



Inspiring All to Excellence

The Fierté Multi-Academy Trust

Attendance Policy

Document Control

Policy Title	Attendance Policy
Effective Date	Autumn 2023
Review Date	Autumn 2024
Policy Owner	Head teacher
Policy Approver	Trust Board

Version Control

Version	Date	Amended by	Comments
V1	21 st July 2022	T Hand	Policy compiled collaboratively by Trust Leaders from all Academies
V2	28 th June 2023	T Hand	Following meeting of Trust Leaders, amendments made as detailed below.
V3	Aut 2023	G Hancox	Policy contextualised for Ankermoor Primary Academy.

Section	Changes Made
Reasonable adjustments	Section added to make clear that, exceptionally, reasonable adjustments will be made to the policy.
Appendix	Updated the list of documents utilised by academies.

Aims and Values underpinning the Policy

Our vision is to inspire all to excellence. This can only be achieved if pupils attend school regularly benefitting from the curriculum and teaching available. Parents play an intrinsic role inspiring their children to take advantage of all we have to offer as a Trust.

The Trust vision is underpinned by our values:

'We are brave' - in the context of attendance, this means that, without fear or favour, we will relentlessly challenge poor attendance and punctuality seeking all possible solutions.

'We care' - in the context of attendance, this means creating the enabling conditions for children to attend every day, so they achieve.

'We celebrate individuality' - in the context of attendance, this means we will adopt an empathetic approach to individual circumstances and needs whilst remaining uncompromising. *Every child in Fierté genuinely matters.*

'We leave no one behind' - in the context of attendance, this means, we are inclusive of all pupils and families and we will provide tailored support in response to the need for help.

This policy complies with our Funding Agreement and Articles of Association.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual and it helps to promote equality across Fierté Multi-Academy Trust.

Reasonable adjustments

Some pupils face greater barriers to attendance than their peers including those who suffer from long-term medical conditions or who have special educational needs and disabilities, or other recognised vulnerabilities. Whilst always maintaining the highest expectations of attendance, we will be mindful of any genuine additional barriers a pupil or family may face. Where appropriate, reasonable adjustments to this policy will be made. It is anticipated that this will be exceptional and not common practice.

Expectations and daily routines

Regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident, and independent learners who thrive in school. Good attendance is an expectation and the responsibility of parents.

Promoting excellent attendance is also the responsibility of the whole school community. Improving attendance is in everyone's interests and it is everyone's responsibility. It is our expectation that all pupils, staff, and leaders have a shared responsibility to uphold the expectations set out in this policy.

What are our daily attendance routines?

Academy Day Timings

	Start of Day	Start of Day Registration	Late Mark	Registers close – Unauthorised absence	Lunchtime	End of Day
Whole School	8:40am	8.50am	9.00am-9.10am	9.10am	12.10-1.10pm	3:20pm

Members of school staff will warmly welcome children to school in the morning, greeting them on the gate as they arrive and enter the classrooms.

Procedures for absence:

- Parents are expected to bring their children in to school on time every day.
- If your child arrives after 9am they will be recorded as Late (L code) on the register.
- If they arrive 20 minutes after registration (9.20am), this will be recorded as an unauthorised absence for the whole morning (a U code).
- If children are collected from school 30 minutes before the end of the day, this will be recorded as an unauthorised absence (U code) for the afternoon session.
- The school operates a first day contact system where parents are required to telephone and inform school on the morning of the first day of absence before 9.30am.
- If there has been no contact, we will text or telephone parents to identify why their child is not in school. This is part of the school's commitment to safeguarding the safety and welfare of children.
- It is expected that parents will let us know the reason for any absence by contacting school. If you do not answer or respond, then the academy may visit your home to check on your child's welfare (these visits may be unannounced).
- When your child is absent for longer than a day, it is important to maintain contact with school. If contact is not maintained, school staff will continue to communicate via telephone.
- When pupils arrive late, they are required to report to the main office and parents are asked to sign them in to record their arrival and provide reasons for lateness.
- If your child is persistently absent (i.e. at least 20 sessions of unauthorised absence (U codes) over a period of twelve school weeks, excluding holidays), this will lead to a referral to the local authority to assess for Statutory Action. *Please note the absences, do not have to be consecutive and national thresholds for a Fixed Penalty Notice are to be introduced by the government subject to parliamentary approval.*
- Appropriate medical evidence may be requested to authorise any medical related absence.
- Where possible, medical appointments should be made and booked before the start and after the end of the school day.
- Unexplained periods of absence will be followed up by the school office. If no evidence is provided that will allow us to authorise the period, absences will be marked as

unauthorised.

Promoting Good Attendance

Although we believe the main reward for a child's good attendance is being in school, therefore being able to get the best out of their education, the following incentives are available for good attendance:

- Positive texts to parents to inform parents/guardians of their good attendance
- Class attendance reward/celebration in assembly including ISED Owls for top three classes (if above 96%).
- Weekly attendance 'ISED' Owl for the class with the highest attendance (award of an attendance mascot) displayed outside their classroom
- Class with the highest attendance is recorded in the Newsletter.
- Termly attendance assemblies with rewards for those who achieve 96%+
- End of year attendance certificates and awards for 96%+ attendance

Data and monitoring

How will we track the attendance of children?

Daily Routine

After the registers have been closed, a report is run to check on any absentees. This is then cross-referenced and confirmed with class teachers prior to sending out a 'safe and well' text. The member of staff responsible for running these reports must share concerns with a member of the Senior Leadership Team – e.g., high numbers of absences in one class, contagious infections, safeguarding concerns or absence of siblings.

Registers are updated twice daily (at the start of the school day and after lunch) with the correct codes and notes.

Weekly

- A weekly attendance meeting is held where all absences are reviewed and discussed.
- N codes (no explanation provided for absences) are followed up weekly with a letter.
- If no reason for any absence is provided or we have not been able to get in contact with parents, the absence will be recorded as unauthorised.
- Attendance is shared with children in a weekly celebration assembly.
- During the weekly attendance meeting, if it is noted that any thresholds have been met (for example, if there are several late marks or a number of absences or there has been unauthorised term time leave), then referrals are made to the Local Authority for the issuing of Penalty Notices.
- Persistent absences are challenged and support offered.

Half Termly

The number of lates and absences are also monitored half termly. When attendance falls below 96%, teaching staff make a call home or meet parents to discuss any concerns and enquire about any support we can offer explaining how much learning has been lost and the impact of this. Children may be included in these discussions where appropriate.

A record of these meetings is kept and stored on the school's Management Information System (RM Integrus); these are further reviewed half termly. Attendance support plans will be implemented throughout the term as appropriate and reviewed half termly which may include offering an Early Help Assessment.

Termly

- If attendance is a concern, this will be raised in termly parent/teacher consultation meetings.
- Colour coded letters are sent out at the end of each term.
- Attendance certificates are awarded.
- Data is analysed including analysis of vulnerable groups which is shared with governors.
- Attendance is also monitored in each Academy through termly meetings with the Trust CEO and Vice CEO. The impact of any support put in place is determined and any further strategies identified.
- Trustees also evaluate attendance figures on a termly basis identifying any support required or offering challenge to members of the Executive Team where necessary.

End of year

An annual attendance record is sent home with the end of year school report.

How will we ensure that our work is effective?

This will be though:

- Meetings with families gathering their feedback
- Reviewing the implementation of support plans
- Measure the impact of strategies to improve attendance and/or punctuality
- Monitoring individual, group, class and whole school attendance over time including comparing these to Trust and national benchmarks.

Escalation of procedures

How will we ensure children are safe and tackle absence together?

Attendance Percentage	Impact on Pupil	Role and Responsibility	Support and Action
<p>96 – 100%</p> <p>0 – 8.5 days off during the academic year</p>	<p>Attendance is good to excellent.</p> <p><i>No/few lessons are being missed.</i></p> <p><i>Impact upon learning is minimal.</i></p>	<p>Class Teacher to celebrate attendance</p>	<p>Warm welcome, praise and encouragement.</p> <p>Rewards e.g., certificates.</p>
<p>93 – 95% Stage 1</p> <p>9– 14 days off during the academic year</p>	<p>Attendance levels are beginning to cause concern.</p> <p><i>Risk/high risk of underachievement.</i></p> <p><i>Child will struggle to reach their full potential.</i></p>	<p>Class Teacher to contact parent to discuss absences</p>	<p>School monitors attendance (fortnightly) including reasons for and patterns of absence.</p> <p>Letter highlighting concern and restating expectations.</p> <p>Escalation if attendance level falls.</p> <p>Rewards/recognition where attendance improves and acknowledgement to parents/carers.</p>
<p>90 – 92%</p> <p>14.5 to 19.5 days off during the academic year</p>	<p>Attendance levels are causing <u>significant concern</u>.</p> <p><i>High/severe risk of underachievement.</i></p>	<p>Senior Leader to contact family to offer an improvement plan</p> <p>Consider legal action (risk of fine being issued)</p>	<p>Attendance monitoring weekly.</p> <p>Telephone call/meeting with parents and carers.</p> <p>Referral to Education Welfare Officer</p>

should attendance not improve.

Under
89%

20+ days off during
the academic year

**Attendance
decreased to an
unacceptable level –
despite intervention
and support.**

*Extreme risk of
underachievement.*

Senior Leader/Trust
Wellbeing Lead/EWO
Legal action (fine)

Plan created
including
parents/carers and
child (where
appropriate).

Fortnightly
monitoring of plan.

Escalate to
prosecution/other
formal measures e.g.,
Parenting contracts,
Education
Supervision Orders,
Social Care.

Roles and Responsibilities

Attendance is the responsibility of the whole school community. Improving attendance is in everyone's interests and it's everyone's business. It is our expectation that all leaders, staff, pupils and parents have a shared responsibility to uphold the expectations set out in this policy.

It is the responsibility of the Governing Body to:

- Monitor overall attendance through an annual report from the Headteacher. They also receive an update each term through the Headteacher's Report to Governors.
- Approve this policy and to ensure that all requirements detailed within this are carried out wholly and consistently.
- Closely examine the information provided to them and seek to ensure that attendance figures are as high as they possibly can be.

It is the responsibility of the Headteacher to:

- Ensure that attendance has a high priority and to assign a designated senior leader with overall responsibility for championing and improving attendance in school.
- Make certain that that the academy continues to focus attention and effort on the total level of attendance and absence amongst all pupils.
- Ensure an aspirational overall attendance target is set for each academic year.
- Have high expectations with regards to attendance and punctuality for all pupils.
- Create a culture and environment that children want to come to and learn in.
- Communicate regularly with parents about their child's attendance and punctuality.
- Set a good personal example with regards to attendance and punctuality.

- Monitor absences to provide support and intervention to parents where needed.
- Support pupil and parents who have issues surrounding attendance.
- Liaise with the Education Welfare Service on issues surrounding attendance.
- Report termly to parents on their child's attendance and punctuality.

It is the responsibility of all staff to:

- Have high expectations in their class with regards to attendance.
- Monitor class attendance, noticing and addressing any patterns of absence.
- Be proactive in securing good attendance for their class.
- Communicate with parents about their child's attendance and punctuality.
- Support pupils who have issues surrounding attendance.
- Inform the school office of any reasons they receive for a pupil being absent.
- Ensure the register is completed and saved accurately each morning and afternoon as soon as possible.
- Set a good personal example with regards to attendance and punctuality.
- Read and comply with this policy.

It is the responsibility of all parents to:

- Ensure their child turns up to school every day, unless there is a legitimate reason not to, on time and with the correct equipment.
- Inform the Academy of any reason for absence on the first morning and any subsequent day.
- Speak to their child if they, for some reason, may be reluctant to come to school, encouraging them and reminding them of why good school attendance is important.
- Talk to the school if their child has any worries, so that these can be addressed.
- Not take leave of absence during term time unless it is for genuine and in absolute exceptional circumstances, as authorised by the Academy.

It is the responsibility of all pupils to:

- Attend school whenever they are fit and able to do so.
- Attend school, prepared and on time.
- Complete any catch-up work following a longer period of absence.

Tailored support

RM Integris is used to regularly analyse pupils' attendance and punctuality by administrative staff, class teachers and our Attendance Champion (Mrs Bryan). Where attendance and punctuality are not as expected, we adopt an empathetic approach to individual circumstances and needs whilst remaining uncompromising, providing tailored support in response to the need for help.

As poor attendance contributes to significant amounts of lost learning, which impacts negatively, we have a responsibility to ensure children are attending school regularly. However, we endeavour to listen, understand, empathise and support your child to be in school.

Individual plans (monitoring and impact)

Research shows that children with good attendance throughout their school years reach their full potential and achieve highly.

If your child's attendance is a concern, you will have a meeting with the school's Attendance Champions (Mr Hancox / Mrs Bryan) to support you in enabling your child to be in school. The meeting will explore the reasons for absence alongside strategies to support and improve attendance. The plan will be in place for 4 weeks, monitored and then reviewed with parents for impact, where the expectation is to see a significant improvement. The expected improvement will be recorded on the plan.

Where attendance concerns relate to taking a holiday during term time, a meeting will be arranged to discuss the impact holidays have on academic attainment and progress.

Formalising Support

If a threshold for referral is met, attendance details and other evidence is shared with the education core offer (Local Authority). The authority will determine whether a **Fixed Penalty Notice** is issued.

Fixed Penalty Notice - out-of-court settlements offered to parents who have committed the offence of failing to secure their child's regular attendance at school. Currently, each local authority decides the thresholds at which it will issue a penalty notice. Subject to Parliamentary approval, ministers want to introduce national thresholds at which penalty notices must be considered.

Parenting contracts – a formal written signed agreement between parents and either the local authority or the governing body of a school and contains:

- A statement by the parents that they agree to comply for a specified period with whatever requirements are set out in the contract; and
- A statement by the local authority or governing body agreeing to provide support to the parents for the purpose of complying with the contract.

Parenting contracts are voluntary but any non-compliance will be recorded as it may be used as evidence in court where an application is made for a behaviour parenting order.

Parenting order - this is a Court Order which is designed to give you support and guidance. It aims to help you prevent your child from offending and/or antisocial behaviour and/or help you get them to attend school every day, and/or address issues of behaviour at school after they have been excluded.

You must attend a parenting programme which may last up to three months. The programme will help you deal more effectively with your child's behaviour and provide support and guidance. The Court may add other requirement lasting for up to 12 months, for instance:

- That you make sure your child is at home during set hours, sometimes called a curfew
- That you make sure that he or she attends school regularly and on time

A residential programme could be included in the Order if it is considered to be more beneficial than a non-residential programme and to be a reasonable requirement given your family circumstance.

Education supervision orders – a parent is guilty of an offence if their child of compulsory school age who is a registered pupil at a school fails to attend regularly. In such a situation if the parent knows that their child is not attending, they may be prosecuted for a more serious offence. This can lead to a fine of up to £2,500 per child per parent, or a 28-day custodial sentence.

Engaging social care – where a family is struggling with punctuality or attendance, they may be signposted for additional support from external agencies.

Leave of absence request – if a family request leave of absence during term time, this is rarely authorised. Holidays are almost never authorised and are most likely to result in a fixed penalty

Appendix

Attendance Improvement Plan

Primary Attendance Improvement Plan

Inspiring All to Excellence



Child's Name:		Class:		Date of Meeting:	
Attendees at meeting:					
Objectives of meeting:					
Background - attendance data:					
The following areas are strengths & interests of the child:					
The reasons the child finds it hard to get to school:					
Child's attendance goal for the next two weeks:					
Week 1 -					
Week 2 -					
The child will take the following actions to achieve their goal:					
Staff will take the following actions to help the child achieve these goals:					
Child's parents will take the following actions to help the child achieve these goals:					
Implementation start date:			Review date:		

Primary Attendance Rewards Chart

This programme is to be used as a reward for towards improving their attendance. Each day If by Friday the child has 5 absences, they will receive a sticker. The sticker box will be reset. If after 10 days the child will receive a super award. Exceed the goal points at attendance sessions. If the plan hasn't been achieved, convene the Attendance support group meeting and consider further supports.

Week 1 - My goal this week is to attend 4/5 days						
	Monday	Tuesday	Wednesday	Thursday	Friday	Achieved
Sticker						
Positive experience at school:						
What did you do well in today?						
I am working towards the following goals:						
At home:	At school:				Achieved:	
Weekly goal:	Weekly goal: e.g.					
Super goal:	Super goal: e.g.					
Week 2 - My goal this week is to attend 4/5 days						
	Monday	Tuesday	Wednesday	Thursday	Friday	Achieved
Sticker						
Positive experience at school:						
What did you do well in today?						
I am working towards the following goals:						
At home:	At school:				Achieved:	
Weekly goal:	Weekly goal:					
Super goal:	Super goal:					

Attendance Monitoring Letter 95%-93% Notice

Fierté Multi-Academy Trust

Registered Office
Violet Way Academy,
Burton upon Trent,
Staffordshire,
DE15 9ES
01283 248530
enquiries@fierte.org



Inspiring All to Excellence



10th March 2022

Dear Parent/Carer of,

Children's attendance is of the upmost importance in order to give them the best opportunity to achieve their full potential.

- o When children are absent from school they can easily fall behind with their learning.
- o Absence can cause problems with friendship groups and self-confidence.
- o All holidays count as absence and holidays taken during term time are particularly disruptive to a child's education.

Unbroken attendance at school is important for learning and although we understand that there will be times when absence is unavoidable e.g. through illness, we deem it important to advise parents where children have attendance that falls below 95%. Our records show that your child's attendance is currently at 00%, meaning that they have missed XXXX days of learning so far this academic year. I am sure you understand that this will be impacting your child's progress, therefore, we will be monitoring their attendance over the coming weeks in the hope to see an improvement.

We pride ourselves on supporting our families, and staff are available if you are experiencing difficulties with this for any reason. If you wish to discuss any attendance concerns, please contact the school office to make an appointment with XXXX.

Kind regards,

Mrs M Hamblin
Chief Executive Officer

Holiday Evidence Request

✉

Fierte Multi-Academy Trust
Registered Office
Violet Way Academy,
Burslem 1000 Trust,
Staffordshire,
DE13 2ES
01227 348100
info@fierte.org



10th March 2022

Dear _____,

CHILDS NAME / DOB

We have reason to believe that CHILDS NAME absences during DATES were due to a holiday. We will allow you seven days from the date of this letter to provide evidence that proves otherwise. If we do not receive appropriate evidence, by INSERT 7th DAY DATE, then we will code CHILDS NAME as an unauthorised holiday.

The Department of Education have made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this. **Failure to provide appropriate evidence for this period will result in your child's absence being recorded as unauthorised.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council's Code of Conduct.

The Penalty Notice fine would be:-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under 5444.1 of the Education Act 1996.

I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100

I would hope that upon reflection, you are able to support this decision in line with the Local Authority and Government policy; leave of absence should be restricted to the allocated school holidays except in exceptional circumstances.

Kind regards,

Mrs M Henshin
Chief Executive Officer

Holiday Response

✉

Fierte Multi-Academy Trust
Registered Office
Violet Way Academy,
Burslem 1000 Trust,
Staffordshire,
DE13 2ES
01227 348100
info@fierte.org



10th March 2022

Dear _____,

CHILDS NAME / DOB

Thank you for your leave of absence request informing us that CHILDS will be absent from school from ABSENCE DATES.

The Department of Education have made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Local Authority and school governors support this.

I have considered your application carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional or in line with the Fierte Trust policy. **Therefore, your child's absence from school during this period will be recorded as Unauthorised Absence.**

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council's Code of Conduct.

The Penalty Notice fine would be:-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
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I must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school.

01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100 • 01227 348100

I would hope that upon reflection, you are able to support this decision in line with the Local Authority and Government policy; leave of absence should be restricted to the allocated school holidays except in exceptional circumstances.

Kind regards,

Mrs M Henshin
Chief Executive Officer

Improved Attendance Letter

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Burton upon Trent,
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DE13 9ES
01223 242220
reg@fierte.academy.org



10th March 2022

Dear XXXXXX

I am writing with reference to my letter on XXXXXX with regards to XXXXXX's attendance and our concerns about the impact this may be having on their progress.

I am delighted to inform you that XXXXXX's attendance has now improved and is currently XXXX%. This shows that there has been improvement, and although we will continue to monitor the level of attendance over the next few weeks in line with the school's attendance policy, at this stage no further support will be required.

I would like to take this opportunity to thank you for working with the school to improve XXXXXX's attendance.

Kind regards,

Mrs M Hamlin
Chief Executive Officer

Fierte Multi-Academy Trust is a company limited by guarantee, incorporated in England, No. 10388081. Registered office: Violet Way Academy, Burton upon Trent, Staffordshire, DE13 9ES.

Invitation to attendance clinic

Fierté Multi-Academy Trust
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Burton upon Trent,
Staffordshire,
DE13 9ES
01223 242220
reg@fierte.academy.org



Date _____

Dear XXXXXX

I write with reference to my letter dated XXXXXX which expressed concerns around XXXXXX attendance.

I have continued to monitor XXXXXX attendance and unfortunately there has been no improvement. Due to XXXXXX declining attendance I would like to invite you to attend a meeting with XXXXXX. The purpose of this meeting is to discuss XXXXXX attendance and offer you advice, guidance and support in order to help improve your child's attendance in school.

It is essential that you attend this meeting. If this time is not convenient, please contact the school office on (XXXXXX) to arrange a more suitable time.

Following this meeting, if XXXXXX has any further unauthorised absences, then you may be referred to the Local Authority who will consider whether to instigate legal proceedings against you for an offence under Section 444 of The Education Act 1996. This Act states that 'if a child of compulsory school age fails to attend regularly at school, their parent is guilty of an offence.' I look forward to meeting with you.

Yours sincerely,

XXXXXXXX
Headteacher

Fierte Multi-Academy Trust is a company limited by guarantee, incorporated in England, No. 10388081. Registered office: Violet Way Academy, Burton upon Trent, Staffordshire, DE13 9ES.

Medical evidence only in exceptional circumstances

Fierté Multi-Academy Trust

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Violet Way Academy,
Boston upon Trent,
Staffordshire,
DE15 9ES
01827 949310
info@fierte.org



Inspiring All to Excellence



23rd November 2022

Dear Parent / Carer of

Your child's attendance is of the utmost importance in order to give them the best opportunity to achieve their full potential.

Unbroken attendance at school is important for learning and although there will be times when absence is unavoidable. As your child's attendance is currently below 92%, we deem it appropriate to request medical evidence for their absence or, if no medical evidence is provided, then unfortunately the absence will be recorded as unauthorised.

We must remind you that the Local Authority has the responsibility for pursuing statutory action against parents for failing to ensure their child receives a suitable education.

If you wish to discuss any attendance matters, please call the school office on 01827 949310 to make arrangements to speak with Mrs Horlor.

Kind regards

Mrs M Harbin
Chief Executive Officer

Punctuality letter

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Violet Way Academy,
Boston upon Trent,
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DE15 9ES
01827 949310
info@fierte.org


Inspiring All to Excellence

Dear Parent/Carer

Poor punctuality

I'm writing to you because [name] has been late to school [number] times in [term/year].

[name] arrived at school after the register had closed on the following dates:

[date]

[date]

[date]

[name] also arrived at school late (but before the register had closed) on the following dates:

[date]

[date]

[date]

The school day begins promptly at [time] and registration closes at [time]. Afternoon registration takes place between [time slot].

Arriving promptly makes sure that your child does not miss work, and that disruption to the teacher and other pupils is **avoided**. Persistent lateness can lead to a significant loss in learning time with a negative impact on your child's achievement.

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness. When pupils arrive 20 minutes after registration, this is recorded as an **unauthorised** absence for the whole morning (a U code). If a child has 20 minutes of **unauthorised** absence (U codes) over a period of twelve school weeks, (not necessarily consecutive days), this will lead to a referral to the local authority to assess for Statutory Action.

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school office on [number] to arrange a meeting.

Yours sincerely,
Headteacher

Teacher Script

This script is to be used when attendance is below 95%

Good morning/afternoon xxx,

- Reassure the parent that the child is ok
- Check - are you ok to talk for a few minutes?
- Reason for calling – noticed that X attendance is X which is a concern and will impact on their learning.
- May I ask, without intruding, are there any reasons for this that we need to know?
- Is there any form of support that you feel would be beneficial?
- Positive end to the conversation – reassure that you have confidence that the child's attendance will improve and reiterate that the school is there to support the child/family if necessary.
- If necessary, should you wish to discuss this further, please make an appointment to meet with the school attendance leader X.

FYI: If attendance does not improve and declines to 93%, the Attendance Monitoring Letter 95%-93% letter is to be sent.