

Newchurch Community Primary

Policy - Attendance

Mission Statement



Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

Persons with Responsibility

John Duckett

Jayne Narraway

School Governors - (Anthea Ray – Attendance and Safeguarding Governor)

Linked Policies

Child protection

Safeguarding

Health and Safety

Exclusion of pupils

Behaviour Management

Teaching and Learning

Next Review: September 2025

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1. Definition of attendance

Regular and punctual attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Newchurch Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of sessions.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent frequently are at risk of developing large 'gaps' in their learning which will impact on their progress and their ability to meet age related expectations. A child whose attendance drops to 90% each year will, over time, have missed two whole terms of learning.

2. Aims of attendance policy

This policy applies to all children registered at this school and is made available to all parents/carers of pupils via the school office and website in line with expectations.

The policy has been written to adhere to latest legislation and guidance and in accordance with the relevant Children's Act, Education Acts, Regulations and Guidance from the Department for Education (DfE) in addition to guidance from the Local Authority (LA), in particular Working Together to Improve School Attendance May 2022 and the revised August 2024 edit.

Although initial responsibility for a child's attendance remains with parents/carers, the Head Teacher, Governors and those with responsibility in school will work together with families, external agencies and the LA to ensure that all pupils are encouraged and supported to develop good attendance and punctuality. This will initially be done by ensuring that 'school is a calm, orderly, safe and supportive environment where all pupils are keen and ready to learn' (Working Together to Improve School Attendance – August 2024).

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality as there is a direct correlation between poor attendance and low attainment at the end of key stages.
- Achieve a minimum of 95% attendance for all children, apart from those with identified health issues which affect attendance.
- Create an ethos in which good attendance and punctuality are recognised as the expected standard.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with parents, carers, pupils, staff and other professionals.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, encouraging in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and punctuality to ensure consistency in recognising causes for concern and supporting families.
- Recognise the key role of all staff in monitoring attendance and promoting good habits.
- Create a sense of teamwork relating to attendance and a commitment to our peers as good attendance is 'everyone's responsibility'.
- Ensure that the safeguarding responsibilities within attendance are met in order to protect all pupils, including the most vulnerable.

The role of this policy and practice within school will be to remove barriers to attendance and work closely with pupils and their families to improve attendance and punctuality.

Expect: School will aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor: School will rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand: When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support: Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support: Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce: Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

- Working Together to Improve School Attendance – August 2024

We will promote good attendance and punctuality through the following:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils through reward systems and the use of sanctions.
- Ensuring parents/carers understand the responsibility placed upon them by law to ensure that their child receives a regular and consistent education.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality, appropriate to the age of the child and their development.
- Maintaining effective means of communication with parents/carers, pupils, staff and governors on school attendance matters. Building strong relationships.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness. Procedures which are the responsibility of all staff.
- Supporting pupils who have been experiencing any difficulties at home or in school which are preventing good attendance.
- Rewarding good attendance as a whole school and recognising where individuals and cohorts are maintaining or improving attendance.
- Developing and implementing procedures to follow up on absence from school and lateness.
- Ensuring that the attendance policy is clear.
- Monitoring individual and group data linked to attendance and punctuality on a regular basis.
- Sharing information where it is necessary to do so with partners where pupils attendance is becoming a risk of persistent absenteeism.
- Considering the individual needs of all pupils, particularly those on the SEND register and those deemed as being the most vulnerable.

3. Inclusion

Newchurch Primary School is committed to ensuring that any procedures in place regarding attendance are designed to offer all pupils equal opportunities and expectations. The school is committed to supporting all children whilst taking into consideration the differing needs of children including the following:

- Gender
- Those with special education needs (SEND)
- Ethnic backgrounds
- Religious beliefs
- Cultural differences
- Disabilities
- Socio-Economic

The school's commitment to equality is outlined in all policy documents related to the opportunities for our children and is part of expectations placed upon staff to promote and value this equality. This is delivered through regular and timely safeguarding Continuous Professional Development (CPD).

4. Absence classification

Contacting school

Parents/carers are expected to contact the school on the first day of absence. When they contact school they should give clear reason for the child's absence from school. Where no contact has been made and a child has been recorded as absent, the office staff will attempt to contact the parent/carer to establish a reason in line with government guidance. If no contact is made, the child's absence will be listed as unauthorised and parental contact will be made at a later date.

Illness

Where a child is ill for a length of time school will make every attempt to ensure that learning is sent home for the child to complete, if applicable. If it is clear that the illness will result in substantial time away from school, Newchurch Primary will contact support services to see if home tuition can be arranged to support the child and their family.

Where illness has been the cause of absence on several occasions, resulting in a child missing a large amount of their education, school may request a parent to supply doctor's notes, appointment cards or evidence of a prescription to verify the reason for absence.

Absence will fall into one of the following categories and will be logged by school accordingly:

Authorised absence

- An authorised absence is when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if the child is unwell and the parent/carer contacts school before the start of the school day to explain the absence. It is the discretion of the Head Teacher as to whether an absence is registered as authorised.
- School will have established an expected start date for all children and made this clear to parents – considering their age in meeting the needs of compulsory education.
- The Head Teacher has the ability to sanction an authorised absence in exceptional circumstances. This may include family bereavement, religious observance, temporary/permanent exclusion, off site education within an alternative establishment. As of September 2013, the Head Teacher no longer has the authority to authorise absence for holidays other than where they deem exceptional circumstances exist.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school for any period of time without the express permission of the school.
- Where no clear or acceptable reason for absence has been provided for a child missing school.
- Where a child has a social worker, they will be informed of any unexplained absences or persistent absenteeism. School will also discuss any issues linked to attendance with the Virtual School Head.

Reduced timetables

Where it is deemed necessary by the Headteacher, SENDCo and educational safeguarding/attendance officer, school may use a reduced timetable for pupils to support them in transitioning into their learning. These are not behavioural controls but allow for the child to access their education more thoroughly. These are always temporary measures with agreed steps discussed with parents and carers in order to build back up to a full-time timetable.

Educated off site

It may at times be applicable for children to be educated away from school. This can be authorised by the Headteacher and will be coded accordingly. This can include educational visits, educational opportunities in other schools, sporting activities and arranged provision such as that linked to an EHCP.

5. Lateness

Lateness is deemed to be when a pupil is present in school after the designated start time for the school day within each class. This may be before or after the close of the register.

Children arriving after the start of the school day will be expected to enter the school via the front entrance and will have a reason for lateness recorded by a member of the office staff. They will then be recorded as late on the class register. Poor punctuality will be collected on a weekly basis by the school office and monitored and addressed by the class teacher and attendance coordinator.

Where a child is late before the close of the register they will be recorded with the code 'L'. Those arriving after the register has closed will be recorded with the code 'U' which is an unauthorised absence in the register. All registers will be closed after 30 minutes. If there is a legitimate reason, e.g. medical appointment, then the corresponding code will be amended. The tracker for poor punctuality will be completed each day and monitored as part of the regular meetings between school and local authority partners.

6. Attendance registers

All registers will be completed online by the class teacher at 9:00am for morning sessions and by 1:30pm for afternoon sessions. They will record the children's presence via the online register and any absences both online and in paper form (in case of emergency procedures).

The following codes will be used to record the children's attendance:

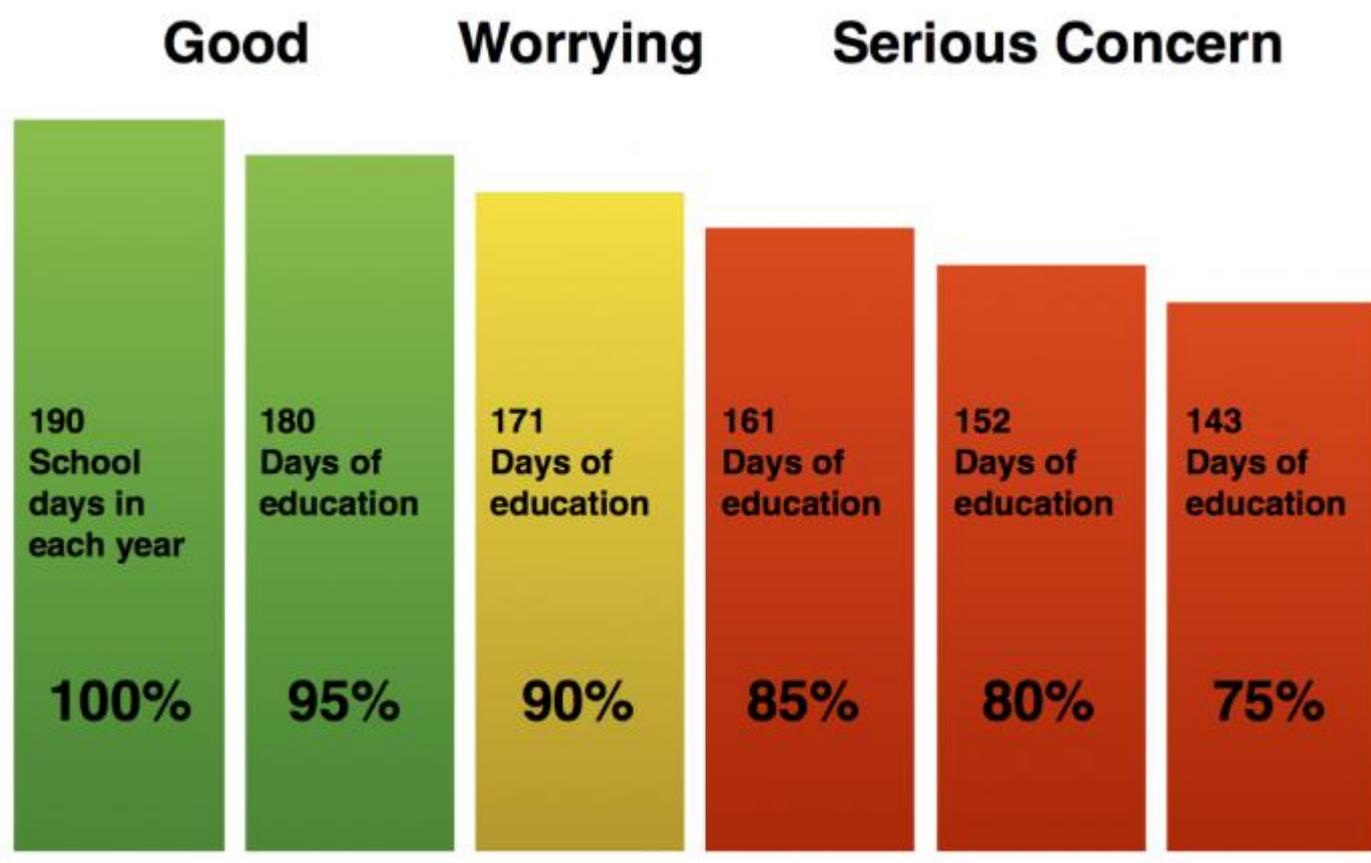
	Reg Code	Description
	/ \	No change – present am, present pm when register was taken
	L	Late - Arrived after the register was taken but before the register closed
	V	Attendance at an educational visit or trip organised by or for the school and supervised by a member of school staff
Approved educational activity Conditions that apply to these codes: <ul style="list-style-type: none"> The place where the pupil is attending is not the school or any other school at which the pupil is registered The activity is educational in nature (and not arranged by the LA under Section 19 or a trip/visit) Attendance at this place has been approved by the school The activity is to be supervised by a person thought by the school to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the attendance has been approved. 	P	Participating in a sporting activity approved by the school (NB - this code should only be used on the days of the sporting activity)
	W	Participating in work experience approved by the school
	B	Approved attendance at a place for any other educational activity. As per above, the child must be supervised in person i.e. remote online learning cannot be B coded. ORGANISED BY THE SCHOOL
	K	Approved attendance at a place for any other educational activity. As per above, the child must be supervised in person i.e. remote online learning cannot be K coded. ORGANISED BY THE LOCAL AUTHORITY
Authorised absences:	C1	Taking part in an approved performance that has been licensed
	M	Medical or dental appointment
	J1	Approved absence to attend an interview for employment or admission to another educational establishment
	S	Study leave in preparation for public examinations <i>NB This code should not be used for mocks</i>
	C2	Compulsory school age child subject to a part-time timetable
	C	Leave of absence for exceptional circumstances <i>NB A holiday or other absence for leisure or recreation would not constitute exceptional circumstances</i> <i>H code has been removed to make clear that it is very, very unlikely that a holiday would be considered exceptional circumstances</i>
	T	Parent travelling for occupational purposes. Family have no fixed abode and child cannot attend as parent is travelling.
	R	Child is absent for religious observance on day set aside by religious body the child's parents belong to such that the religious body would expect parents to absent themselves from their own employment to mark the occasion.
	I	Illness (both physical and mental) Medical evidence would not routinely be expected
	E	Suspended or excluded
	X	This code is returning to its pre-pandemic use Child is not statutory school aged and is not expected to attend Will most commonly be used in Nursery and Post-16 settings
	Q	Absence where the LA has the legal duty to provide the pupil with transport and it has not yet been provided <i>Does not include any wider/other barriers to attending school</i>
	Y1	Pupil unable to attend school, which is not within walking distance, and transport that is normally provided is not available <i>Walking distance: Children under 8 years, 2 miles. Children 8 and above, 3 miles.</i>
	Y2	Unable to attend due to widespread travel disruption e.g. school open on a snow day, but buses are unable to run and a group of children do not attend
	Y3	Partial closure of school site
	Y4	Unexpected closure of whole school – e.g. snow day where decision is made to close the entire school
	Y5	Child is in criminal justice detention <ul style="list-style-type: none"> Police detention Remanded in youth detention, awaiting trial or sentencing Detained under a sentence of detention
	Y6	Unable to attend in accordance with public health guidance or law
	Y7	Unable to attend because of any other unavoidable cause <i>The 'cause' must be preventing the child from attending</i> <i>Very, very rare that this code will be used e.g. a child who is moved to an immigration detention centre and therefore unable to attend</i>
	Unauthorised absences:	G
N		Holding code when reason for absence is not known <i>If reason is not obtainable within 5 days, the code should be changed to O or other appropriate code</i>
O		Absence with no reason given or where school is not satisfied that the reason given can be recorded using one of the other valid codes
U		Arrived after the register has closed
Z		Prospective student, not yet on roll. This code is not collected for statistics.
#		Planned whole school closure <i>e.g. holidays, INSET days, school being used as a polling station, weekends</i>

All registers will then be sent to the front office to be double checked and any absences without explanation to be followed up. All attendance records are inputted into the SIMs database for analysis. They are kept secure and preserved for a minimum of six years.

7. Raising concerns

Any member of staff working with the children of Newchurch Primary can raise concerns with regards to attendance and punctuality. Initial concerns should be addressed to the class teacher. If further action is required, then the Attendance Coordinator, Designated Safeguarding Lead (DSL) or Head Teacher should be contacted. The member of staff needs to explain their cause for concern which will be recorded using the schools internal concern forms/CPOMS and investigated.

8. Procedures for addressing poor attendance/punctuality



If, following intervention and monitoring, a child's attendance does not improve, e.g. is below 90% for a long period after Pastoral Letter 1, then the next stage may be initiated e.g. Pastoral Letter 2 and a meeting organised by the school. This meeting is designed to support parents in ensuring their child is attending school and may involve guidance towards external agencies and support such as Early Help.

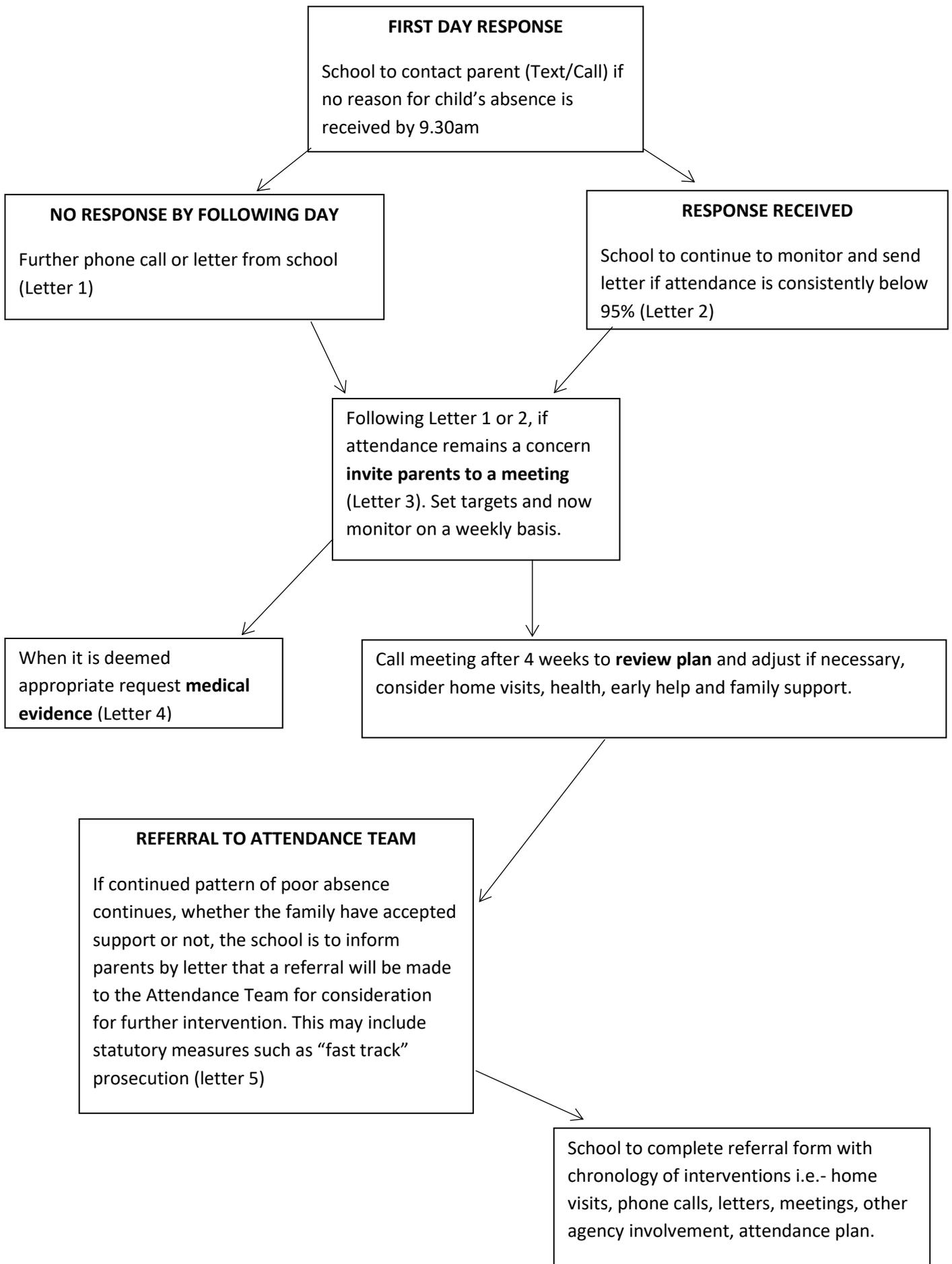
During these meetings the parent/carer will be presented with a record of the child's attendance from SIMs detailing absences. They will have the opportunity to discuss any absence as the meetings aim to support improvement through collaboration.

Where poor attendance has been identified and the above system followed without significant improvement, Newchurch Primary School will seek the advice and support of the LA and any appropriate organisations e.g. Warrington Safeguarding Team. Adjustments may be made to the children's support such as reduced timetables for a period of time, 1:1 support or care plans to boost attendance levels. Any interventions which are put in place will be monitored closely with adjustments made where necessary following discussion with all parties.

Attendance contracts may be drawn up and agreed between school and home which sets targets and expectations between all parties. This will be non-binding but will ensure that another clear step is in place before the need for more formalised methods.

If attendance drops below 90% then school will be in discussion with Local Authority Attendance Officer and parent may be open to prosecution. This will only be the case where all other avenues have been exhausted in support of children and their families.

ATTENDANCE PROCEDURES-IN LINE WITH SCHOOL ATTENDANCE POLICY



9. Monitoring Attendance

Attendance is monitored on a daily basis within class and any concern can be brought to the relevant staff at any time. The attendance team within school (Attendance Coordinator and main office staff) will review attendance on a half termly basis and send out correspondence to parents accordingly. If a concern is brought to staff then correspondence and meetings may take place at any point in the school year.

Attendance meetings may be called at the start of the school year, where persistent absence was evident in the previous year. These meetings will aim to address any outstanding issues prior to the start of the new academic year.

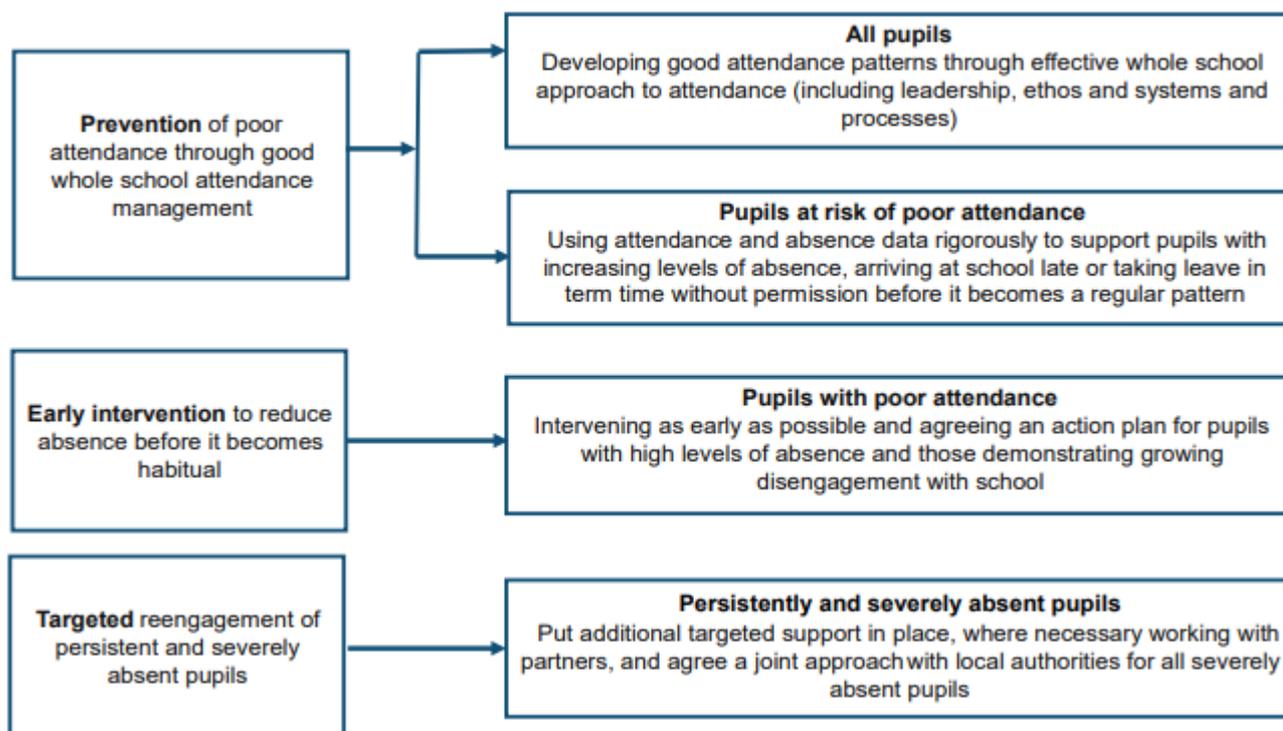
The school attendance coordinator, along with the senior leadership team, will work closely with the local authority (LA - Debbie Parlane) to monitor persistent absence. Attendance meetings will be called with parents where school or the LA identify a cause for concern. This may include, but not be restricted to, poor attendance percentage, persistent absence, patterns within absence, safeguarding concerns, poor punctuality or term-time holidays.

Attendance is also monitored on a half termly basis by Mrs Anthea Ray, the school's attendance and safeguarding governor.

School may also request evidence of medical appointments in extreme cases where appointments have been noted as the reason for absence an inordinate amount of times and where these appointments are affecting a child's overall attendance.

School will look to use the following systems for ensuring positive attendance and early identification of absenteeism.

Effective school attendance improvement and management



10. Reward

Newchurch Primary School aims to promote positive attendance through reward. This will be done through a range of methods:

- The class teacher will offer verbal recognition at the point of registration.
- The attendance percentage of all classes will be placed on the attendance ladder on the school newsletter.

- The class with the highest attendance will receive a silver trophy for their class to display for the following week. This trophy will include ribbons in the designated colours of the winning class.
- The class with the highest attendance will receive a laminated trophy to add to the attendance display at the back of the hall. Silver for highest attendance or Gold for 100% attendance.
- The trophies on the display will equate to points (silver = 5, gold = 10) and the class with the highest points score at the end of the year will win a trip funded by school to a place of their choosing. This will be based on the age of the winning class.
- Each term, certificates will be awarded to children for gaining 100% attendance or >97% attendance for that half term. These children will be celebrated through the school news feed channels (Newsletter, Twitter, Facebook, Website).
- At the end of the academic year, children with 100% attendance will receive a medal and certificate for their achievement. These children will be celebrated through the school news feed channels (Newsletter, Twitter, Facebook, Website).

11. Responsibilities

Class Teacher

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for absence offered by child or parents/carers.
- Informing staff with responsibility for attendance where there are concerns.
- Providing background information to support any subsequent referrals.
- Monitor attendance after any actions have been put in place.
- Emphasise and model good attendance with their class.
- Discuss attendance if necessary at any consultation meeting e.g. parental conferences.

Attendance Coordinator

- Overall monitoring of school attendance.
- Recognising trends in data linked to attendance and punctuality.
- Contacting families where concerns have been raised, arranging and performing meetings.
- Monitor individual attendance where concerns are raised.
- Supporting families to promote positive attendance.
- Working with senior management to include external agencies in promoting good attendance and addressing absence.
- Making necessary referrals where serious concerns are raised.
- Ensuring that all awards are organised and prepared.
- Ensuring that awards are given to classes and children.
- Liaising with the local authority with regards to any concerns. dparlane@warrington.gov.uk

Administration Staff

- Collating and recording data linked to registration and attendance.
- Taking and recording messages from parents regarding absence.
- Archiving historical attendance data.
- Ensuring 'Late book' is completed when children enter school.
- Informing staff of any known reasons for absence.
- Informing Head Teacher of any requests for authorised absence.
- Sending out correspondence in accordance with this policy.
- Informing the school Attendance Coordinator of attendance and punctuality levels on a weekly basis.
- Working with the Attendance Coordinator to arrange meetings with parents.

Parents

Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.

- Contacting school on the first morning of any absence and providing a clear reason.

- Informing the school in advance of any medical appointments in school time. Medical information may be required by school. Parents may also consider ensuring that children are present for registration before medical appointments.
- Making requests for authorised absence in term time as early as possible.
- Liaising with the school to support their child in attending school, particularly where there is an issue restricting this.

Governing body

The school will ensure that a named governor has oversight on school attendance procedures and regular practice and that they are invited to every attendance meeting between school and the local authority.

- Analysing and monitoring attendance data through Headteacher's report to governors.
- Attending attendance meetings with the local authority attendance officer.
- Monitor the training given to school staff with regards to attendance.
- Challenge trends in attendance data and have high expectations for attendance levels.
- Focus particular attention on significant groups and those cohorts where poor attendance is historic.

Wider staff

It is the responsibility of all staff to 'model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance' (Working Together to Improve School Attendance – August 2024). Staff will ensure this by:

- Taking a deliberate interest in the lives of children across the school.
- Informing relevant staff with any concerns which may lead to or explain poor attendance.
- Celebrate positive attendance across the school.
- Foster positive relationships with home which acts as a model for children and their families.

Local Authority

Newchurch Community Primary School will seek support from the designated local authority School Attendance Support Team in order to ensure high expectations for school attendance. This support will include:

- Regular data packages to allow for comparison across other establishments.
- Support in targeted meetings to address poor or persistent absence.
- Guidance on how to deal with issues relating to attendance and punctuality.
- Regular meetings to discuss attendance data across school.
- Supportive documentation, such as letters, which can be used to address attendance issues.

12. Exclusion

Where a child's behaviour has resulted in a fixed exclusion, it will be recorded appropriately on the school register, the child will have work sent home and the restrictions on their movements during the school day will be clearly outlined to the parent/carer and child by the Head Teacher/Head of School. A meeting will be held following any fixed exclusion to support the child's return to school. Any exclusions will be recorded by school and will be related to the governing body during appropriate meetings through the Headteacher's report document. They will also be discussed by the Attendance Coordinator and local authority.

13. Child missing in education

A child missing in education is defined as:

"Any child of compulsory school age (5-16) who is not registered at any formally approved education activity and has been out of any education provision for a substantial period of time"

In Warrington children fall out of the education system and are at risk of going missing because they:

- Fail to start appropriate provision and so never enter the system
- Fail to complete a transition between schools
- Cease to attend, due to exclusion or withdrawal, removal from roll with no named destination.

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school for longer than four weeks (20 days).

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education

The Local Authority officer responsible for CME is David Sampson, who can be contacted on 01925 442261 or dsampson@warrington.gov.uk The named person responsible for alerting the LA CME Officer is Jayne Narraway (Headteacher).

A child going missing from education is a potential indicator of abuse or neglect. School staff members should follow the procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care.

Requirement for schools (From September 2016) in line with statutory guidance '*Children Missing Education: Statutory guidance for Local Authorities*' (2016).

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations¹. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority must include:

- (a) The full name of the pupil,
- (b) The full name and address of any parent with whom the pupil normally resides,
- (c) At least one telephone number of the parent,
- (d) The pupil's future address and destination school, if applicable, and
- (e) The ground in regulation 8 under which the pupil's name is to be removed from the admission register.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii)

All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil.

This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made. When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

14. Control of infection

In some instances, a child may be expected to remain absent from school if they are deemed to be at risk of infection or infecting others. This will be taken from HSE guidance document Guidance on infection control in schools and other childcare settings.

15. Useful information

- School attendance Guidance for maintained schools, academies, independent schools and local authorities 2022
- Improving School Attendance 2024
- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- www.legislation.gov.uk
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006
- Parental responsibility measures for school attendance and behaviour
- Children missing education

Appendix A

Date

Dear Parent/Carer



Punctuality letter

Name.....

DOB

Punctuality at Newchurch is monitored very closely and any pupils who regularly miss the start of the school day may be challenged as regular school attendance is crucial if pupils are to achieve positive outcomes.

This half we have recorded that has been late on occasions (see attached attendance certificate). It is essential this improves as missing the start of the school day can have a detrimental effect on a child's progress. Not only may children regularly miss key skills, which are taught at the start of the day, it also takes time to get the child ready to learn on arrival. This can result in the child missing an extensive amount of learning.

Please note under section 7 of the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. – Local Authority

We recognise that some children and families face barriers at the start of the school day which can have a detrimental effect on their ability to be in school on time. If you are having difficulty getting your child into school, I would welcome the opportunity to meet with and to support you.

Yours Sincerely,

Appendix B

Date

Dear Parent/Carer



School Attendance Letter of Concern- No Response

Name

DOB

Each day of your child's absence from school, we must receive a phone call letting us know the reason for absence. We operate a 'First Day Response' system which will send a text message or voice message to parents if we have not already received a reason by 9.30am for absence on that day.

Unfortunately on your child was absent from school and we have not received notification for their absence. Unless we receive notification, their absence will be recorded as unauthorised. Where children have a number of unauthorised absences the case may be referred to the Local Authority School Attendance Service who check our school registers on a regular basis.

Please contact the school as soon as possible to notify us of your child's recent absence. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely,

Appendix C

Date

Dear Parent/Carer



School Attendance Letter of Concern- Below 95%

Name.....

DOB

Attendance in Warrington schools is monitored very closely and any pupils with less than 95% may be challenged as regular school attendance is crucial if pupils are to achieve positive outcomes. The Government outlines that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'. This means that any pupil whose attendance drops below 90%, their attendance will be discussed and scrutinised on a regular basis. At present 's attendance is only.....% (see attached attendance certificate). It is essential this improves as research has found poor school attendance does have a detrimental effect on a child's academic progress and I hope, with your cooperation, we will see an improvement.

Please note under section 7 of the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely,

Appendix D

Date

Dear Parent/Carer



School Attendance Letter of Concern- Below 90%

Name.....

DOB

Attendance in Warrington schools is monitored very closely and any pupils with less than 95% may be challenged as regular school attendance is crucial if pupils are to achieve positive outcomes. The Government outlines that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'. This means that any pupil whose attendance drops below 90%, their attendance will be discussed and scrutinised on a regular basis. At present’s attendance is only.....% (see attached attendance certificate). It is essential this improves as research has found poor school attendance does have a detrimental effect on a child’s academic progress and I hope, with your cooperation, we will see an improvement.

Please note under section 7 of the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. – Local Authority

We recognise that some children face barriers to their attendance which can have a detrimental effect on their levels. If you are having difficulty getting your child into school, I would welcome the opportunity to meet with and to support you.

Yours Sincerely,

Appendix E

Date

Dear Parent/Carer



School Attendance Letter of Concern- Invitation to Meeting

Name.....

DOB

As I am sure you are aware, regular attendance and being punctual at school is important so that young people can maximise their educational opportunities. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee' and this may trigger legal involvement from the Local Authority Attendance Team.

Following my letter dated,’s attendance is still a cause for concern and is only.....%. This level of attendance is now well below average and your child will not be achieving their targets. Absence may include times when your child has been ill and may therefore have been authorised by the school. However all school absence, whatever the reason, can prevent your child from achieving their full potential.

I would therefore ask for your co-operation in ensuring a sustained improvement in your child’s overall school attendance. To discuss this further I would like to invite you to attend a meeting at the school on..... If you are unable to meet with me on this date will you please either let me so we can re-arrange. Please note if we do not meet to discuss your child’s attendance we will consider passing our concerns on to the Local Authority’s Attendance Service.

Yours Sincerely

Appendix F

Date



Dear Parent/Carer

School Attendance Letter of Concern- Medical Evidence

Name.....

DOB

Following my previous letters and the meeting arranged for,’s attendance is still a cause for concern and is only.....%. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school.

Due to the significant number of absences you are requested to provide medical evidence to support the reasons if you decide in future that your child is too ill to attend school. This evidence may take the form of either a letter from your GP or an appointment card, date stamped and signed by staff at your GP’s surgery as proof that your child has attended for treatment. It may also include a copy of a prescription or medication that has the child’s name and date on it. This decision has not been taken lightly and it has been made following advice given from the Local Authority Attendance Service. If your child is now absent from school and medical evidence has not been provided their absence will be classed as unauthorised; an accumulation of unauthorised attendance could lead to legal action being taken against you.

We would appreciate your support in this matter and hope’s attendance improves to help them achieve their potential. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely