Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Attendance Policy

Date Approved by Trust	**September 2024**
Statutory Policy	**No**
Required on Website	**No**
Review Period	**2 years**
Next Review Date	**September 2026**
Reviewed by	**Senior Director of Performance and Standards**

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Purpose and aims

We want our pupils to benefit from the highest quality education to enable them to excel. We know that pupils who attend well have the best chances of success academically and socially. They are more likely to achieve well in examinations and assessments and more likely to form secure and lasting friendships.

This can only be achieved it pupils are in school regularly, and on time. This policy applies to all pupils registered at our school and ensures that swift action is taken to secure strong attendance from our pupils.

Excellent attendance is everyone's business and improving attendance is in everyone's interests. We aim to secure good attendance by building strong relationships with pupils, parents and carers so that we can support them to reduce any barriers to school attendance.

There may be instances when school leaders need to have challenging conversations with parents or carers about their child's attendance. Our staff will always maintain a professional and courteous manner, while acting in the best interests of the pupil.

Why attendance matters

We know that pupils who are frequently absent from school fall behind. We have a meticulously planned curriculum which sets out exactly what pupils should be taught at every stage of the year. When pupils are absent, they risk developing large gaps in their learning. This negatively impacts on their progress. Absence can also affect their social interactions with their peers and may impact upon their friendships

All pupils are expected to attend school every day that the school is open and for the full day. Our ideal is for our pupils to have the highest possible attendance to get the most from school so that they are well prepared for their next steps in education, training or employment.

Our Trust and school target for pupils' attendance is 97%

Attendance that falls below this needs to improve because it risks having a negative impact on the pupil, including how well they learn the school's curriculum and how well they build secure and lasting friendships. As an example, a pupil with 94% attendance will miss nearly two and a half weeks of school each year. That is the equivalent of missing more than 60 lessons.

Attendance lower than 90% is very concerning and means that the pupil meets the Department for Education's (DfE) criteria as persistently absent. This level of attendance means that a pupil is absent for nearly four weeks of school each year. That could be up to 100 lessons missed.

Attendance lower than 50% is considered by the DfE to be 'severe absence'. This means that a pupil may be missing more than 19 weeks of school each year. That equates to around 500 lessons missed.

Regular school attendance is a major factor in ensuring that pupils are safe, successful and developing socially, emotionally and spiritually. By regularly attending, pupils are prepared for the future.

Roles and responsibilities

Bishop Wilkinson Catholic Education Trust (BWCET) Directors

The Directors of BWCET ensure that attendance remains a high priority for us as a Trust school by:

- Recognising the importance of school attendance and actively promoting it through the Trust's ethos and policies.
- Having high expectations for standards of attendance across all Trust schools.
- Ensuring that the Trust and each school meets their statutory responsibilities in relation to attendance.
- Reviewing the attendance data for each school and across the Trust and delegating responsibility to the Trust's executive team to provide support and challenge where needed to improve attendance.
- Ensuring that staff have received adequate training on attendance.
- Ensuring that best practice in securing high attendance is shared between schools within the Trust.

In addition, the Local Governing Committee (LGC) have oversight of individual school attendance on behalf of the Trust board, offering support and challenge to leaders.

School

Role	Name	Contact Details
Headteacher	Angela Garrity	0191 3882305
Designated Safeguarding Lead	Angela Garrity	
Deputy Designated Safeguarding Leads	Rachel Kerr Lucia Fox	
Trust Director of SEND, Safeguarding and Student Support	Andrea Riley	info@bwcet.com

All staff at our school recognise that **attendance is everyone's responsibility.** All staff aim to provide a positive learning environment for pupils, where they are motivated to learn and where they feel valued as members of our community. We provide a rich quality of education so that all pupils look forward to coming to school every day.

The headteacher will maintain oversight of attendance on at least a fortnightly basis. Where attendance is poor, this will be increased to weekly. They also have responsibility for overseeing the school's strategy for promoting a culture of regular

attendance and reducing the barriers to attending school for identified pupils. They will ensure that:

- This policy is consistently applied throughout the school by all staff.
- Staff actively promote the importance of good attendance and punctuality to pupils and their parents/carers.
- There is a high-quality Catholic education that encourages all pupils to attend well and to achieve well. This includes the use of rewards and awards to encourage good attendance.
- Attendance and punctuality data is accurately recorded, including the prompt completion of registers daily.
- Attendance data is analysed regularly by leaders throughout the year to identify patterns and trends, using this data to identify and support pupils and specific cohorts whose attendance is of concern.
- Attendance is regularly reported to the school's Senior Leadership Team, the LGC and the Trust's education team.
- Appropriate strategies are in place to celebrate good attendance.
- Well planned strategies for tackling unsatisfactory attendance and poor punctuality are in place.
- Individual action plans are co-ordinated for pupils whose attendance and/or punctuality is causing concern.
- First-day calling procedures are used correctly if a pupil is absent from school without contact from parents.
- Effective liaison with external agencies, such as the local authority, is undertaken where necessary. The school will also challenge external agencies if they feel it is necessary to do so because a pupil or family is not receiving the appropriate support. Equally, the school will be receptive to challenge from agencies in return.

All staff

All staff in school will promote the importance and value of good attendance. They will ensure that registers are accurately recorded and completely in a timely fashion. By providing pupils with good teaching and learning experiences, they will encourage all pupils to attend school frequently.

Staff understand that poor attendance increases safeguarding risks. Staff know that they have a key role to safeguard pupils by supporting and promoting excellent attendance. Staff also set a good example through their own attendance and punctuality.

Good attendance from pupils will be celebrated in school and an attendance award is given for the best class attendance each week in Celebration Assembly. If a child achieves 100% attendance in a term or for the full year, a certificate is awarded. Throughout the year, if a child improves their attendance, stickers are awarded to recognise this effort.

Staff will build positive relationships with pupils, parents and carers as key stakeholders in our school community. Where staff have concerns about a pupil's attendance, this will be shared with parents and carers in a professional and supportive way, seeking to work together with the family to improve the pupil's

attendance. This will include looking to address any in-school barriers to attendance. Where necessary, such as where barriers are outside of the school's control, staff may also engage with external agencies to help pupils to attend regularly. For example, schools may suggest that a referral to Early Help would be useful to address any barriers to attending.

Recording absence

Nominated school staff will manage contact from parents about absence and record this on the school system. Staff should make sure that the reasons for absence are clear and record sufficient detail to allow senior staff to identify any trends in the reasons for poor absence.

Parents and carers

Parents and carers have a key role to play in ensuring good attendance. There are additional legal duties on parents and carers to ensure that their child attends school regularly. This means that any absences should only be for a very small number of allowable reasons, such as a pupil being too ill to attend school. Therefore, it is important that parents and carers:

- Make sure that their child attends school every day on time.
- Ensure that their child returns to school as quickly as possible after any period of illness and consider the NHS guidance on when it is necessary for a child to stay away from school due to ill health (Is my child too ill for school? - NHS (www.nhs.uk))
- Do not expect the school to automatically agree to any requests for absence or condone unjustified absence from school.
- Work with the school to reduce all identified barriers to non-attendance.
- Ensure that, where possible, appointments for their child (such as medical appointments) are made outside of the school day.
- Ensure that their child remains in school for the full school day, as removing the child for part of the session also constitutes absence.
- Call the school to report any absence before 8:45am on the day of absence and advise when they anticipate that their child will be back in school.
- Provide at least two emergency contact numbers for their child.

Pupils

Pupils are expected to attend school regularly and on time. They should register at the appropriate times and attend all lessons in the school day promptly.

If pupils become aware of any barriers to them attending school regularly, then they should talk to staff in school so that the right support can be identified and put in place.

Day-to-day procedures

The school gates are open from 8:30am onwards for ease of dropping children off before school begins at 8:45am. The children are supervised either on the playground or in school if weather is inclement. We also offer a breakfast club which begins at 7:45am and takes place in the school hall. Parents and carers can drop off

their child at any time from 7:45am and the child will receive a choice of breakfast whilst at the club. There are activities including sport, craft and reading during the 45-minute club.

All registers are recorded on our school management information system (MIS) which is called Arbor. A register must be taken at the start of each morning session and once during the afternoon session. On each occasion, staff must accurately record who is present in school and who is not. This ensures that no children are missed, and that information can be shared quickly and securely so that absence can be followed up.

Our morning session starts at 8:45am. The register is taken at 8:50am. Pupils who arrive after this time will need to sign in as 'late before register close' (Code: L) at the school office. The register will close 30 minutes after lessons begin at 9:15am. Anyone who arrives after this time will be marked as 'late after registers close' (Code: U) unless there are exceptional circumstances.

Our afternoon session starts at 1pm. This is when the register is taken. Pupils who arrive after this time will need to sign in as 'late before register close' (Code: L) at the school office. The register will close at 1:30pm. Anyone who arrives after this time will be marked as 'late after registers close' (Code: U).

The school day finishes at 3:15pm for EYFS and Key Stage 1 and 3:20pm for Key Stage 2.

Absence

If a child is unable to attend school, then parents/carers should inform the school by telephone call (0191 3882305) or email (stcc@stcc.bwcet.com)

This contact should be made before 8:45am.

Where a pupil is persistently absent, we may advise the parent/carer that absence should be reported to a particular member of staff so that appropriate support can be swiftly put into place. Where this is the case, parents will be informed as part of an agreed plan to reduce absence.

All pupils will be identified as absent once the registers have closed. If we have not received a reason for a pupil's absence, we will initiate our first-day calling procedures.

Contact will be made with the main contact listed for the pupil to establish the reason why the pupil is not in school. If no contact is established and we have not received a suitable reason for the pupil's absence, we will contact all individuals listed as emergency contacts. If school is unable to make contact by telephone, then a home visit may be conducted to establish the welfare of the pupil.

These procedures will continue to take place for each subsequent day of absence where the school has not been informed of the reasons why the pupil is absent from school.

If, after 3 days of the absence, the school has not received satisfactory reason for absence, the Designated Safeguarding Lead (DSL) must be informed. They will then decide the appropriate next steps which may include a visit to the child's home, liaising with Children's Services or requesting a safe and well check from the police. It is expected that, for pupils identified as vulnerable by the school, these actions would be taken on the first day of absence. The DSL will routinely make the make the class teacher, School Business Manager, School Administrator and Local Authority Contact aware of the vulnerable pupils within the school. Vulnerable pupils could include:

- Pupils who are subject to a multi-agency plan
- Pupils who are looked after children
- Pupils with an education, health and care (EHC) plan
- Any other pupils identified as vulnerable by the school

This is so that the DSL can be informed of these pupils' first day of absence, and each subsequent day. This will allow the DSL to make an informed decision on the necessary response to the absence to ensure that pupils are safe.

Where pupils are receiving support from a social worker through local authority children's services, any unexplained absences should be reported on the same day to the child's social worker.

Types of absence

Any pupil who is not present at registration will be marked as absent. This is unless leave of absence has been granted by the school in advance or if the reason for absence is already known and accepted by the school as legitimate.

The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or staff that the headteacher has designated to lead on attendance matters. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with the school's attendance and safeguarding procedures, it does not automatically mean that an absence will be authorised.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended to reflect the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.

Authorised absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances:

- Leave has been granted by the school in advance for exceptional circumstances. (Code: C) An application must be made in writing with appropriate evidence, in advance of the intended circumstance wherever possible. A leave of absence application is available via the school's website or from the school office.

- Leave of absence has been granted so that the pupil can participate in a regulated performance (such as a theatrical production), employment or to undertake regulated employment abroad (Code: C1)
- The pupil has been granted leave of absence as part of a temporary part-time timetable Code: C2).
- The school is satisfied that the child is too ill to attend (Code: I). At any point during illness, if the school have reasonable doubt about the authenticity of the illness, they may ask for medical evidence to support the absence. All evidence should be passed to the school.
- The pupil is attending an interview for employment or for admission to another educational institution (Code: J1).
- The pupil has a medical appointment (Code: M), although parents should try to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand.
- There is an unavoidable cause for the absence beyond the control of the school (Codes: Y1 to Y7 – see appendix B).
- When study leave has been granted by the school. Study leave will not be granted by default once tuition of the exam syllabus is complete. In line with DfE guidance, it will be used sparingly and only granted to pupils during public examinations (Code: S).
- Where a pupil of non-compulsory school age (e.g. a sixth form student) is not required in school for a session because they have no timetabled lessons (Code: X).
- The absence occurs on a day exclusively set aside for religious observance when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (Code: R).
- The pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months (Code: T)
- In other exceptional circumstances and for a very limited period which is at the discretion of the headteacher (Code: C).

Unauthorised absence

A pupil's absence will be unauthorised when the school has not received an appropriate reason for the absence, or the absence was not approved prior to it occurring. The headteacher is ultimately responsible for determining whether the reason given for the absence is appropriate.

We monitor all absence and the reasons given thoroughly, regardless of whether it has been authorised or unauthorised. Parents/carers will be informed regularly of their child's attendance and will be offered support where there is a decline in attendance.

Truancy

Truancy is when a pupil does not attend school and their parents think that they are attending school. It can also be when a pupil goes missing from school having previously registered for the session. This behaviour is concerning. It puts pupils in a vulnerable position and may, in some cases, also indicate that they are at increased risk of harm or exploitation.

If it is established that a pupil has been in school, but is not where they are supposed to be, then a search of the site will be conducted to establish their whereabouts. If it is established that a pupil appears to have left the school site without permission, the school will attempt to contact the pupil's parents/carers immediately to inform them. Failing this, the police will be contacted and informed.

Any truancy will be managed in according with our Positive Behaviour Policy and our Child Protection and Safeguarding Policy.

Requesting leave of absence

Any leave of absence during term time will only be granted in exceptional circumstances. It can only be authorised by the headteacher. Each application will be considered on a case-by-case basis.

Requests for leave of absence must be made in advance and submitted to the headteacher using the 'Request for leave of absence' form (see Appendix A). The form is available via the school's website and from the school office. The form should be submitted to the school, along with any other relevant supporting evidence.

If term time absence is not granted, taking a pupil out of school will be recorded as any unauthorised absence. This may result in a referral to the local authority and the absence could incur sanctions from the local authority such as a fixed penalty notice or fine.

Except in exceptional circumstances, the school will not authorise any application for leave during term time in the following cases:

- At any time in September. This is a vital period for all pupils to settle into new classes and routines.
- During assessment and examination periods in the school's calendar which affect your child e.g. SATs or GCSEs.
- When a pupil's attendance for the academic year already includes any level of unauthorised absence.
- Where a period of leave of absence has already been granted earlier in the academic year.

Temporary part-time timetables

All pupils are entitled to a full-time education. Reducing a pupil's timetable is rarely in their best interests.

The school will only ever agree to a temporary part-time timetable in the most exceptional circumstances, and this must be discussed and agreed with the Trust's central education team prior to any agreement with parents. If the exceptional decision is made to reduce a pupil's timetable, it will be very time limited and only to support the pupil to build up their ability to attend full time. It will never be used as a strategy to improve a pupil's behaviour.

Where the school has agreed to a pupil being absent from school for part of the week or day then this absence will be recorded using Code C2.

Nursery attendance (to be completed by primary schools with a Nursery only)

Strong attendance in Nursery is just as important as it is for all pupils in our school. It is important that good habits of attendance are formed at this early stage.

At this young age, children are taking in new knowledge and developing skills rapidly. We have a curriculum in the early years which is carefully planned and which ensures children are given the foundations for learning which are essential for their future success. Absence from Nursery can have a particularly significant impact on young children as it can hamper their crucial personal, social and emotional development, as well as limiting the development of their communication and language.

We expect parents of children in Nursery to follow the same procedures for contacting school if their child is absent, or to request any leave of absence. School will monitor the attendance of children in Nursery in line with all pupils at school.

Pupils who attend alternative provision arranged by the school

A very small number of pupils may be registered at alternative provision on either a part- or full-time basis. This is typically a time-limited arrangement and will be discussed and agreed with the Trust's central education team.

When a pupil is attending alternative provision, school will use one of two codes:

- Where the pupil attends an unregistered provider – Code B
- Where the pupil attends a registered provider and is dual registered with the provider – Code D

For pupils who are dual registered with another provider but only attend part-time, Code D will only be used for those sessions that the pupil is expected to attend/access the provision.

Where the school has formal sports partnerships where pupils leave site during the school day, such as to attend a football academy, on a regular basis, attendance at these approved sporting activities will be recorded using Code P. Where this is the case, schools must follow the arrangements outlined in the Trust's Alternative Provision Protocol, particularly in relation to initial and ongoing checks on the appropriateness of the provision.
Where a pupil is attending alternative provision, arrangements will be in place so that school is notified swiftly if the pupil does not turn up at the provision so that the absence can be followed up promptly. Attendance of pupils at alternative provision is monitored in line with all pupils at the school. The actions and support outlined in this policy apply equally to pupils in alternative provision.

Pupils who attend provision arranged by the local authority

In some cases, the local authority will take a lead on arranging the education provision for a pupil, such as where a pupil is too ill to attend school for a period of time. Where the local authority arranges the educational provision for a pupil, this will

be recorded by the school using Code K. The school remains responsible for ongoing checks on the safeguarding arrangements and quality of provision for the pupil, as set out in the Trust's Alternative Provision Protocol. Where the school disagrees with the local authority about the placement of the pupil, or where concerns arise as part of routine monitoring, the school should take swift action to provide appropriate challenge to the local authority. This must be recorded in writing and in any pupil records. Schools may wish to contact the Trust's education team for support in these instances.

Attendance and punctuality intervention

At the start of each academic year, no later than the end of week two, a letter or communication via Arbor will be sent to parents/carers of all current pupils who were on roll at the school in the previous academic year. This will state their attendance for the previous year and make clear the school's expectations that all pupils will aspire to achieve the school target of at least 97% attendance.

The school will also routinely send correspondence to parents, on a half-termly basis, to keep them abreast of their child's attendance. This correspondence will vary depending on how well a pupil is attending.

Where school identifies that a pupil's attendance or punctuality is causing concern, we will work with the family to support them to improve their child's attendance. Our support will take a staged approach. The focus will be on identifying any barriers to good attendance and working together with families and agencies to overcome these.

Parents/carers should speak openly about any concerns that they have around attendance. The school will provide support and guidance initially. If, however, it becomes clear that additional support from other agencies is needed, then further discussions will be held with parents/carers to identify what more can be done to improve a pupil's attendance. The school will also clearly explain the consequences of persistent and severe absence in these meetings but primarily, this meeting is an opportunity to explain the help that is available to avoid those consequences. This is likely to include a referral for Early Help.

We recognise that in the first half of the Autumn term, any absence may have a more significant impact on the overall attendance percentage for a pupil. However, we also know that catching poor attendance early, and taking prompt action to address this, avoids regular absence becoming a habit. Therefore, leaders will monitor attendance on a fortnightly basis from the start of the academic year. During the first half term, we will use our professional judgement as to whether any intervention is necessary, based upon a pupil's previous attendance record. This may include letters home, and/or meetings with parents/carers.

From the second half of the autumn term onwards, we will follow the procedures outlined in the flowchart below:

How we engage with parents and pupils about attendance

Further communication where attendance falls below the Trust target

All parents and pupils receive:

- A letter in September outlining last year's attendance and the school's expectations for this year.
- Regular reminders to pupils throughout the week about the importance of attendance and punctuality from all staff.
- At least half-termly communication to parents about individual pupil's attendance and any punctuality concerns.
- Rewards and recognition for strong attendance.

Stage 1 – Pupil's attendance falls below 97%

A Stage 1 letter is sent letting parents/carers know that a pupil's attendance is below our Trust and school target of 97%. Parents/carers are informed of who to contact if they require any support.

The pupil's attendance is closely monitored for a four-week period to see if their attendance improves. For pupils who have 100% attendance during this period, and for those who improve their attendance, a letter is sent congratulating the pupil. The school goes back to routinely monitoring the pupil's attendance and starts Stage 1 again if their attendance causes concern in the future.

Stage 2 – Pupil's attendance does not improve after stage 1

If there is further absence in the four-week monitoring period and attendance has not improved, then a Stage 2 letter is sent. Parents are invited to send information into school about any attendance barriers. The school will work with parents to resolve any of these where possible, including referrals to external agencies if needed.

The pupil's attendance is closely monitored for another four-week period. For pupils who have 100% attendance during this period, and for those who improve their attendance, a letter is sent congratulating the pupil. The school goes back to routinely monitoring the pupil's attendance and starts stage 2 again if attendance causes concern in the future.

Stage 3 – Pupil's attendance does not improve after stage 2

If there is further absence in the four-week stage 2 monitoring period and attendance has not improved, then a Stage 3 letter is sent. From this point, any further absence from school is not authorised without evidence (e.g. medical note). Parents are invited in for a meeting to discuss how the school can support to improve the pupil's attendance. The school will work with parents to resolve any of these where possible, including referrals to external agencies if needed.

The pupil's attendance is closely monitored for another four-week period. For pupils who have 100% attendance during this period, and for those who improve their attendance, a letter is sent congratulating the pupil. The school goes back to routinely monitoring the pupil's attendance and starts stage 3 again if attendance causes concern in the future.

Stage 4 – Pupil's attendance does not improve after stage 3 and is below 90%

Where attendance does not improve after Stage 3 and the pupil's attendance is below 90%, school will refer the case to the local authority. This may lead to the local authority issuing a fixed penalty notice or further legal intervention.

Further communication where attendance falls below the Trust target

Stage 2 – Pupil's attendance does not improve after stage 1

Where a pupil becomes persistently absent (absent for 10% or more) then we require parents/carers to work with school to identify and remove any barriers to poor attendance. Where appropriate, this may include liaising and working with external agencies, such as the local authority and other organisations.

Where a pupil has severe absence (absent for 50% or more), a joint approach to addressing the absence with the family will be agreed with the local authority.

Legal intervention

We want to work positively and proactively with families to secure good attendance. If parents/carers are fully engaging with any support and acting responsibly to try to improve their child's attendance, the school's approach will always be supportive. The school will allow sufficient time for any identified intervention to result in attendance improving. Where attendance is improving, the school will not take any legal intervention against a parent/carer. However, where engagement strategies are not having the desired effect, we will consider the following next steps:

- Holding a formal meeting with parents/carers.
- Engaging children's social care where there are safeguarding concerns in line with our child protection policy, particularly where absence becomes severe.

Where the above measures do not improve attendance, then the headteacher will consider referring the case to the local authority for consideration of legal intervention. The local authority may then decide to issue a fixed penalty notice, in line with the National framework for penalty notices. The threshold for considering whether to issue fixed penalty notice is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to a parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to a parent in respect of the same pupil within three years of the date of issue of the first. In these case, alternative action should be taken which will often include considering prosecution.

Where a pupil's attendance still does not improve following these measures, then the local authority may consider an Education Supervision Order (ESO). As a last resort,

the local authority may consider prosecuting parents for failing to address their child's poor attendance. The decision to prosecute remains solely with the local authority.
Attendance contracts

Where absence is severe or at significant risk of becoming severely absent, and strategies to improve attendance, working with the family, have not resulted in sufficient improvement, the school may consider working with the local authority to put an attendance contract in place. This should be undertaken in discussion with the Trust central team. A sample contract is included in appendix C, but schools should check whether local authorities prefer the use of their own template.

Term-time holidays and missing school for recreational activities

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. This would include missing school to attendance a trip away with an external sports club or attending dance competitions that are not linked to the school.

In light of the DfE's stance on holidays, in the vast majority of cases the school is unable to grant leave of absence for a term-time holiday.

Where leave of absence has not been granted, but the pupil does not attend, the headteacher will refer the case to the local authority in line with the National Framework.. This may lead to the local authority issuing a fixed penalty notice.

Monitoring and analysing attendance data

The school will monitor attendance and punctuality on at least a fortnightly basis. Where attendance is low, this will be undertaken weekly. Data will be analysed for the whole school to identify any trends or patterns that exist. Leaders will identify whether there are particular groups of pupils whose attendance of punctuality may be a cause for concern.

Leaders will analyse attendance and absence data regularly to identify individual pupils who need additional support with their attendance and use this analysis to provide targeted support to pupils and their families We will routinely monitor attendance for the following cohorts:

- Whole school
- Individual year groups and classes
- Boys and girls
- Pupils with special educational needs and/or disabilities (SEND)
- Pupils with English as an additional language
- Pupils eligible for pupil premium funding
- Pupils who are looked after children or previously looked after children
- Pupils who have a social worker or on a multi-agency plan
- Pupils who are persistently absent or severely absent

Absence data is published at national and local authority level through the DfE's school absence national statistics releases. Leaders will compare the school's

attendance data to the national average and the same time period for the previous academic year. They will share this with the LGC who will explore the impact of leaders' work to reduce absence.

The school will also use this attendance information to monitor the impact of any interventions put in place in order to evaluate them and inform future strategies.

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 2024
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

The policy has taken account of the Education Select Committee's report on tackling absence: https://publications.parliament.uk/pa/cm5803/cmselect/cmeduc/970/report.html.

Monitoring and Review

The LGC is responsible for monitoring implementation of this policy at school level. The Trust's Board of Directors are responsible for monitoring implementation of this policy at Trust level and may delegate this responsibility to the Trust's Executive team.

This policy will be reviewed bi-annually or in line with legislative changes.

Appendix A: Request for leave of absence

Request for leave of absence

Please note that for any absence, you may be asked to supply further supporting documents.

Child's Full Name	Date of Birth	Class

Parent/Carer details (please list all parents)			
First Name		**Surname**	
Date of Birth		**Relationship to the child**	
Address and postcode			
Telephone number			
First Name		**Surname**	
Date of Birth		**Relationship to the child**	
Address and postcode			
Telephone number			

Siblings: Please provide the names of any siblings and the school that they attend, if different		
Child's Full Name	**Date of Birth**	**School:**

Details of the absence			
Date of first day of absence:		**Date of last day of absence:**	
Total days absent:		**Expected date of return to school:**	
Please provide the reason for this request including supporting evidence			
Contact details whilst absent from school			
Address whilst away:			
Telephone number whilst away:			

Please read the following statement and sign to indicate that you understand:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time. I accept that this may have a detrimental impact on my child/ren's progress and their social relationships and friendships. I understand that a penalty notice may be issued by the local authority if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

Office use only			
Date request received:		**Total number of days requested:**	
Child's Full Name:	**Current % Attendance**	**Application authorised/decline**	
Reason for decision:			
Headteacher signature		**Date:**	

Appendix B: Attendance Code The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Example scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival before the register is closed	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 at another school	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority
P	Participating in a supervised sporting activity	Pupil is participating in an approved educational activity that is a supervised sporting activity
V	Educational visit or trip	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Authorised absence		
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence granted for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil has been granted leave of absence to participate in a regulated performance, such as a theatrical production or work abroad
C2	Leave of absence granted as pupil is subject to a temporary part-time timetable	Pupil is not required in school as part of a pre-agreed temporary part-time timetable (which has been agreed with the Trust)
E	Excluded but no alternative provision made	Pupil has been excluded but no alternative provision has been made
J1	At an interview with prospective employers, or another educational establishment	Pupil has an interview with a prospective employer/educational establishment, such as a university
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical or 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	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence		
G	Holiday not granted by the school	Pupil is on a holiday that was not approved by the school
N	Reason for absence 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 five school days)
O	Absence without authorisation	School is not satisfied with reason for pupil's absence
U	Arrival in school after registration closed	Pupil arrived at school after the register closed

Miscellaneous codes		
Q	Unable to attend school due to lack of access arrangements	Pupil is unable to attend because the local authority has a duty to make access arrangements to enable a pupil's attendance and has failed to do so
X	Non-compulsory school age pupil not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	Pupil is unable to attend because the school is outside of walking distance (as defined in the National Framework) of their home and the normal transport provided by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated
Y4	Unable to attend due to the whole school site being unexpectedly closed	The school was planned to be open for a session but is closed unexpectedly (e.g. due to adverse weather)
Y5	Unable to attend as pupil is in criminal justice detention	Pupil is in police detention, remanded in youth detention, awaiting trial or sentencing, or under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	Pupil cannot attend because public health guidance or legislation means that attendance is prohibited
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented a pupil from attending, and this is not covered by codes Y1-Y6
Z	Prospective pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned whole or partial school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix C: Attendance Contract

Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

St Cuthbert's Catholic Primary School

Attendance Contract

Child's Full Name		Date of Birth		Class	
Attendance Record					
Attendance % (Year to date)		**Authorised absence (%)**		**Unauthorised absence (%)**	

Date of meeting		Present	
Minutes of meeting to draw up the attendance contract			
1. Introductions and context	<Insert staff name> opened the meeting and explained that <Insert pupil's name>'s attendance continues to cause concern and that the meeting was to draw up a formal written agreement between the parent and the school to address irregular attendance at school. This is to allow a more formal route to secure further support and to offer an alternative to prosecution. <Insert staff name> explained that the aim, from the outset is for everyone to work in partnership to help secure improved attendance at school.		
2. Parents view on pupil's attendance at school	The parent/carer shared their views on <Insert pupil's name>'s attendance, as well as any support they think would be helpful to secure the pupils regular attendance: - School to add details		
3. School's view on pupil's attendance at school	The school shared their views on <Insert pupil's name>'s attendance, including any support they think would be helpful to secure the pupils regular attendance: - School to add details		
4. Other stakeholder views	If other stakeholders attend (e.g. local authority) then please add their views here		

Attendance contract	
Agreed support for the pupil	The school and/or other stakeholders will provide the following support: ▪ Add details ▪ Add details <School to add details of any other relevant agency involvement as required>.
School statement	The school agrees to comply with the above requirements for the duration of time set out by this attendance contract. Name_____ Signature _____ Date _____
Parental expectations	Details of the requirements the parent(s) is expected to comply with <Insert Parent/Carer Name> will ▪ Add details ▪ Add details This will be required between the following dates: <Start date> to <End date>
Parental statement	I agree to comply with the above requirements for the duration of time set out by this attendance contract. I understand that failure to comply could result in the attendance contract being terminated and another course of action pursued. This could include the school referring the case to the local authority. Name_____ Signature _____ Date _____
4. Ongoing monitoring	<Insert staff name> explained that <Insert pupil's name>'s attendance will be monitored throughout the duration of the contract. <Insert staff name> explained that <Insert pupil's name>'s should be in school regularly. Because of the concerns about attendance, any contact with school to advise of absence should be made by telephone directly to <school to include details of which member of staff will take any absence reporting calls>.

Appendix D: Letters sent in week 2 of the academic year

Week 2 letter – Attendance was below 97% in the previous academic year

<Parent Address>

Dear Parent/Carer

<Pupil_Forename> <Pupil_surname> Y<year> - Attendance

Last academic year, <Pupil_Forename> had attendance of <percentage>%.

Our school and Trust target is that all pupils achieve at least 97% attendance. We know that pupils who attend well have the best chances of success academically and are more likely to form secure and lasting friendships.

As part of our ongoing work to improve attendance, we will be checking regularly on every pupil's attendance. We will communicate <Pupil_Forename>'s attendance to you on a half termly basis. We hope that <Pupil_Forename> can achieve our target of 97%+ this year.

If you would like any help to make sure that <Pupil_Forename> attends school every day, please do not hesitate to contact <Add school contact> on <Add contact number>.

A reminder that, in line with Government guidance, the school and Trust policy is that leave of absence during term time is only granted in the most exceptional circumstances. We take a firm stance in not authorising holidays during term time due to the impact that this has on pupils' education. Any request for a leave of absence is considered on a case-by-case basis and must be submitted in advance using the form that is available on the school's website, where you will also find our full school attendance policy.

Thank you for your ongoing support.

Yours sincerely

<Add staff name>

Week 2 letter – Attendance was above 97% in the previous academic year

<Parent Address>

Dear Parent/Carer

<Pupil_Forename>> <Pupil_surname> Y<year> - Attendance

Last academic year, <Pupil_Forename> had excellent attendance of <percentage>%. This a fantastic achievement.

This high attendance means that <Pupil_Forename> has the best chances of success at school.

As part of our ongoing monitoring of attendance for all pupils, we will continue to share <Pupil_Forename>'s attendance rate with you every half term.

A reminder that, in line with Government guidance, the school and Trust policy is that leave of absence during term time is only granted in the most exceptional circumstances. We take a firm stance in not authorising holidays during term time due to the impact that this has on pupils' education. Any request for a leave of absence is considered on a case-by-case basis and must be submitted in advance using the form that is available on the school's website, where you will also find our full school attendance policy.

If at any point you are worried about attendance and would like some help, please do not hesitate to contact <Add school contact> on <Add contact number>. Thank you for your ongoing support.

Yours sincerely

<Add staff name>

Week 2 letter – New Admit

<Parent Address>

Dear Parent/Carer

<Pupil_Forename> <Pupil_surname> Y<year> - Attendance

I hope that <Pupil_Forename> is settling in well to life at our school. Its such a joy to get to know our new pupils. I hope they are enjoying getting to know us as well and feel that they are a part of our wonderful school community. We are certainly delighted to have them with us, which is why I want to write to you about the importance of being in school regularly.

We know that pupils who attend well have the best chances of success academically and are more likely to form secure and lasting friendships. As a result, we have really high expectations for pupils to attend regularly. **Our school and Trust target is that all pupils achieve at least 97% attendance.**

As part of our ongoing work to improve attendance, we will be checking regularly on each pupil's attendance. We will communicate <Pupil_Forename>'s attendance to you on a half termly basis. We hope that <Pupil_Forename> can achieve our target of 97%+ this year.

In line with Government guidance, the school and Trust policy is that leave of absence during term time is only granted in the most exceptional circumstances. We take a firm stance in not authorising holidays during term time due to the impact that this has on pupils' education. Any request for a leave of absence is considered on a case-by-case basis and must be submitted in advance using the form that is available on the school's website, where you will also find our full school attendance policy.

If you would like any help to make sure that <Pupil_Forename> attends school every day, please do not hesitate to contact <Add school contact> on <Add contact number>.

Thank you for your ongoing support.

Yours sincerely

<Add staff name>

Appendix E: Stage 1 letters

Letter 1a – Stage 1 monitoring starting

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year group> - Current Attendance: <percentage>%

I hope this letter finds you well. You will be aware that we keep a close check on attendance because we know that pupils who attend well have the best chances of success. They are also more likely to form secure and lasting friendships. This can only be achieved if pupils are in school regularly, and on time.

<Pupil_forename>'s attendance has fallen below our school target of at least 97%.

We worry if attendance falls below our target, because missing school means that pupils may fall behind in their education. In line with guidance from the government, we take action as early as we can to try to encourage the best attendance habits.

We will be keeping a close eye on <Pupil_forename>'s attendance for the next four weeks and expect them to attend every day during this time. If <Pupil forename> has further absence during the next four weeks, then we may invite you into school to discuss how we can work with you and support you to improve their attendance.

We appreciate your support to help <Pupil_forename> to have excellent attendance. If you would like to discuss this matter, please do not hesitate to contact <Add school contact> on <Add contact number>.

Yours sincerely

<Add staff name>

Letter 1b – Stage 1 monitoring passed

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_Surname> Y<year group> - Current Attendance: <percentage>%

You will recall that I wrote to you about <Pupil_Forename>'s attendance. I'm delighted that their attendance has improved.

We know that pupils who attend well have the best chances of success academically, but also are more likely to form secure and lasting friendships. We thank you for your continued support in ensuring that <Pupil_Forename> is attending school regularly.

We always keep a close eye on all pupils' attendance and will continue to check on <Pupil_Forename>'s attendance. However, if at any point you want to discuss any potential issues which could affect <Pupil_Forename>'s attendance at school then please get in touch so that we can work together to find the best ways to help.

Congratulations again to <Pupil_Forename> for their improved attendance.

Yours sincerely

<Add staff name>

Letter 1c – Stage 1 monitoring failed – move to stage 2

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

I hope this letter finds you well.

Unfortunately, <Pupil_forename> has not successfully completed their four-week attendance monitoring period because they have been absent from school.

We know that pupils who attend well have the best chances of success and are more likely to form secure and lasting friendships. We want <Pupil_forename> to have the best chance to excel and make the most of the opportunities we offer. This can only be achieved if <Pupil_forename> is in school regularly, and on time.

To support you, a feedback form has been attached to the letter. Please use this as an opportunity to provide any further information that may help us to understand your child's circumstances. This will help us to work with you to provide the best support possible. Please complete the form and return it to the school office as soon as possible.

<Pupil_forename>'s attendance will be checked closely for the next four weeks. We expect them to attend every day. If attendance has not improved during this period, you will be invited into school to discuss how we can work with you to ensure that <Pupil_forename> attends school regularly.

Regular and punctual attendance is a legal requirement. Under the Education Act, parents/carers are committing an offence if they fail to ensure their child's regular school attendance. Continued absence may result in the local authority issuing a fine (Fixed Penalty Notice).

We want to work with you and would appreciate your support to ensure <Pupil_forename>'s attendance improves. If you would like to discuss this further, please do not hesitate to contact <Add school contact> on <Add contact number>.

Yours sincerely

<Add staff name>

Parent feedback form: Ongoing attendance concerns	
Name of pupil:	**Class:**
Comments: **Please share any details regarding your child's absence which may help us to review their current attendance. It would also help if you could explain any particular barriers which are affecting your child's attendance**	
Would you like a follow-up call from school, or a meeting to discuss attendance	
Name of Parent/Carer	
Date:	
Contact details:	

Appendix F: Stage 2 letters

Letter 2a – Stage 2 monitoring passed and attendance is above 97%

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

You will recall that I wrote to you about <Pupil_Forename>'s attendance. I'm delighted that their attendance has improved.

We know that pupils who attend well have the best chances of success academically, but also are more likely to form secure and lasting friendships. We thank you for your continued support in ensuring that <Pupil_Forename> is attending school regularly.

We always keep a close eye on all pupils' attendance and will continue to check on <Pupil_Forename>'s attendance. However, if at any point you want to discuss any potential issues which could affect <Pupil_Forename>'s attendance at school then please get in touch so that we can work together to find the best ways to help.

Congratulations again to <Pupil_Forename> for their improved attendance.

Yours sincerely

<Add staff name>

Letter 2b – Stage 2 monitoring passed but attendance is below 97%

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

You will recall that I wrote to you about <Pupil_Forename>'s attendance. I'm delighted that their attendance has improved.

We know that pupils who attend well have the best chances of success academically, but also are more likely to form secure and lasting friendships. We thank you for your continued support in ensuring that <Pupil_Forename> is attending school regularly.

We always keep a close eye on all pupils' attendance and will continue to check on <Pupil_Forename>'s attendance, particularly as it remains below our school target of 97%. If <Pupil_Forename>'s attendance begins to fall again then we will invite you into the school to discuss a plan of support.

If at any point you want to discuss any potential issues which could affect <Pupil_Forename>'s attendance at school, then please get in touch so that we can work together to find the best ways to help.

Congratulations again to <Pupil_Forename> for their improved attendance.

Yours sincerely

<Add staff name>

Letter 2c – Stage 2 monitoring failed – move to stage 3

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

Due to further absence, <Pupil_forename>'s has not successfully completed their second four-week attendance monitoring period. <Pupil_forename>'s attendance is now very worrying. <Add staff member name> will be in touch with you by telephone to arrange a meeting in school to discuss how we can work together with you to improve <Pupil forename>'s attendance.

We know that pupils who attend well have the best chances of success and are more likely to form secure and lasting friendships. This can only be achieved if <Pupil_forename> is in school regularly, and on time. For these reasons, we would appreciate your support to ensure <Pupil_forename>'s attendance improves.

Any further absence will only be authorised with medical verification. If attendance does not improve you may be referred to the Local Authority attendance team for further monitoring and this could lead to the local authority issuing a Fixed Penalty Notice.

If you would like to discuss this further, please do not hesitate to contact <Add school contact> on <Add contact number>.

Yours sincerely

<Add staff name>

Appendix G: Attendance meeting following stage 2c letter

Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

<Add name of school>

Attendance Action Plan

Child's Full Name		**Date of Birth**		**Class**	
Attendance Record					
Attendance % (Year to date)		**Authorised absence (%)**		**Unauthorised absence (%)**	
Stage 1 start date	<Add date>	**Stage 2 start date**	<Add date>	**Stage 3 start date**	<Add date>

Date of meeting		**Present**	
Minutes			
1. Introductions and context	<Insert staff name> opened the meeting and explained that <Insert pupil's name>'s attendance continues to cause concern. <Insert staff name> explained that previous letters were sent on the above dates and an attendance meeting held after the stage 2 letter was sent. Despite this meeting, <Insert pupils' name>'s attendance has not sufficiently improved and is below 90% meaning that they are persistently absent from school. <Insert staff name> explained attendance of less than 90% means that, over an academic year, more than 19 days of school were being missed. We discussed the impact that this can have on a pupil's life chances, including their success in examinations, but also the risk to their friendships and social interactions.		
2. Discussion of any barriers to good attendance	A discussion was held on whether there were any barriers which are having an impact on <Insert pupil's name>'s attendance. School to add details of any identified issues.		
Action plan			
3. Agreed actions to be taken	The following actions were agreed: <Insert Pupil Name> will ▪ Add details		

	▪ Add details <Insert Parent/Carer Name> will ▪ Add details ▪ Add details <Insert staff name> will ▪ Add details ▪ Add details <School to add details of any other relevant agency involvement as required>.
4. Ongoing monitoring	<Insert staff name> explained that <Insert pupil's name>'s attendance will be monitored for the next four school weeks. Any absences should be supported with medical proof if possible as further unauthorised absences could result in a referral to the local authority. <Insert staff name> explained that <Insert pupil's name>'s should be in attendance 100% of the time. Because of the concerns about attendance, any contact with school to advise of absence should be made by telephone directly to <school to include details of which member of staff will take any absence reporting calls>.
5. Agreed date for review	School to add details of when attendance will be reviewed.

Appendix H: Stage 3 letters

Letter 3a – Stage 3 monitoring passed

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

You will recall that I wrote to you about <Pupil_Forename>'s attendance. I'm delighted that their attendance has improved.

We know that pupils who attend well have the best chances of success and are more likely to form secure and lasting friendships. We thank you for your support in ensuring that <Pupil_Forename> is attending school regularly.

We always keep a close eye on pupils' attendance and will continue to check <Pupil_Forename>'s attendance moving forward, particularly as their attendance is still below our school target of at least 97%. If <Pupil_Forename>'s attendance begins to fall again then we will invite you into the academy to discuss a plan of support. However, if at any point you want to discuss any potential issues which could affect <Pupil_Forename>'s attendance at school then please get in touch so that we can work together to find the best ways to help.

Congratulations again to <Pupil_Forename> for their improved attendance.

Yours sincerely

<Add staff name>

Letter 3b – Stage 3 monitoring failed but attendance is above 90%

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance: <percentage>%

Unfortunately, since our last meeting <Pupil_Forename>'s attendance has failed to improve. Their attendance is <percentage>% for this year. If this falls below 90% then they will be classed as persistently absent from school which is extremely worrying. It would mean that <Pupil_Forename> is missing nearly four weeks of school this year. That could be up to 100 lessons missed.

We know that pupils who attend well have the best chances of success and are more likely to form secure and lasting friendships. This can only be achieved if pupils are in school, and on time. For these reasons, it is vital that <Pupil_Forename> gets into the routine of attending school every day.

With this in mind, we will continue to check <Pupil_Forename>'s attendance for a further four weeks. If their attendance drops below 90% then it may become necessary to discuss this matter with the Local Authority school attendance team who have the legal duty to investigate poor school attendance.

We want to work with you. We would appreciate your support to ensure <Pupil_forename>'s attendance improves. If you would like to discuss this further, please do not hesitate to contact <Add school contact> on <Add contact number>.

Yours sincerely

<Add staff name>

Letter 3c – Stage 3 monitoring failed and attendance is above 90%

<Parent Address>

Dear Parent/Carer

Child's Name: <Pupil_Forename>> <Pupil_surname> Y<year> - Current Attendance:<percentage>%

Unfortunately, since our last meeting, <Pupil_Forename>'s attendance has failed to improve. Their attendance is <percentage>% for this year. This means that they are persistently absent from school which is a serious concern. Attendance below 90% means that <Pupil_Forename> is missing at least four weeks of school. Four weeks of absence means that <Pupil_Forename> could be missing up to 100 lessons.

As <Pupil_Forename>'s attendance is such a concern I now have no further option but to discuss this matter with the Local Authority school attendance team who have the legal duty to investigate poor school attendance.

We want to work with you to try to urgently address any issues that are stopping <Pupil_Forename> from attending school regularly. We would appreciate your support to ensure <Pupil_Forename>'s attendance improves. If you would like to discuss this further, please do not hesitate to contact <Add school contact> on <Add contact number>.

Yours sincerely

<Add staff name>