbie Walker
Headteacher

Home Visit Card

Dear Parent/Carer,

We visited your home today but you were not there. Our visit was made to ascertain the whereabouts of _____ as they have not arrived at school and you have not made any contact with school to explain their absence.

If your child is absent due to an unexpected event illness then you must let the school know on the first day and each subsequent day of absence in accordance with the school's attendance policy.

The time is now _____

Should we not hear from you before _____ then we will initiate Safeguarding and absence protocols. This means that we may make a referral to children's services or a referral to Children Missing in Education may be completed. On rare occasions where we have significant concerns about the well-being or location of children, we may contact the police.

Medical Evidence Letter

To whom it may concern
To enable us to keep track of the attendance forwe would be grateful if he/she attends your surgery for an appointment with the Doctor or Nurse you could date, initial and use your Surgery Practice stamp, in one of the boxes below, as proof of their attendance at your surgery.

Yours sincerely,



Mr Robbie Walker
Head Teacher

Date.....	Date.....	Date.....
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