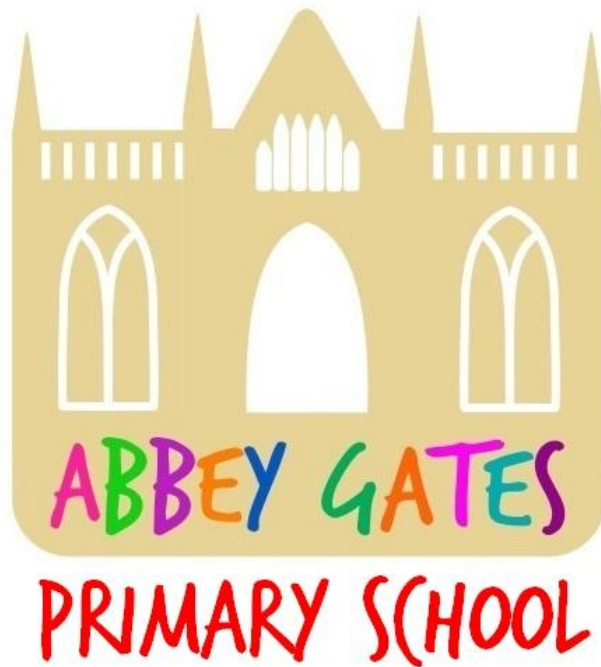


# ABBHEY GATES PRIMARY SCHOOL



## ATTENDANCE & PUNCTUALITY POLICY

**Last review:** Spring: 2025

**Next review:** Spring: 2026

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## Introduction – Policy Aims, Vision and Ethos

Regular attendance ensures that pupils get the best possible outcomes from their period in compulsory education. Equally, poor attendance at school can have an irreversible and long-term impact on the absent pupil. Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in their examinations and may become involved in antisocial behaviour. Absenteeism also impacts on the learning of other pupils as it can disrupt the teacher's ability to deliver lessons in a sequential and organised way. Through education, our young people are supported to develop the knowledge, skills, attitudes and personal attributes they need to thrive in childhood and to go on to lead healthy and fulfilling lives.

Abbey Gates Primary School seeks to ensure that all pupils receive a full and efficient education which maximises opportunities for each student to realise their potential.

The school provides a welcoming, caring environment, whereby each member of the school community feels valued and secure. Our partnership with parents is greatly valued. The children are at the heart of all that we do and when home and school work closely together we ensure the best possible outcomes.

All staff work with students and their families to ensure each student attends school regularly and punctually and that all understand the link between attendance and achievement.

The school has an attendance toolkit and systems which acknowledge the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

Abbey Gates has an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support, and is mindful at all times of the need for confidentiality.

## Support, advice and guidance for parents

1. Accurate and up-to-date attendance information is provided in the School Gateway app.
2. Parents can speak to staff including the Senior Leadership Team, if they have any attendance concerns.
3. If there are any concerns relating to attendance or punctuality, parents are involved from the earliest stage,
4. Support is also available from the Nottinghamshire County Council Early Help Team (0115 804 1248)

## Working together to improve attendance

### Expect

- We aspire to high standards of attendance from all pupils and parents.
- Our expectation is that all can, and want to be in school and are ready to learn.

### Monitor

- We rigorously use attendance data to identify patterns of poor attendance so that all parties can work together to resolve them.

### Listen & Understand

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

### Facilitate support

- We work to 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 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 a parenting contract or education supervision order.

### Enforce

- Where all other avenues have been exhausted and support is not working or not being engaged with, school will enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

## Parents are expected to:

- Provide the school with up to date home and emergency contact details.
- Ensure their child attends school regularly, as is their legal duty as parents.
- Contact the school on the first and each subsequent day of absence, unless a definite date of return is known. Parents should offer reasons for absence. Whether or not the absence is marked as authorised is a decision that can only be made by the school.
- Ensure their child arrives in school on time, well prepared for the school day. Pupils are expected to be ready to go into school from the playground at 8:50am. Any child arriving after 9:30am without reasonable explanation will be marked with a 'U' code. This is an unauthorised absence. Any child arriving after 8.50am but before registers close at 9.30am will be marked as an 'L'. Please see our 'Lateness and Punctuality' section for more information on this.
- Contact the school in confidence whenever any problems occur that may affect their child's attendance or performance in school.
- Access their child's record via School Gateway and contact school with any queries regarding this facility.

## Parents and children can expect the following from school:

- Regular and prompt recording of attendance.
- Early contact with parents when a child is absent without providing a good reason.
- Students with attendance below 96% will be closely monitored.
- Attendance information shared on school reports to keep parents informed.
- Reminders about the importance of attendance is shared through newsletters and the website.

The following may be reasons for authorising absences:

- Genuine illness
- Family bereavement
- Medical and dental appointments where proof has been provided that these cannot be taken outside of school hours
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated

## Partnerships with Outside Agencies

- We carry out initial enquiries/intervention prior to referral.
- We gather and record relevant information to assist support and intervention from relevant agencies.
- Continued excessive amounts of unauthorised absence and/or lateness, despite the interventions made by school, will result in the school referring the case to the Family Service Enforcement Team (Targeted Support - which is a service provided by Nottinghamshire County Council). This could result in legal action being taken against parents/carers for the non-attendance of their child.
- Multi-agency liaison meetings are arranged as appropriate.
- Involvement of other services and agencies are actively encouraged in the life of the school.

## Holidays in Term Time

*Amendments to the Education (Pupil Registration) (England) 2006 Regulations remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of school days a child can be away from school if the leave is granted.*

- Abbey Gates Primary **DO NOT** authorise any holiday taken during the school term.
- If a parent wishes to apply for leave of absence for a family holiday which would result in their child missing time from school then they may request a withdrawal from learning form from reception. School will consider authorising your requests in **exceptional circumstances**. Family holidays will not be considered exceptional. **If we do not receive formal notification in the form of withdrawal from learning form, but have evidence that you are on holiday then the below remains the same.**
- The education (pupil registration) (England) Regulations 2006, Amendment 2013, Section 7, Leave of Absence Section, states 'A pupil may be granted leave of absence from the school to enable him/her to go away on holiday where: An application has been made in advance to the head teacher by a parent with whom the child normally resides; and the head teacher considers that leave of absence should be granted due to **'exceptional circumstances'** relating to that application. Under section 444(A) of the Education Act 1996, the Education and Attendance Team may issue Penalty notices and/or prosecute parents of children with unauthorised absences from school/non-payment of penalty notices
- There will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long-standing nature of the particular case. In such cases, the Education and Attendance Team may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.
- Should you still choose to have a family holiday in term time, the absence will remain unauthorised and you may be fined for taking your child on holiday during term time without the Head Teacher's permission.  
*Please note; Nottinghamshire County Council has stated that 'You can be fined for taking your child on holiday during term time without the Head Teacher's permission. The threshold for Penalty Notice fines is 5 days / 10 sessions of unauthorised absence over a 10-school week period. When a school becomes aware that a child absence has met the threshold, they must consider whether a penalty notice should be issued.'* See section on Penalty Notices  
Please visit [this local authority website](#) for more information on this.
- School will then request that the Education and Attendance Team issue an 'Education Penalty Notice' for your child's unauthorised absence (see section on Penalty Notices)
- School will send you a written response if we choose to authorise the holiday in exceptional circumstances.

## Unauthorised Absences

- Parents should contact the school on the first and each subsequent day of absence, unless a definite date of return is known. If parents do not contact the school within 24 hours of an absence then this will be marked as unauthorised.
- If your child has been absent for 3 days or more with either illness or unauthorised absence over a 6-week rolling period, school may require some form of medical evidence stating the health reasons for absence. (see section below regarding Absence for Medical Reasons.) This could be 3 consecutive days or 3 separate days over a 6-week period. Evidence for such absences could

be in the form of a note from a health professional, prescription or evidence of medical appointments. However, whether or not the absence is marked as authorised is still a decision that can only be made by the school.

- Where your child has been absent due to attending a medical appointment, the school must receive evidence in order for this to be approved. This could be a letter detailing an appointment or could simply be an appointment card. Parents are encouraged to contact the school if they are unsure as to what qualifies as 'evidence'.
- There may be various reasons why an absence is marked as unauthorised. Below is a list; including, but not limited to, absences that will not be authorised:-
  - Parents have not called in to explain why their child is absent;
  - Family holiday (see previous section);
  - Pupils refusing to come to school;
  - Pupils have been absent for 3 days or more and evidence has not been provided;
  - Pupils are otherwise engaged in non-educational activity rather than attending school e.g. concerts, fairs, shopping, etc.
  - Parents have been unable to or are refusing to send their child to school (unless there are extenuating circumstances which are discussed with the school).

## Lateness and Punctuality

- We expect all children to be on site and ready to come into their classrooms at 8.50am. Gates open at 8.45am. The first session begins at 9am.
- DfE guidance ([Working together to improve school attendance](#)) states that registers should not remain open 'longer than either 30 minutes after the session begins and as such, our registers close at 9.30am.
- A pupil arriving late but before 9.30am will be marked 'L' on the school register.
- Where a pupil arrives after 9:30am they will be coded with a "U" which is classed as an unauthorised absence.
- We monitor 'lates' as a part of our approach to attendance.
- Where a student has been persistently late for 10 separate instances over a period of six school weeks, we will request that the local authority issue a fixed penalty notice. This applies to all students who have accrued 10 "U" codes over the six weeks.

## Absence for Medical Reasons

The Local Authority Attendance Toolkit states that:

*Schools have the right to consider whether to accept the parent/ carers position with regard to medical absence as there are occasions when parents report parentally condoned absence to the school as medical absence. If the school has concerns that the illness may not either be genuine or warrant the amount of absence accruing, the school may ask the parent to substantiate the illness by asking to see additional evidence such as an appointment card or medical certificate.*

School will, therefore, request additional evidence in cases where there are - *incidences of recurring absence where illness is given as a reason, but there are indications or concerns that this may not be the case.*

It is at the discretion of the Headteacher whether to authorise absence and they can refuse to authorise absence if, after considering all the available information, they believe that the pupil's absence does not appear to be caused by genuine illness. If the school chooses not to authorise the absence it should notify the parent or carer of this. If a school accepts that a pupil was not well enough to attend school, the absence will be authorised and recorded using Code I.

## A system celebrating high attendance and tackling low attendance.

1. We actively promote high attendance.
2. We ensure fair and consistent implementation of our policies.
3. We make use of a variety of strategies in response to low attendance.
4. We act in accordance with objectives agreed between school and other agencies.

## Roles and Responsibilities

**Teacher/Teacher Partners:** Accurately complete their register at the start of each day 9am/after lunch 12.50pm.

**Office:** Monitor attendance on a daily basis and respond to lateness and absence

**SLT:** Meet with parents of pupils who have been identified as cause for concern and liaise with parents, completing Targeted Support Referrals for persistent absence.

## Approach in Gathering and Analysing Attendance Related Data

- We recognise the advantages of computerised registration. We systematically record and store attendance information onto our computerised data systems.
- Standardised recording of:
  - Authorised/unauthorised absence
  - Educational activity
  - Presence
- The collection and provision of information is consistent.
- Decisions are made about what information is provided for:
  - Governors
  - Staff
  - Parents/Carers
- Developing patterns or irregular attendance and lateness are identified.
- Regular data reviews lead to agreed actions

## Attendance Monitoring Procedures

### **Attendance Meetings or Attendance Letters (see appendices) for children at risk of persistent absence**

- Review current and previous academic years' attendance with parents.
- Formulate plan for new academic year with parents

### **Regular Review Points**

- Review individual thresholds.
- Analyse patterns in individual attendance (including 'lates').
- Decide on appropriate interventions including letters home, texts home, meeting and targeted support referrals.
- Review Whole School Attendance.

## Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the Local Authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (5 consecutive days or 10 sessions unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate. A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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

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

**A third penalty notice** cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead for example prosecution or another legal intervention. If prosecuted, please be aware this will show on your DBS record.

If a parent/carer is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to three months. The court could also give you a [Parenting Order](#). Parents who decide not to pay a fine and contest the matter in court should seek independent legal advice before doing so.

## Meetings with Parents

Where there is an emerging pattern to a pupil's absence over a half term (or sooner if staff are particularly concerned), with or without explanation, the school may invite parents to a meeting to discuss the reasons for the absences.

The purpose of these meetings is to:

- Make parents aware of their child's attendance and/or punctuality.
- Ensure parents are aware that a referral to Early Help Support may be necessary if there are a significant number of unauthorised absences.
- Discuss reasons for absence.

- Look at additional support that may be available, e.g. the Attend Framework
- Look at strategies for promoting good attendance, e.g. use of reward charts
- Raise awareness of the impact of good attendance on pupil outcomes.
- Ensure that parents understand the impact and possible consequences of further absence.
- Put a plan in place with the parents and pupils to resolve and difficulties and improve the attendance with a specified time limit – usually no more than 6 weeks.
- Ensure parents and carers understand that future absences will be unauthorised unless there is clear evidence of a good reason for them including medical authorisation.

## Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## Local Authority Guidance

***Abbey Gates Primary's Attendance Policy conforms with the Guidance set out in [the Nottinghamshire County Council - Improving Attendance Toolkit \(2025\)](#).***

## Other Useful Links

[Nottinghamshire County Council Code of Conduct \(information on fixed penalty notices\)](#)

[Holidays in term time \(Nottinghamshire County Council\)](#)

[DfE: Working together to improve school attendance.](#)

## Appendix 1- Example letter: Fresh Start / Start of Term Letter

Dear Parents,

At Abbey Gates Primary School, attendance is a key priority. We would like to work together with parents to ensure excellent attendance and punctuality for all of our children. Our aim is to ensure all children, if at all possible will achieve a minimum attendance of 97%.

The following information shows how school attendance may affect your child's academic progress:

<b>99% or over</b>	Exceptional attendance! Always in on time. Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>96% or higher</b>	<b>Less than 10 days absence in a year:</b> Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
<b>90%</b>	<b>19 days absence over the year:</b> Pupils with this attendance are missing a month of school per year and may fall behind; it will be difficult for them to achieve their best. Attendance at this level is deemed to be persistent absence - parents of pupils with this level of attendance could be issued with a Penalty Notice by the LA.
<b>85%</b>	<b>29 days absence in a year:</b> These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

If your child's attendance was below 90% at the end of the last school year, their attendance will be under close scrutiny from the beginning of this school year. You will be invited into school for a formal meeting to discuss these concerns and to create an attendance plan.

I would also like to take this opportunity to remind you that parents are not entitled to remove their children from the school for holidays as a right. Abbey Gates will not authorise absence during term time unless there are exceptional circumstances.

We hope you find this information helpful. If you have any queries or would like to discuss the contents of this letter in more detail, please do not hesitate to contact me.

Yours sincerely

## Appendix 2 - Example letter: Attendance below 96%

### **Attendance Information for: «Forename» «Surname»**

Dear «Parents»,

Parents and school have a duty to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

Recently, your child's attendance was noted, as giving cause for concern as it was below **96%**. Your child's attendance since September is:

We understand that their absence maybe for a range of reasons including illness but as their **attendance is below the national target**, we feel it is important to share it with you.

You will find enclosed a copy of your child's registration report, which shows your child's attendance level at this point in this academic year. We are constantly working to improve attendance and trust that you will keep your child's absence to a minimum.

If there are any difficulties which are affecting your child's school attendance please do not hesitate to talk to someone in school. If absence is due to prolonged illness the PHP team may be able to offer support on 01623 791025.

Thank you for your co-operation.

Yours sincerely,

## Appendix 3 - Example letter: Attendance near 90%

Dear «Parents»,

I am writing to inform you that «Forename»'s attendance is still causing concern. We are very worried that continued poor attendance is affecting «Forename»'s progress.

«Forename»'s attendance is currently only \*\*\* and the DfE guidance states that absence is deemed persistent if attendance falls below **90%** over an academic year. Please find attached a copy of «Forename»'s attendance record for your information. If the absence is due to medical reasons, please ensure we have relevant doctor's notes and appointment details.

Should «Forename»'s attendance remain irregular; the Education and Attendance Team may be requested to take more formal action. **This could result in a Penalty Notice and/or prosecution through the Magistrates court** for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**.

I would like to meet with you to discuss attendance and the impact this is having on «Forename»'s academic and social wellbeing. We can then also make a referral to the Early Help Team (0115) 804 1248 and complete an Early Help Assessment Form (EHAF).

I am sure that we will see a marked improvement and «Pronoun» attendance will be 96%+ over the academic year.

Yours sincerely,

## Appendix 4: Example Attendance Letter: Lates Impacting on Attendance

Dear Parents / Carers

I am writing to inform you that «Forename»'s attendance has been impacted by a number of late marks and is affecting «Forename»'s progress.

As stated in our Attendance Policy, we expect all children to be on site and ready to come into their classrooms at 8.50am. Gates open at 8.45am. A pupil arriving late, but before 9.30am will be marked 'L' on the school register. We monitor 'lates' as a part of our approach to attendance. Where a pupil has been persistently late we will request that the local authority issue a fixed penalty notice.

The start of the school day is important for all children and is often used to teach core subjects, to practice key basic skills, and to set the tone for the rest of the school day. Missing this time will reduce children's achievement over time and, if left unchecked, can have a significant impact on learning.

We understand that families may need some form of support to help get children into school on time and invite you to contact school if you would like to discuss this further. Please speak to the class teacher, or email the office so that we can work together should you need further support.

Yours sincerely,

## Appendix 5: Example Withdrawal from Learning Form

Dear Parents / Carers

### Holidays during term time

The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. This was confirmed in a Supreme Court ruling in 2017.

Therefore, you must get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if you make an application to the head teacher in advance (as a parent the child normally lives with). The head teacher will then decide whether to agree the leave of absence and whether this is marked as authorised or unauthorised in the attendance register.

Please note that head teachers are only permitted to agree a leave of absence in term time for exceptional circumstances.

If an absence is authorised by the head teacher, they have the discretion to determine how many days your child can be away from school.

### Fines and prosecution

You can be fined for taking your child on holiday during term time without the Head Teacher's permission.

The threshold for Penalty Notice fines is **5 days / 10 sessions of unauthorised absence over a 10-school week period**. When a school becomes aware that a child absence has met the threshold, they must consider whether a penalty notice should be issued.

Penalty notices are set at £160 (per child, per parent) and must be paid within the statutory 28-day deadline.

The first Penalty notice fine issued to a parent is reduced to £80 if it is paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise parents may be prosecuted in court.

A second fine issued to a parent/carer for a child who is absent from school without authorisation is fixed at £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.

Parents/Carers can only receive a maximum of two fines for any individual child over a three-year rolling period for an unauthorised absence from school.

A third request for a fine within a three-year rolling period would result in the matter being referred directly to the Magistrates court.

If a parent/carer is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to three months. The court could also give you a [Parenting Order](#).

Parents who decide not to pay a fine and contest the matter in court should seek independent legal advice before doing so.

Pupil's name: \_\_\_\_\_

Class: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school: \_\_\_\_\_

Date of return to school: \_\_\_\_\_

Total number of school days missed: \_\_\_\_\_

Please explain the exceptional circumstances that make it necessary for your child to be absent in term time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have enclosed a copy of a relevant document to support my request, e.g. a special invitation letter.

*I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice and/or prosecution under 444 of the Education Act 1996. I understand that holidays will not be authorised.*

*There will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long standing nature of the particular case. In such cases, the Education and Attendance Team may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.*

Name of Parent/Carer making application:  
\_\_\_\_\_

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Email address parent/carer

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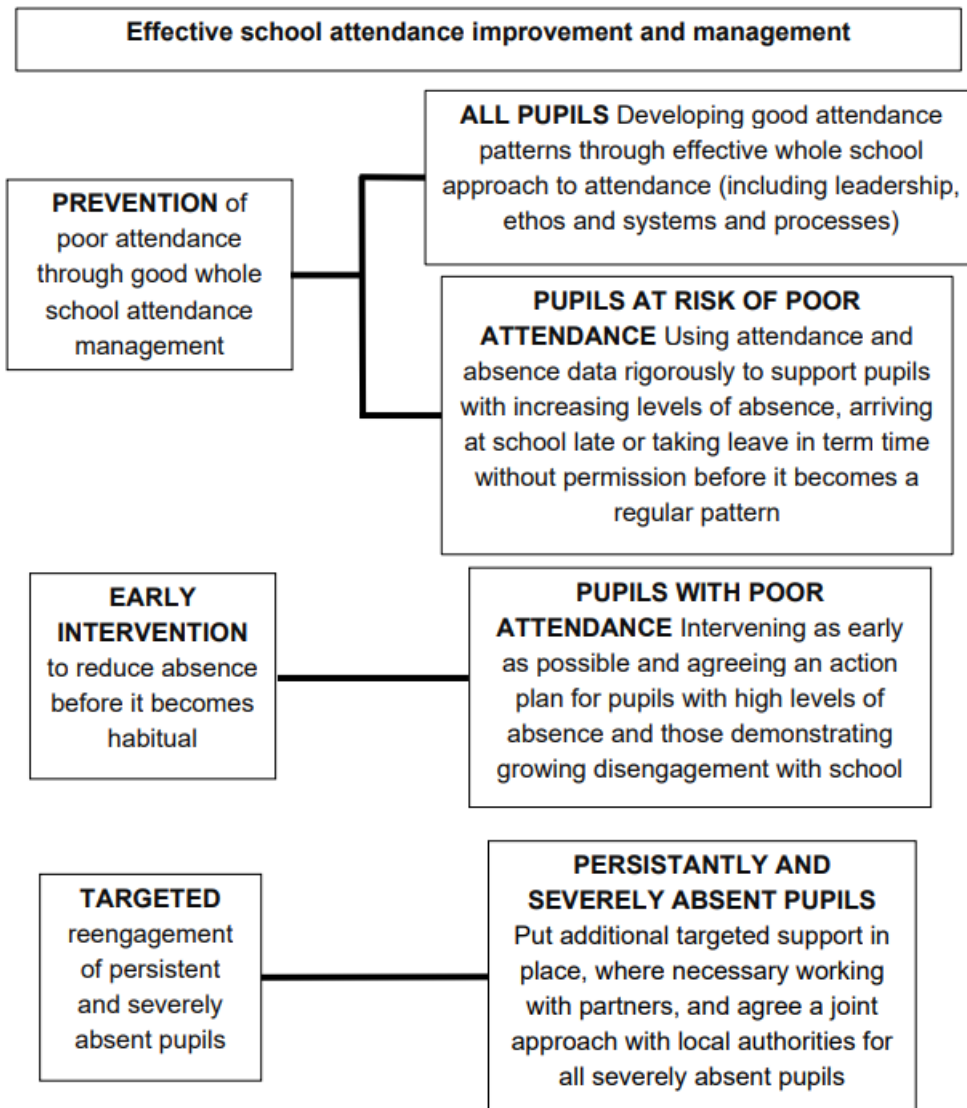
Email address parent/carer

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**Please return completed application form to your child's school giving at least 4 weeks' notice of intended absence with both parents/carers email address**

<b>For school use:</b>	
<b>Date received:</b>	
<b>Approved (Y/N):</b>	
<b>Reason for decision:</b>	
<b>Headteacher signature:</b>	
<b>Date:</b>	



# School Attendance Notice to Improve

*(Please read this letter carefully)*

[Address Starts Here]

Dear

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students\_Name», (called in this notice “the pupil”) who is a registered pupil at «School\_Name».

The school have offered support to you and your family to try and help improve «Students\_Name»’s attendance, including (*delete as appropriate*):

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about «Students\_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. **Reasonable Adjustments.** The school offered your child temporary changes to their normal timetable to support improved attendance,
5. **Improving Attendance Contract.** The school agreed a contract with you to improve your child’s attendance. This included actions that both the school and you as a parent committed to.
6. **Referrals to external agencies:** The school referred your child to external agencies so they could access additional support.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING\_START\_DATE» and «WARNING\_END\_DATE» the pupil failed to attend regularly at «School\_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

**You now have twenty school days (4 weeks) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued / a referral may be made to the Local Authority requesting they issue you with a Penalty Notice. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days if this is the first offence.**

**NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.**

More information regarding this notice can be found in the attached leaflet. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Contact Name

**Name of Team/Service**

Address

Telephone:

Yours sincerely

(Name)

(Job Title)

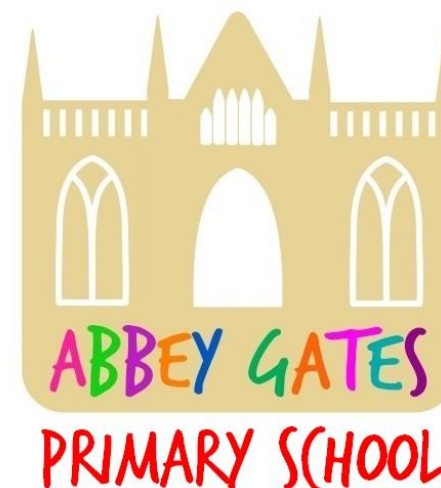
(School Name)

## What does good attendance look like?

**Good progress and attainment go hand in hand  
with good attendance!**

<b>Above 99%</b>	<b>Attendance is 99% or higher:</b> Exceptional attendance! Always in on time. Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>96% or higher</b>	<b>Good Attendance:</b> Never or very rarely late to school. Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
<b>Below 96%</b>	<b>Room for Improvement:</b> Pupils are sometimes late to school, or they have missed a number of days of school. The gap in their education is growing and they may miss parts of lessons to receive interventions for core subjects to keep them on track with their learning. They may need extra homework.
<b>90%</b>	<b>19 days absence over the year:</b> Pupils with this attendance are missing a month of school per year and may fall behind; it will be difficult for them to achieve their best. Attendance below this level is deemed to be persistent absence - Under section 444(A) of the Education Act 1996, the Education and Attendance Team may issue Penalty notices and/or prosecute parents of children with unauthorised absences from school/non-payment of penalty notices.
<b>80%</b>	Pupils with this attendance are missing a day for every week of school, more than 6 weeks of a school year (half a term). It will be almost impossible to keep up with work.

# Attendance



## Guidance for Parents

### **Why good attendance matters**

Regular attendance is essential to ensure the best possible learning outcomes for all of our children. To learn anything from school, children need to be in school. Almost all of our lessons build on previous learning and if a child is missing sessions then they are going to struggle when they return.

### **School timings**

- School starts at 8:50am.
- Any child arriving between 9am and 9.30am will be recorded as late. 'L'
- A pupil arriving after 9.30am will be recorded as absent using code 'U' or another appropriate code.
- Lunch is 12 to 12.50pm
- The school day ends at 3:25pm.

If your child is going to be late or absent, please let the school office know as soon as possible. If school has not been notified about any child's absence, we will contact parents. Please note that lateness is also monitored.

### **Medical and dental appointments**

- If possible, medical appointments should be arranged outside of the school day.
- Where this is not possible, it is expected that pupils only miss part of the day.

### **Sickness**

- After sickness or a stomach bug, please keep children off for **48 hours** after the last episode.
- Please ensure they have been able to eat or drink something and are fit for a day of school activities before they return.

### **Holidays**

- The Department for Education (DfE) does not allow children to take holidays during the school term.
- However, the school and the DfE understand there may be exceptional circumstances and will deal with these on a case by case basis through discussion with parents.
- All requests for such leave of absence must be sent to the school in writing (a Withdrawal from Learning form is available from the school office).
- Unauthorised holidays taken during term time may be subject to a fine from the Education and Attendance Team.
- Holiday taken but not granted by the school will be recorded with a 'G' on the school register.

### **Recognition of good attendance.**

- Pupils with improving attendance who have been subject to in-school monitoring will receive recognition for this.