



# Attendance Policy

## February 2024

Date of Approval:	27 <sup>th</sup> February 2024
Approved by:	Helen Redican (EAB Chair)
Review Date:	February 2025

## Policy Information:

<b>Date of last review</b>	February 2024	<b>Review period</b>	12 months
<b>Date approved</b>	27 <sup>th</sup> February 2024	<b>Approved by</b>	Helen Redican
<b>Policy owner</b>	Stephen Garside	<b>Date of next review</b>	February 2025

## Updates made since the last review:

Review date	Changes made	By whom
February 2024	<p>Removal of “Legal Framework” section).</p> <p>Amendment to roles and responsibilities (inc. addition of attendance team.</p> <p>Addition of section: “School attendance, safeguarding and Children Missing Education”</p> <p>Section on persistent absence amended and updated to give greater clarity around the procedures.</p> <p>Section on lateness amended to reflect change to the afternoon session timing and change to recording of lateness after the register closed due to Local Authority transport.</p> <p>Sections on Truancy, religious observance, acting etc., appointments and young carers removed as they are covered through other sections.</p> <p>Section on absconsion removed as this will be covered through a separate policy.</p> <p>Monitoring and progress section updated to add more rigour and additional section added for severe absence.</p> <p>Appendices updated – All letters now align with BCC Fast Track to Attendance Process.</p>	Stephen Garside

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## **1. Statement of intent**

To ensure that children receive their full entitlement to teaching and learning opportunities at Lea Hall Academy by promoting good attendance and punctuality.

Good consistent school attendance is regarded as essential in securing the desired outcomes for children and is crucial in ensuring that pupils have the best chance of success.

Lea Hall will give a high priority to conveying to parents, carers and pupils the importance of regular and punctual attendance. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there are concerns about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible, therefore, reducing the level of unauthorised absences.

Absence may be authorised by the school before or after it occurs. Unauthorised absence is when a student is absent and no explanation is provided by parents/carers or the explanation given is unacceptable to the school. The school will ensure that parents understand that it is their responsibility by law to make sure that their child attends school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:  
“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –  
(a) to age, ability and aptitude, and  
(b) to any special educational needs he/she may have either  
by regular attendance at school or otherwise.”
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance

## 2. Roles and responsibilities

**The Trust Board of Forward Education Trust (FET)** has overall responsibility for the following areas but delegates the responsibility to the **EAB of Lea Hall Academy**:

- The implementation of the Attendance Policy and procedures of Lea Hall Academy.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2023) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

**The Headteacher** is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school and distributing these to parents.

**Attendance Team (SLT, Family Support Worker and Senior Administrator)** are responsible for monitoring attendance and use attendance data to identify any patterns of concern, whilst also celebrating success! Attendance concerns will be raised with parents if reasons are not known by the school, e.g. a long period of illness, this information may be shared with the Local Authority following concerns. Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The schools escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the Early Help process to provide support prior to escalation (in line with Birmingham City Council "Fast-Track to Attendance Guidance") and consider how we can work with families to enable your child to access their right to education (United Nations Convention on the Rights of the Child – Article 28).

### **Administration Staff:**

- Input attendance data via BROMCOM
- Send daily reports to Attendance Team for monitoring purposes
- Managing the Pupil Signing in/out procedures.
- Make the first day absence calls and record reasons for absence

**Class Staff, including teachers, support staff and volunteers,** are responsible for:

- Providing a good example by always being punctual to registration and greeting children at the door – providing a welcoming environment;
- Keeping an accurate and up-to-date register of attendance;
- Following the Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.

### **Parents and Carers:**

Have a legal responsibility to send their child to school and to inform school of a child's absence. It is a parent/carers responsibility to contact school directly when their child is absent.

### 3. Definitions

For the purpose of this policy, the school defines:

- **“Absence”** as:
  - Arrival at school after the register has closed.
  - Not attending school for any reason.
  
- An **“authorised absence”** as:
  - An absence for sickness for which the school has granted leave.
  - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
  - Religious or cultural observances for which the school has granted leave.
  - An absence due to a family emergency.
  
- An **“unauthorised absence”** as:
  - Parents keeping children off school unnecessarily or without reason.
  - Truancy before or during the school day.
  - Absences which have never been properly explained.
  - Arrival at school after the register has closed (unless due to Local Authority Transport).
  - Absence due to shopping, looking after other children or birthdays.
  - Absence due to day trips and holidays in term-time which have not been agreed in advance.
  - Leaving school for no reason during the day.
  
- **“Persistent absenteeism”** as:
  - Missing 10% or more of schooling across the year whether the absence is authorised or unauthorised.

### 4. Training of staff

Teachers and support staff will receive training on this policy as part of their induction.

Teachers and support staff will receive regular and ongoing training as part of their development

## 5. Absence procedures

Parents are required to contact the school by 8.30am on the first day of their child's absence.

Contact will be made with the parent of any child who has not reported their child's absence on the first day that they do not attend school.

### Unauthorised Absence

Where we have not received reasons for a child's absence a letter / email will be sent requesting parents/carers to complete these details. If still no reason is given then the absence will be recorded as an unauthorised absence (Attendance Code O).

### Medical Appointments/ Long term absence due to ill health

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card, a copy of a prescription or image of appointment reminder. We may also seek written permission from parents/carers for the school to make their own enquiries.

Following three days of absence a member of the school team will request a meeting in which they are able to see the child (this could be via Teams, Facetime or another electronic means). Following five days of absence a visit to the home to see the child will be arranged.

## 6. School attendance, Safeguarding and Children Missing Education

If a child goes missing from education it is a potential indicator of abuse or neglect. School staff will follow the Local Authority procedures for dealing with children that go missing from education. All Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 5 school days, under the circumstances set out below. This attendance policy is part of broader suite of Safeguarding policies including the schools Safeguarding Policy and the Behaviour and Welfare Policy which support the wellbeing of our children. Regulations 8(f) and 8(h) of the Education (Pupil Registration) (England) Regulations 2006, as amended, place a duty on schools and local authorities to jointly carry out reasonable enquiries to try and locate pupils absent from school whose whereabouts are unknown. This might be:

- A child who is not at their last known address and:
  - has 5 or more days of continuous absence from school without explanation, or: -has left school suddenly and their destination is unknown.
- The family moving within the area but the parents fail to inform the school of the house move or transfer to a new school.
- The family move out of the area and relocate to a new area within the UK but parents fail to inform the school.
- The family relocate abroad and fail to inform the school of their destination.
- The family is displaced as a result of 'crisis' e.g. domestic violence, homelessness.
- Parent/school disagreement and parents withdraw the child from school.
- Family separation.

Where a child cannot be accounted for the school may carry out a home visit or a health and wellbeing concern may be raised.

## 7. Contact information

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

## 8. Attendance register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

/ = Present in the morning  
\ = Present in the afternoon  
B = Off-site education activity  
C = Authorised absence  
D = Dual registered – at another educational establishment  
E = Suspended but no alternative provision made  
G = Unauthorised holiday  
H = Authorised holiday  
I = Illness  
L = Late arrival before the register has closed (after 9:15 but before 9.30am)  
M = Medical or dental appointments  
N = Reason not yet provided  
O = Unauthorised absence  
P = Participating in a supervised sporting activity  
R = Religious observance  
T = Gypsy, Roma and Traveller absence  
U = Arrived after registration closed (after 9.30am)  
V = Education visit or trip  
X = Not required to be in school  
Y = Exceptional circumstances  
Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction.



## 9. Persistent absence

- If pupils are persistently absent (attendance falls below 90%), pupils will be raised with SLT and the Early Intervention Family Support Worker, who will review the situation surrounding the absences. Parents will be informed that their child has fallen below the threshold for persistent absence and a meeting might be arranged with the Head of Department.
- If necessary the FAST-Track to Attendance procedures will be implemented. Initially an Individual Action Plan will be completed and target set. Early Help support will be considered if appropriate.
- If all avenues have been exhausted and support is not improving attendance due to lack of engagement, the school will enforce attendance through statutory intervention or prosecution to protect the pupils right to education.

## 10. Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

The school day begins at **9:00am**. Pupils should be transitioning from transport to their classroom at this time.

Registers are marked by **9:15am**. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time.

The afternoon session begins at **1.35pm**. Pupils should be in their classroom at this time.

Registers in the afternoon are marked by **2.00pm**. Pupils will receive a late mark if they are not in their classroom by this time.

Lateness for pupils on Local Authority arranged transport will be reviewed and recorded as Y as this is out of the control of the family and the school.

Pupils with 5 or more instances of lateness will begin to have their punctuality monitored more closely and parents will be informed of progress through the letters in appendices A – D.

## 11. Term-time leave

At Lea Hall Academy we require parents to observe the school holidays as prescribed.

The Headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications must be made in advance and the Headteacher must be satisfied by the evidence which is presented, before authorising term-time leave.

The Headteacher is unable to authorise holidays during term-time unless an explanation is provided, which outlines why it would more difficult to access the holiday in school holiday time, linked to the needs of the child. This would, therefore, count as exceptional circumstances.

The Headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the **Headteacher**.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- When a pupil's attendance is below 95%

If parents take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as a penalty fine and the school will follow the Leave in Term Time (Legal) Process for Birmingham City Council. Unauthorised Leave in Term Time will be recorded as a G code in the register.

A Penalty Notice is an alternative to a prosecution. It requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance to avoid a court appearance. If the Penalty Notice has not been paid by Day 28, parents are generally prosecuted under section 444(1), the Education Act 1996. If this is necessary.

## **12. Young carers**

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **13. Rewarding good attendance**

SLT and staff liaise to agree systems, for both individuals and whole classes, to reward good and improved attendance.

In addition to these rewards, certificates are awarded for 100% attendance for each half term, term and for the whole year.

Reward systems will be reviewed regularly to ensure they are kept fresh and motivational. The school will look for every opportunity to raise the profile of the importance of good attendance with pupils and parents. The school also aims to help pupils develop their own motivation for daily, punctual attendance.

## 14. Monitoring and review

The schools' office staff, on behalf of the schools' Headteacher ensure all attendance data is accurately recorded and can authorise absence on the Bromcom attendance software. One member of staff is assigned this duty in the administrative team.

Attendance data is then checked a minimum of half termly by the attendance lead. An attendance report is produced and reported back to the Education Advisory Board (EAB) every half term.

Attendance data is monitored for:

- Pupils with 100% attendance.
- Any developing patterns of irregular attendance and lateness
- Pupils falling below 95% attendance.
- Pupils who are persistently absent – any pupil whose attendance is below 90%
- Pupils with persistent lateness.
- Pupils with significantly improved attendance.
- Requests for holidays.

When any concerns for attendance are raised the school will aim to support pupils and their parents or carers to improve this through a number of measures. Lea Hall Academy operates a staged model of intervention to promote beneficial attendance.

In the first instance concerns about attendance are raised with parents and carers via letter and/or telephone call. Following this there will be opportunities for the parent/carer to discuss reasons for absence. In cases where attendance has not improved the school will identify a monitoring period and possibly a target to support improvement. Where this is not successful the school may then put in place the FAST-track to Attendance procedures developed by Birmingham City Council's Education Legal Intervention Team, to create an action plan to support parents/carers in raising attendance. Referrals may also result in legal action. Early Help may also be offered to parents and carers in cases where there are concerns surrounding attendance and/or punctuality.

Good attendance is further promoted by

- The application of schools' Attendance Policy consistently.
- Training for relevant staff as necessary across the School.
- Creation and monitoring of regular attendance reports to SLT and relevant staff.

A colour coding system is used to monitor attendance during half termly reviews. The table below highlights the attendance figures and response from the school.

Pupils whose attendance is 95% or above.	Lea Hall Academy attendance target expected of allpupils.
Pupils whose attendance is between 90% and 95%	<p>For pupils with the majority of absence due to ill health or medical appointments a medical absence letter (Appendix E) will be sent home.</p> <p>For other pupils a standard letter to highlight to parents that attendance has fallen below the school attendance target (Appendix F) will be sent home.</p> <p>A meeting might be arranged with the Head of Department.</p>
Pupils whose attendance is below 90%.	<ul style="list-style-type: none"> <li>• Persistent absence level</li> <li>• Individualised review of reasons for absence by SLT.</li> <li>• Letter sent home to inform parents that attendance has fallen below persistent absence levels and requesting a meeting in school (Appendix G)</li> <li>• Child will be added to the “child with a safeguarding vulnerability” list and attendance formally reviewed weekly.</li> <li>• Stage one of the FAST-Track to Attendance procedures will be implemented (section 6 and 7 of the Early Help Assessment Completed) – EIFSW or Social Worker to be involved at this point.</li> <li>• Individual Action Plan completed and target set and / or Consideration for Early Help support if appropriate and full EHA &amp; Our Family Plan Completed.</li> <li>• Plan formally reviewed with parents / carers and professionals every 6 weeks (or sooner if targets are not being met).</li> <li>• If attendance is not improving in line with targets set / or parents do not engage, progress with Fast Track to attendance procedures. (Appendices K and L)</li> </ul>
Pupils whose attendance is below 50%	<ul style="list-style-type: none"> <li>• Severe absence level</li> <li>• Child to be added to the “child with a safeguarding vulnerability” list if not already added and attendance will be reviewed weekly.</li> <li>• Stage one of the FAST-Track to Attendance procedures will be implemented if not already (section 6 and 7 of the Early Help Assessment Completed) – EIFSW or Social Worker to be involved at this point.</li> <li>• Individual Action Plan completed and target set and / or Consideration for Early Help support if appropriate and full EHA &amp; Our Family Plan Completed.</li> <li>• Plan formally reviewed with parents / carers and professionals every 3 weeks (or sooner of targets are not being met).</li> <li>• If attendance is not improving in line with targets set / or parents do not engage, progress with Fast Track to attendance procedures. (Appendices K and L).</li> </ul>

## Appendix A

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School\_name» School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

***I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)***

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here:

[From Birmingham with Love](#)

Your child's punctuality must now improve or the school may have no option but to take further action against you.

Yours sincerely,  
«School\_Representative»  
Job Title

## Appendix B

Ref: Lea Hall Academy / Punctuality letter Stage 2

«salutation»  
«address block»

DATE

Dear «salutation»

Re: «forename» «surname», «year/reg»

Further to our letter dated INSERT DATE there is still a concern regarding the number of times «forename» has been late for school this academic year. According to our records, «forename» has been late on ?? occasions since my last letter. Please find enclosed a copy of «forename»'s Registration Certificate for your information.

National research indicates that persistent and unchallenged lateness is a risk factor to increased absence in later years. When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class, having an impact on all pupils.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

I must again remind you that the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

The school will continue to monitor «forename»'s punctuality during the next ?? weeks and this will be reviewed on DATE. If there has not been a significant improvement in your child's punctuality during this time, school may invite you to a meeting to discuss how we can work together to support an improvement; however should you have any concerns regarding your child's timekeeping in the interim please do not hesitate to contact me.

If you require any further clarification regarding school attendance and punctuality, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's persistent lateness please contact me on 01215940890.

Yours sincerely

Name  
Title

Enc Registration Certificate

Ref: Lea Hall Academy / Punctuality letter Stage 3 Appointment

«salutation»

«address block»

DATE

Dear «salutation»

Re: «forename» «surname», «year/reg»

With reference to my letter dated ??? I have reviewed «forename»'s punctuality. I am very concerned that there has not been a reduction in the number of occasions that «forename» has been late during the monitoring period.

I would, therefore, like to invite you into school on DATE at TIME to discuss your child's punctuality concerns. Please let me know if this is not convenient and a mutually agreeable appointment will be arranged.

If you are unable to attend the meeting, it will take place in your absence and a target for improvement may be set.

Yours sincerely

Name

Title

Enc Registration Certificate

Ref: Lea Hall Academy / Punctuality letter Stage 3 praise

<salutation>

<address block>

DATE

Dear <salutation>

Re: <forename> <surname>, <year/reg>

With reference to my letter dated ????. I am very pleased to see that there has been an improvement in <forename>'s punctuality.

I will continue to regularly review <forename>'s punctuality over the remainder of the academic year to ensure that this improvement is maintained, however, I just wanted to acknowledge the improvement formally and thank you for your continued support.

Should you have any queries in relation to this please do not hesitate to contact me.

Yours sincerely

Name

Title

Enc Registration Certificate

**Appendix E**

Lea Hall Academy  
Hallmoor Road  
Birmingham  
B33 9QY



Ref: **Lea Hall Academy/Primary Medical letter**

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

Your child's attendance at school this year is currently ??%. We have noted that a high number of sessions of absence are recorded as illness or medical appointments. **The Headteacher may not authorise any future absence for medical reasons unless supported by medical evidence.**

It would be beneficial for you to provide one of the following which may enable the Headteacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a medical professional
- Medical note
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

*I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).*

If you believe that your child has ongoing or unresolved medical issues you are advised to approach your doctor directly. If you feel a referral to the School Nurse would be of benefit, please contact the Headteacher to discuss this.

If you wish to discuss the contents of this letter or your child's attendance, please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely

**Name**

**Title**

## **Appendix F**

Ref: Lea Hall Academy /Informal concern (90-95%)

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which is below the school's target of **95%** I am sure that this is as much a concern for you as it is for us.

An attendance of 90% is now recognised as Persistently Absence (PA) and equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average on one day missed per week. As you know to achieve their full potential a pupil must have regular high attendance and punctuality.

There are of course, genuine reasons (such as illness), which can make attendance at school difficult. Unfortunately, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absences from school will suffer in the long term from gaps in their learning.

If you are experiencing difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here:

[From Birmingham with Love](#)

If you wish to discuss the contents of this letter or your child's attendance, please contact the school. If you call and there is no one available, please leave a message and contact telephone number and we will call you back.

I hope this is helpful to you and we look forward to seeing **«ChildFirstName»** in school more regularly from now on.

Yours sincerely

**Name**  
**Title**

Enc Registration Certificate

**Appendix G**

Ref: Lea Hall Academy / Fast Track to Attendance Stage 1 (below 90%)

«salutation»  
«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which is below the Persistent Absence (PA) level of **90%** I am sure that this is as much a concern for you as it is for us.

An attendance of 90% equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average on one day missed per week. As you know to achieve their full potential a pupil must have regular high attendance and punctuality.

I would, therefore, like to invite you into school on DATE at TIME to discuss your child's punctuality concerns. Please let me know if this is not convenient and a mutually agreeable appointment will be arranged. It is vital that this meeting takes place so that we can begin to support you in improving «forename»'s attendance.

***I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (Section 444 of the Education Act 1996)***

If you require any further clarification regarding school attendance, please read our Attendance policy which is available on the school's website.

Yours sincerely

**Name  
Title**

Enc Registration Certificate

## **Appendix H**

Ref: Lea Hall Academy / Stage 3 Letter meeting attended

«salutation»  
«address block»

DATE

Dear «salutation»

Re: «forename» «surname», «year/reg»

Thank you for attending the meeting on DATE and your support in assisting «forename» to improve their attendance.

I have outlined below the points that were discussed during the meeting:

*[Delete as appropriate and add local agreements]*

*[«Forename» will speak with (insert staff name) if they have any concerns in school]*

*[You will keep the school informed of any difficulties in getting «Forename» to school regularly and punctually]*

*[You will contact school by 8:30am to provide reasons when «forename» is absent from school]*

*[You will provide evidence of the reason for absence where appropriate]*

*[A target for attendance has been set by school and agreed with both yourself and «forename». «forename» will achieve at least 95% attendance during the next 6-week period. (This equates to less than 2 days absence)]*

*[The offer of Early Help was agreed and the Assessment process will commence]*

*[The offer of Early Help was declined and therefore this has been recorded by the Early Help Officer]*

*[We will seek help from external agency if deemed appropriate in supporting the family to improve «forename»'s attendance]*

The school will continue to monitor «forename»'s attendance and will contact you if there are any concerns during the target period. School will review «forename»'s attendance on DATE and inform you of the outcome.

It remains the school's decision not to authorise absence during the target period where a valid reason is not provided.

*The school would like to remind you that in line with Section 7 of the Education Act 1996. As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school, otherwise the school will provide the Local Authority with evidence required for a prosecution and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.*

Thank you again for your continued support and please contact me on 0000000000000000 if you need to discuss your child's attendance.

Yours sincerely

Name

Title

## Appendix I

Ref: Lea Hall Academy / Stage 3 Letter meeting not attended

«salutation»

«address block»

DATE

Dear «salutation»

Re: «forename» «surname», «year/reg»

I was disappointed you were unable to attend the meeting on DATE at TIME to discuss how we can work together to support the improvement of «forename»'s attendance. I have no record that you attempted to contact me to arrange an alternative appointment. We have also attempted to carry out a home visit in order to address the attendance issues with you.

We have, therefore, submitted a request to Birmingham Children's Trust for their support in this matter through an Early Help Conversation. I would encourage you to engage with this supportive process to avoid the school having to escalate the process to the Local Authority for formal legal procedures.

The school will continue to monitor «forename»'s attendance.

It remains the Head Teacher's decision to authorise any absence based on the information provided by parents. I must remind you that further absences may not be authorised unless if evidence is provided. In the case of illness, the school will accept as proof the following: medical appointment card/letter; proof of a prescription (medicine/tablets label/container) showing the date prescribed.

*The school would like to remind you that in line with Section 7 of the Education Act 1996. As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school otherwise the school will provide the Local Authority with evidence required for a prosecution and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.*

Yours sincerely

Name

Title

## Appendix J

Ref: Lea Hall Academy / Stage 3 Letter Praise

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

With reference to my letter dated **INSERT DATE** I have reviewed «forename»'s attendance over the target period am I very pleased to see that there has been an improvement in his attendance. Please find attached a registration certificate which shows «Forename»'s attendance which is currently running at «percentage attendance»%.

I will continue to monitor «Forename»'s attendance over the remainder of the academic year to ensure that this improvement is maintained however I just wanted to acknowledge the improvement formally and thank you for your continued support.

Should you have any queries in relation to this please do not hesitate to contact me.

Yours sincerely

**Name**  
**Title**  
Enc

## **Appendix K**

Ref:

**Insert date**

School logo
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«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1 »  
«AddressLine2»  
«City»  
«PostCode»

### **FAST-track to Attendance Invitation to a School Attendance Review Meeting**

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»**  
**Yr «YearGroup» at «SchoolName»**

There have been continuing difficulties concerning the attendance of your child «ChildFirstName» «ChildLastName» at «SchoolName».

To assist you, the school have tried to engage with you to offer additional support such as early help to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a formal School Attendance Review Meeting has been arranged at «SchoolName» on «AppointDate» at «AppointTime».

**Use this paragraph for secondary schools only delete for primary school child. If you feel on an individual basis that a primary school child would benefit from attending the meeting with their parents please leave the paragraph in**

«ChildFirstName» should be in school and can join us for the meeting. If «ChildFirstName» is not in school please bring «ChildFirstName» with you.

**It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.**

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the courts for possible prosecution or a penalty notice being issued.

**I must advise that as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).**

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely

«School\_Representative»  
Job Title

## Appendix L

Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

# Fast-track to Attendance Formal Warning Notice

**PLEASE DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION**

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»  
Yr «YearGroup» at «SchoolName»**

Your child/ren, «ChildFirstName» has/have been identified as having poor attendance at «SchoolName».

To assist you, the school have tried to engage with you to offer additional support such as Early Help; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child's attendance.

Despite this, there is now a significant amount of unauthorised absence. Section 444 of the Education Act 1996 states that: *'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'*.

**This is a formal warning notice advising you that the Local Authority may consider issuing a penalty notice/taking legal action against you should there be any further unauthorised absence.**

To avoid this you **must** prevent any further unauthorised absence. You are required to provide medical evidence in order for the school to authorise any illness absences. Details of the medical evidence required is included on the attached leaflet.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities. In addition, you can also find help and support here:

[From Birmingham with Love](#)

Most attendance problems can be sorted out by parents working together with the school. **If your child/ren/family is/are experiencing difficulties that are affecting school attendance, please contact the school immediately and ask for an early help assessment.**

Yours sincerely,

«School\_Representative»  
Job Title