



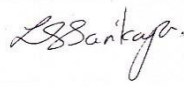
**THE ST. BART'S  
ACADEMY**  
— TRUST —

**Attendance and  
Punctuality Policy**

**April 2023**

## The St. Bart's Academy Trust

### Attendance and Punctuality Policy

<b>Produced Date:</b>	<b>April 2023</b>	
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## Statement of intent

St Bart's Multi-Academy Trust is committed to developing and implementing policies and practice which support good attendance, in partnership with parents/carers, pupils, governors, local authorities and with other outside agencies.

St Bart's Multi-Academy Trust believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full academic and social potential if they do not regularly attend school. All children should be at school, on time, every day the Academy is open, unless the reason for the absence is unavoidable.

The barriers to accessing education are wide and complex, both within and beyond the Academy gates, and are often specific to individual pupils and families. Therefore, we will continue to prioritise cultivating a safe and supportive environment across all our Academies, as well as strong and trusting relationships with pupils and parents.

Promoting excellent attendance is the responsibility of the whole Academy community. Excellent attendance is a pre-requisite of academic success. Each Academy will ensure that parents are kept well informed about the link between attendance and attainment and that when academic progress is jeopardised, this message is clearly reiterated, and support is offered to remove any existing or emerging barriers to attendance.

Our Academies will promote excellent attendance through their use of such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium. Excellent attendance by pupils will be recognised appropriately.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

## 2. Roles and responsibilities

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Local Governing Committee and the Principal of each Trust Academy.

In addition, **St Bart's Multi-Academy Trust** has overall responsibility for:

- Devising and reviewing the Trust Attendance and Punctuality Policy
- Setting and reviewing the Trust level targets for attendance and punctuality as part of each Academy's strategic plan and target setting process
- Advising Academies on matters related to attendance and support as required
- Sharing effective practice on attendance management and improvement across its Academies

The **Local Governing Committee** has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the Academy
- Promoting the importance of good attendance through the Academy's ethos and policies
- Arranging attendance training for all relevant staff that is appropriate to their role
- Regularly reviewing attendance data
- Handling complaints regarding this policy as outlined in the Trust's Complaints Procedures
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children

The **Principal** is responsible for:

- The day-to-day implementation and management of this policy, determining local processes and systems appropriate to context
- Appointing a member of the Senior Leadership Team to the attendance officer role
- Ensuring all parents are aware of the Academy's attendance expectations and procedures
- Ensuring that every pupil accesses their full entitlement to high quality education and acting as early as possible to address patterns of absence
- Monitoring the Academy's offer to ensure the delivery of a curriculum which is engaging and personalised to the needs of the pupils
- Developing and maintaining a positive culture across the Academy where all staff understand the link between behaviour, attendance, and inclusion

- Managing staffing resource to effectively promote, support and monitor high levels of attendance through pastoral teams and delegation of responsibility to attendance officers for specific activity
- Evaluating and reporting attendance and punctuality, via reports from the senior leader responsible for attendance, using this to develop strategic plans for improvement, reporting actions and impact to the Trust and the Local Governing Committee as required
- Ensuring that Academy staff receive effective, targeted attendance training dependent on role
- Determining, in collaboration with the senior leader responsible for attendance, whether to authorise any proposed absences during term time requested on the Academy's official request form (**Appendix D**)

**Staff** are responsible for:

- Developing and maintaining a positive culture where all pupils are effectively supported
- Ensuring this policy is implemented fairly and consistently
- Upholding and reinforcing expectations for good attendance and punctuality
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be reported
- Completing registers on time and accurately
- Communicating effectively with parents/carers regarding concerns at the earliest point, working together to eliminate barriers
- Identifying absence trends or concerns and raise with the relevant member of administration team/pastoral team staff

The **attendance officer** is responsible for:

The Academy's attendance officer is **Michelle Sharp**, and can be contacted via **msharp@sbsmat.org**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

- Communicating with pupils and parents with regard to attendance
- Leading initiatives to promote the profile of attendance throughout the Academy including a package of rewards that is valued by pupils and is responsive to pupil voice
- Ensuring data on attendance and punctuality is displayed in prominent places visible to pupils and is communicated to parents/ carers on a weekly basis
- Ensuring attendance is recorded accurately and promptly on Arbor and where absence is recorded as unexplained in the Academy attendance register, the correct code is inputted as soon the reason is ascertained, but no later than 5 working days after the session
- Interrogating and analysing attendance and punctuality data and identifying areas of intervention and improvement and preparing reports, as required by the Principal
- Preparing case studies to demonstrate the impact of interventions - **Appendix C**
- Contacting parents/carers of pupils who have been identified as at-risk or have persistent poor attendance, to challenge absences and encourage an early return to the Academy
- Leading pastoral / attendance review meetings and developing an attendance improvement plan involving the child, parent/carer and, where appropriate, other agencies for pupils whose patterns of absence / punctuality are a concern – **Appendix B**
- Complying with the Department for Education Statutory Guidance on Children Missing Education (CME) by informing the local authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school
- Where appropriate, visiting the home and/or making a referral to the local authority's education welfare service or equivalent contracted service

- Working proactively in partnership with the local authority 'School Attendance Support Team' accessing the four core functions (communication and advice, targeting support meetings, multi-disciplinary support for families and legal intervention) as and when necessary to support good attendance.
- Co-ordinating the collation of all the documentary evidence required by the local authority for pursuing a legal intervention
- Informing the local authority of any pupil being deleted from the admission and attendance registers
- Co-ordinating the support plan for pupils returning to the Academy following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps
- Ensuring that suitable provision and support is given to those students with SEND, specific medical and / or mental health conditions which may be barriers to achieving regular attendance

**Administrative staff** are responsible for:

- Monitoring registration on a daily basis and ensuring any missing marks are quickly resolved to ensure pupils are safe, including making phone calls to parents / carers where a pupil's absence is unexplained in accordance with Academy agreed timings
- Being the first point of contact for parents/carers and relevant Academy staff regarding pupil absence and appointments
- Collating and issuing all attendance and punctuality data on a daily, weekly, half-termly, termly and annual basis to the attendance officer / Principal
- Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice

**Pupils** are responsible for:

- Arriving at the Academy on time every day, unless there are reasons such as illness, specific family circumstances or other extenuating factors which preclude this
- Coming to the Academy well prepared and with the right attitude; to enjoy and achieve
- Speaking to a member of staff if there are any problems that may affect attendance, punctuality and/or learning

**Parents** are responsible for:

### **Legal Duty**

**Section 7 of the Education Act 1996 places a duty on parents/carers to ensure children of compulsory school age receive efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents/carers have a legal duty to ensure their child's regular attendance at the school where they are registered.**

**A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.**

- Providing accurate and up-to-date contact details
- Providing the Academy with a minimum of TWO up to date home and emergency contact details
- Updating the Academy if their details change
- Ensuring their child attends every day the Academy is open except when a statutory reason applies
- Ensuring their child arrives in the Academy on time and prepared for the day



- Contacting the Academy as soon as possible to notify of absence
  - Contacting the Academy to discuss any emerging concerns / barriers that might prevent their child from maintaining good attendance or arriving promptly at the Academy.
  - Proactively engaging with attendance support offered to prevent the need for more formal support when applicable.
  - Submitting in writing, requests for exceptional leave of absence in good time to the Academy Principal prior to making any arrangements.
- PLEASE NOTE: holidays are not deemed exceptional circumstances and will not be authorised.
- Providing medical evidence for an absence when requested by the Academy
  - Ensuring that all appointments, where possible, are arranged outside the school day

### 3. Working with parents to improve attendance

Through working closely in partnership with parents/carers, each Academy aims to establish positive routines for attendance and punctuality from the earliest age. Due to the established impact of lost education on progress and achievement, the Academy will always provide comprehensive support to children and families to endeavour to overcome barriers, but will implement a robust response where concerns emerge. Each Academy will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The Academy will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The Academy will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend the Academy every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the Principal in advance.

The Academy will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at the Academy can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend the Academy regularly. The Academy will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in the Academy, e.g. bullying, the attendance officer will work with the Principal and any relevant school staff, including the Designated Safeguarding Lead (DSL) and Special Educational Needs Co-ordinator (SENCO), to address this. Where the barriers are outside of the Academy's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

### 4. Definitions

The following definitions apply for the purposes of this policy:

#### Absence:

- Arrival at the Academy after the register has closed
- Not attending the Academy for any reason

### Authorised absence:

- An absence caused by genuine illness for which the Academy has granted leave NB The Academy reserves the right to ask for medical evidence of an illness as stated by the parent/carers
- Medical or dental appointments which unavoidably fall during the school day, for which the Academy has granted leave
- Religious or cultural observances for which the Academy has granted leave
- An absence due to a family emergency/bereavement
- Situations where the Academy authorises absence, e.g. special occasions such as theatre/sporting/musical performance

### Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences that have not been approved following a parents/carers request
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at the Academy after the register has closed
- Absence due to shopping, looking after other children (including siblings) or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- No school uniform
- Leaving school for no reason during the day

Academies will never authorise the unilateral withdrawal of pupils by their parents as a result of a parental concern or complaint. Such absences can be damaging to children's education, are unnecessary, do not allow staff to deal with the issue efficiently, and, as a consequence, will be unauthorised.

It is the responsibility of the Principal, not the parent/carer, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with government regulations and guidance. An Academy can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to the Academy it is suspected that they have been on holiday.

### Persistent absence (PA):

- Missing **10** percent or more of schooling across the year for any reason

### Severe Absence (SA):

- Missing **50** percent or more of schooling across the year for any reason

## 5. Attendance expectations

Parents have a duty to ensure that their children receive full time education (the Education Act 1996). Legal action may be instigated against parents/carers whose child's attendance is at an unacceptably low level and where parents/carers are failing to fulfil their responsibility (section 444(1) and 1(a)).

Each Academy has high expectations for pupils' attendance and punctuality, and ensures these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend the Academy punctually every day they are required to be at school, for the full day.

The Academy day starts at **8:45am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:45am**.

All pupils should be punctual at arriving at the Academy in line with the starting time detailed above. Those pupils who arrive after the starting time, but before the end of the registration period will be marked as late. Those arriving after the registers close, but before the end of the session will be issued with a mark of unauthorised absence. It is important that children arrive at the Academy on time to avoid missing key learning, information and the impact on routines and relationships.

Each Academy requires late arriving pupils to be signed in. The reason for the lateness will need to be provided.

Each Academy monitors the late arrival of pupils. Persistent lateness will be monitored the attendance officer who will arrange to meet with parents, to overcome any barriers, to improve punctuality.

Ultimately, continued unauthorised lateness, that which is coded as unauthorised could result in statutory action being taken by the Local Authority.

## 6. Absence procedures

On the first day of absence, parents/carers should telephone the Academy office before **9:00am** to inform them of the reason for the pupil's absence and the likely duration of the absence. Personal or written communication to the Academy is also acceptable.

Parents/carers should then contact the Academy every day until the pupil returns or alternatively indicate the length of the absence and the reasons why it is known the pupil will be unable to attend e.g. recovering from an operation. In these circumstances, a 'check in' date must be agreed when the absence will be reviewed.

Where no information has been received by **9:00am** on the first day of absence, the Academy will telephone the home of the absent pupil to enquire regarding the absence.

The Academy will always follow up any absences in order to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is being taken
- Identify whether the absence is authorised or not
- Identify the correct code to use to enter the data onto the register

Should no reason for absence have been ascertained, the attendance officer or another member of staff may complete a home visit to gain the reason for the absence. A home visit may also be completed if:

- the Academy receive any additional contradictory information
- the staff are concerned about the pupil's absence

The Academy will not normally request medical evidence in most circumstances where a pupil is absent due to illness; however, the Academy reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

When a pupil with a social worker is absent without good reason, the social worker should be informed of unauthorised absences and support improved attendance. Where Academies are considering the use of legal interventions, the view the relevant social worker should be considered although the final decision will be taken by the Academy in liaison with the local authority.

Where a pupil has not returned to the Academy for 10 days after an authorised absence, or is absent from the Academy without authorisation for 20 consecutive school days, the Academy will remove the pupil from the admissions register of the Academy and advise the LA that they have failed to establish the whereabouts of the pupil after making reasonable enquiries.

## 7. Attendance register

In accordance with regulation 5 of the Education (Pupil Registration) (England) Regulations 2006 as amended, every school must keep an admission register.

Each Academy uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the Trust and other appropriate authorities.

This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:45am**. Pupils will receive a late mark if they are not in their classroom by this time
- The morning register will close at **9:15am**. Pupils will receive a mark of absence if they do not attend the Academy before this time
- The afternoon register will be marked by **12:30pm (EYFS), 12:45pm (Y1-4) and 1:00pm (Y5-6)**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:00pm**. Pupils will receive a mark of absence if they do not attend the Academy before this time

The Academy will use the Attendance and Absence Codes, in the Attendance Registers, as required by the DfE School Attendance Guidance for maintained schools, academies, independent schools and local authorities. See **Appendix A**. The cause of each absence is always required.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

## 8. Leave of Absence

The Education (Pupil Registration) Regulations 2013 prohibits the Principal of an Academy from granting leave of absence to a pupil, except where an **advance application** has been made by the parent/carer and the Principal considers that there are **exceptional circumstances** relating to the application.

In order to have requests for a leave of absence in exceptional circumstances to be considered, the Academy will expect parents to contact the Principal **in writing using the appropriate Academy form (Appendix D)** at least four weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur. The form is available from the Academy office

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Principal will determine the length of time that the pupil can be away from the Academy and the agreed date of return.

The Principal's decision is not subject to appeal; however, the Academy will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the Principal may consider if the reasons given for requesting leave are **rare, significant, unavoidable and short**. The following factors will also be taken into consideration when considering requests for leave of absence during term time:

- Whether the event for which leave of absence is requested can reasonably take place during school holidays
- Levels of attendance and unauthorised absence over the last 12 months
- Any leave of absence taken previously
- Whether the leave is during any statutory assessment period or will result in not meeting assessment deadlines
- Age and year group of the pupil

The Academy will not consider the following to be exceptional circumstances, please note this list is not exhaustive:

- The availability of cheap holidays
- The availability of the desired accommodation
- An overlap at the beginning or end of the school term
- The working pattern or availability of parental holiday entitlement
- Attendance at a wedding or christening of an extended family member or friend
- Visiting relatives either abroad or in the UK

Parents/carers are not entitled to remove children from our Academies for holidays during term time. If leave of absence is not granted, taking a pupil out of the Academy will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice.

Should a leave of absence be granted, regulations are clear that any lateness in the return to the Academy from the granted period, may be recorded as unauthorised leave of absence.

If a parent does not apply for leave but we believe that the pupil has been taken on holiday, then we will write to the parent to express our concern. The parent will be expected to provide contrary evidence to be received at the Academy by a specified date. Should the supporting documentation not be provided then the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied.

The Academy cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable using the 'Leave of Absence' request form, **Appendix D**. Parents/carers should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments. Time away from school as a result of an appointment must be kept to a minimum. Children should not be absent for the whole day/whole morning/whole afternoon where this can be avoided.

No evidence of the appointment may lead to the absence being recorded as unauthorised.

## 9. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The Academy will collect weekly data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The whole Academy cohort
- Individual year groups
- Individual pupils
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM
- Pupils at risk of PA
- Pupils at risk of SA

The attendance officer will conduct a thorough analysis of the above data on a half-termly basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes
- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The attendance officer will provide regular reports (verbal or written) to staff across the Academy to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Local Governing Committee will regularly review attendance data, including examinations of recent and historic trends, and will support the Principal in setting goals and prioritising areas of focus for attendance support based on this data.

The Academy supported by the Trust will also benchmark its attendance data against national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other Academies.

## 10. Persistent Absence (PA)

According to the Department for Education guidelines, a pupil will be considered as a persistent absentee if their attendance is 90% or lower (i.e., 10% or more sessions are missed). There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The Academy will use a number of methods to help support pupils at risk of PA to attend the Academy. These may include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing attendance improvement plans to remove barriers and provide additional support. See **Appendix B**.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the Academy will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the Academy's duty of care. The Academy will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the **Child Protection and Safeguarding Policy**.

## 11. Severe absence (SA)

According to the Department for Education guidelines, a pupil will be considered as a severe absentee if their attendance is 50% or lower (i.e., 50% or more sessions are missed).

Any pupil who is at the severe absence threshold is at serious risk of harm. There should be an intensive level of support and where appropriate challenge, including the use of legal interventions to secure improvement. We recognise that these children may find it more difficult to be in the Academy or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners.

Our Academy attendance teams will make this group a top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by the Academy, local authorities, and other partners, and the appropriate educational support or placements (e.g., an education, health, and care plan) have been provided but severe absence for unauthorised reasons continues, we recognise that it is likely to constitute neglect and would therefore be treated as a safeguarding issue. The Academy will escalate any concerns in this regard in line with the **Child Protection and Safeguarding Policy**.

## 12. Vulnerable Pupils

Each Academy recognises that pupils with SEND and/or health conditions, including mental health issues may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending the Academy difficult.

In line with the Academy SEND Policy and SBMAT Supporting Pupils with Medical Conditions Policy, the Academy will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The Academy will secure additional support from external partners to help bolster attendance where appropriate.

Where the Academy has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's

lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend the Academy for long periods of time due to their health, the Academy will:

- Inform the LA if a pupil is likely to be away from the Academy for more than 15 school days over a school year.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at the Academy when they return.
- Make sure the pupil is kept informed about Academy events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The Academy will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending the Academy may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the Academy may consider:

- Holding regular meetings to evaluate any implemented reasonable adjustments
- Incorporating a pastoral support plan
- Carrying out strengths and difficulties questionnaire
- Identifying pupils' unmet needs through the Common Assessment Framework
- Using an internal or external specialist
- Ensuring a pupil can have somewhere quiet to spend lunch and break times
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out
- Temporary late starts or early finishes
- Short term phased returns to the Academy where there has been a long absence
- Small group work or on-to-one lessons
- Tailored support to meet their individual needs

Where a child is returning to the Academy following a period of hospital education or alternative provision (including home tuition), the Academy will work in partnership with parents/carers and external agencies (if appropriate), to assist a smooth reintegration back into the Academy, ensuring a flexible approach to meeting the pupil's needs. All relevant staff will be informed of the child's circumstances and a member of staff will be nominated to oversee the pupil's return. The pupil's peers will also be included to ensure they welcome the pupil back to the Academy and support the reintegration process.

### 13. Celebrating Good Attendance

We recognise the importance of acknowledging and celebrating good attendance however we also do not penalise children who have been unable to attend due to medical conditions, illness, or other exceptional circumstances. We also value where attendance has shown sustained improvement over time. The Academy will acknowledge excellent attendance and punctuality / improvement in attendance / punctuality in the following ways:

- **Weekly feedback to pupils**
- **Mention in celebration assemblies**
- **“Three strikes and you are IN!” (Daily raffle ticket issued to pupils who are in school on time, in correct uniform, and with planners)**



The Academy will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

## 14. Attendance intervention

At frequent intervals, the attendance officer, will review the pupils whose attendance (or punctuality) level is less than that of the Academy's attendance target. There is a tiered system to respond to low and/or falling attendance levels. However, a decision may be made to intervene earlier at any stage if there is particular concern about a child's attendance. The Academy will use attendance data to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The following is intended as a guide:

<p><b>Attendance below 96% or 3 or more days absence during the first half of Autumn Term:</b></p>	<p>A standard letter (<b>letter one (a) or letter one (b)</b>) is typically sent to any parent whose child's attendance has dropped just below 96% or where a child has been absent for 3 days or more during the first half of the Autumn term. This letter is for information – it notifies the parent of this attendance level and explains that the Academy will continue to monitor the child's attendance. Where the cause for a child's attendance dropping below 96% is very specific and clearly known and evidenced to the Academy, it may decide that such a letter is not required or appropriate. For example, where a child has had a known and confirmed medical issue and where this is the only substantial cause for the lower attendance. In such circumstances, the child's attendance will be closely monitored – further reduction in attendance may prompt this initial letter, without the need to wait for the next formal half- termly audit.</p>
<p><b>Attendance between 90% and 95%</b></p>	<p>The standard letter described above may be used again where a child's attendance sits at this level. This letter may be used twice in succession but if attendance remains at this level for a third time, it will be treated as for attendance which is below 90%. Alternatively, the Academy Attendance Officer or a member of the pastoral team will telephone the parents to discuss concerns and offer support.</p>
<p><b>Attendance which is below 90%</b></p>	<p>Attendance at 90% equates to 19 days absence through a year and is therefore a cause for concern. In such circumstances, parents will receive a specific letter (<b>letter two</b>) which very clearly identifies that the attendance level is a significant cause for concern (except for in exceptional circumstances where the attendance is not a cause for concern, such as known medical conditions). Parents are requested to attend an Attendance Clinic, the purpose of which is to explore the reasons for the child's low attendance and agree appropriate support. The content of this meeting will be used to draw up an attendance improvement plan <b>See Appendix B.</b> which will be shared with the parents and a review date will be agreed. Participants in that meeting may vary according to the circumstances but may often involve staff such as the Attendance Officer, class teacher, SENCo and pastoral staff. The Academy may also invite a Local Authority representative. At this stage, the Academy should make it known and confirm in writing that absences cannot be authorised without medical evidence (<b>letter three</b>) unless there are exceptional reasons which render this inappropriate (for example, a known medical condition); and that the Academy cannot routinely authorise absence where a child's attendance has reached this level of concern. A review date no longer than three weeks from the start of the plan will be agreed.</p>
<p><b>Attendance which continues to decline from below 90%</b></p>	<p>Unless there are specific circumstances, the Academy will not be authorising absences at this stage because attendance at 90% equates to 19 days absence through a year. If attendance is not showing reasonable improvement within three weeks of the last communication with parents, then the Academy will take further action which will involve further meetings with the parents. It is</p>

	likely that a referral for intervention by the Local Authority will be appropriate; certainly, advice from the LA will be sought.
<b>Improved Attendance</b>	In all cases where there has been an improvement in attendance following intervention / support an acknowledgement letter ( <b>letter four</b> ) will be sent to parents.
<b>3 lates (code L or code U) during a half term</b>	A standard letter ( <b>letter five</b> ) is typically sent to any parent whose child arrives late on at least 3 occasions during any half term This letter is for information – it notifies the parent of this punctuality level. Where the cause for a child’s lateness is very specific and clearly known, the Academy may decide that such a letter is not required or appropriate. In such circumstances, the child’s punctuality will be closely monitored – further lateness may prompt this initial letter, without the need to wait for the next formal half- termly audit.
<b>Ongoing lateness (code L) despite previous letter or persistent lateness (code U) on more than 4 occasions</b>	Ongoing late arrivals or lateness resulting in unauthorised absence is a cause for concern. In such circumstances, parents will receive a specific letter ( <b>letter six</b> ). Parents are requested to attend a meeting, the purpose of which is to explore the reasons for the child’s late arrivals and agree appropriate support. You may choose to draw up a punctuality improvement plan by adapting the template provided in <b>Appendix B</b> . This will be shared with the parents and a review date will be agreed. Participants in that meeting may vary according to the circumstances but may often involve staff such as the Attendance Officer, class teacher, SENCo and pastoral staff. The Academy may also invite a Local Authority representative. A review date no longer than three weeks from the start of the plan will be agreed.

The impact of interventions will be recorded in the form of a case study as directed by the Principal. Each Academy should produce at least two case studies per academic year. See **Appendix C**.

## 15. Legal Interventions

Where there is persistent unauthorised absence, despite support being provided, and all avenues being exhausted, then the attendance officer will provide appropriate records to the Local Authority for them to fulfil their statutory functions should their threshold be met. The Local Authority has the decision on which, if any, response will be issued. These include:

- **Penalty Notices:** Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents/carers. They are an alternative measure to the prosecution of parents/carers who fail to ensure that their child attends school. A penalty notice will be issued by the local authority in line with its code of conduct when a child’s absence has not been authorised by the school. This is issued to any adult with parental responsibility for each child. The penalty is £60 per parent/carer per child if paid within 21 days, increasing to £120 per parent/carer per child if paid between 21 and 28 days. If one or both parents/carers fail to pay the penalty notice in full, then the local authority may decide to prosecute the parents/carers
- **Prosecution:** If a child fails to attend school regularly at which they are registered then the parents/carers may be guilty of an offence and may be prosecuted by the local authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child’s regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also sentence parents/carers for imprisonment for up to 3 months
- **Education Supervision Order (ESO):** This is an action plan that would be overseen by the high or Family Court. Non-compliance with the directions given in an ESO can lead to a fine of up to £1000
- **Parenting Order:** The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive help and

support to enable them to improve their child's attendance for up to 3 months. Any breach of the order can lead to a fine of up to £1000

## 16. Training of staff

The Academy will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools and academies, e.g. the keeping of registers
- The Academy's strategies and procedures for monitoring and improving attendance
- The Academy's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## 17. Monitoring and review

Attendance and punctuality will be monitored throughout the year.

This policy will be reviewed every **two** years by the Trust.

Any changes made to this policy will be communicated to all relevant stakeholders.

## Appendix A – Contents of the attendance register/attendance codes used in our Academies

The national codes enable our Academies to record and monitor attendance and absence in a consistent way and are used to collect statistics through the school census system. The data helps our Academies, the Trust, local authorities, and the DfE to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

### Present:

**Code /\:** Present in school / = am \ = pm

**Code L:** Late arrival before the register is closed

### Authorised absence:

**Code C:** Leave of absence granted by the Academy - only **exceptional circumstances** warrant granting a leave of absence. We consider each application for a leave of absence individually considering the specific facts and circumstances and relevant background context behind each request. For example, this code will be used if the pupil is subject to a temporary part-time timetable or may be used where a pupil is taking part in a performance or sporting activity that is not organised by the Academy.

**Code H:** Leave of absence for the purpose of a family holiday granted by the Academy – this is always at the Principal's discretion. The Trust position is that this *must be the exception to the rule*. Our default position is that we do not authorise family holidays during term.

**Code E:** Excluded but no alternative provision made.

**Code I:** Illness (not medical or dental appointment).

**Code M:** Medical or dental appointment.

**Code R:** Religious observance - we interpret this reason as 'a day exclusively set apart for religious observance' when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment to mark the occasion.

**Code S:** Study leave

**Code T:** Traveller absence - code is *only* applied when the pupil's parent(s) is travelling for occupational purposes and the Academy has granted a leave of absence *following a formal request* from the parent.

### Unauthorised absence:

**Code G:** Holiday not granted by the Academy, or more than the period determined by the Academy.

**Code N:** Reason for absence not yet provided - where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no more than 5 working days after the session. If a reason for absence cannot be established after 5 working days, our Academies will amend the pupil's record to code O.

**Code O:** Absent without authorisation – where no reason for absence is established or the Academy is not satisfied that the reason given is an unauthorised absence.

**Code U:** Arrived in the Academy after registration closed - where a pupil has arrived late after the register has closed and the Academy is not satisfied that the reason for lateness is an authorised absence.

## Attending an approved educational activity:

**Code D:** Dual registered at another school - the law allows for a pupil to be registered at more than one school. This code is used to indicate that the pupil was not expected to attend the school in question because they were scheduled 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.

**Code B:** Off-site educational activity – an off-site educational activity that has been approved by the school and supervised by someone authorised by the school. Examples are:

- attending taster days at other schools
- attending courses at college
- attending longer term unregistered / registered alternative provision arranged or agreed by the Academy

The educational activity must take place during the session for which it is recorded. Our Academies are responsible for the safeguarding and welfare of pupils educated off-site. By using code B, we are certifying that the education is supervised, and measures have been taken to safeguard the pupil. This code is not used for any unsupervised educational activity i.e., when a pupil is at home doing some schoolwork.

**Code J:** At an interview with prospective employers, or another educational establishment.

**Code P:** Participating in a supervised sporting activity.

**Code V:** Educational visit or trip.

**Code W:** Work experience.

## Unable to attend due to exceptional circumstances:

Code Y: Unable to attend due to exceptional circumstances, where a pupil is unable to attend school because:

- the school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend; or
- the transport provided by the school, or a local authority is not available, and the pupil's home is not within safe walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

## Administrative codes:

**Code X:** Non-compulsory school age pupil not required to be in school

**Code Z:** Prospective pupil not on admission register - if a pupil fails to attend on the agreed starting day, the Academy must establish the reason and record the pupil's absence using the relevant absence code.

**Code #:** Planned whole or partial school closure – when dates are known and planned:

- 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 school as a polling station.

Partial school closures that are known and planned such as:

- 'staggered starts' or 'induction days' where different term dates have been agreed for different year groups - this code is used to record the year group(s) that is not due to attend; and
- use of part of the school as a polling station.

## Appendix B – Attendance Improvement Plan Template

# The St. Bart's Academy Trust Attendance Improvement Plan



Academy:					
Pupil information	Pupil name	Date of birth	Age	Year	Class
Purpose of document	To determine strategies to improve the attendance during the academic year.				
Current attendance percentage	%	If attendance is <b>below 96 percent</b> , this is a cause for concern and intervention is needed. If attendance is <b>below 90 percent</b> despite interventions from school staff, serious interventions are needed.			
Known barriers to attendance	<i>[Outline relevant barriers]</i> <ul style="list-style-type: none"> <li>• Illness</li> <li>• Bullying</li> <li>• Behaviour challenges</li> <li>• Speech and language challenges</li> <li>• Financial</li> <li>• Parental</li> </ul>				
Overview	<i>[Give a brief overview of the challenges the pupil faces, including details on behaviour challenges, academic curriculum and any medical and physical challenges which impact upon learning.]</i>				



<b>Previous interventions</b>	<b>Attendance interventions</b>					
	<i>I.e Dated - letter 1 and letter 2 has been sent from the school to the pupils parents.</i>		<i>i.e. Dated - The pupils parents are invited to a school meeting and a formal action plan to support attendance is agreed, with individual attendance targets set. A date is arranged for future meetings to review the plan.</i>		<i>i.e. Dated - Parents are issued with a fixed penalty notice by the LA for their child's persistent absence.</i>	
<b>Coordinated by</b>	<b>Name</b>		<b>Name</b>		<b>Name</b>	
	<b>Job role</b>		<b>Job role</b>		<b>Job role</b>	
<b>Current interventions</b>	<b>Attendance interventions</b>					
	<b>Autumn term</b>		<b>Spring term</b>		<b>Summer term</b>	
	<i>Weekly attendance checks are completed for child</i>		<i>Weekly phone calls to parents made and fortnightly meetings pre arranged.</i>			
<b>Coordinated by</b>	<b>Name</b>		<b>Name</b>		<b>Name</b>	
	<b>Job role</b>		<b>Job role</b>		<b>Job role</b>	
<b>Timetable of interventions</b>						
<b>Review date</b>						

<b>Comments on improved attendance</b>	<b>Comments</b>
	<b>Parents' comments</b>
	<b>Pupils' comments</b>

<b>Timescale for review</b>			
<b>The attendance improvement plan will be formally reviewed on:</b>			
<b>An annual review should be carried out on:</b>			
<b>An informal review of this attendance improvement plan including a review of targets will take place.</b>		at the end of each term	
<b>This Plan has been shared with the child's parents:</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
		<input type="checkbox"/>	
<b>Autumn review date</b>	<b>Spring review date</b>		<b>Summer review date</b>

<b>Principal</b>		<b>Parent</b>	
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

## Appendix C – Case Study Template

# The St. Bart's Academy Trust Attendance Case Study



<b>Academy:</b>							
<b>Name:</b>		<b>D.O.B:</b>		<b>Admission Date:</b>		<b>Date:</b>	
<b>Year Group:</b>		<b>Gender:</b>		<b>Overall time at school:</b>			
<b>Current Attendance:</b>				xx		%	
<b>Authorised:</b>		xx	%	<b>Unauthorised:</b>		xx	%
				<b>Late:</b>		xx	
<b>Vulnerable Groups</b> (highlight):		EAL / SEN / PP/ FSM		<b>Safeguarding</b> (highlight):		CP / CIN / EH	
<b>Outside Agency Involvement:</b>				<b>Previous Schools:</b>			
<b>Case study duration</b>							
<b>Start date:</b>				<b>End date:</b>			
<b>Significant contextual information:</b>							
<p><i>This space should be used to provide context on the pupils and anything that may be relevant to their attendance, including their behaviour history (serious incidents bullying, exclusions, behaviour for learning), any barriers to learning, any problems they may be facing at school and relevant diagnoses, e.g. dyslexia.</i></p>							
<b>Interventions/Actions:</b>							
<p><i>This section should outline the strategies and interventions that were put into place to help improve attendance.</i></p>							
<b>Date</b>		<b>Actions / Interventions</b>					

<b>Monitoring</b> <i>This section should outline how the school assessed the pupil's progress and attainment during the case study period.</i>

<b>Progress during case study duration</b>		
<b>Prior attendance average</b>	XX	%
<b>End of case study attendance average</b>	XX	%

<b>Impact:</b>	
<b>Impact on the pupils' wellbeing and behaviour</b>	<i>This space to highlight how the interventions used have impacted on the pupils' wellbeing and behaviour. You should indicate where there has been no evidence of impact, to determine where changes to the methods used to increase pupil attendance should be considered.</i>
<b>Impact on the pupils' attainment and progress</b>	<i>Use this space to highlight how the interventions used have impacted on the pupils' attainment and progress, i.e. have there been improvements? You should indicate where there has been no evidence of impact, to determine where changes to the methods used to increase pupil attendance and engagement should be considered.</i>
<b>Parents' views</b>	<i>You should discuss the impact of the interventions used with the pupils' parents and begin to discuss the next steps with them. Summaries of discussions with parents should be included here. This section can also be amended to include the views of social workers or carers.</i>
<b>Pupil views</b>	<i>The pupils should be given the opportunity to discuss their opinions of the interventions used and how they feel their progress and wellbeing has been affected. Consider asking them questions about the interventions, e.g. do you find weekly meetings helpful? This information can be used to inform the next steps that you take.</i>

<b>Next Steps:</b>

## Appendix D – Leave of absence request form

# The St. Bart's Academy Trust Leave of Absence Request Form



Academy:	
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### Guidance Notes

- Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in Academy term time. Children should only be removed in **exceptional circumstances**.
- If you intend for your child to be absent, please complete the form below and submit to the academy with **at least four weeks' notice**. (It is recognised that this timescale may not be possible when the absence request relates to Medical / Dental appointments or Compassionate Leave). Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 state that Principals may not grant any leave of absence during term time unless there are **exceptional circumstances** (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the Academy.

**Exceptional circumstances:** In considering whether any 'exceptional circumstances' apply, the Principal will consider if the reasons are **rare, significant, unavoidable** and **short**. The Principal will also take into consideration the factors listed below:

- Whether the event for which leave of absence is requested can reasonably take place during school holidays
- Levels of attendance and unauthorised absence over the last 12 months
- Any leave of absence taken previously
- Whether the leave is during any statutory assessment period or will result in not meeting assessment deadlines
- Age and year group of the pupil

The Academy will not consider the following to be exceptional circumstances, please note this list is not exhaustive:

- The availability of cheap holidays
- The availability of the desired accommodation
- An overlap at the beginning or end of the school term
- The working pattern or availability of parental holiday entitlement
- Attendance at a wedding or christening of an extended family member or friend
- Visiting relatives either abroad or in the UK

Parents/carers are not entitled to remove children from our Academies for holidays during term time. **If you take your child on holiday during term time you may be liable for a penalty notice being issued.**

# The St. Bart's Academy Trust

## Leave of Absence Request Form



<b>Academy:</b>	
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<b>Name of Child:</b>		<b>Class:</b>				
<b>Date of Absence(s):</b>	<b>From:</b>		<b>To:</b>		<b>Total number of days:</b>	

**For appointments during the school day:**

<b>Time of Appointment:</b>		<b>Time child to be collected:</b>		<b>Time child will return:</b>	
-----------------------------	--	------------------------------------	--	--------------------------------	--

**Please tick the appropriate box for the type of absence and give the reason for this absence request below:**

<b>Medical/Dental appointment*</b>	<input type="checkbox"/>	<b>Religious Observance</b>	<input type="checkbox"/>
<b>Visit to another school</b>	<input type="checkbox"/>	<b>Holiday</b>	<input type="checkbox"/>
<b>Special Occasion (please specify reasons below)</b>	<input type="checkbox"/>	<b>Compassionate Leave (please specify reasons below)</b>	<input type="checkbox"/>

*\*If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/text*

<b>Reason for absence request:</b>	
------------------------------------	--

**I have considered the implications for both my child and others in making this decision.**

<b>Signed:</b>		<b>Date:</b>	
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**For Academy use:**

<b>Child's Attendance level over the last 12 months:</b>		<b>%</b>	
<b>Authorised</b>	<input type="checkbox"/>	<b>Unauthorised</b>	<input type="checkbox"/>

<b>Signed:</b>		<b>Date:</b>	
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## Appendix E – Letter One (A) – Initial Attendance Concerns

### 3 or more days absence during first half of the Autumn Term- Initial Attendance Concerns

Date

Dear xxx

As you are aware, we continue to work hard as an Academy to promote positive attendance. We monitor the attendance of every pupil daily and where attendance is showing any decrease, we are keen to work with parents to see if there are any further actions or support we can implement to improve attendance and prevent any further decline.

This is to inform you your child has been absent from school for 3 or more days this half term and we will continue to monitor this on a regular basis. If their attendance continues to fall, you may be invited to an attendance clinic with the Academy Attendance Officer.

Information regarding the number of days/weeks missed over the course of a school year is provided below. Please do not hesitate to discuss your child's attendance with their class teacher or contact me directly if you have any concerns you wish to discuss.

Pupils fall behind when they miss school – whether pupils are absent for authorised or unauthorised reasons.

#### What does the attendance percentage really mean across a school year?

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

We would really appreciate your support in ensuring ***name of pupil*** attends school regularly.

Yours sincerely

Academy Attendance Officer

## Appendix F – Letter One (B) – Initial Attendance Concerns

### Attendance below 96% - Initial Attendance Concerns

Date

Dear xxx

As you are aware, we continue to work hard as an Academy to promote positive attendance. We monitor the attendance of every pupil daily and where attendance is showing any decrease, we are keen to work with parents to see if there are any further actions or support we can implement to improve attendance and prevent any further decline.

This is to inform you that **xxxx** been absent for **xxxx** days so far this academic year which equates to attendance of **xx%**.

Information regarding the number of days/weeks missed over the course of a school year is provided below. Please do not hesitate to discuss your child's attendance with their class teacher or contact me directly if you have any concerns you wish to discuss.

Pupils fall behind when they miss school – whether pupils are absent for authorised or unauthorised reasons.

#### What does the attendance percentage really mean across a school year?

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

We would really appreciate your support in ensuring ***name of pupil*** attends school regularly.

Yours sincerely

Academy Attendance Officer



## Appendix G – Letter Two – Decline in Attendance

### Attendance below 90% or ongoing decline in attendance

Date

Dear xxx,

**xxx** Academy are committed to ensuring our pupils achieve the best possible outcomes and good school attendance is key to achieving this aim.

Unfortunately, following our **letter/meeting/discussion xxxxx's** attendance has not sufficiently improved. They currently have **xx** days absence which means that their attendance is **xx%**.

### OR

This is to inform you that your child has been absent for **xx** days which means that their attendance is **xx%**.

We are concerned that these absences may impact on your child's learning, wellbeing and wider development.

We would therefore like to invite you to an Attendance Clinic on **date / time**. The meeting will be attended by **xxx**. It is really important that you attend this meeting so that any issues or concerns which may be contributing to **name of pupil** non-attendance can be discussed and appropriate support put in place to improve their attendance.

You are welcome to bring someone along to support you.

Please email or telephone us to confirm receipt of this letter and your intention to attend the meeting by contacting **xxxx, e-mail address and telephone number**.

Please be aware that the Local Authority will be informed of **name of pupil** current attendance.

Yours sincerely

Academy Attendance Officer

## Appendix H – Letter Three – Medical Evidence Request

Date xx

Dear xxx

As you are aware, we continue to work hard as an Academy to promote positive attendance and improve pupil attendance levels.

Further to our **recent meeting in school/telephone conversation** regarding your child's attendance which is currently at ..... % (or.....days) and in line with our Attendance Policy we will now require medical evidence for any future absences.

This can be in the form of a GP note, medical appointment card, dated and named prescribed medicines or a prescription. Please note the medical note, letter or card must be in the child's name.

We will no longer be in a position to authorise any absences without the above evidence.

In the meantime, we will continue to monitor your child's attendance in partnership with the Local Authority.

If you wish to discuss the matter further, or have any further questions, then please do not hesitate to contact me directly.

Yours sincerely,

Academy Attendance Officer

## Appendix I – Letter Four – Attendance Improvement

Date xx

Dear xxx

Thank you for your support in ensuring that ***name of pupil*** attendance is improving.

Their percentage attendance is currently ***xx%***.

We really do appreciate your help as there is clear evidence that good school attendance improves a child's chance of success in life.

We will continue to monitor your child's attendance and look forward to seeing ongoing improvement.

Please do contact me if you would like to discuss anything further or require any further advice or support.

Yours sincerely,

Academy Attendance Officer

## Appendix J – Letter Five – Regular Late Arrival

### Regular Late Arrival – 3 occasions during any half term.

Date xx

Dear xxx

At **xxx** Academy, we are determined to ensure that **name of pupil** has the opportunity to achieve their best and we want them to have an excellent record of regular, punctual attendance. We monitor the arrival of any pupil and where we notice any regular lateness, we are keen to work with parents to see if there are any further actions or support we can implement to improve punctuality.

This is to inform you that **name of pupil** has been late on number days so far this academic year.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

It is therefore essential that you ensure that your child arrives at the Academy on time to prevent disruption to your child's own learning and that of others.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of days lost learning
5	3
10	6.5
15	10
20	13

The Academy site is open for pupils to arrive from **xxx am** and the children are expected to be in class ready to begin the day by **xxx am**.

Our registers open at **xxx am** and close at **xxx am**; arrival at the Academy between these times is classed as late and after registers close is classed as absent.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the Academy office to inform us when you will arrive.

We value the working partnership we have with parents so, if you would like to discuss any aspect of your child's attendance or punctuality with us please contact insert details here. In the meantime, we look forward to seeing an improvement in your child's punctuality.

Yours sincerely

Academy Attendance Officer

## Appendix K – Letter Six – Ongoing Persistent Late Arrival

**Ongoing Persistent late Arrival more than 3 occasions in any half term or unauthorised absence codes as a consequence of lateness resulting in less than 96% attendance.**

Date xx

Dear xxx

Further to my previous letter / our telephone conversation, I am writing to inform you that your child is continuing to arrive late at the Academy.

Between **date and date, he/she** was late on **xx** occasions and has missed **xx minutes / hours** of education.

When **name of pupil** arrives late, he/she misses valuable learning time which can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

I am therefore inviting you to attend a meeting with me on **date / time**. It is really important that you attend this meeting so that any issues or concerns which may be contributing to **name of pupil** lateness can be discussed and appropriate support put in place to improve their punctuality.

You are welcome to bring someone along to support you.

Please email or telephone us to confirm receipt of this letter and your intention to attend the meeting by contacting **xxxx, e-mail address and telephone number**.

Please be aware that the high levels of unauthorised absences or poor punctuality can result in a referral to the Local Authority or other agencies which have a duty to investigate further and could result in legal action being taken against you.

Yours sincerely,

Academy Attendance Officer





# THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust  
c/o Belgrave St. Bartholomew's Academy,  
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP  
[www.sbmat.org](http://www.sbmat.org) T: 01782 486350

