

# Boothville Primary School

## Attendance Policy

September 2021

At Boothville Primary School, we want all of our children to flourish. In order to thrive and be successful, and for the children to access the quality of education that they are entitled to, regular attendance is crucial. Parents and school staff are responsible for promoting good, regular attendance. By law, pupils must attend school regularly if they are to take full advantage of the educational opportunities available to them. Regular attendance will help the children to fulfil their potential and build and maintain good friendships. Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school as well as on our school website.

This policy has been written and adheres to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. (See Appendix 1).

### **Aims**

We aim to work in partnership with parents and carers to support good attendance and share the link to pupil attainment. The Education Act 2011 states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

All pupils are expected to achieve an attendance target of above 97% and to aim for 100%. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning. This impacts upon their progress and their ability to meet age related expectations.

Through this policy, we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality
- Achieve a minimum of 97% attendance for all children, except in exceptional medical circumstances
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school
- Raise awareness to parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Ensure that our policy applies to children starting in the EYFS in order to promote good habits at an early age
- Work in partnership with pupils, parents, staff and outside agencies, where appropriate, so that all pupils realise their potential, unimpeded by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Encourage pupils to understand their own sense of responsibility to attend school
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, especially class teachers, in promoting good attendance.

Boothville Primary School aims to achieve excellent levels of attendance and punctuality to enable all pupils to take advantage of the educational opportunities available to them. We will aim to do this by:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality (appropriate to the children's age and development)

- Maintaining an effective means of communication with parents/carers, pupils, staff and governors on attendance matters
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance
- Developing and implementing procedures to follow up non-attendance at school

### **Procedures**

Our school will undertake to follow the subsequent procedures to support good attendance:

- To maintain appropriate registration processes
- To maintain appropriate attendance data
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents/carers and pupils
- To have consistent and systematic daily records which give details of any absence and lateness
- To follow up absences and persistent lateness if parents/carers have not communicated with the school
- To inform parents/carers what constitutes authorised and unauthorised absence
- To strongly discourage unnecessary absence through holidays taken during term time
- To work with parents/carers to improve individual pupils' attendance and punctuality
- To refer to the Educational Inclusion and Partnership Team (EIP) and any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve
- To report attendance statistics to the LA and the DfE when requested
- All staff should be aware that they must raise any attendance or punctuality concerns to the Headteacher, SLT and members of staff with responsibility for monitoring attendance

### **Daily Procedures**

Computerised registers provide a daily record of the attendance of all pupils. They are documents that may be required in a court of law for example, as evidence in prosecutions for non-attendance at school.

All pupils are expected to arrive at school in good time to be in class by 8:45 each morning ready for registration and the start of the school day.

The register is completed promptly in the morning at 8:55am and in the afternoon at 12:45/1:00 and 1:20pm (depending on the start time of the afternoon session). Children arriving at school between 9:00 and 9:30am or after the closure of the register for the afternoon session must report to the School Office. For monitoring purposes, we are required to record this, including the reason for the lateness and a late mark will be placed on the register. Any children arriving at school after the registers have been closed (9:30am and 1:30pm) will receive a 'U' (unauthorised absence) code on their attendance. Codes for attendance are shown in Appendix 2.

Pupils missing registration and arriving late for school following a medical or dental appointment will be coded as 'M' on the register. Proof of the appointment will be required to authorise this (appointment card/letter/text message). Parents/carers should, however, avoid making routine medical/dental appointments during school hours where possible.

Parents should inform the school of any pupil absence by calling and leaving a message on the absence line (01604 491545 option 1) or by using Parentmail by 8:45am each day the child is not in school.

Once the registers have been taken and any absence notifications updated, a phone call will be made to all parents/carers of pupils who are not in school requesting a reason for non-attendance. The School Office will continue to contact the parent until a reason for the absence has been received.

### **Definitions**

Authorised absence is an absence that is classified as authorised 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 a child has been unwell and the parent telephones the school to explain the absence.

**Authorised absence will still be reflected in your child's percentage attendance.**

Only the school can make the absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence is when a child is away from school without the permission of the school. An absence will be unauthorised if a child is away from school without good reason, even with the support of a parent.

### **Approved Educational Activity**

Children who are educated off-site, dual registered or who are engaged in supervised educational activities away from school premises will be recorded as an approved educational activity. This means that for statistical purposes education visits or approved sporting activities can be counted as statistically 'present'. The nature of the activity must, however, be recorded by use of the appropriate code. This is important in order to ensure that an accurate record of those children physically present on site at any given time is instantly available.

### **Monitoring and Reporting**

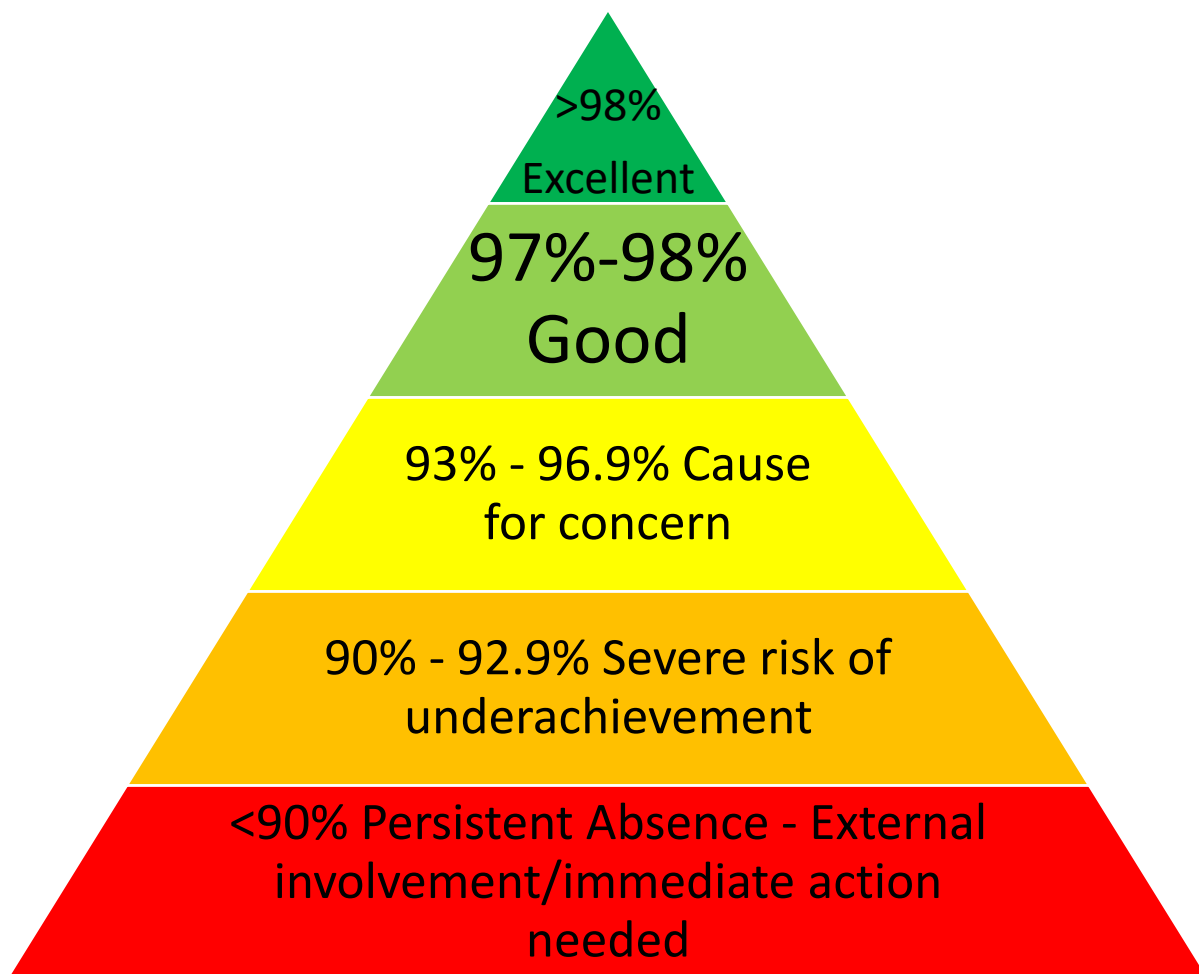
The school regularly monitors attendance and late arrivals with letters to parents advising of the school's concerns. Where persistent absence/lateness gives cause for concern, these will result in a Parent Contract meeting and then a referral to EIP (Educational and Inclusion Partnership Team).

A Parenting Contract is an agreement between a parent/carers and either the school or LA. The contract is a way for the parent/carers and the school to work together to improve the pupil's attendance or lateness.

Any pupils going out of school during the school day will be signed out by parents/carers on the school system, Inventory. Children will be collected from the main school office and if they return the same day, must be booked into school on Inventory.

## **Attendance Pyramid**

The attendance pyramid has been set up to help us to consistently reward good attendance and manage attendance which needs to improve.



The Green Zone: Attendance is above 97%

The Yellow Zone: Attendance is between 93% and 96.9% Attendance will be monitored and a letter will be sent to parents/carers in order to bring our concerns to their attention.

The Amber Zone: Attendance is between 90% and 92.9%. Attendance will be monitored closely and letter will be sent to parents/carers in order to bring our concerns to their attention. If, after 4 weeks, the attendance does not improve, parents will be invited to a meeting. If this continues, a Parenting Contract meeting will take place to explore necessary support.

The Red Zone: Attendance is below 90% and the pupil is persistently absent from school. This absence will be closely monitored and in cases of unexplained persistent absence, we will seek advice from West Northamptonshire Council.

## **Authorised and Unauthorised Absence**

Any absence unauthorised or authorised is reflected in your child's percentage attendance.

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances may be authorised at the Headteacher's discretion and may include; bereavement, marriage, religious observance, education off-site or representing school, county or country.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set aside for religious observance by the religious body to which the pupil's parents/carers 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 and New Travellers. Absence may be authorised only when a 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.

### **Data Collection**

The DfE will collect attendance data from the school census.

### **Holidays In Term Times**

Holidays during term time will NOT be authorised unless there are exceptional circumstances. When a child is absent for a long period their learning can be disrupted and, on their return from holiday, they will find that the class has moved onto other units of work; this can impact on their future attainment, sense of confidence and wellbeing within the class.

### **Fixed Penalty Notices for Term Time Absence**

In line with West Northamptonshire Council policy, parents/carers may be fined if they take a child out of school for the purpose of a holiday. The period for parents receiving a fixed penalty notice is 5 days or ten school sessions; this could either be five consecutive days or the equivalent of 5 days within a six week period. As a result, all holiday absence requests of 5 days or more will automatically be referred to the Education and Inclusion Partnership Team (EIP) and may result in a fine.

If a holiday or absence during term time is unavoidable, parents are asked to email or write to the Headteacher on [head@boothville-pri.northants-ecl.gov.uk](mailto:head@boothville-pri.northants-ecl.gov.uk) stating the circumstances of the request.

### **Legal Sanctions**

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the LA's code of conduct for issuing penalty notices. Please see Appendix 3.

## **Absence for Performance**

Children wishing to be removed from school for a performance must have a local authority licence. The Headteacher will consider all requests that are made with a licence; however, she must be satisfied that this absence is not having a detrimental effect of the child's education before signing the authorisation.

The school will authorise **up to 3 days absence per academic year** for performances. Any further absences are at the Headteacher's discretion; they will be reviewed on a case by case basis and may not be authorised.

Where permission is sought for repeated absences or a long-term absence, the impact on the child's longer term education will be considered before agreeing. Their current attendance data will also be reviewed.

Wherever possible, we encourage parents to consider performance roles that occur outside of the school hours, at weekends or in the holidays.

## **Strategies for Promoting Good Attendance**

Children in Key Stage 2 have weekly key stage assemblies. All children who have 100% attendance the week before have the opportunity to put their name into a draw. Children's names are added weekly so the more times their names are added, the more chance that have of winning: 100 House Points; Mufti for themselves and a friend; Star Prize or a dip in the Treat Bag, The class with the highest attendance is celebrated on the weekly newsletter and win an additional break for themselves.

## **Responsibilities**

All members of staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more detailed list of the kinds of responsibilities which individuals might have.

Headteacher, Senior Leaders and Data Administrator

The Headteacher, Senior Leaders and Data Administrator is responsible for:

- Overall monitoring of school attendance
- Noting and acting on any trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EIP
- Providing reports and background information
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence
- Reporting to the Governing Body regarding attendance and actions to address any trends

## **Family Support Worker**

The Family Support Worker supports families to overcome barriers which is impacting upon attendance and offer support as needed.

## **Governors**

The governing body has a responsibility to monitor school attendance and the effectiveness of the school's attendance policy and practice by:

- Supporting the Headteacher and other members of staff to uphold the Attendance Policy
- Encouraging all parents and carers with their responsibility to ensure attendance and punctuality is at its optimum for learning
- Engaging with the Headteacher and SLT on analysing attendance figures including challenging the school on any emerging trends and noting and any actions the school is putting in place to address them
- Reports on attendance will be made regularly to the Governing Body regarding attendance figures

## **Class Teachers**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance, looking particularly for either overall poor attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers
- Phoning families if a child is absent from school for two days
- Informing the Headteacher, a member of SLT and the Data Administrator where there are concerns, so they can be acted upon.
- Providing background materials to support referrals
- Monitoring follow-up once actions have been taken to address attendance concerns
- Emphasising with their class the importance of good attendance and punctuality

## **Office Staff**

Members of the Office Staff, particularly the Data Administrator, are responsible for:

- Collating and recording registration and attendance information
- Taking and recording messages from parents regarding absence and lateness
- Contacting parents of absent children where no contact has been made
- Recording details of children who arrive late or go home early
- 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 attendance offered by children and their parents/carers and reporting concerns to the Headteacher
- Sending out letters regarding attendance

## **Parents/Carers**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment
- Contacting the school on the day of absence
- Informing the school in advance of any medical appointments in school time. For absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/text/letter)
- Making requests for authorised absence in term time, only if absolutely necessary and in exceptional circumstances, as these are not automatically authorised
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.



## Appendix 1

### Legal framework

This policy meets the requirements of the [school attendance guidance](#) 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.

**The *Education Act 1996* states that:**

**The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —**

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

**A person begins to be of compulsory school age —**

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

**A person ceases to be of compulsory school age** at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

Boothville Primary School is dedicated to complying with attendance laws set out by the legal framework and has set out this document accordingly.

## Appendix 2: 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
<b>Authorised absence</b>		
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

<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 3

The following is taken from West Northamptonshire Council :

### Penalty notices for non-school attendance

**You have to get permission from the headteacher if you want to take your child out of school during term time. You can be fined for taking your child on holiday during term time without permission from the head teacher of the school.**

You can only take your child out of school in term time if:

- you make an application to the headteacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It is up to the headteacher how many days your child can be away from school if leave is granted.

### What happens if I receive a penalty notice?

An initial fixed penalty notice of £60 is issued to each parent for each child (so a two parent family with two children would be fined £240).

### Penalty notice costs

When you pay	Amount to pay
Payment within 21 days	£60
Payment within 22 days and 28 days	£120

### Can I appeal?

There is no statutory right of appeal once a penalty notice has been issued.

### What happens if I don't pay?

If we do not receive payment within 28 days from the issue of the penalty notice you may be prosecuted for the offence of irregular attendance and could be subject to a fine of up to £1,000 on conviction per child and / or a parenting order or a community service order and also costs.

### Can I be prosecuted if I pay the penalty notice?

You cannot be prosecuted for the period of absence identified in the penalty notice. You may subsequently be prosecuted for further periods of unauthorised absence from school. Each case is considered on an individual basis.

## Further penalty notice information - how are they issued and who issues them

### **What is a penalty notice?**

A penalty notice (PN) is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance at school. It is issued per parent, per child.

### **Who issues them?**

In Northamptonshire the Local Authority issues them through the Educational Inclusion and Partnership Team following notification from the school.

### **When are they used?**

- When a pupil has a minimum of 10 school sessions recorded as unauthorised in a 6 school week period; (a school day is two sessions -morning and afternoon) or
- When a pupil has a series of unauthorised absences leading to irregular attendance

This includes:

- Any absence marked in the register as unauthorised.
- Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.
- An absence in term time which has not been authorised by the head teacher. The Government has directed that head teachers may only grant leave in exceptional circumstances.
- PNs can also be used during the first 5 days of exclusion. Parents are made aware of the consequences by letter when a child is excluded from school.


### **Please note**

If the school refers a period of absence that is longer than 15 consecutive school days, the Educational and Inclusion Partnership team may consider that a penalty notice is not appropriate.

In these instances the matter may proceed to a prosecution. If a parent knows that their child is failing to attend school regularly and there is reasonable justification for not ensuring that their child attends then it is for the parent or carers to prove that reasonable justification.

## Appendix 4 Letters

### Letter 1 - September

 <b>West Northamptonshire Council</b>	<b>Boothville Primary School</b>  Booth Lane North Northampton NN3 6JG  Headteacher: Rebecca Payne – BMus(Hons), PGCE Telephone: (01604) 491545 Email: <a href="mailto:head@boothville-pri.northants-ecl.gov.uk">head@boothville-pri.northants-ecl.gov.uk</a> Website: <a href="http://boothvilleprimary.net">http://boothvilleprimary.net</a>
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«date\_of\_printing»

Dear «salutation»

**Re: Attendance under 97% «forename» «surname»**

This letter is to make you aware that «forename»'s recent absence has lowered their attendance to «percentage\_attendance»%. It is very early in the school year and every absence has an impact on attendance however there is plenty of time in the school year to improve this.

The Department for Education expects schools to check each pupil's attendance every four weeks which is why we have sent this letter so early in the school year. We understand that illness is unavoidable and that your child's health is paramount, and in past years «forename» has been a good attender. We have no doubt that this will be the case again over the coming weeks.

We aim to support parents to promote good attendance and should you ever wish to discuss your child's attendance please contact the office and ask for Mrs Sanders or your child's class teacher.

We will write again to update you in the coming weeks and I thank you for your support in this matter.

Yours sincerely

Rebecca Payne  
Sheelagh Morgan  
Andy Elyard  
Lesley Tobin

Headteacher  
Assistant Headteacher Foundation Stage and Keystage 1  
Assistant Headteacher Keystage 2  
Assistant Headteacher SENCO/Inclusion Manager



SCHOOL  
MEMBER



 <b>West Northamptonshire Council</b>	<b>Boothville Primary School</b> Booth Lane North Northampton NN3 6JG Headteacher: Rebecca Payne – BMus(Hons), PGCE Telephone: (01604) 491545 Email: <a href="mailto:head@boothville-pri.northants-sch.gov.uk">head@boothville-pri.northants-sch.gov.uk</a> Website: <a href="http://boothvilleprimary.net">http://boothvilleprimary.net</a>
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Dear «salutation»

**Re: Attendance in Green - «forename» «surname»**

Your child's attendance is «percentage\_attendance»%. Our target range for all children is 97-100% and we are delighted that «forename» is currently meeting this target.

Good attendance at school is vital and I would like to take this opportunity to thank you for valuing the impact and importance of excellent attendance for your child.

Should you ever wish to discuss «forename»'s attendance, please contact the office and ask for Mrs Sanders or speak to your child's class teacher.

Yours sincerely

Rebecca Payne  
Sheelagh Morgan  
Andy Elyard  
Lesley Tobin

Headteacher  
Assistant Headteacher Foundation Stage and Keystage 1  
Assistant Headteacher Keystage 2  
Assistant Headteacher SENCO/Inclusion Manager



SCHOOL  
MEMBER







West  
Northamptonshire  
Council

## Boothville Primary School

Booth Lane North  
Northampton  
NN3 6JG

Headteacher: Rebecca Payne – BMus(Hons), PGCE  
Telephone: (01604) 491545  
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Website: <http://boothvilleprimary.net>

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«date\_of\_printing»

Dear «salutation»

### Re: Attendance in Yellow - «forename» «surname»

This letter is to let you know that «forename»'s recent absence has dropped their attendance to «percentage\_attendance»%. We know that your child was absent due to illness or family circumstances, but please be aware that every absence has an impact on attendance.

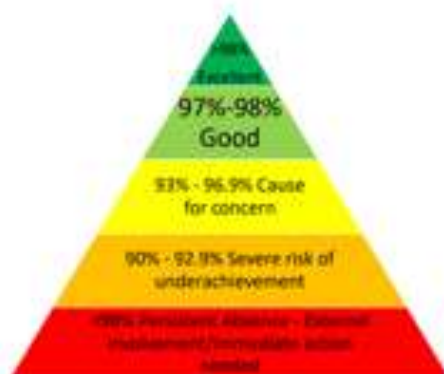
We are sending this letter to inform you of this and to make you aware that your child is now in the Yellow Zone of the Attendance Pyramid 93-96.9%. We understand that illness is unavoidable and that your child's health is paramount, however The Department for Education expects schools to check each pupil's attendance every four weeks.

Should you ever wish to discuss your child's attendance please contact the office and ask for Mrs Sanders or your child's class teacher. We will write again to update you in the coming weeks and I thank you for your support in this matter.

Yours sincerely

Rebecca Payne  
Sheelagh Morgan  
Andy Elyard  
Lesley Tobin

Headteacher  
Assistant Headteacher Foundation Stage and Keystage 1  
Assistant Headteacher Keystage 2  
Assistant Headteacher SENCO/Inclusion Manager







West  
Northamptonshire  
Council

## Boothville Primary School

Booth Lane North  
Northampton  
NN3 6JG

Headteacher: Rebecca Payne – BMus(Hons), PGCE  
Telephone: (01604) 491545  
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Dear «salutation»

**Re: Attendance Concern in Amber Zone «forename» «surname»**

Your child's attendance is «percentage\_attendance»%.

The current attendance guidance from the Department for Education is that all children should attend for 97-100% of the school year. Unfortunately, «forename» is not currently meeting this target. This letter is to advise that if your child is further absent from school this could result in your child becoming within the lowest standard of attendance, the Red Zone <90%.

We are bringing this to your attention because any child with less than 90% attendance is considered by the Department for Education to be a 'persistent absentee'. We would like to discuss plans and support so that we can improve «forename»'s attendance and I invite you to a meeting to discuss this.

Please contact Mrs Sanders in the school office to arrange an appointment within the next 5 school days.

Yours sincerely

Rebecca Payne  
Sheelagh Morgan  
Andy Elyard  
Lesley Tobin

Headteacher  
Assistant Headteacher Foundation Stage and Keystage 1  
Assistant Headteacher Keystage 2  
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Dear «salutation»

«date\_of\_printing»

**Re: Attendance Concern in Red Zone under 90% «forename» «surname»**

I am writing to inform you that your child's attendance has fallen below the minimum 97% attendance target that all schools work to. It is your parental and legal responsibility to ensure that «forename» is in school and any child with below 90% attendance is considered by the Department for Education to be a 'persistent absentee'. The Department for Education expects schools to monitor pupil attendance regularly and it is our obligation to keep parents informed. For persistent absentees, the school is expected to have plans in place to both support children and to improve their attendance.

Every effort must now be made to ensure your child is in school to prevent further intervention from the Educational Inclusion and Partnership Team. If «forename» is further absent from school due to illness, we will require a note from a medical professional to confirm this. We do not support family holidays during term time and all illness absences and medical appointments must be supported with written official evidence, such as a [doctors](#) note.

I must remind you that under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child. Legal action against you may result in either a Penalty Notice with a potential fine of up to £120 per child; Prosecution under Section 444 (1) of the Education Act 1996, where, if convicted, you may be fined up to £1000 or Prosecution under Section 444 (1A) of the Education Act 1996 where, if convicted, you may be fined up to £2,500 and/or imprisonment.

As there has been no improvement in «forename»'s attendance, I will now be setting in place a Parenting Contract and invite you to a meeting to discuss this. Please contact Mrs Sanders in the office immediately to arrange a convenient time. Should your child's attendance not significantly improve during the next four weeks a referral will be made to EIP for consideration for a Fixed Penalty Notice and/or prosecution.

Yours sincerely

Rebecca Payne  
Sheelagh Morgan  
Andy Elyard  
Lesley Tobin

Headteacher  
Assistant Headteacher Foundation Stage and Keystage 1  
Assistant Headteacher Keystage 2  
Assistant Headteacher SENCO/Inclusion Manager



SCHOOL  
MEMBER



## Appendix 5 - Attendance Contract

Name of Pupil				Class		
Parent's names						
Attendance this academic year				Attendance in the last four weeks		
Time of letter						
<b>AREAS OF CONCERN</b>						
Please tick as appropriate	YES	NO	Please tick as appropriate	YES	NO	
Alleged bullying			Peer/staff relationships			
Medical			Academic			
Home issues			Behaviour/Attitude			
Transport			Community/others			
Other agency involvement			Please detail			
<b>DETAIL OF AREAS OF CONCERN &amp; ANY RELEVANT INFORMATION</b>						
EHA offered ? (If so, give details)						
<b>AGREED ACTIONS</b>						

Attendance Target start date:		Minimum of 90% over two weeks
<ul style="list-style-type: none"> <li>• Medical evidence to authorise absences ( appointment cards / hospital letters etc)</li> <li>• ....</li> <li>• ....</li> <li>• ...</li> </ul>		
Review Date		
Parent/Carer signature		
Staff signature		
Other agency signature		
Headteacher signature		

NAME:  
CLASS:  
ATTENDANCE PERCENTAGE: %

Overseen by -

History

Reception - %  
Year 1 - %  
Year 2 - %

Sibling Links

•

Interventions and Agencies

•  
•  
•  
•

Targets

• 95%  
•

Notes

End of Year 2  
-

- In Sept, arrange meeting with CT to identify reasons for absence
- Discuss target of 95%



## Further Action

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## Meeting Notes



## Appendix 7 – Boothville Primary School Flowchart for monitoring attendance

