



Attendance Policy

Hayward's Primary School



Written by:	School Based Policy produced in conjunction with the Educational Welfare Officer	Signed:
Approved by Governors:	7 th December 2022	
Next review due by:	Autumn 2023	

Attendance Policy

Registered pupils of compulsory school age are required by law to be in school.

Aims of this policy

The aim of this Attendance Policy is to enable the school to provide a consistent practice that actively encourages and supports the regular attendance of all pupils (wherever possible).

Hayward's Primary School takes a whole-school approach to maintaining regular attendance. The school will endeavour to work in partnership with families and agencies to make sure that any problems or barriers to pupil attendance are given the right attention and support at the earliest opportunity.

This policy is supported by policies on **safeguarding, bullying, behaviour, and inclusive learning**. Research clearly shows that there is a strong link between regular attendance and good attainment. Regular attendance is important for your child because:

- Regular attenders make better progress, both socially and educationally.
- Regular attenders find school routines, schoolwork, and friendships easier to manage.
- Regular attenders find learning more satisfying.
- Regular attenders settle into school more easily.
- Regular attenders enjoy improved social, educational, and work opportunities later in life.

This policy has been created to help support the school in effectively managing pupil absence so that our pupils (your children) can make the most of the educational and life opportunities available to them. We want your child to thrive.

The Law

The Law requires 'regular' attendance. What is 'regular' attendance?

Attending 'regularly' has been defined by the Supreme Court ([Isle of Wight Council v Platt \[2017\] UKSC 28](#)) as attending in accordance with the rules of the school.

This means that your child is expected to attend on all of the days that the school is open to them.

Hayward's Primary School is dedicated to complying with the legal requirements of ***The Education Act (1996)***.

2.1 Legal framework

The Education Act (1996)

Section 7 - Duty to ensure Children receive a suitable education

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -

- (a) to his age, ability and aptitude, and
 - (b) to any special educational needs, he may have,
- either by regular attendance at school or otherwise.

This means that if your child is registered at a school, then as parents/carers, you have a legal duty to ensure that your child attends punctually every day that the school is open to them (unless the absence is recognised as unavoidable)

Roles and Responsibilities

Governing Body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and children to implement the policy effectively
- nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children, and staff
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA within an agreed timescale each year
- take time at governor's meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- ensure that they are clear on how to analyse attendance data, including for vulnerable groups, and how to communicate the findings effectively to parents and staff
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future
- ensure that data is used within the school to measure the impact of strategies used to improve attendance.

Headteacher

The Headteacher is responsible for:

- Overseeing support, through the Early Help Process, for families who are struggling with attendance.
- Monitoring the recording of support that has been made available to a family.

- Ensuring the School Attendance Processes are followed through (See Appendix)
- Overall monitoring of school attendance
- Monitoring trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the EWO service
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance
- Ensuring that they follow the correct systems for recording attendance and that attendance is taken in the morning and after lunch.
- Supporting children and families by promoting good attendance and the importance of punctuality.
- Having informal conversations with families if patterns of lateness or attendance are beginning to be noticed and to log these discussions on CPOMS.
- Ensuring that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- Informing the office administrator/family support worker/Headteacher where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted in the register
- Discussing attendance issues at parents' evenings where necessary

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
- Sending out standard letters regarding attendance

Family Support Worker

Our Family Support Worker is responsible for:

- Supporting families to improve attendance through the Early Help process.
- Monitoring and supporting families through meetings when required.
- To monitor attendance alongside the administrator and the Headteacher.
- To highlight to the Headteacher when the Early Help process is not supporting improved attendance.

Parents

Parents/Carers are responsible for:

- Promote the value of good attendance
- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence. **School expect this to have been done in the form of a telephone message, a letter or in conversation with the child's class teacher, assistant headteacher, headteacher or office staff.**
- Informing the school in advance of any medical appointments in school time.
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised. Where possible appointments should be made outside of school hours.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Establishing a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance

Pupils:

- Pupils will do their best to ensure that they attend regularly and on time.
- There will be termly attendance assemblies where children, with an absence above 97% will be entered into a prize draw. Children with 100% attendance will receive certificates (see below for more information).

Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation (and evidence) for the pupil's absence is given to the school, this allows the Head Teacher to make an informed decision as to whether it is appropriate to authorise the absence or not. Only a Head Teacher can authorise an absence.

When a child is to be absent from school without prior permission, parents/carers should inform the school at the **earliest opportunity on the morning of each day's absence** (this is a safeguarding requirement to protect your child) and let them know the reasons for the absence and the date that you expect the child to return to school.

Illness

Most cases of absence due to illness are short term. As previously mentioned, parents/carers will need to contact the school at the earliest opportunity on the morning of each day of absence (safeguarding).

For prolonged absence due to illness, it is suggested that parents/carers provide the school with evidence such as a note from the child's doctor, an appointment card or a prescription. Providing this evidence will help the Head Teacher make an informed decision as to whether it is appropriate to authorise the absence or not. If the reason given for the absence or the evidence provided is not considered genuine or appropriate, then the Head Teacher will unauthorise the absence.

Medical or Dental Appointments

Parents should make every effort to ensure that these appointments are made outside of school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

To help the Head Teacher decide if it is appropriate to authorise the absence, it is recommended that an appointment card (or similar) is passed to the school.

Authorised Absence

There may be some instances where the school will authorise an absence under ***exceptional circumstances***, such as for a family bereavement. This is entirely at the discretion of the Head Teacher.

Exclusion

Exclusions are treated as authorised absences.

Requesting Term Time Absence

This School has adopted the **Local Authority Code of Conduct (September 2019)** in respect of leave of absence in term time. All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form (S2). This can be obtained from the school office and also from the school website.

The Education (Pupil Registration) (England) Regulations (2006)

Regulation 7 of The Education (Pupil Registration) (England) Regulations (2006) states the three important criteria for Schools when considering requests for Authorised Term Time Absence, these criteria are:

- The leave request must be made in advance,
- The request should come from the parent with whom the pupil normally resides,
- The request should be supported by evidence of the exceptional circumstances relating to it.

This means that for a request to be authorised, it must evidence that the request meets the criteria of Exceptional Circumstances.

The Law does not grant parents/carers a right to take their children out of school during term time. The Law only allows Head Teachers to authorise the request when they have evidence of the Exceptional Circumstance.

The Government is very clear that a family holiday is NOT an Exceptional Circumstance.

If the S2 request is refused and the parents/carers proceed with the leave of absence, the school will have no choice but to refer the absence to the Local Authority. The Local Authority could then (in line with the Local Authority Code of Conduct) issue a Penalty Notice to both parents/carers for each child who is absent. Failing to pay a Penalty Notice can lead to a Court Summons.

Retrospective applications will not be considered. These periods of absence will be marked as unauthorised.

If an S2 request has not been completed by parents/carers and the school have been given a reason for an absence that it feels is not genuine (example – advised absence was down to illness when a family holiday is suspected) then the Head Teacher will unauthorise the absence and escalate.

Religious Observance

Hayward's Primary School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends. Official days set aside by the faith for religious observance will be an authorised absence.

Parents will be aware of these dates and should give the school written notification in advance.

Traveller Absence

The aim for the attendance of Traveller students, in common with all other students, is to attend school as regularly and as frequently as possible.

To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the ***Education Act (1944), Section 86***, states that a Traveller parent/carer is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and that the child is regularly attending school when that trade/business permits (and the minimum 200 session criteria is met).

It does not mean that part-time education for Traveller students is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their child is receiving a suitable education when not at school.

The School Day and Late Arrival

Morning Registration starts at 8:55am

Pupils who arrive after this time but within the registration period will be marked as late (L Code).

Morning registration ends at 9:05am

Pupils who arrive after the registration period has ended should go straight to the school office to sign in. Pupils arriving after the register closes will be marked as excessively late and the absence will be unauthorised (U Code) for the whole of the session. Persistent excessive lateness may result in legal action by the Local Authority.

The school day ends at 3:30pm.

School Action : Following up absences

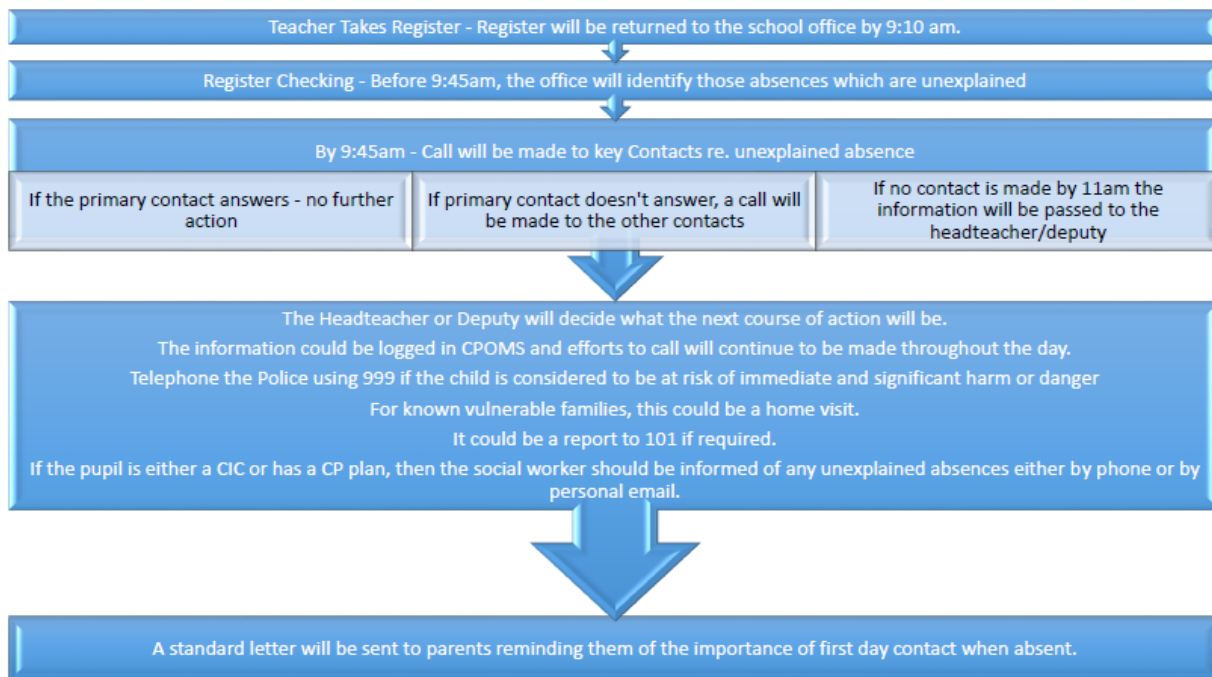
Class registers are taken electronically. Where there are unexplained absences, the school will contact the parents or carers to establish the reason. If after a reasonable time, no contact with the school is made or where it is not possible to establish the reason, the absence will be unauthorised.

If the school has grounds to believe that the reasons for an absence are not genuine, then the Head Teacher may choose to unauthorise the absence.

It is important that we know the whereabouts of all children, all of the time. In the event of school not receiving confirmation of absence by 11am, the first day absence procedures will be initiated.

Our Procedures for first day absence:

FLOWCHART FOR FIRST DAY ABSENCE



School Action : Managing Pupil Absence and Concerns

The Headteacher and administrator will meet on a monthly basis to review attendance.

Lateness

- If persistent lateness, Headteacher to send letter
- Discuss lateness with parents/ carers
- If no improvement are made, the situation will be escalated to EWO

Absence

The school have agreed the following trigger points where action will be taken

Stage		Assessment Expectations
1	97% or above	Excellent attendance. Well done!
2	Below 97%	<p>School could</p> <ul style="list-style-type: none"> • Take no further action, as there is a clear reason for absences and no Concern is present. • Discuss concerns with Parents/Carers. • Send letters of concern. • Offer appropriate support through the Early Help Process. • Invite Parents to a meeting with our Family Support Worker. <p>IF ABSENCES ARE BEING UNAUTHORISED THEN URGENT IMPROVEMENT IS REQUIRED.</p>

3	<90% and no improvement	<p>Considered by the Government to be a Persistent Absentee (PA). School will closely monitor attendance and refer to the Local Authority if no immediate and sustained improvement.</p> <p>Local Authority will investigate absences and consider if Legal Interventions are necessary and appropriate.</p> <p>School Could</p> <ul style="list-style-type: none"> • Arrange a meeting with the Headteacher to discuss attendance. • Seek support from the Educational Welfare Officer (EWO).
---	-------------------------	--

Please note that there is an adjustment made in the Autumn Term as a single absence can have a big impact on the overall % due to the number of days attended.

Please see the 'School Attendance Processes' appendix for details of steps that may be taken when attendance drops below 97%.

Promoting Good Attendance

We maintain and promote good attendance and punctuality through:

- An exciting, engaging and nurturing school which ensures that children want to be in school and are only aware in exceptional circumstances.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Awarding certificates to children at a termly assembly where attendance has been above 97%. A bronze is awarded for one term of 97% and above attendance, a silver is awarded for two terms of attendance above 97% and a gold is awarded for attendance which is above 97% throughout the year. On a termly basis, children with attendance above 97% will be put into a competition to win book tokens.
- Holding regular attendance meetings between the Headteacher and senior administrator to analyse attendance. Parents of pupils whose attendance falls below 90% may be invited into school by the Head teacher to discuss strategies to improve their child's attendance and will receive a letter drawing attention to this.
- Keep parents informed when there are concerns about attendance.
- Ensuring parents have access to the Early Help provision available through school
- Liaising with the school's Education Welfare Officer in order to identify and support those pupils whose attendance / punctuality is a source of concern [persistent absence].

Who to Contact with Concerns

The first port of call for parents/carers when looking to discuss pupil absence is Louise Raychell, our Family Support Worker.

Should this prove unsuccessful matters can be escalated to Headteacher.

The Senior Lead for Attendance is the Headteacher

Local Authority Action : Potential Legal Penalties for Absence

Unauthorised Absences could result in the instigation of Local Authority Parental Responsibility Measures. These could include a Penalty Notice, an Education Supervision Order (ESO) or a summons from the Magistrates Court.

Penalty Notice. Penalty Notices can only be issued in line with the **Local Authority Code of Conduct (September 2019)**. From September 2013, if a Penalty Notice is issued, each Penalty Notice will be for £60 and should be paid within 21 days. The Penalty Notice increases to £120 if paid from day 21 through til day 28. If a Penalty Notice goes unpaid after 28 days a Magistrates summons will be issued.

Education Supervision Order. This is where the Local Authority applies to the Family Court for a Court Order to support and manage improved regular attendance.

Magistrates Summons. For a first offence the maximum fine issued by the Court could be £1000 per parent/carer. If the matter returns to the Magistrates Court on a subsequent occasion the fines can extend to a maximum of £2500 per parent/carer and/or a custodial sentence of up to 3 Months.

S2

A request by a parent, that a future absence/period of absence be authorised by a school/college/academy



Schools are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides. A school can only authorise such a request if they are satisfied that there are "exceptional circumstances" which apply. However, even if there are exceptional circumstances, schools can still consider any other relevant factors such as previous attendance rates; the ability of the pupil to catch-up on missed work; the wider impact of missing the specified period of time.

Devon County Council's advice is that schools must be extremely cautious about approving such requests if the pupil's education is likely to be significantly impacted upon.

Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to each parent for each pupil affected. It is therefore recommended that this completed form is sent into the school at least three school weeks before the intended absence.

To be completed by a parent with whom the child(ren) lives.

Child's name: Class/Year Group:

Child's name: Class/Year Group:

Full name(s) of all parents going away with the child(ren) listed above:

Parent 1:

Parent 2:

Period Absent: From To

Number of school days that will be missed:

Please explain the reason for the absence (consider that the school will use this to determine whether the "exceptional circumstances" criteria is met).

You are asked to sign this request to confirm that the information provided above is correct, and that you have read the warning contained in the Additional Information overleaf.

Name of parent completing this form: Signed:

Date:

PRIVACY NOTICE:

The information provided on this form will be used for purposes relating to School Attendance Legal Proceedings and may be shared with relevant services and organisations. It will not be processed or shared for any unrelated purpose. For further information please see our full privacy notice at <https://www.devon.gov.uk/privacy/privacy-notices/privacy-notice-for-school-attendance-legal-proceedings/>

Revised September 2022

For school use. To be completed by a member of staff so authorised

Date form received in school:

Pupils current attendance rate:%

Number of unauthorised absences in last 6 months:

☐ Absence authorised – the school authorises the above absence as requested, satisfied that exceptional circumstances apply to this specific request.

☐ Absence unauthorised – the school is unable to authorise the absences specified overleaf.

If request is unauthorised, the main reason(s) are: (please tick all/any that apply)

- | | |
|--|--|
| <input type="checkbox"/> Circumstances not deemed to be exceptional | <input type="checkbox"/> Current attendance rate is low |
| <input type="checkbox"/> The period covered by this request (length) | <input type="checkbox"/> Number of unauthorised absences is high |
| <input type="checkbox"/> The time of the school year | <input type="checkbox"/> Other (please specify) |

.....
.....
.....
.....

Signed (member of staff making determination): Designation:

Date parent notified of school decision:

Additional information for parents.

If this request is unauthorised by the school, a penalty notice may be issued by Devon County Council. A penalty notice offers a parent the opportunity of dealing with a potential offence without going to court, by paying a penalty. If parents can't afford to pay, or for any other reason do not take the offer of paying the notice within a set time, then the case will proceed to a magistrates court. The provision of penalty notices is set by Regulations and the amount of the penalty, timeframe for payment or payment method are not able to be varied by Devon County Council.

Parents should note that only one penalty notice per parent per child will normally be issued within a two year period. Any second 'offence' within a two year period will be referred straight to court.

PRIVACY NOTICE:

The information provided on this form will be used for purposes relating to School Attendance Legal Proceedings and may be shared with relevant services and organisations. It will not be processed or shared for any unrelated purpose. For further information please see our full privacy notice at <https://www.devon.gov.uk/privacy/privacy-notices/privacy-notice-for-school-attendance-legal-proceedings/>

Revised September 2022

APPENDIX TWO – Letter to Parents to accompany Unauthorised Holiday Request

Hayward's Primary School



office@haywards.devon.sch.uk

www.haywards.org

East Street, Crediton,

Devon, EX17 3AX

(01363) 772970

Headteacher: Andy Smith

Dear

REFUSAL FOR EXCEPTIONAL LEAVE IN TERM TIME

I have considered carefully your request for leave in term time and on this occasion I will not be authorising your child(ren)s absence.

If child(ren) do(es) not attend school during the dates you requested (insert dates) the absence will be recorded as unauthorised.

Please note: any unauthorised absence may result in a request being made to the Local Authority for a penalty notice of £60 per parent, per child, to be issued. If the Local Authority action this request, the fine is payable within the first 21 days and rises to £120 per parent, per child, thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1000 and a criminal record for each parent/carer. Please see the attached information sheet for further clarification of the law.

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely

Headteacher



AVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of the school, you may be liable for a Penalty Notice* per parent per child.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> • Closeness to exams or tests. • During GCSE, and other examination courses. • During the first year at a new school. • At the beginning of a new school term. <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

Other examples of absence from school that will not be authorised:

- Any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

Please contact your child's head teacher if you wish to discuss this issue.

The law requires parents to ensure their children receive an efficient **full time** education, and every minute of every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

APPENDIX THREE – Monitoring Attendance (Green)

«salutation»
«address_block»

«date_of_printing»

Dear «salutation»

«chosen_forename» «chosen_surname» «reg»

At Hayward's we routinely monitor the attendance of all our students in line with Government and Local Authority expectations. We spoke four weeks ago regarding (chosen name) attendance. We have noticed that «chosen_name»'s attendance has declined further in spite of our initial conversation. A copy of their Attendance Report is attached together with a copy of our Attendance pamphlet.

We are writing to you now to offer our support in bringing about an improvement in your child's attendance. We want to do everything we can to support you with any challenges that you or your child may be facing with attending school regularly and on time. If there are genuine medical reasons for absence, please let us know so that we can discuss how we can support you and «chosen_name».

I would therefore like to offer you the opportunity of a meeting with myself to discuss our concerns. If you consider that there are other issues which impact on your child's ability to attend school regularly, then it may be possible for the school to access some additional support through Early Help. Early Help can provide extra support for your family on a range of issues or concerns that you may have. This is achieved by bringing together people from a range of services and teams who will support your family in order to improve the situation for everyone. I have also enclosed a leaflet from the Devon Children and Families Partnership about the Early Help Provision.

We will be looking to review the attendance for «chosen_name» in four weeks time and hope that together we can bring about an improvement.

Please feel free to make contact if you wish to discuss this further or if there are circumstances you would like to make us aware of. My email address is lraychell@haywards.devon.sch.uk

Yours sincerely

Louise Raychell
Family Support Worker

APPENDIX FOUR – Monitoring Attendance (Orange)

«salutation»
«address_block»

«date_of_printing»

Dear «salutation»

Attendance Concern

«chosen_forename» «chosen_surname» «reg»

This letter is to inform you that school is now becoming increasingly concerned regarding the number of absences your child has had from school. Currently «chosen_forename»'s attendance is recorded as «percentage_attendance»%. This attendance percentage will be having an effect on your child's overall education and it is important that we address this as a matter of urgency.

Our Family Support Worker wrote to you some weeks ago offering support. We are now requesting a meeting with yourself and our Family Support Worker here at Haywards on (date and time). The purpose of this meeting will be to generate an action plan of the steps required in order to improve attendance. I would like to remind you of the information about the Early Help process that was sent out with the previous letter. It may be that, following our meeting, we decided that this may well be an appropriate avenue of additional support that we can provide in relation to any issues which impact on your child's ability to attend school regularly.

Yours sincerely

Andy Smith

Headteacher

APPENDIX FIVE – Monitoring Attendance (Red)

«addressee»
«address_block»

«date_of_printing»

Dear «salutation»,

«forename» «surname» «year_reg»

Date of birth: «date_of_birth»

Percentage attendance: «percentage_attendance»%

Following your meeting with our Family Support Worker on regarding our concerns about «forename»'s continuing low attendance; our records show that there has been no significant and lasting improvement and «forename» is now considered to be in or at risk of falling into the category of a Persistent Absentee, as designated by the criteria laid down by the Department of Education.

I would therefore request a meeting with you on (date and time) to review progress on the action plan drawn up in the previous meeting with our Family Support Worker and agree new actions which support an increase in attendance.

In the event of no improvement to attendance following this meeting or no engagement with this meeting, this matter will be referred to the Education Welfare Service; who will monitor attendance and will be looking for immediate and significant improvement to prevent the possibility of legal escalation.

If you feel that there are genuine reasons for «forename»'s continued absence or you have significant medical evidence that you would like the school or the Education Welfare Service to consider then you must provide the school with this immediately.

Please find attached a copy of your child's attendance record.

Yours sincerely

Andy Smith

Headteacher

APPENDIX SIX – School Attendance Processes

Hayward's Primary School

School Attendance processes

