



Chantlers

Primary School

A World of Possibilities

CHANTLERS PRIMARY SCHOOL ATTENDANCE POLICY & PROCEDURES

Approved by:	Governing Body	Date: October 2024
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Next review due by:	October 2025	

IMPORTANCE OF ATTENDANCE

Chantlers Community Primary School realises that a high level of school attendance is essential for a child to reach their full educational potential and lay the foundations of their life. We aim to work together with parents* and the Local Authority Attendance Improvement Officer (AIO) to ensure that all children registered at our school attend every day and on time unless absence is unavoidable e.g. illness, persistent health issues, exceptional circumstances.

Regular school attendance is vital. Without it, the learning process becomes fragmented and unsatisfactory; put simply: absence means missed learning and potentially reduced progress and attainment. It is a legal requirement that pupils of statutory school age (the term after a child turns five) receive full-time education. Except for those educated at home or elsewhere, this means regular school attendance. Permitting an absence from school without good reason is an offence and irregular attendance leads to pupils missing important lessons and therefore not fulfilling their true potential. A pupil whose attendance drops to 90% (persistent absence) each year will have missed, over their time at primary school, the equivalent of two whole terms of learning.

Absence can also place children at risk and may result in them being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents to ensure their child receives maximum possible attendance, and that any problems that prevent this are identified and acted on promptly.

Therefore, staff and governors take the issue of attendance very seriously and will do everything possible to consistently work towards our expectation of 100% attendance for all of our pupils. Our policy applies to all our children, including Reception-aged children to promote good habits from an early age. All members of the school staff have a **safeguarding** responsibility for identifying trends in attendance and lateness; with the Head Teacher having overall responsibility in the monitoring of attendance and lateness of every pupil including those within specific and identified groups such as service families, young carers, PPF, SEND, FSM and CIC.

We aim to create an ethos in which high levels of attendance and punctuality are recognised and valued across our whole school community. Outstanding pupil attendance is recognised and celebrated throughout the academic year, with individual recognition at the end of each term through attendance badges presented during an assembly. However, this is done in a low-key way as we wish to ensure that those absent through genuine illness do not feel they should have been in school rather than prioritising their health and recovery.

*Throughout the policy the term parent(s) can, if appropriate, refer to carer(s) of any pupils.

AIMS

Our attendance policy aims to:

- support pupils and their parent(s) in the establishment of the highest possible levels of attendance and punctuality.
- ensure that all pupils have full and equal access to the best education that we can offer to increase learning.
- enable pupils to progress smoothly, confidently and with continuity through the school.
- ensure parent(s) are aware of their legal responsibility to ensure their child attends WCPS regularly and punctually as stated under Section 444 of the Education Act 1996

School attendance is subject to various education laws and legislation and this school attendance policy is written to reflect these laws and guidance produced by the Department for Education. This policy will contain within it the procedures that the school will use to meet its attendance targets.

The following guidance has been taken into consideration when developing this policy: Working Together to Improve School Attendance (August 2024)

EXPECTATIONS

We expect that all parents will:

- Ensure regular attendance and be aware of their legal responsibilities.
- Ensure their child arrives at school prepared for the school day, punctually for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform the school of any illness. Parents may on occasion be asked to provide evidence in relation to the absence for the absence to be authorised.
- Inform the school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message, about the absence for the absence to be authorised. A period of absence will only be authorised for the length of the appointment. There is an expectation that a child will be in school for registration before an appointment or return to school after the appointment, depending on when the appointment falls within the school day and the health of the child. Where possible medical appointments should be arranged outside of school hours.
- Inform the school on the first and every subsequent day of absence and before registers close at 9.05 am, if their child is unable to attend school stating the reason for absence.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problems can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during unauthorised term time could be subject to a Penalty Notice/fine.
- Notify the school immediately of any changes to contact details and ensure the school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to text messages or emails.

We expect that school will:

- Provide a safe, learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual children's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.

- Follow up on all unexpected absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long-term or frequent absence due to medical conditions, information from a doctor or other relevant body may be requested to assist the school in offering appropriate support.
- Promote and celebrate good attendance and punctuality for example through assemblies and parental communications.
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Work alongside other services and teams to support children's attendance e.g. other schools, the Local Authority, Early Help, Social Care, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success look like for their child.
- Communicate clearly and consistently with parents/carers and children regarding attendance.
- Follow the school Medical Needs Policy for children who are failing to access education in school due to medical and behavioural needs. This goes hand in hand with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for children with medical needs.
- Work alongside the Access and Inclusion team to identify and support children with medical needs preventing them from attending school.

The **Attendance Champion** for our school is the **Headteacher**, Phil Barlow. He is a member of the Senior Leadership Team and can be contacted via the school office on 0161 761 1074 or by email P.Barlow@bury.gov.uk

However, for day-to-day aspects of attendance please contact our **Pastoral Manager**, Loma Tracey or **School Office Administrative Attendance Officer**, Amanda Murray on 0161 761 1074 or email chantlers@bury.gov.uk

We expect that all children will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

We expect that governors will:

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the Headteacher to account for the implementation of this policy.

We expect that the Local Authority (Bury Council) will:

- Provide support, information and guidance to the school by having regular meetings to discuss attendance.
- Act as a partner with the school to support in some cases of persistent absence.

- Work with the school to enforce penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provisions and reasonable adjustments for pupils unable to access education due to prolonged ill health.

We are responsible for all children's attendance at school, and we partner with other agencies to help us do this. For children who might need extra support to maintain their attendance e.g. Young Carers, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where children need extra support. We will work with families in many ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Leads, and this is important for this work.

The school is responsible for monitoring the whole school attendance data and using this to inform how we support pupils. We share this data with the school staff to ensure continuity of support. We are required to report on our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and children whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place. Children whose attendance falls to 90% or under are deemed to be '**persistently absent**' and can be referred to the Local Authority for enforcement action. Pupils whose attendance is 50% or under are '**severely persistently absent**' and parents/carers will be expected to engage in substantial support.

We have a whole-school ethos of promoting and celebrating attendance. This means that we train every staff member in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in the school. We train, remind and support all staff to follow this policy, and constantly refer to it. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in formal written end-of-year reports.

Our whole-school strategy for attendance involves deciding how to allocate resources (both financial and staffing) to manage attendance. Our support and early interventions for attendance are regularly monitored to ensure they are having an impact and are worth the resources allocated to them.

Supporting Attendance

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will **listen, empathise and support with attendance. However, if this is unsuccessful, legal sanctions will be considered where appropriate.**



When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by the school, a referral will be made to the Local Authority Attendance Team for statutory-aged pupils. This could result in a Penalty Notice/fine, or prosecution being issued by Bury Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Lateness and attendance are monitored daily by the school attendance officer who will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness, before completing the register following the correct use of regulation attendance codes.
- Once the registers have closed ring the contacts of any pupil not present for an unknown reason, to establish a reason. If not answered a voicemail message will be left requesting parents to contact the school regarding their child(ren)'s absence. Use text/email messages if appropriate.
- Log the outcomes of any communications as a comment on the register.

If there is no response it may be necessary for staff to visit the home and carry out a welfare check to ascertain the whereabouts of the child(ren) and establish their safety and wellbeing. If there is no response at a home visit a slip indicating the visit will be left requesting information on the absence. No response to an enquiry regarding a child's absence by the end of the school day will be considered unexplained and will be recorded as unauthorised, with continued investigations ongoing until the reason for absence is known. This must not be later than 5 days after the session.

Attendance and lateness will be reviewed regularly, and concerns will be raised with parent(s) once attendance has fallen below an unacceptable level. After an initial letter (L1) acknowledging reduced attendance through illness, if felt applicable, an early intervention process is initiated. A L1 letter is sent to both parents jointly, if applicable.

The early intervention process is as follows:

- **Step 1:** A telephone call will be made advising parent(s) of our concerns regarding the level of their child's attendance and offering support.
- **Step 2:** A letter (L1) will then be sent to parent(s) offering support and further explaining the effect the absence/lateness is having on their child. This letter is sent to both parents separately, if applicable, and suggests the completion of an Early Help Assessment (EHA) via support by the school and/or signposting to other areas of support within the community

Following this:

- **Step 3:** A letter (L2) will be sent to parent(s) inviting them to attend a meeting to discuss entering into an **Attendance Contract**. This is a supportive meeting, entered into voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed. This letter is sent to both parents separately, if applicable. An EHA will be offered during the Attendance Contract Meeting with the parent(s) decision being recorded.
- **Step 4:** Should the Attendance Contract fail to improve attendance or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age.
- At Step 3 or 4: The school might consider using a **Notice to Improve** letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by the school, before referring parents for legal sanctions.
- Following the use of one of the two pathways above, if attendance does not improve, the school will refer to the Local Authority for legal sanctions.
Any letters required after Step 3 are sent to both parents separately, if applicable.

In certain circumstances, other letters are sent to both parents jointly such as;

Information Letter – when the school feels it necessary to inform the parent(s) of a child's current attendance percentage

Expectations Letter – for parent(s) of a child with attendance equal to or below 90% in the previous academic year, outlining the school's expectations for their child's attendance in the forthcoming year and actions required.

The school pastoral manager will also:

- Liaise with other external organisations about a pupil's attendance/lateness.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor pupils and follow procedures for pupils who are 'Children Missing in Education'.
- Follow reporting procedures for parents who have requested to home-educate their child.
- Follow statutory procedures when deleting a pupil from the school roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Report pupils with unauthorised absence to the Local Authority when they have 10 consecutive 'O' coded sessions. (Child Missing in Education (CME) online referral form where location unknown)
- Report pupils with unauthorised term-term leave absence to the Local Authority when they have 10 or more consecutive 'G' coded sessions, for the issuing of a legal sanction to parent(s). (Non-School Attendance (NSA) online form)
- Report pupils with illness absence to the Local Authority when they have 15 consecutive 'I' coded days (SEND online form)

A copy of attendance, absence and administrative codes can be found in Appendix 1.

A copy of the welfare check slip can be found in Appendix 2.

A copy of the attendance letters can be found in Appendix 3.

Registration

We provide 190 days of school per year recorded as 380 sessions (morning and afternoon sessions), 175 days of the year are available for holidays non-term time. We expect pupils to be in school during these sessions and to be well-presented, comfortable and ready to learn. Every day we start school at 8.45 am and finish at 3.15 pm. There is a 1-hour lunch break.

Pupils are expected to arrive at school between 8.30 am and 8.45 am. Children can enter the school from 8.30 am onwards and should make their way directly to their classroom. Pupils should not arrive before that time as we are unable to provide adult supervision. Doors close at 8.45 am. Pupils who are not present in class when the teacher opens the electronic register at 8.45am will be marked as late; however, if they arrive before the register closes at 9.05 am they will be marked present using the late code, L. If pupils are later than 8.45 am, they should enter school via the office with a parent signing them in via the pupil sign-in system. Any pupil arriving after 9.05 am without an unavoidable reason will have their lateness recorded as code U, unauthorised lateness, which will then impact their overall attendance level.

Afternoon registration is open between 12.45 pm and 1.15 pm depending on the year group and remains open for 10 minutes during which time a pupil arriving late will be marked as present for the session but by using the L code. Any pupil who arrives after the register has closed will be marked as absent for the session using the U code and will lose the mark for the whole session.

Any child who leaves school during the lunch break for lunch at home, following pre-arranged home permission - usually in the form of a letter - is expected to return to their playground by the end of lunchtime.

It is a legal requirement that a register of attendance is taken during the morning and afternoon. Only the Head Teacher may authorise or unauthorise an absence. The register can only be routinely amended where the reason for absence cannot be established at the time it is taken, and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date the amendment was made, and the name of the person who made the amendment. Registers are kept for six years as a record.

Registration of pupils is considered to be a very important time. Registration has several aspects: it is a time for pupils to mark the official start of their learning, it helps pupils realise the importance of punctuality and it is a legal requirement. Additionally, registration of pupils is the best way to ensure their safety during the day.

For these reasons, we treat registration very seriously and expect pupils and their parents to do the same.

Lateness

When children arrive late at school, they disrupt routines, affect other children's learning, miss the teacher's instructions for the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where lateness becomes an issue the early intervention process outlined previously is followed. Parents/carers will receive contact from the school, initially via a telephone call, advising them of the concern and offering support to resolve the issue. A letter will then be sent to both parents separately, if applicable, offering support and further explanation of the effect lateness is having on their child.

Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness and to enter into an Attendance Contract. This will be via a letter (L2) sent to both parents separately, if applicable.

If there is no improvement, despite the school's attempts to address unauthorised absences, a referral could be made to the Local Authority Attendance Team for pupils who are of statutory school age.

Authorised Absence

An absence is classified as **authorised** when a pupil is away from school for a legitimate reason such as:

- Illness, receiving medical attention or a medical appointment
- Religious observance covering only day(s) exclusively set apart for such observance by the religious body to which the child's parents belong to
- Short and exceptional, unavoidable circumstances
- Approved sporting activities

Professional discretion will need to be used when considering whether an absence can be authorised. The specific circumstances potentially encountered by military families, young carers, SEND and children with medical needs will be considered on a case-by-case basis.

Illness

Children who are unable to attend school due to diarrhoea or sickness can return 48 hours after the last episode.

Children with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature (over 37.8 degrees) they should stay at home until their temperature has reduced and they are well enough to return to school. A guide to whether your child can attend school with minor illnesses is here: [click here](#). The information is backed up by the Department for Education (DfE). We expect children to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

Medical Needs and Special Educational Needs and Disabilities (SEND)

When children are prevented from accessing school due to physical or mental ill health, the school will try to identify the barriers these pupils face and use our tiered approach to support medical needs. This starts with the universal offer of support for all children and leads to higher tiers of need where increasingly specialist support is required. We will consider reasonable adjustments for uniforms, transport, routines, access to support in school, lunchtime arrangements and the storage and administration of medicines. We will liaise with appropriate services to ascertain support, in the rare instances that a pupil is unable to access any education inside the school setting. We will work with the Local Authority **Access and Inclusion Team** to identify available options for education. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long-term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Processes will be put in place to implement an Education Health and Care Plan (EHCP) if required. This will outline areas such as emergency procedures, the medical condition's

triggers, signs and symptoms, the pupil's resulting medical, educational, social and emotional needs and the identity of relevant adults which may be the class teacher, Inclusion Manager and support staff.

Where children have an **Education, Health and Care Plan (EHCP)**, we will liaise closely with the child's SEN Caseworker to work towards the best attendance outcomes for the child.

We can make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as make formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by and regularly reviewed with the pupil and their parents/carers.

Unauthorised Absence

An absence is classified as **unauthorised** when a child is away from school without the permission of the school even with the support of parent(s) such as:

- No reason provided by parent(s) to support an absence
- Holidays
- Caring for relatives
- Awaiting repair people
- Shopping
- A birthday or family celebration
- Visiting family
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance

The guidance makes it clear that only **truly exceptional** occasions should be classified as authorised and the **code given to a child in the register is always at the Headteacher's discretion**.

Term Time Leave

Parents are aware of key school dates with school holiday dates and end of Key Stage Assessment dates being published a year in advance. INSET days are published as soon as the school have agreed on these but may be subject to change.

Recent government guidelines have removed the discretion for Headteachers to agree to term time leave for holiday purposes. Parents must complete a Term Time Leave Request Form, available via the school office or online and provide any supporting evidence, if applicable, with their request. This also applies to parents requesting to take their child out of school during the school day. Parents will be informed by letter of the decision to authorise/unauthorise. A letter of unauthorising an absence is sent to both parents separately, if applicable. An authorised absence letter is sent to both parents jointly, if applicable.

If the school suspects Term Time Leave has been taken but the parent/carers have not informed the school, we will send a suspected holiday letter to all parent/carers allowing them to clarify the reason for absence and provide supporting evidence.

Failure to respond or provide supporting evidence for an authorised absence will result in a referral to the Local Authority for unauthorised leave from school.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis. Examples of requests for leave of absence that **do not** meet the criteria of exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap at the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half-term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives are coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption.

A copy of the lateness letter can be found in Appendix 4.

A copy of the request for term time leave form can be found in Appendix 5.

A copy of the authorised and unauthorised term time leave decision letters can be found in Appendix 6.

A copy of the suspected holiday letter can be found in Appendix 7.

Penalty Notice/Prosecution

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid within 22 days to 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period (from 19th August 2024), the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period (from 19th August 2024), the referral will be automatically considered for prosecution concerning Section 444 Education Act 1996.

← Three-Year Period →		
First Term Time Leave 10 sessions (5 days) or more.	Second Term Time Leave 10 sessions (5 days) or more.	Third Term Time Leave 10 sessions (5 days) or more.
<p>£80 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent.</p> <p>The total would be £480.</p> <p>If you pay after 21 days it rises to £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>£160 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent.</p> <p>The total would be £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Prosecution.</p>

General Non-Attendance

This is different to being absent due to illness or other authorised circumstances, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without exceptional circumstances and without it being authorised by the school. If your child has irregular school attendance, the school will work with you to identify the barriers to attendance and will try to find ways to remove those barriers. This support has already been discussed in this policy. If your child continues to be absent without authorisation from the school, then you may be referred to the Local Authority for legal sanctions to be considered. The threshold for this would be 10 sessions (an AM or PM mark in the register is one session) over 10 or more school weeks. Before school refer to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting which is a supportive pathway where we discuss the barriers to attendance and try to break them down. An alternative action might be considered if you do not engage in support from the school - we may set targets for your child's attendance jointly with the Local Authority, with the aim that it improves. This is called a Notice to Improve and is a last attempt at improving attendance before legal sanctions are sought.

Admissions /Leavers – Changing Schools

It is important that if families decide to send their child to a different school or to take their child off roll to provide Elective Home Education (EHE) that they inform Chantlers Primary School as soon as possible and complete a request for removal/deletion from the school roll. A pupil will not be removed/deleted from the school roll until the following has been received/confirmed depending on the situation.

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

- Attendance at the new school
- Written confirmation of intent to pursue EHE

A pupil's school records will then be sent to the new school. If the school has not been informed of the above information and/or the admission process to a new school does not proceed adequately, the family will be referred to the Local Authority Attendance Improvement Officer for a Child Missing in Education (CME) investigation. This may well include seeking assistance from Health, Social Care and Police colleagues or liaising with other external agencies.

New admissions notified to the school will be added to the school roll once the place has been accepted by the parent(s) and the child has started. Places offered but not accepted or where a pupil does not start will be investigated and if required a CME referral made.

A copy of the request for removal/deletion from the school roll can be found in Appendix 8.

APPENDIX 1

ATTENDANCE, ABSENCE AND ADMINISTRATIVE CODES

The national attendance and absence codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities and the Government to gain a greater understanding of the delivery of education and the level of, and the reasons for, absence.

Attending the School

Code / \: Present at the school / = morning session am \ = afternoon session pm

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they would still be counted as attending for statistical purposes.

This code is classified for statistical purposes as attending.

Code L: Late arrival before the register is closed

The pupil was absent when the register started being taken but arrived before the register is closed. Schools should actively discourage late arrivals and be alert to patterns of late arrivals. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another more appropriate absence code.

This code is classified for statistical purposes as attending.

Attending a place other than the school

Code K: Attending education provision arranged by the local authority

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off-site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.

Schools must also record the nature of the provision (regulation 10(5)), examples are:

- attending courses at college;
- attending unregistered alternative provision.

Schools should ensure that arrangements are in place whereby the education provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code V: Attending an educational visit or trip

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.

If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code P: Participating in a sporting activity

The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature.
- the school has approved the pupil's attendance at the place for the activity and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. S
- Supervision means the pupil is physically supervised by someone who meets this definition.

If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code W: Attending work experience

The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014
- the activity is of an educational nature
- the school has approved the pupil's attendance at the place for the activity and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupils. Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Code B: Attending any other approved educational activity

The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.

A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.

Schools must also record the nature of the approved educational activity (regulation 10(5)), examples are:

- attending transition days at other schools
- attending courses at college
- attending unregistered alternative provision arranged by the school

Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.

The school will need to be satisfied that appropriate measures have been taken to safeguard the pupils. Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil. The school must record the pupil's absence using the relevant absence code.

This code is classified for statistical purposes as attending an approved educational activity.

Absent - Leave of Absence

All schools must use the following codes to record the reason for a pupil being absent with leave:

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):

- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.

This code is classified for statistical purposes as authorised absence.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant leave of absence for this under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they

will be over compulsory school age by the time of the absence), and the school is satisfied that, based on the individual facts of the case, there are exceptional circumstances which justify the leave

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending a medical or dental appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.

This code is classified for statistical purposes as authorised absence.

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(4), where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution.

Schools that are not required to follow regulation 11, must still use this code to record a leave of absence has been granted for the purpose of attending an interview for employment or for admission to another educational establishment.

Code S: Leave of absence for the purpose of studying for a public examination

Schools maintained by a local authority and special schools not maintained by a local authority can grant leave of absence, under regulation 11(5), for a pupil to study for a public examination where the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.

Schools that are not required to follow regulation 11 must still use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination.

This code is classified for statistical purposes as authorised absence

Code X: Non-compulsory school age pupil not required to attend school

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(7) or (8) for a pupil not of compulsory school age to attend school part-time.

Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because their timetable does not require them to attend.

Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code, not code X.

This code is classified for statistical purposes as not a possible attendance.

Under Compulsory School Age

In cases where a parent wishes their child to begin school on a part-time basis in line with the school admissions code, schools maintained by a local authority and special schools not maintained by a local authority may give leave of absence for sessions the pupil is not expected to attend. This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed upon by the school and the parent with whom the pupil normally lives with.

Over Compulsory School Age

Where a sixth form pupil's timetable does not require them to be on-site for every session of the week, a school maintained by a local authority or a special school not maintained by a local authority may give a leave of absence. The times and dates when the pupil is expected to attend the school must be agreed upon with the parent with whom the pupil normally lives with or the pupil.

Code C2: Leave of absence for a compulsory school-age pupil subject to a part-time timetable

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 65 –70

Schools maintained by a local authority and special schools not maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school. 340. Schools that are not required to follow regulation 11, must still use this code to record when a pupil is absent with leave because they are subject to a part-time timetable in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time.

Where a pupil is receiving a full-time education, but only part-time at the school in question (e.g. dual registration, part-time unregistered alternative provision or flexi-schooling) this code must not be used and the appropriate code for why the pupil is not in school for that session should be used.

This code is classified for statistical purposes as authorised absence.

Code D: Dual registered at another school

The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis.

The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.

This code is classified for statistical purposes as not a possible attendance to avoid double counting.

Code C: Leave of absence for exceptional circumstance

All schools are able to grant a leave of absence at their discretion. A leave of absence should not, and from a school maintained by a local authority or a special school not maintained by a local authority, must not be granted unless there are exceptional circumstances.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

Schools maintained by a local authority and special schools not maintained by a local authority can only grant such a leave of absence under regulation 11(11), where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence).

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Schools that are not required to follow regulation 11, must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code.

This code is classified for statistical purposes as authorised absence.

Pregnant Pupils

Leave for maternity is treated like any other leave of absence in exceptional circumstances. Schools are expected to act reasonably and grant a sufficient period of leave from school, taking into consideration the specific facts and circumstances of each case. Ultimately, it is at the school's discretion how much leave to grant.

Absent - Other Authorised Reasons

Code T: Parent travelling for occupational purposes

The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

Schools should not unnecessarily ask for proof that the parent is travelling for occupational purposes; this should only happen when there is genuine and reasonable doubt about the authenticity of the reason for absence given. If there is doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence.

To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

This code is classified for statistical purposes as authorised absence.

Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.

Defence in the Law

Parents can in some circumstances present a defence against prosecution, under section 444(6) of the Education Act 1996. This defence applies where the child has no fixed abode, and the parent can prove that they are engaged in a trade or business that requires them to travel from place to place and that the child has been attending school as regularly as the trade or business permits. If the child is aged 6 or older, the parent must also prove that the child has attended school for at least 200 sessions in the preceding 12 months. This is in addition to the requirement to prove that the child has attended as regularly as the trade or business permits, which means that if the trade or business permits the child to attend for more than 200 sessions, they should do so.

Code R: Religious observance

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).

As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

If a religious body sets apart a single day for religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.

- Schools and local authorities may seek to minimise the adverse effects of religious observance on a pupil's attendance and attainment by considering approaches such as:
- Setting term dates around days for religious observance
- Working with local faith groups to develop guidance on absence for religious observance
- Taking INSET days that coincide with religious observance days and
- Providing individual support for pupils who miss sessions on days exclusively set apart for religious observance.

This code is classified for statistical purposes as authorised absence

Code I: Illness (not medical or dental appointment)

The pupil is unable to attend due to illness (both physical and mental health-related). Schools should advise parents to notify them on the first day the child is unable to attend

due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question.

In the majority of cases, a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, schools should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

This code is classified for statistical purposes as authorised absence.

Code E: Suspended or permanently excluded

The pupil is suspended from school or permanently excluded from school on disciplinary grounds, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.

When a pupil of compulsory school age is suspended or permanently excluded on disciplinary grounds from a maintained school, pupil referral unit, academy, city technology college, or city college for the technology of the arts, alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion. Where the pupil is attending alternative provision, for the session in question, schools should record this using the appropriate attendance code in regulation 10(3) Table 2 or if the pupil is attending another school at which they are a registered pupil, schools should record this using code D (dual registered at another school).

This code is classified for statistical purposes as authorised absence.

Absent - Unable to Attend School because of Unavoidable Cause

Code Q: Unable to attend the school because of a lack of access arrangements

Only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary, are where:

- the local authority has a duty to arrange the pupil's home-to-school travel and has not; or
- the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or

- the pupil lives in Wales and a Welsh local authority has a duty to provide home-to-school travel and has not.

This code is classified for statistical purposes as not a possible attendance.

Code Y1: Unable to attend due to transport normally provided not being available

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.

This code is classified for statistical purposes as not a possible attendance.

Code Y2: Unable to attend due to widespread disruption to travel

The pupil is unable to attend school because of widespread disruption to travel caused by a local, national, or international emergency

This code is classified for statistical purposes as not a possible attendance. Learner Travel (Wales) Measure 2008 (legislation.gov.uk)

Code Y3: Unable to attend due to part of the school premises being closed

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

This code is classified for statistical purposes as not a possible attendance.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed.

This code may not be used for any planned closure such as weekends or holidays. This code is classified for statistical purposes as not a possible attendance.

Code Y5: Unable to attend as pupil is in criminal justice detention

The pupil is unable to attend the school because they are:

- in police detention
- remanded to youth detention, awaiting trial or sentencing, or
- detained under a sentence of detention.

If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.

A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.

Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to

This code is classified for statistical purposes as not a possible attendance.

Code Y6: Unable to attend in accordance with public health guidance or law

The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.

Meaning, the pupil's travel to or attendance at the school would be:

- contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales or Northern Ireland), or
- prohibited by any legislation relating to the incidence or transmission of infection or disease.

Code Y7: Unable to attend because of any other unavoidable cause

An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not mean the pupil has been prevented by unavoidable causes.

Schools must also record the nature of the unavoidable cause (regulation 10(6)), examples are:

- Bail conditions (that prevent the pupil from attending the school or being present in the area where the school is situated)
- Court attendance (where the pupil is legally required to attend Court)

This code is classified for statistical purposes as not a possible attendance. support the child's resettlement where appropriate

Absent - Unauthorised Absence

Code G: Holiday not granted by the school

The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.

A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

This code is classified for statistical purposes as unauthorised absence.

Administrative Codes

Code Z: Prospective pupil not on admission register

To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.

Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil (or, in the case of admission to sixth form, the prospective pupil). An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing to the starting day in advance or by the fact of the pupil attending the school on that day. In the normal admissions round, when parents have accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent. This can also be the case where the local authority co-ordinate in-year applications for school places.

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day.

If a pupil fails to attend on the agreed starting day, the school must follow this up and try to establish the reason for absence.

This code is not collected for statistical purposes.

Code #: Planned whole school closure

Whole school closures that are known and planned days between terms;

- Half-terms.
- Occasional days (for example, bank holidays)
- Weekends (where it is required by the management information system)
- Up to 5 non-educational days and
- use of the whole school as a polling station.

This code is not collected for statistical purposes.

APPENDIX 2

WELFARE CHECK

SLIP DATE

This is to inform you that as XXXXX is/are absent from school today and we have been unable to contact you to ascertain a reason, we have visited your home address.

Visits are made to hopefully make contact, check if a child/ren or their family requires assistance in any way, and if possible, to facilitate getting the child/ren into school.

When you receive this message, it would be appreciated if you could call the school on 0161 761 1074 to confirm the reason for absence and, if appropriate, whether your child/ren will be coming to school today.

Thank you.

APPENDIX 3

ATTENDANCE LETTERS

LETTER A

DATE ADDRESS

Re:

Dear

Following a recent attendance review I understand that NAME has had an authorised absence due to illness and that you called the school to keep us informed. I would like to thank you for following the school procedure regarding attendance. I would just like to let you know how this has affected NAME's attendance which is currently at %

As this letter is purely to inform you of the statistics you do not need to take any action, and I hope you understand that the school has a duty to keep you updated.

Yours sincerely

Phil Barlow
Headteacher

EARLY INTERVENTION LETTER (L1)

DATE

ADDRESS

Re:

Dear

Following a recent attendance review I have noticed that NAME's attendance has deteriorated, having fallen to %. As a result, we are becoming concerned that NAME is missing a significant part of learning. I have enclosed a copy of NAME's attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

I will continue to monitor NAME's attendance, and I look forward to seeing an improvement. If the absence is due to medical reasons, please ensure we have been informed of relevant details, appointment information etc so appropriate support can be put in place if required.

If there are any particular circumstances that the school may not be aware of which are having an influence on NAME attending school regularly, or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does not harm speaking with the teacher or attendance team, because together we can make a difference.

We know that many families already have a supportive network of relatives, friends and community groups. However, additional support is also available for families via an Early Help Assessment, where help can be provided by trained professionals who can provide support, signpost and access your community offer. If you would like to discuss this process in more detail, please contact our Pastoral Manager via the school office.

Many Thanks

Yours sincerely,

Phil Barlow
Headteacher

Enc.

Record of Attendance

School Attendance Leaflet

ATTENDANCE CONTRACT LETTER (L2)

DATE

ADDRESS

Re:

Dear

Thank you for working with us to help improve NAME's attendance. Their current attendance is %. However, this is still a concern and can potentially affect their life chances. We would like to work with you and offer support to help improve NAME's attendance.

The next step in offering this support is an Attendance Contract which:

- Is a voluntary contract that you can end at any time.
- Can last as long as is helpful.
- Can include regular catch-ups to offer support.
- Can help to reduce barriers to attendance.
- Can involve any other services open to you, who can be involved if you would like.

Our attendance policy includes more details about an Attendance Contract, and if you have any questions, please feel free to contact me to discuss further.

(If a young person is NOT open to other professionals, please remove below):

We recognise that NAME is being supported by other professionals. We all must work together to make it as easy as possible for NAME to access education. We believe that an Attendance Contract can help to achieve this.

I would be grateful if you could attend a meeting at the date and time below:

Date:

Time:

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting you to discuss any concerns you may have so we can continue to support our children in making good progress and I hope that you will work with us to improve NAME's attendance. If you have any queries, please do not hesitate to contact me on the number above.

Yours sincerely,

Phil Barlow
Headteacher

Enc.
Record of Attendance
School Attendance Leaflet

FAILED TO ATTEND ATTENDANCE CONTRACT MEETING (No Agencies) LETTER

DATE

ADDRESS

Re:

Dear

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held IN SCHOOL/ONLINE on DAY/DATE/MONTH at TIME AM/PM.

We acknowledge that the situation may be difficult for you at this time. We would welcome another chance to meet with you to continue offering our support to you and NAME, whose attendance is currently %

It is important that we work together, and that NAME's attendance improves. The Attendance Contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and NAME's attendance doesn't improve, we will need to liaise with the Local Authority to discuss the next steps, as per our attendance policy, which is available to view on our website.

To arrange the Attendance Contract meeting, please telephone the Pastoral Manager on 0161 761 1074 or email at chantlers@bury.gov.uk. We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Phil Barlow

Headteacher

Enc.

Record of attendance

FAILED TO ATTEND ATTENDANCE CONTRACT MEETING (Agencies) LETTER

DATE

ADDRESS

Re:

Dear

It was unfortunate that you were unable to attend the Attendance Contract Meeting which was due to be held on DATE at TIME.

We acknowledge that the situation may be difficult for you at this time and recognise you may already have lots of meetings to attend. We would welcome another chance to meet with you to continue offering our support to you and NAME.

NAME's attendance is currently %.

If a child is NOT Section 19 (medical needs):

It is important that we work together, and that NAME's attendance improves. The attendance contract is a more informal route aimed at improving attendance. If you choose not to engage with this, and NAME's attendance doesn't improve, we will need to liaise with the Local Authority to discuss the next steps, as per our attendance policy.

If the child IS Section 19 (medical needs):

It is important that we work together and that NAME's attendance improves. The attendance contract is a more informal route aimed at improving attendance. We acknowledge that an Attendance Contract is voluntary, however supporting NAME's life chances and well-being is important and we are hopeful that the attendance contract will support this, as per our attendance policy, which outlines how we support medical needs.

To arrange the Attendance Contract meeting, please telephone the School Office on 0161 761 or email chantlers@bury.gov.uk. We would like to see you in person, however this meeting can take place online if you would prefer.

If you have any queries, please do not hesitate to contact me

Yours sincerely

Phil Barlow

Headteacher

Enc.

Record of attendance

ATTENDANCE CONTRACT NOT WORKING AND BARRIERS IDENTIFIED LETTER

DATE

ADDRESS

Re:

Dear

Unfortunately, NAME's attendance has declined. We recognise that this could be due to a variety of reasons and are keen to continue to offer our support and to identify how these barriers are affecting NAME's attendance. We would like to consider what support can be put in place to help improve the situation.

As per our attendance policy, we would like to invite you to a meeting to review the Attendance Contract that was agreed on DATE, where any new barriers to attendance can be discussed and support offered.

We would be grateful if you could attend a meeting with us:

Date:

Time:

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve NAME's attendance. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Phil Barlow
Headteacher

Enc.
Record of attendance

ATTENDANCE CONTRACT NOT WORKING AND LACK OF ENGAGEMENT LETTER

DATE

ADDRESS

Re:

Dear

It is disappointing that despite our offers of support, NAME's attendance has failed to improve sufficiently. May we remind you that the Attendance Contract is only effective if everyone engages and works together to improve NAME's attendance.

As per our attendance policy, we would like to invite you to a meeting to review the Attendance Contract that was agreed on DATE, where any new barriers to attendance can be discussed and support offered. If engagement and attendance do not improve, you are at risk of the Attendance Contract terminating, which may result in a referral to the Local Authority, which could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

We would like to avoid this if possible and continue to work with you to support you and NAME. We would be grateful if you could attend a meeting with us:

Date:

Time:

Should this be inconvenient, please let us know and we can re-arrange. This meeting can take place in person, or online if you would prefer.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve NAME's attendance. If you have any queries please do not hesitate to contact me.

Yours sincerely,

Phil Barlow

Headteacher

Enc.

Record of attendance

ATTENDANCE CONTRACT NOT WORKING AND PARENT TERMINATION REQUEST LETTER

DATE

ADDRESS

Re:

Dear

I'm sorry to hear that you no longer wish for the Attendance Contract to continue. We will therefore terminate the Attendance Contract, as per your request. As of today's date, (DATE) NAME's attendance is %.

As per our attendance policy, should the attendance decline, or if NAME is absent for unauthorised reason(s), this can result in a referral to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Offers of support remain open to you and NAME where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely,

Phil Barlow
Headteacher

Enc. Record of attendance

ATTENDANCE CONTRACT NOT WORKING AND TERMINATION LETTER

DATE

ADDRESS

RE:

Dear

It is disappointing that despite our offers of support, NAME's attendance has failed to improve sufficiently. In our warning letter dated DATE we warned that the Attendance Contract would be terminated if attendance did not improve. This is detailed in our attendance policy and in the Attendance Contract that was agreed between us on DATE. As NAME's attendance has not improved, we are now terminating the Attendance Contract.

As per our attendance policy, we will now be referring this matter to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Offers of support remain open to you and NAME. If you have queries or want support, please contact me.

Yours sincerely,

Phil Barlow

Headteacher

Enc.

Record of attendance

ATTENDANCE CONTRACT SUCCESSFUL AND CONCLUDED LETTER

DATE

ADDRESS

Re:

Dear

Thank you for working with us to improve NAME's attendance. It is a pleasure to say that NAME's attendance has improved from % to %, since the Attendance Contract was agreed on DATE. As of today, the Attendance Contract will now cease.

As per our attendance policy, should the attendance decline as a result of absences for unauthorised reasons, this could potentially result in a referral to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Offers of support remain open to you and NAME, where we strive to work together to remove barriers to attendance. If you have queries or want support, please contact me.

Yours sincerely,

Phil Barlow

Headteacher

Enc.

Record of attendance

NOTICE TO IMPROVE PATHWAY UNSUCCESSFUL LETTER

DATE

ADDRESS

Re:

It is disappointing that despite our offers of support, NAME's attendance has failed to improve sufficiently. In our Notice To Improve letter dated, we warned you of the legal requirements and the expectations of the Notice To Improve as per our attendance policy.

As NAME's attendance has not significantly improved, this is notice that we will be ceasing the monitoring period and are referring this matter to the Local Authority for enforcement action to be considered.

The Local Authority could issue a Penalty Notice Fine or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**. This may result in a fine of up to **£2500 and/or 3 months in prison**.

Despite this referral to the Local Authority, offers of support remain open to you and NAME. If you have queries or would like to engage with support, please contact me.

Yours sincerely,

Phil Barlow

Headteacher

Enc.

Record of attendance

INFORMATION LETTER

DATE

ADDRESS

Re:

Dear

I understand that NAME has been absent from school. I would just like to let you know how this has affected NAME's attendance, which is % at REVIEW DATE.

As this letter is purely to inform you of the statistics you do not need to take any action, and I hope you understand that the school has a duty to keep you updated.

Yours sincerely,

Phil Barlow
Headteacher

EXPECTATIONS LETTER

DATE

ADDRESS

Re:

Dear

This letter acts as a reminder of the importance of regular attendance at school.

In the last year, your child's overall attendance was NUMBER%. Expected attendance is 96% and as a result, the school will now continue to monitor your child's attendance closely.

We expect you to:

- Call the school when your child is absent.
- Provide the school with medical information when frequent absence is due to medical reasons including self-limiting illnesses.
- Engage with the school to improve attendance if your child's attendance becomes a concern.

School will:

- Check your child's attendance regularly, including identifying patterns of absence.
- Offer support and intervention when there is a risk of persistent absence (90% attendance or below). Work together with you to identify any barriers to attendance and put in place help.
- Consider a referral to the Local Authority for legal sanctions if attendance continues to be a concern and engagement is not forthcoming. School may refer a parent(s) for penalty notice consideration that could lead to a fine and potentially to a court appearance.

This letter may feel alarming, but the school must give you clear expectations for the coming years. Like you, we have your child's best interests in mind. Learning time lost cannot be regained easily.

Yours sincerely,

Phil Barlow
Headteacher

APPENDIX 4

LATENESS

LETTER DATE

ADDRESS

Re:

Dear

I have noted during a recent attendance review that your child has recorded NUMBER lateness marks before the register closes (marked as L) and NUMBER lateness marks after the register closes (marked as U).

Parents must ensure that children attend school regularly and punctually. This encourages good timekeeping and lessens any possible classroom disruption.

With NAME any lateness impacts them specifically by REASON.

If there are any particular circumstances that the school may not be aware of which are having an influence on NAME attending school punctually, or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

We know that many families already have a supportive network of relatives, friends and community groups. However, additional support is also available for families via an Early Help Assessment, where help can be provided by trained professionals who can provide support, signpost and access your community offer. If you would like to discuss this process in more detail, please contact our Pastora Manager via the school office.

Yours sincerely,

Phil Barlow.
Headteacher

APPENDIX 5

Request for Term Time Leave

Please refer to the guidance before requesting leave

Child's Name:		Class:	
Date finish school before start of absence:			
Date return to school following the absence:			
Please provide a brief explanation that you wish to take your child out of school during term time:			
Name:			
Signed:		Date:	
IMPORTANT INFORMATION			
Leave will only be granted in exceptional circumstances and at the Headteachers discretion.			
<ul style="list-style-type: none"> Forms must be submitted at least two weeks prior to the start of the leave, late requests may be regarded as an unauthorised absence of the child. Authorised absence will not be granted retrospectively. If your child(ren) has/have an unauthorised absence for 4 weeks or more you may lose your place at this School. No request for absence will be authorised for Year 6 pupils during SATs week, or the four preceding weeks. The date of the SAT's week is published at the start of the academic year. 			
<i>The school will reply to your request in writing. If your request is denied, but you chose to continue with the planned absence, it will be recorded as an unauthorised absence and may result in a referral to the Education Welfare Officer and in the local Authority issuing parents/carers with a penalty notice.</i>			
FOR SCHOOL USE ONLY			
Number of school days:			
	Authorised	/	Unauthorised
Penalty Notice: Y/N			
Signed: Headteacher:			
Date:			

If you wish to email your completed form, please download it from our website and email to chantlers@bury.gov.uk

Amendments to the 2006 pupil registration regulations do not allow Headteachers to grant leave for a family holiday under any circumstances.

Leave of absence may only be considered by Headteachers in what the Government call '**exceptional circumstances**'.

Here are the examples given by the Local Authority and how we must respond.

Reason	Justification	Decision
Holidays are cheaper during term time.	This is not an exceptional circumstance.	Absence will not be authorised, penalty notices may be issued.
Parent's/carer's employer allocated holidays fall in term time.	This is not an exceptional circumstance and is an issue that needs to be resolved between parent and their employer, not School.	Absence will not be authorised, penalty notices may be issued.
Parent's/carer's wedding abroad or in UK.	The wedding party must consider school term times when planning their wedding day, therefore absence can be avoided.	Absence will not be authorised, penalty notices may be issued.

Exceptional Circumstances - Examples

Reason	Justification	Decision
Parent/carer is in the armed forces.	Restricted period of leave before returning to official duties.	Absence can be authorised, evidence of leave required with request.
Parent/carer in the fire service.	The fire service prescribes holidays annually depending on their watch.	Absence can be authorised evidence of watch pattern required with request.
Parent/carer undergoing or recently undergone extensive medical treatment.	Request for leave has been made to coincide with a treatment schedule, or at the end of treatment.	Absence can be authorised medical evidence required with request.
Pupil's ongoing health/medical needs or the need for specialist accommodation.	Consider as an exceptional circumstance because holidays may not be able to happen out of term time.	Absence can be authorised medical evidence required with request.
Close family member wedding abroad or in the UK.	The wedding party might not consider school term times when planning their wedding.	Maximum of 3 days authorised evidence of wedding booking required with request.
Child visiting a sick close relative abroad or in the UK.	Unforeseen illness may fall in term time.	Depending on destination up to 5 days can be authorised, evidence of medical condition required with request. Details of where the child is staying will be required for safeguarding reasons.
Child attending a funeral in the UK or abroad.	Funeral dates may fall in term time.	Maximum of 3 days authorised evidence of funeral needed.
Child attending a religious festival or pilgrimage.	Hajj - once in a career	Maximum 10 authorised days, evidence required with request.
Child attending a religious festival or pilgrimage.	Eid - one day up to twice a year.	One day up to twice a year authorised, evidence required with request.

Child visiting a parent / carer in custody.	Visiting times may fall in term time.	1 day authorised, evidence of visit required on request.
Childs attending modelling, acting, or approved sporting activities	These events may fall in term time.	Absence authorised depending on nature of request, impact on education, YTD attendance, evidence required with request.

For further information, you can contact:

Mrs L Tracey on 0161 761 1074 or alternatively email: lomatracey@chantlersschool.co.uk

Dear Parent/Carer

The guidance [Working Together to Improve School Attendance. August 2024](#) advises schools that term-time leave can only be granted at the discretion of the Head Teacher based on exceptional circumstances, and that term-time leave e.g. for a family holiday, a “long weekend”, birthday/anniversary celebrations etc., should not be regarded as an ‘authorised absence’. It is recognised that the issue of term-time leave can often be a difficult one, but schools are now being asked to ensure that teaching and learning time lost to term-time leave is kept to an absolute minimum. Headteachers are asked to deal with each request on an ‘individual’ basis and to take into account the following considerations;

- **The nature of the absence**
- **Any particular individual family circumstances**
- **The timing of the period being requested**

Leave of absence for some family events, such as funerals, weddings etc., may be granted. Medical/dental absences are granted authorisation.

A Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child for a single event absence of at least 5 consecutive school days where the absence is unauthorised as it is neither exceptional nor unavoidable. For a first Penalty Notice the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. For a second Penalty Notice since 19th August 2024, the amount of the penalty is £160. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

If 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th of August 2024 (over a 3-year period) then prosecution in relation to Section 444 of the Education Act 1996 may be considered as an alternative to a Penalty Notice being issued.

Should a child be absent for term-time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution under Section 444 of the Education Act 1996 may also be considered.

Please complete the attached request form giving as much information as possible and return it to the school office with at least four weeks’ notice.

Yours sincerely,

Phil Barlow
Headteacher

For Office use only:

Number of days requested:

Current academic year: % Att AA UAA

Decision: A C P T R
 UA O G

If UA is PN required: Y / N

Previous PN: Year 1 () Y / N

 Year 2 () Y / N

 Year 3 () Y / N

Letter sent to:

Letter delivered by:

APPENDIX 6

AUTHORISED TERM TIME LEAVE LETTER

DATE

ADDRESS

Re:

Dear

Request for Term-Time Absence

Thank you for your request for a term-time leave of absence for XXXX on the XXXXX to XXXX equating to XXXX school sessions

I am able to authorise this absence, having taken into account the individual circumstances of the request.

This will bring your children's authorised absences during this educational year to:

Sessions:

Percentage attendance to date:

Yours sincerely,

Phil Barlow

Headteacher

UNAUTHORISED TERM TIME LEAVE LETTER

DATE

ADDRESS

RE:

Dear

Request for Term-time Leave of Absence

Thank you for your correspondence requesting term-time leave of absence for NAME on the XXXX to XXXX equating to XXXX school sessions.

The Education (Pupil Registration) (England) Regulations 2006 was amended in September 2013. The amendments made clear that Headteachers **may not** grant any leave of absence during term time unless “exceptional circumstances” exist.

I have considered your application and the reasons for your absence carefully. While I understand your situation, I am sorry to tell you that I am not able to authorise your request on this occasion, as the explanation provided cannot be justified as “exceptional circumstances”.

Should you still decide to continue to take your child out of school during term time please note that the absence will be recorded as a “G” denoting unauthorised term time leave.

If unauthorised term-time leave absences of 10 sessions or more are recorded, a Penalty Notice fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school.

For a first Penalty Notice, then the amount of the penalty is £80 per parent, per child if paid within 21 days or £160 if paid within 22 to 28 days. For a second Penalty Notice since 19th August 2024 then the amount of the penalty is £160 per parent, per child. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if two Penalty Notices are issued to a named parent in relation to the same child since the 19th August, over a three-year period, then prosecution concerning Section 444 of the Education Act 1996 may be considered as an alternative to a Penalty Notice for a third term-time leave absence.

Please see visual example overleaf.

Should a child be absent for term-time leave for an extended period (20 days or more), not authorised by the school, prosecution concerning Section 444 of the Education Act 1996 may also be considered.

← Three-Year Period →		
<p>First Term Time Leave 10 sessions (5 days) or more.</p> <p>£80 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be $£80 \times 3 = £240$ per parent.</p> <p>The total would be £480.</p> <p>If you pay after 21 days it rises to £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Second Term Time Leave 10 sessions (5 days) or more.</p> <p>£160 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be $£160 \times 3 = £480$ per parent.</p> <p>The total would be £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Third Term Time Leave 10 sessions (5 days) or more.</p> <p>Prosecution.</p>

Yours sincerely,

Phil Barlow
Headteacher

APPENDIX 7

SUSPECTED HOLIDAY LETTER

DATE:

ADDRESS

Re:

Dear

I am writing about NAME absence from school from XXXX to XXXX.

From information received from other sources, we believe that this was due to term-time leave. You have not followed the correct procedure for requesting a leave of absence during term time.

We would be grateful if you could confirm the reason for the absence within 7 days of the date of this letter so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical information to support this. If we do not hear from you within the next 7 days, NAME absence will be recorded as 'G' denoting an unauthorised term time leave.

If unauthorised absences are recorded a Penalty Notice can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **If this is your first penalty notice, then the amount of the penalty is £80 if paid within 21 days or £160 if paid within 22 to 28 days. If this is your second penalty notice since 19th August 2024, then the amount of the penalty is £160.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 2 Penalty Notices have been issued to a named parent in relation to the same child since the 19th August 2024 (over a 3-year period), then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued.

Should a child be absent for term time leave for an extended period during term time (20 days or more) not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

Yours sincerely,

Phil Barlow
Headteacher

APPENDIX 8

REQUEST FOR REMOVAL/DELETION FROM THE SCHOOL ROLL

Parental notice of child(ren) leaving the school and requiring removal from the school roll

Please complete as appropriate;

Name of Child(ren):

DOB(s):

Class(es):

Current Home Address:

Current Telephone Number:

Current E-mail Address:

Leaving Date:

Reason for Leaving:

We are moving	Date: New Home Address: New Telephone Number:
We are moving abroad	Date: New Home Address: Country:
I have registered my child(ren) at another school	Start Date: Name of School: Telephone Number:
I am going to educate my child(ren) at home and have informed the school in writing	Start date:
Other:	

Parent/Carer Printed Name:

Relationship to child(ren):

Parent/Carer Signature:

Date:

APPENDIX 9

Dear

Congratulations

I am writing to formally acknowledge that NAME has 100% attendance this year. As we know, attendance is directly linked to achievement and children's wider development, including their wellbeing. This is an outstanding achievement, and I would like to thank you for your role in supporting our commitment to maximising the educational achievement of our pupils.

I would also like to take this opportunity to congratulate NAME on this amazing achievement. Well done!!!

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Mr Barlow', written in a cursive style.

Mr Barlow
Headteacher