

Homefields Primary School

Attendance Policy

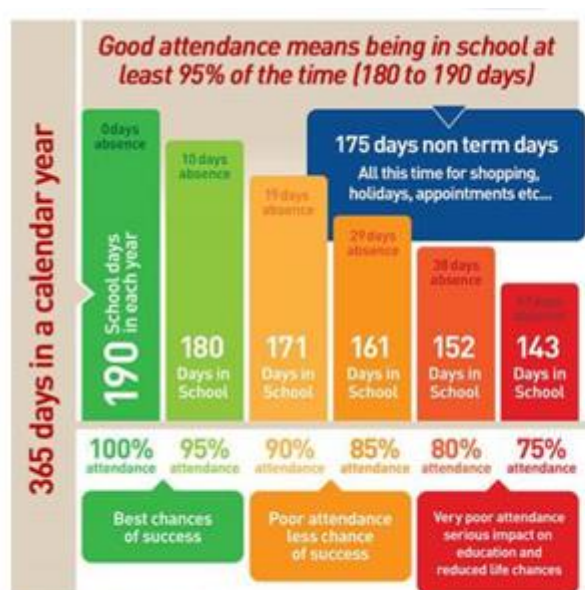
2023-2024



Be Kind, Be Courageous, Be Respectful

Approved by:	Governing Body	Date: December 2023
Last reviewed on:	December 2023	
Next review due by:	December 2024	

The Attendance Ladder



DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%



DID YOU KNOW? If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

EMET Attendance Strategy

Improving attendance is everyone's business and should not be treated in isolation but by fostering close interaction with all partners in a child's life. The barriers to good attendance can be wide and complex. They are specific to individuals and families and incorporate life both within and beyond the school gates.

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

Attendance is reviewed termly by the full Governing Board.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Leading attendance across the school

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

3.3 The Designated Senior Lead responsible for attendance

The Designated Senior lead is responsible for:

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Meets with the Head Teacher weekly to discuss active cases and action to be taken
- Meets with the Education Welfare Officer each half-term to monitor attendance and discuss active cases and action to be taken
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The designated senior leader responsible for attendance is Gail Heald and can be contacted via 01332 691351 or gail.heald.derby.sch.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Patricia Tomlinson and can be contacted via 01332 691351 or pat.tomlinson@homefields.derby.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis on RM Integris, using the correct codes, and submitting this information to the school office as follows:

AM register

Year group	Gate Open	Register Taken	Register Completed	Register Closed
FS2 (Reception)	8:35-8:45am	8:45am	8:50am	9:15am
Y1-6	8:40-8:50am	8:50am	8:55am	9:20am
FS1 (Nursery)	8:55-9am	9:00am	9:05am	9:30am

PM register

Year group	Register Taken	Register Completed	Register Closed
FS1	12:30pm	12:35pm	1pm
FS2 – KS1	12:45pm	12:50pm	1:15pm
Yr. 3 & 4	1pm	1:05pm	1:30pm
Yr. 5 & 6	1:15pm	1:20pm	1:45pm

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Designated Safeguarding Lead for Attendance in order to provide them with more detailed support

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before **8.40 am** on the day of the absence and each subsequent day of absence), and advise when they are expected to return (unless absence for a fixed period e.g. vomiting 48hrs)
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school (see grid in 3.5).

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by **8:40am** or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents should fill in the Request Leave of Absence form which is on our website or available from the school office.
See appendix 2 for leave of absence form

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. (Go to section 5 to find out which term-time absences the school can authorise.)

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Attendance and punctuality are monitored weekly and any concerns are addressed with parents
- Attendance is reported to parents on a half-termly basis via a letter **See appendix 3 half termly absence letters**

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels by:

- informing parents of their child's attendance every half-term
- discuss attendance at parents' evenings
- report weekly school attendance via the school newsletter
- Report to parents at the end of the year in the pupils' report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as those which cannot be reasonably controlled by the family and would lead to the child being disadvantaged in some way.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Certain educational activities that involve pupils developing their talents in curriculum areas such as music, drama and sport

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The school aims to promote, celebrate and reward good attendance by:

- Providing an enriching curriculum where pupils are encouraged to take part in stimulating and rewarding lessons and activities
- Reporting school attendance in the school in the weekly newsletter and raising awareness with parents
- Contacting parents of children with 96% or above to celebrate each half term
- Contacting parents promptly where attendance is identified as an issue
- Providing supportive strategies which include but are not limited to: breakfast club, support with transport, attendance contracts, early help referrals.
- First day contact from teachers to families of children at risk of persistent absence via Class Dojo

7. Attendance monitoring

Weekly monitoring of attendance will take place and where attendance is a concern, the reasons for this will be explored prior to taking any further action. Consideration of personal circumstances will take place where they are preventing regular attendance including but not limited to:

- Ongoing medical treatment
- Death or serious illness of a parent, step-parent or sibling
- Disability or respite leave
- Periods of obligatory religious observance
- Approved public performances or educational activities

Where a child's attendance is a concern, parents will be contacted and a conversation or a meeting will be held to explore reasons and put in place any support.

Where attendance improves to 95% or more, monitoring will stop.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to teachers and senior leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Inform parents half-termly of their child's attendance
- Regularly promote attendance through school communications
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Meet with the Local Authority's Education Welfare Officer to discuss individual cases and take legal action or issue penalty notices where appropriate

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Leadership Team. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-bullying policy
- RSE Health and Wellbeing Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious

		observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



Application for leave of absence

Important information for Parents/Carers

Please refer to the school Attendance Policy when requesting Leave of Absence.
Head Teachers are no longer able to grant leave of absence unless there are
explicit exceptional circumstances

I wish to apply for leave of absence from school to be granted to:

Name of child		
Class/Year group		
Teacher		
Date of proposed absence	From	To

Reason for Proposed Exceptional Circumstances:

--	--	--

Total days requested		
Parents(s) full Name(s)		Date of Birth:
		Date of Birth:
Address		
Signature of Parent/Carer		

Consequences for parents taking children on Leave of Absence during term time which are **NOT** authorised by the school MAY result in a penalty notice of £120 per parent per child being issued by the local authority.

For School Use Only

Attendance %		
Interview offered to Parents/Carers?	Yes/No	Date:
Authorised by Headteacher?	Yes/No	Date:
Parent informed by letter?	Yes/No	Date:
Headteacher's Comments/Notes		

Homefields Primary School Term-time requests for absence – A GUIDE FOR PARENTS

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

Homefields Primary School will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

The law states that schools should not authorise leave of absence unless:

- ✓ An application has been made **in advance** by the parent with whom the pupil normally resides AND
- ✓ The Head teacher considers that there are exceptional circumstances relating to the application.

Homefields Primary School will consider authorising holidays for (exceptional circumstances):

- service personnel and other employees who are prevented from taking holidays out of term-time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

Homefields Primary School will respond to all requests for a leave of absence in writing giving the reasons for the decision.

Homefields Primary School will NOT authorise a holiday during periods of national tests ie: SATs examinations.

Extended leave of absence

In considering absence for extended trips overseas Homefields Primary School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved.

Appendix 3 Attendance Letter A1 - 95%+



Dear Parent/Carer of [first name] [surname]

Traffic Light System: Half-termly Attendance Statement [first name] [surname] [dob] [form]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

% attendance	Comment
96% and above	Congratulations, your child has attained a strong attendance level. Please keep this up.
90% - 96%	Your child is below our 96% attendance threshold. We understand this may be due to a couple of days of sickness absence. Their attendance will be monitored and you will be contacted if it doesn't improve.
Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [end date] is as follows:

Congratulations
[first name]
Your attendance percentage is [percent]

We hope that every child in the school will work towards an attendance target of 96% and above. Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason.

Yours sincerely,

Head Teacher



Dear Parent/Carer of [first name] [surname]

Traffic Light System: Half-termly Attendance Statement
[first name] [surname] [dob] [form]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

% attendance	Comment
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90% - 96%	Your child is below our 96% attendance threshold. We understand this may be due to a couple of days of sickness absence. Their attendance will be monitored and you will be contacted if it doesn't improve.
Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [[end date]] is as follows:

[first name] [surname]
 Your attendance percentage is [percent]

We hope that every child in the school will work towards an attendance target of 96% and above. Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason.

Yours sincerely,

Head Teacher



Dear Parent/Carer of [first name] [surname]]

Traffic Light System: Half-termly Attendance Statement
[first name] [surname] [dob] [form]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

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Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [end date] is as follows:

[first name] [surname]
Your attendance percentage is [percent]

Despite any extenuating circumstances or agreed absences, your child's attendance level will now be monitored more closely. You should expect to hear from us in the event of further absence during the course of the coming weeks. Please be aware that absences will not be authorised without evidence from this point forward.

In the event that there is little or no improvement in the coming weeks, I may have to invite you into discuss your child's poor attendance. Following that meeting, and in the absence of satisfactory improvement, I will be expected to refer this case to the Education Welfare Officer at Derby City Council who has the power to issue Penalty Notices to parents/carers of pupils with poor school attendance.

Yours sincerely,

Head Teacher

Appendix 4: L1 invite to meeting



Parent / Carer of [first name] [surname]
[address]

[date]

Dear [title] [addressee]

[first name] [surname]
Attendance: [percent]

I write further to my previous contact regarding [first name]'s attendance. Following a period of monitoring, this has not improved.

We hold regular meetings with the Educational Welfare Officer (EWO) and following discussion with them, we now need to meet with you to discuss how we can work with you to try and improve [first name]'s attendance.

I would like to invite you to a meeting with our Learning Mentor, Mrs Tomlinson:

Date of proposed meeting: _____ Time: _____

If this date and time are not suitable, please contact the school office to rearrange.

Maintaining a high level of attendance is vital for every child's education and development and we are keen to see what we can do to ensure [first name] achieves [his_her] best whilst at our school.

Yours sincerely

Head Teacher



Parent / Carer of [[first name] [surname]
[address]

[date]

Dear [title] [addressee]

[first name] [surname]
Attendance: [percent]

I write further to my previous letter(s) regarding [first name]'s attendance including my last letter inviting you to a meeting with Mrs Tomlinson. Unfortunately, the meeting did not take place and there does not appear to have been much improvement as [[first name]]'s attendance is currently [[percent]] for this academic year.

Maintaining a high level of attendance is vital for every child's education and development and we are keen to see what we can do to ensure [first name] achieves [his_her] best whilst at our school.

[first name]'s attendance has been brought up during our regular meetings with our EWO and she has requested that we try again to have a meeting with you to discuss the situation. I would therefore like to invite you to a meeting with myself and our Learning Mentor, Mrs Tomlinson, to discuss how we can work with you to try and improve [first name]'s attendance.

Date of proposed meeting: _____ Time: _____

If this date and time are not suitable, please contact the school office to rearrange.

Yours sincerely

Head Teacher

L3 Penalty notice letter



Parent / Carer of [first name] [surname]
[address]

[date]

Dear [title] [addressee]

[first name] [surname]
Attendance: [percent]

I write further to my previous letter(s) regarding [first name]'s attendance including my last letter inviting you to a meeting with Mrs Patricia Tomlinson and the minutes of that meeting.

Unfortunately, we have seen no improvement in [first name]'s attendance and after discussion with our Education Welfare Officer, we will be requesting that the Derby City Council issue you with a penalty notice.

Maintaining a high level of attendance is vital for every child's education and development please ensure that [first name] attends school regularly so that [he_she] is able to achieve [his_her] best whilst at our school.

Yours sincerely

Head Teacher



Parent / Carer of [first name] [surname]
[address]

[date]

Dear [[title]] [[addressee]

[first name] [surname]

Punctuality

Children are required to be at school by **8.50am**. The school gates are open from **8.40am until 8.50am** giving a window of time for children to arrive at school and have plenty of time to get settled and ready for the day's learning.

Children achieve their best when they have good attendance and arrive punctually. Arriving at school on time enables children to get settled and be ready to learn, whilst a **late arrival leaves children feeling unsettled and makes it difficult for them to settle and catch up on learning.**

Whilst we appreciate that things can happen that are out of anyone's control, causing the occasional lateness, it has been noted that [first name] has arrived late several times this last two weeks.

Total number of late arrivals: _____ amounting to _____ minutes of lost learning.

You may have already received 1 or more of these letters. We appreciate that you are trying to improve the situation and thank you for this. These letters are automatically triggered and will be sent should [first name] arrive late on 3 or more occasions within a fortnight.

Now that we have shared the extent of the problem with you, I trust that you will endeavour to ensure that [first name] is at school promptly every day, preferably by 8.45am and certainly no later than 8.50am. Should the situation not improve, we may need to ask you in for a meeting with the Education Welfare Officer (EWO) to discuss how we can work together to improve [first name]'s punctuality.

Thank you in anticipation of your support.

Yours sincerely

Head Teacher

L5 Missed meetings and continued lateness



Parent / Carer of [first name] [surname]
[address]

[date]

Dear Parent / Carer

Missed meeting and continued lateness

You will have received several letters regarding [first name]'s punctuality including a request for a meeting with *****. to discuss how we can help you.

Despite our letters regarding punctuality [first name] is still frequently arriving after the gates have shut resulting in [him_her] missing learning time and feeling unsettled in their lesson.

The total number of lates this academic year for [first name] is _____ amounting to _____ minutes of missed learning.

As you didn't manage to attend the previous meeting arranged to discuss this matter I would now like to invite you to a meeting with myself and the Learning Mentor, Mrs Tomlinson, to discuss how we can help support you in improving your child's punctuality. It is really important that you attend this meeting and ensure that [first name] arrives at school on time. This will enable them to follow one of the school rules - "Be Ready" which at the moment they are not always able to do.

I have set aside some time for this meeting and would like to meet you as follows:

Date of meeting: _____ Time: _____

If you cannot make this meeting, please contact the school office to rearrange.

Yours sincerely

Head Teacher