



Burwell Village College Primary

Attendance Policy

Approved by:	Governing Body	Date: September 2021
---------------------	----------------	-----------------------------

Last reviewed on:	September 2024
--------------------------	----------------

Next review due by:	September 2027
----------------------------	----------------

Principles

As a school, we realise that for a child to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all children registered at school attend every day and on time, unless the absence is unavoidable. We expect that all children will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all children, including Reception-aged children, to promote good attendance habits from an early age.

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

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a child's good attendance as part of our safeguarding duties.

Expectations:

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform 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 in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 09:00 if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem 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 absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure 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 messages or emails.

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

School days Missed in	<u>Minimum expectation</u>	Persistent Absentee	
	95% attendance = 180 days	90% attendance = 171 days	85% attendance = 162 days
	5% Absence = 10 days	10% Absence = 19 days	15% absence = 28 days
1 Year	10 days	19 days (4 weeks of school)	28 days (½ term of lessons)

Key Stage 1 (Rec – Yr2)	28 days	57 days	84 days
Key Stage 2 (Yr3 – Yr6)	38 days	76 days	112 days
Primary School (Rec – Yr6)	66 days (or 13 weeks)	133 days	196 days over 1 year

12 years to end of secondary school(R – Yr11)	114 days (or 23 weeks)	228 days or over 1 school year	336 days or over 1.5 years of school.
---	------------------------	--------------------------------	---------------------------------------

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/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers 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 GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer 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 in a multi academy trust, 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 looks like for their child.
- Communicate clearly and consistently with parents/carers and children regarding attendance.
- Follow the Local Authority 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 Antony Kern. He is a member of the Senior Leadership Team and can be contacted on 01638 613103.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

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 or member of staff 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 will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

School Attendance Strategy

Whilst Antony Kern is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact our Attendance Officer, Carol Shadbolt on 01638 613103.

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 different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Lead, and this is important for this work.

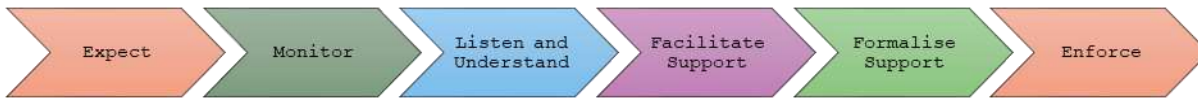
School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance 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 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 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 Cambridgeshire County 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.
- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter'.
- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- **Early Intervention**
 - Step 1. Class teacher to discuss initial concerns around attendance and sign-post to well-being team if appropriate. Noted with office.
 - Step 2. **Letter 1** advising parent/carers of our concerns regarding the level of their child's attendance/lateness, and offering support (below 96% end of autumn term or where concerns were raised the previous academic year end of autumn 1.)
 - Step 3. **Letter 2** Send a letter to offer support and further explain the effect the absence/lateness is having on the child. (Below 93%)
- **Formal Intervention**
 - Step 4. **Letter 3** Send an invitation to attend a meeting to enter 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. (below 90%)
 - Step 5. 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, 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 school, before referring parents for legal sanctions.
- Following use of one of the pathway above, if attendance does not improve, school will refer to the Local Authority for legal sanctions. (Step 5)
- Liaise with other external organisations in relation to 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 roll.
- Monitor absences for illness and requests for leave to attend medical appointments.
- Reporting pupils to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.
- Report pupils with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority.

Registration

Reception to Year 6:

- The classroom door is opened at 08:30 am.
- All external classroom doors are locked at 08:40 am.
- Once the external classroom door has been closed, entry to the school is via the main entrance.
- Registers are open at 08:30 am and close at 09:30 am. Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded as 'L' - late on the register.
- Pupils who arrive at school after registers close at 09:30 am, without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.

It is a legal requirement that a register of attendance is taken during the morning and afternoon at school. Any unexplained absence must be coded as unauthorised until a reason is given by parents/carers. This must be no later than 5 days after the session. Only the Headteacher may authorise or unauthorise an absence. The register can only routinely be 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 on which the amendment was made, and the name of the person who made the amendment. Registers are kept for three years as a record.

Lateness

When children arrive late at school, they disrupt routines, affect other children's learning, miss the teacher's instructions to 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 pupils show a persistent pattern of lateness, Parents/carers will receive contact from the school advising them of the concern and offering support to resolve the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

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.

Reporting a Pupil Absence

Parents/carers must contact school on the first and every subsequent day of absence by 09:30 am.

For any pupil not present at the close of registration, and the reason is still unknown, a member of the office staff will attempt to make contact with the parent/carers once the registers have closed at 09:30 am.

The member of staff will ring every contact, starting with the priority contact, until a reason for absence is known. Messages will be left on voicemail requesting parents to contact school regarding their child's absence. Outcomes of any phone conversations will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (see appendix 1).

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carers to an enquiry regarding their child's absence from school.

At times we may decide it is necessary to conduct a door knock to establish the safety and wellbeing of a child who is absent without explanation from a parent/carer.

For absences relating to a medical appointment, supporting information may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

Illness

Children who are unable to attend school due to diarrhoea can return after they have been 48 hours clear. Children who are unable to attend school due to sickness can return the following day if they are able to keep food down.

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 they should stay at home until their temperature has reduced and they are well enough to return to school. 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 SEND

When children are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face, and use our tiered approach to supporting 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 uniform, transport, routines, access to support in school and lunchtime arrangements. 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.

Where children have an EHCP, we will liaise closely with the child's SEN Caseworker to work towards the best attendance outcomes for the child.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making 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.

Definitions of Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised leave

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

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.

Unauthorised leave:

An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of the parent/carers, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carers to support an absence.
- 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.

Coding is always at the Headteacher's discretion.

Term-Time Leave

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. Recent government guidelines have removed the discretion for headteachers agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a Term-Time Leave Request Form (Appendix 2) 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.

If the school suspect term-time leave has been taken but the parents/carers have not completed a Term-Time Leave Request Form, we will write to the parents/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence 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 that would be considered exception

- a parent/carer terminally ill and the holiday proposed is likely to be the last such holiday;
- the parent is a member of the armed forces on leave from active duty abroad and can only have a family holiday during this period
- a funeral

Examples of requests for leave of absence that **do not** meet the criteria of an 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 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 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.

Penalty Notices

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 after 21 days but within 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, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us.

Elective Home Education

It is a parent's right to be able to withdraw their child from school to educate them at home if they wish to. There are legal responsibilities parents/carers must fulfil if they wish to educate their child at home, which are monitored by the Local Authority. Please speak to the headteacher in the first instance if you are considering this option.

Appendix A

The Registration System

The School will use an electronic register system for keeping the school attendance records.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix B

PUPIL ABSENCE REQUEST FOR EXCEPTIONAL CIRCUMSTANCES

Parents do not have the right to withdraw pupils from school, and, in law, have to apply for permission in advance. The school may want to discuss this with you further. Please complete this form and send to the Head Teacher. You are advised not to make any arrangements until your request has been considered by the school.

Any absence that has not been agreed in advance by the Head Teacher will be marked as 'unauthorised absence' and may result in involvement of the Local Authority Attendance Officer or possible legal proceedings in the form of a Penalty Notice being issued (see overleaf).

I request that _____ (Name of Child) _____ (Year Group & Class)

be granted leave of absence from _____ (Name of School)

from _____ **to** _____ **inclusive** (Dates)

I acknowledge that there are no exceptional circumstances for this absence and this will be an unauthorised absence and I/We **will** be liable to a Penalty Notice Fine from the Local Authority

(Please Tick)

I believe the exceptional reason why the absence needs to be taken in term time is:

(you may wish to discuss this with the school first).

I have children at another school: Bottisham Village College / Soham Village College / Other

Signature of Parent/Carer _____ **Date** _____

Name of Parent/Carer *(please print)* _____

Office Use Only

Authorised

Unauthorised



THIS SECTION TO BE RETURNED TO PARENTS/CARERS

Thank you for your request made for the pupil(s) below to be absent from school under exceptional circumstances. A decision on this absence is shown below:

Pupils Name: _____

Year/Class: _____

Absence Unauthorised

Absence Authorised from _____ to _____

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below an acceptable level.

Signed: _____ (Head Teacher)

Date: _____

Appendix C – Letters

Letter 1

Dear Parent/Carer

«Name»

We are writing as we need your help. As part of our regular monitoring we have noticed that «Name» attendance is beginning to fall and we want to ensure that this does not continue. At the moment «Name» has missed «Days» days and if this were to continue «Name» would miss two-three weeks of learning.

We know that sometimes children cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/illnesses-and-conditions/child-illness/is-my-child-too-ill-for-school/) is designed to support parents in their decision making about mild illness. We are also on the end of a telephone should you need to talk to someone in school for advice.

We also know that pupils fall behind their friends and classmates when they miss school. At Burwell Village College Primary school we want the amount of missed education to be as little as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and helping to prepare your child for future success.

We know that you have the biggest effect on «Name» attendance this academic year and we would really appreciate your help and support ensuring that «Name» comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet «Name» class teacher if there is anything that we need to know or that we can do to support you or your child. We appreciate that every family's situation is unique.

Kind regards



Mr Antony Kern

Headteacher

Letter 2

Dear Parent/Carer

Re: «Childs_Name»

We are writing as we need your help. As part of our regular monitoring we have noticed that «Childs_Name»'s attendance has fallen to a concerning level and we want to address this as swiftly as possible.

Currently, «Childs_Name» has missed «Day» days this academic year. If this rate continues «Childs_Name» will miss between 3-4 weeks of learning or nearly half a day per week. We, like you, do not want that to happen.

We know that sometimes children cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/is-my-child-too-ill-for-school/) is designed to support parents in their decision making about mild illness. We are also on the end of a telephone should you need to talk to someone in school for advice.

We also know that pupils fall behind their friends and classmates when they miss school. At Burwell Village College Primary school we want the amount of missed education to be as little as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and helping to prepare your child for future success.

As attendance is now causing a concern no further absences will be authorised until we have a clear understanding of what is happening for «Childs_Name» and an agreement with you as a way forward. Alternatively, attendance could start to show a significant improvement and we recognise that the steps you are putting in place to ensure «Childs_Name»'s attendance are working effectively.

If your child has time off for illness, or medical reasons, that result in you taking your child to a medical professional, we will require medical evidence (appointment card, proof of prescribed medication etc.). This will enable the school to authorise future absences if their attendance was to remain below the Persistent Absence threshold.

It may be necessary to meet with you if attendance does not improve over the next half term. This may result in a monitoring period and could lead to the school to having to refer your case to the Educational Welfare Officer at the Local Authority. This could result in a Penalty Notice or prosecution through the Magistrates court for failing to ensure the regular school attendance of your child under Section 444 Education Act 1996 and a fine of up to £2,500 or three months in prison.

We know that you have the biggest effect on «Childs_Name» attendance we would really appreciate your help and support ensuring that «Childs_Name» comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet with our wellbeing team at a drop-in session if there is anything that we need to know or for strategies to support you or your child. You can always talk to «Childs_Name»'s class teacher or make an appointment to talk to me or another member of the senior leadership team with whom you may be more comfortable.

We appreciate that every family's situation is unique, we want to work with you to overcome the current concerns.

Kind regards,



Mr Antony Kern

Headteacher

Letter 3

30 September 2024

Parent

Address

Dear

Re: Child's Name

I am writing to invite you to a meeting to discuss **Child's name's** attendance in more detail. As you know we take attendance very seriously as we know that good school attendance is more likely to lead to good outcomes both academically and socially and is likely to lead to the best possible choices for **Child's name** at different points in their life.

I would really like to explore with you what is working well for **Child's name** and what some of the fundamental barriers are to his/her attendance at the moment. Hopefully, with a really clear understanding we can work together to address the concerns and improve **Child's name's** attendance. I have no doubt that you share our commitment to ensuring that **Child's name** is in school and gaining the best opportunities to learn as much as possible.

At the moment **Child's name's** absence is nearly a day per week. By the end of the year if absence continues at this rate **Child's name** will miss between 4-6 weeks of education. This is half a term's worth of learning. This will have an impact on **his/her** outcomes at the end of the year and potentially further into his/her education.

We have set the date and time for the meeting as below. This meeting is really important for **Child's name** therefore, if there are any issues with the date or time please contact Mrs. Shadbolt to arrange a mutually convenient time.

Date: **Time:**

Please confirm your attendance of the above date to our attendance officer, Carol Shadbolt, via email cshadbolt@burwellvillage.cambs.sch.uk or phone 01638 613103 should you need to rearrange the meeting for a more convenient time.

As part of my role I have to inform you of the legal requirements in place for attendance at school. It will become necessary for the school to refer your case to the Educational Welfare Officer at the Local Authority if **Child's name** continue to have absences from school. This could result in a Penalty Notice or prosecution through the Magistrates court for failing to ensure the regular school attendance of your child under Section 444 Education Act 1996 and a fine of up to £2500 or three months in prison.

If **child's name** does have time off for illness, or medical reasons, that results in you taking your child to a medical professional, we will require medical evidence (appointment card, proof of prescribed medication etc.) to help the school authorise future absences until increases above the Persistent Absence threshold. In the event that legal action is taken, this will also act as evidence for your legal defence.

Yours sincerely



Mr Antony Kern

Headteacher

Enc