Attendance Policy

Version Number	6
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Related Policies Regulations and Guidance Documents	Refer to page 10
Annexes and Supplementary Info	1. Leave of absence request form 2. Unauthorised leave of absence in term time letter 3. Notification of pupil becoming a persistent absentee letter 4. Medical evidence to authorise illness letter 5. Improved attendance letter to parents/carers 6. Letter to parents to celebrate 100% attendance in a fixed period 7. Fixed penalty notice information 8. Letter 1 attendance falling 9. Letter 2 attendance continuing to fall 10. School attendance support plan 11. Improving attendance action plan
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1	February 2021		
2	December 2022	M McRae	Missing children guidance, additional guidance and deletion of duplicated information.
3	November 2023	Michelle McRae	KCSiE 2023 guidance around children absent from education and safeguarding warning signs
4	November 2024	Michelle McRae	KCSIE 2024 link Changes of job titles and responsibilities. Updated links-working together to improve school attendance 2024
5	January 2025	Michelle McRae	Absence categories changed by DfE
6	November 2025	Michelle McRae	KCSiE updates added-working together to improve school attendance is now statutory. KCSiE link updated for 2025.

The Legal Framework

Under the Education Act 2002, parents are responsible for ensuring that children of compulsory school age receive full-time education at school or otherwise. Parents have a legal obligation to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under this Act. The updated KCSiE (2025) guidance makes clear that the DfE's working together to improve school attendance is now statutory guidance.

The DFE advice on School Attendance August 2020 (replaced in 2022 by working together to improve school attendance) and School Attendance Parental Responsibility Measures January 2015 (updated 2025) has been consulted before reviewing this policy. The school believes that good attendance is vital for all pupils if they are to gain the most from the education we provide. There are clearly documented links between regular attendance and attainment. The school attendance team will regularly check the attendance of pupils and where necessary the school will follow up with the child's parents. We hope that parents will assist us in our work of raising attendance levels throughout the school by:

- Ensuring the regular attendance of their child
- Informing school when their child is absent from school
- Providing a reason for the absence
- Attending any meetings about their child's attendance, where necessary.

Aims

At Hope House School we firmly believe that all pupils benefit from regular school attendance. The aim of this guidance is to minimise the amount of time lost due to absence to maximise the educational potential of every pupil. This can be achieved with the support of parents by ensuring absence, including holidays, is not taken during term time unless there are exceptional circumstances*.

At Hope House School, for an attendance record to be deemed good, it must be 96% or above:

- 100% Excellent Attendance
- 98% Very Good Attendance
- 96% Good Attendance

Each year, several students achieve 100% attendance, emphasising that it is an achievable target. Some achieve this level of attendance year upon year. Absence during term time, for any reason, interrupts a pupil's education and risks disrupting their educational progress.

- Pupils should aim for 100% attendance.
- 90% attendance means a pupil is missing the equivalent of ½ day of education every week.
- Pupils with 90% and below are classified as Persistent Absentees.
- A pupil with 80% attendance all the way through secondary school (5 academic years) is the equivalent of missing a whole year of education.

Only the Headteacher may authorise absences. Absences without permission will be registered as unauthorised (equivalent to truancy)

*Exceptional Circumstances may include:

- Illness of pupil-doctors note to provide details of reason.
- Representative event (for example sport, music or school)
- Religious observance
- Family bereavement (immediate family)
- Employer/further education/school interview

Any other 'exceptional circumstances' will be at the discretion of the Headteacher, and a pupils attendance record will be considered when deciding whether to grant permission for absence.

*Exceptional Circumstances' DO NOT include:

- Being with other siblings

- Birthday or other celebrations
- Shopping
- Attendance at local events

School Responsibilities

The school will:

- Contact parents on the first day if there is unexplained absence.
- Consult parents if it is felt that absence is affecting progress.
- Encourage punctuality and good attendance as part of safeguarding practice.
- Discuss with parents any problems with attendance and punctuality.
- Liaise with the LA over specific attendance issues where necessary.
- Develop clear procedures to enable pupils to come to school.
- Support families to improve their child's attendance where necessary.
- Refer pupils with poor attendance to the Local Authority for additional support.
- Ensure that all pupils and parents understand the issues and procedures for attendance.
- Ensure that all staff including administrative, support and non-teaching staff as well as Trustees understand the issues and procedures for registration and attendance.
- Determine the correct absence code following Department for Education guidelines.
- Closely monitor pupils on personalised timetables based on individual needs.

Attendance records are also used when writing references for future employers and colleges,

The Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team are responsible for the motivation and leadership of the whole staff by demonstrating a commitment to promoting good attendance by:

- Promoting a whole school approach to attendance with high expectations.
- Ensuring there is a clear policy for attendance that is regularly reviewed and updated, reflecting the practice and procedures within the school.
- Ensuring the monitoring and implementation of the agreed policy and procedures.
- Analysing attendance data to identify areas for development and issues related to vulnerable groups.
- Completing a safe and well check if student absent for 3 school days.
- Providing regular reports to the Trustees Board about attendance.
- Being available if appropriate for parents who may wish to discuss specific problems or in-school difficulties which their child is experiencing.
- Ensuring that appropriate training is provided as required on attendance.
- Ensuring the Trustees are provided with key information regarding whole school and pupil cohort's attendance by providing data, analysis and commentary.
- Ensure attendance information is provided as evidence when external bodies inspect the school.
- Ensuring regular celebrations of good attendance take place.
- Letters sent to parents/carers re attendance can be found as attachments at the end of the policy.

The Trustees

The Board of Trustees are actively engaged in promoting good attendance by supporting and encouraging pupils and teachers in their work. The Trustees Board will ensure that a trustee is available to support the school where appropriate.

The Trustees Board will be provided with attendance information as an indicator of overall school performance.

Representatives of the Trustees Board will access appropriate training to help them to understand the duty of the school to promote regular attendance.

The Trustees will ratify the school attendance policy.

The pastoral team and Senior Leadership Team

The pastoral team and senior leadership team have a very important role to play in the school's framework for promoting good attendance by:

- Meeting with parents of children, who are developing or have developed a pattern of absences and agreeing actions which may lead to the child beginning to attend more regularly.
- Ensuring that there are clearly understood attendance procedures in place.
- Agreeing attendance action plans with the child's parents/carers and individual students where a pattern of absence is a cause for concern.
- Recognising and celebrating the good attendance of students in their year assemblies, tutor groups and through individual praise.

The Role of Class Teachers/support staff

Class Teachers and support staff are ideally placed because of their regular contact with pupils to assess whether the explanations received for a child's absence are reasonable or if the child is at an early stage in developing a pattern of absence.

In our school we recognise that building a good relationship with pupils is vital in promoting good attendance by:

- Ensuring that an accurate and timely register is taken mornings and afternoon using Arbor.
- Praising those pupils who attend well or try to improve their attendance.
- Using the school registration system accurately to record absences with 'N' code for the Administrator inputting the correct code when evidence is obtained that authorises the absence or is coded as unauthorised.
- Referring unexplained absences or patterns of absence to the Senior Leadership Team.
- Welcoming children back after they have been absent because of illness.
- Taking specific steps to assist children returning to school when they have been absent.
- Providing a positive role model through their own attendance and punctuality.

The Role of the Administrator

- Contacting parents/carers if no absence call has been received.
- Passing information received from some parents at the school to the class teachers, pastoral team regularly and consistently logging on Arbor.
- Begin first day contact by 9.15am each day to establish where a pupil is if not in school as expected each day.
- Producing the school's good attendance certificates.
- Keeping an accurate register on the school management information system.
- Analysing attendance data for trends and to identify pupils at risk.
- Making routine phone calls to parents and sending out standard letters to parents about their child's attendance.

Parental Responsibilities

By law, parents have a duty to educate their children by ensuring regular attendance at school or otherwise. To facilitate this process, parents with children at Hope House School are expected to:

- Inform school by telephone 01636 700380 on the first morning of any absence before 8.30am.
- Inform the school of the anticipated return date due to absence and continue to contact school if this changes.
- Provide a note/email to cover the absence on the child's return to school.
- Ensure that their child gets to school on time.
- ***Not take any family holidays during term time (see further guidance below)***
- Attend review meetings linked to personalised timetables and any changes as appropriate.

Hope House school believes that its pupils can achieve success when:

- School and family work in partnership.
- Parents take an active interest in their child's work
- Parents ensure their child arrives in school for morning registration.
- Parents ensure that their child attends school regularly and do not allow time off from school for trivial or unnecessary reasons.
- Parents contact the school on the first day of absence by 8.30am and provide the reason for the absence and intended return date.
- Parents avoid taking leave of absence during term time.
- Parents attend any necessary meetings and respond as quickly as possible to any letters and information about their child's attendance.

What will happen if my child does not attend school regularly?

- A persistent non-attender is a student who has attendance of 90% or less
- The school will contact you if they are concerned about your child's attendance to offer any support that may be required. A referral could be made to the Local Authority if attendance continues to be a concern.
- Local Authorities who fund the placement will be at liberty to use legislation to enforce attendance at school where parents do not fulfil their duty to ensure their children attend school regularly. This could mean a parent or carer enters the Local Authority Enforcement Procedure which may lead to prosecution in the Magistrates Court.

- A parent or carer could receive a Parenting Order, a Community Order, a Curfew Order and/or a fine up to £2500. See Frequently asked questions and Nottinghamshire local code of conduct for penalty notices issued in respect of truancy and excluded pupils.
- A parent or carer can also be issued with an Education Fixed Penalty Notice for any unauthorised absence including taking an unauthorised leave of absence in term time.
- Remember school gives your child a wide range of opportunities and experiences both academic and social allowing them to develop their interest and achieve their full potential. Failure to attend school regularly will limit a pupil's access to this.

Support from your local council

The council can also help if you are struggling to ensure that your child goes to school. Potential forms of support include:

- support to help reduce the burden on children where families are in difficulty (for example, if a child is spending a lot of time caring for someone)
- working with families and schools to overcome bullying and other serious problems.

If you think you need this help you can contact the Early Help Unit 0115 804 1248 (Notts) or speak to the school pastoral team/SENCo.

The Role of Pupils

This school believes that all pupils should attend regularly if they are to succeed and reach their full potential.

Pupils with the relevant support should:

- Aim for 100% attendance, only being absent through genuine illness.
- Arrive in school in time for registration at 9am.
- If they arrive late after registers have closed, they will be awarded a late mark.
- Pupils on a personalised timetable must be supported to attend regularly in line with their timetable.

Leave of absence in Term Time

In line with the governments legislation no requests for holidays can be authorised except in exceptional circumstances. For the school to consider exceptional circumstances a leave of absence form must be submitted at least four weeks before the proposed start of the holiday and booking the holiday. Parents will be invited to a meeting with the school to discuss the request. The request must be put in writing together with any supporting evidence. A meeting or phone call will then take place to discuss the request. All holidays will be classed as unauthorised, unless you receive confirmation in writing from the school that the holiday has been authorised. There are no exceptions. All holidays that are unauthorised will be referred to the local authority to issue a fixed penalty notice.

Every school day counts towards your child's future. Days off school add up to lost learning. In total there are 175 non-school days in a year. This gives families the opportunity to:

- Spend time together
- Go on family visits
- Go on holiday or on days out
- Attend routine appointments

Categorising absence:

From September 2006 all schools were required to use a common set of codes to record student attendance and absence.

Only the school, in the context of the law, can authorise absence, not parents. A note or explanation from parents/carers does not guarantee authorisation. If we do not accept the explanation offered for absence as a valid or legal reason, then the absence will be unauthorised by the headteacher.

Schools are not obliged to authorise medical or dental appointments taken during the school day. Parent/carers are asked not to make these appointments unless vital or due to an emergency. Evidence will be required and, if not received, the absence will be unauthorised.

Attendance codes

Pupils will be recorded as present if they are marked as / or L (late before the registers have closed)

Pupils who attend another setting for education will be marked 'B' code and are classed as present.

Pupils who attend an interview at college or work will be marked 'J1' code

Pupils who are attending an approved sporting activity will be marked as 'P' code

Pupils on an educational trip or visit will be marked 'V'code

Pupils who are on work experience approved by the school will be marked 'W' code

Absence codes

Pupils who have an authorised absence will be marked as 'C' code

Pupils who are on an official school exclusion will be marked 'E' code

Pupils who are taken on an extended family holiday will be marked as 'F' code

Pupils who are on an unauthorised holiday will be marked as 'G' code

Pupils who are ill will be marked with an 'I' code

Pupils who have a medical appointment will be marked as 'M' code

Pupils who have no reasons provided for their absence will be marked as code 'N'

Pupils who have not had their absence authorised will be marked as 'O' code.

Pupils who are following religious observance will be marked as 'R' code, following guidance from the parents' religious body regarding dates set apart for religious observance.

Pupils who are travelling for Gypsy, Roma, Traveller purposes will be marked as code 'T'.

Pupils who arrived after the registers have closed will be marked as 'U' code

Administrative Codes

The following codes are not counted as a possible attendance in the school census. Code X: not required in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school
- The pupil is in custody; detained for a period of less than 4 months. (If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the school census for statistical purposes.

Code # Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five no-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Code Z: Pupil not on admission register

This code is available to enable schools t set up registers in advance of pupils joining the school ease administration burdens. School must put pupils on the admission register from the first day the school has agreed, or been notified, that the pupil will attend the school.

Punctuality

The school will actively encourage punctuality by challenging students who are persistently late or arrive late without reasonable explanation.

Pupils not attending regularly:

School attendance flowchart Nottinghamshire

Missing Children

Context:

Children missing education are defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Local Authorities have a legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education. Additionally, Nottinghamshire's Children Missing Education Strategy outlines actions the Council takes to ensure access to appropriate education for children who are registered with a school but where it appears that they are not accessing or being provided with their educational entitlement, categorised by OFSTED as 'Pupils Missing Education'. The relevant DfE guidance that governs this area of work is the Children Missing Education: Statutory Guidance for Local Authorities 2016. Ofsted has also

published findings on children missing out on education in December 2018 and November 2013, as well as having a clear focus on the subject within the Ofsted Inspection Framework. The May 2019 report 'Timpson review of School Exclusion' highlights several areas for the Department for Education, Local Authorities, Schools and Academies to consider in relation to Children and Pupils Missing Education as a result of exclusion, placement in Alternative Provision and being 'Off Rolled'. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Children and young people who do not access school or appropriate alternative education are deemed to be vulnerable and their risk is increased as they continue to be without a school place. Safeguarding children and young people continue to be a key shared responsibility of the LA with schools and other external partners. High quality education provides children and young people with the necessary skills, knowledge and understanding as well as vital social and emotional skills to prepare for a confident future. Nottinghamshire County Council is committed to the continuing development and implementation of a strategic and coordinated approach to ensure that every child and young person is 'known' and is accessing education appropriately. This requires all staff to be alert to situations which might indicate that a child or young person may not be on the roll of a school or attending appropriate alternative education. This demands a culture of shared responsibility where all staff, whatever their role, remain alert to children who are not on a roll or attending appropriate educational provision. Taken from the Nottinghamshire Children Missing Education Strategy

KCSiE added clarity around the meaning of the terms 'children absent from education' and 'children missing education':

- Children absent from education are on the school roll, but are regularly not attending
- Children missing education aren't on any school roll or being educated elsewhere

KCSiE stresses that 'Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future'.

KCSIE 2024 'Unexplainable and/or persistent absences from education' has replaced the phrase 'deliberately missing education' when referring to safeguarding issues

Background:

Education Act 1996

Children Missing Education: Statutory Guidance for Local Authorities 2016
https://www.gov.uk/government/publications/children-missing-education

The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills 2017/18,

OFSTED December 2018 https://www.gov.uk/government/publications/ofsted-annualreport-201718-education-childrens-services-and-skills 7

Pupils missing out on education, OFSTED November 2013
https://dera.ioe.ac.uk/18825/1/Pupils%20missing%20out%20on%20education.pdf

Alternative Provision Market Analysis Research Report, October
2018https://www.gov.uk/government/publications/alternative-provision-market-analysis

Timpson review of School Exclusion
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807862/Timpson_review.pdf The Children Act 2004
https://www.legislation.gov.uk/ukpga/2004/31/contents

Related Guidance

Nottinghamshire County Council Fair Access Protocol, February 2019
https://www.nottinghamshire.gov.uk/media/1733874/fair-access-protocol.pdf

Nottinghamshire County Council Off Rolling Guidance
https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missingeducation Nottinghamshire County Council

Reduced Timetable Guidance https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missingeducation

School attendance: improving consistency of support https://consult.education.gov.uk/school-attendance-policy-and-strategy-team/school-attendance-improving-consistency-of-support/supporting_documents/Attendance consultation document.pdf

Parental responsibility measures for behaviour and attendance

working together to improve school attendance

Summary table of responsibilities for school attendance August 2024.pdf

Keeping Children Safe in Education 2025

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Information for Parents

What is a Fixed Penalty Notice?

The Anti-Social Behavioural Act 2003 introduced Legislation that made provision for a Local Authority to issue Fixed Penalty Notices. These notices require a fine to be paid by Parents of Pupils who have unauthorised absence from school during term-time.

A Fixed Penalty Notice can be issued in three situations: -

1. If a holiday or other leave of absence is taken during term-time without the authorisation of the Headteacher.
2. If a Pupil has a period of unauthorised absence from school following a FPN warning letter, and the attendance does not improve within 15 days. (if you do receive a warning letter from your Local Authority about your child's attendance you should get in touch with the LA

Attendance Officer as soon as possible to discuss the reason for your child's absence from school)

3. If a child is found on a Truancy Patrol twice during a four-month period.

A separate Penalty Notice will be issued to EACH parent for EACH child who has unauthorised absence.

Any absence which does not meet the criteria of being '**an exceptional circumstance'** will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that BOTH parents are at risk of receiving a Fixed Penalty Notice for EACH child of the family with a period of unauthorised absence from school in line with Section 23 **of the Anti-Social Behaviour Act 2003.**

What are the Penalties?

If a Fixed Penalty Notice is issued the penalty is **£60 per Parent per Child** when the payment is made within **21 days.** If payment is not made within this timescale the penalty amount will double to £**120 per Parent per Child** made within **28 days.**

Failure to pay within **28 days** will result in a court summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court, you may receive a Fine of up to **£1000.**

What must I do?

If you are having difficulties in ensuring your child's attends school regularly, you should contact your child's school in the first instance. If you receive a warning letter from the Local Authority about your child's attendance you should get in touch with the Attendance Service as soon as possible to discuss the reason your child's absent from school.

You should avoid taking your child out of school for a holiday unless there are exceptional circumstances as you may receive a Fixed Penalty Notice.

Can I get help if my child is not attending school regularly?

The Local Authority Attendance Officers support schools, parents and pupils so that high levels of attendance can be achieved. In the first instance you should contact your child's school who will offer advice and support. You can seek advice from a Local Authority Attendance Team.

Date:

Address:

Dear

Unauthorised leave of absence

It has come to my attention via (how you were made aware) that (name of pupil) was absent form school during dates (leave of absence period start to leave of absence period end). I have to inform you that I have declined to authorise this period of absence as it does not fall within exceptional criteria.

The 2 exceptional circumstances are:

Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation.

Service personnel returning from/scheduled to embark upon a tour of duty abroad.

This means that any absence taken in relation to this request will be classed as unauthorised and recorded as such. You may also be issued with a Fixed Penalty Notice.

Please be aware in line with **Section 23 of the Anti-Social Behaviour Act 2003 BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school.

If a Fixed Penalty Notice is issued the penalty is **£60 per Parent per Child** when the payment is made within **21 days.** If payment is not made within this timescale the penalty amount will double to £**120 per Parent per Child** made within **28 days.**

Failure to pay within **28 days** will result in a court summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court, you may receive a Fine of up to **£1000.**

For your information I enclose a copy of the Local Authorities 'Information for Parents about Fixed Penalty Notices' and I would advise you to read this information very carefully.

Should you wish to discuss this matter further, do not hesitate to contact me.

Yours sincerely

Headteacher

Date:

Address:

Dear

Regarding Your Childs Attendance – Notification of Persistent Absence

Name: **Date of Birth:**

As part of monitoring of attendance process in school it has been noted that your child (name of pupil) has fallen into the category of Persistent Absence due to their current attendance being 89%. The Department of Education state 'Pupils should aim for 100% attendance' and that good attendance is 95% or better.

The national figures that determine the category of Persistent Absence includes any pupil with attendance of 90% or below, is classified as a persistent absentee. From our school policy that follows the guidance provided by the Department for Education.

Government figures show:

At key stage 2, in general the higher percentage of sessions missed across a key stage, the lower the likely level of attainment at the end of Key Stage 2.
At the end of Key Stage 2, 92.3% of pupils are more likely to achieve the expected level of progress in reading and mathematics with full attendance.as opposed to 77.2% of pupils with attendance rates 90-95% achieving this standard.
At Key Stage 4, pupils with full attendance are 1.5 times more likely to achieve 5+ good GCSE's or equivalent and 2.8 tie more likely to achieve 5+ good GCSE's including English and mathematics than pupils with attendance between 80-85%
At Key Stage 4, 94% of pupils with no absence achieve 5 good GCSE's or equivalent as opposed to 84.4% who have attendance rates of 90-95%
Pupils with no absence are 10.2 times more likely to achieve the English Baccalaureate than pupils with 80-85% attendance to Key Stage 4 lessons
90% attendance sounds quite good but …. 1 day off in 10 over 5 years equals 95 days which is 19 weeks and equates to half a school year.

The school will continue to closely monitor (name of pupil) attendance, so it returns above 90%. Please support your child to attend school regularly.

If you have any queries regarding this matter, please do not hesitate to contact me at school.

Yours sincerely

Headteacher

Date:

Address:

Dear

Medical evidence to authorise illness absence.

As part of the school continuing efforts to ensure each student at Hope House School achieves highly and makes effective progress in their learning, we are monitoring attendance very closely.

The national guidelines indicate that an average attendance in school is 96.5% and therefore (name of child) attendance is currently a cause for concern at ...%

Due to this level, I can no longer authorise and absences for illness unless you are able to provide medical evidence. I would appreciate it if you could ensure that (name of child) attendance improves, and no other intervention is needed. I do however need you to be aware that if her attendance continues to decline, I will then need to consider a referral being made to the Local Authority Education Welfare Officer for further intervention.

The officer will endeavour to support you but does have a statutory responsibility to ensure regular attendance is maintained and so may need to follow Local Authority Enforcement Procedures.

If you have any questions about this letter or wish to discuss in private any circumstances that are causing short term difficulties in attendance, then please do not hesitate to contact me.

Yours sincerely

Headteacher

Date:

Address:

Dear

Improved attendance during monitoring period

As part of the schools continuing efforts to ensure each student at Hope House School achieves highly and makes effective progress in their learning, we are monitoring attendance very closely.

The national guidelines indicate that an average attendance in school is 96.5%.

During the period of:

(Name of child) has improved their attendance from 85% to 91%.

Please continue to encourage and support (name of child) to continue to increase their level of attendance.

Government figures show:

At key stage 2, in general the higher percentage of sessions missed across a key stage, the lower the likely level of attainment at the end of Key Stage 2.
At the end of Key Stage 2, 92.3% of pupils are more likely to achieve the expected level of progress in reading and mathematics with full attendance.as opposed to 77.2% of pupils with attendance rates 90-95% achieving this standard.
At Key Stage 4, pupils with full attendance are 1.5 times more likely to achieve 5+ good GCSE's or equivalent and 2.8 tie more likely to achieve 5+ good GCSE's including English and mathematics than pupils with attendance between 80-85%
At Key Stage 4, 94% of pupils with no absence achieve 5 good GCSE's or equivalent as opposed to 84.4% who have attendance rates of 90-95%
Pupils with no absence are 10.2 times more likely to achieve the English Baccalaureate than pupils with 80-85% attendance to Key Stage 4 lessons.
90% attendance sounds quite good but …. 1 day off in 10 over 5 years equals 95 days which is 19 weeks and equates to half a school year.

If you have any queries regarding this matter, please do not hesitate to contact me at school.

Yours sincerely

Headteacher

Date:

Address:

Dear

100% attendance during monitoring period

As part of the schools continuing efforts to ensure each student at Hope House School achieves highly and makes effective progress in their learning, we are monitoring attendance very closely.

The national guidelines indicate that an average attendance in school is 96.5%.

During the period of:

(Name of child) has achieved 100% attendance.

Please continue to encourage and support (name of child) to continue to attend at this level.

Government figures show:

- At key stage 2, in general the higher percentage of sessions missed across a key stage, the lower the likely level of attainment at the end of Key Stage 2.
- At the end of Key Stage 2, 92.3% of pupils are more likely to achieve the expected level of progress in reading and mathematics with full attendance.as opposed to 77.2% of pupils with attendance rates 90-95% achieving this standard.
- At Key Stage 4, pupils with full attendance are 1.5 times more likely to achieve 5+ good GCSE's or equivalent and 2.8 tie more likely to achieve 5+ good GCSE's including English and mathematics than pupils with attendance between 80-85%
- At Key Stage 4, 94% of pupils with no absence achieve 5 good GCSE's or equivalent as opposed to 84.4% who have attendance rates of 90-95%
- Pupils with no absence are 10.2 times more likely to achieve the English Baccalaureate than pupils with 80-85% attendance to Key Stage 4 lessons.
- 90% attendance sounds quite good but …. 1 day off in 10 over 5 years equals 95 days which is 19 weeks and equates to half a school year.

If you have any queries regarding this matter, please do not hesitate to contact me at school.

Yours sincerely

Headteacher

Letter 1- Attendance

Date:

Address:

Childs Name: **Date of Birth:**

As part of the schools continued efforts to ensure each child achieves their full potential, we are monitoring attendance very closely.

I am writing to you as I am concerned that (name) attendance at this time is a cause for concern and if improvements in their attendance do not take place then their ability to progress to their full potential will be inhibited.

We will continue to monitor (name) attendance and will look to support you in any way we can. Should you have any questions regarding this letter then please do not hesitate to contact me.

Assuring you of support at all times.

Yours sincerely

Headteacher

Enc. Attendance Certificate

Letter 2- Attendance

Date:

Address:

Dear

Childs Name: **Date of Birth:**

As part of the schools continued efforts to ensure each child achieves their full potential, we are monitoring attendance very closely.

Unfortunately, over the last half term (name) has only attended … sessions out of a possible ….

This is an attendance level of …The government guidelines indicate that an average attendance in school is 95% and therefore (name) attendance this half term is cause for concern.

Due to this attendance level and following Local Authority Guidelines I can no longer authorise any absences and attendance will be closely monitored for the next half term. I would appreciate it if you could ensure that (name) attendance improves and no further intervention is needed. I do however need you to be aware that if (name) attendance continues to decline then I will need to consider a referral being made to the Local Authority Attendance Service for further intervention.

The Officer will endeavour to support you but does have a statutory responsibility to ensure regular attendance is maintained and so may need to follow Local Authority Enforcement Procedures.

If you have any questions about this letter or wish to discuss in private any circumstances that are causing short term difficulties in attendance then please do not hesitate ro contact me.

Yours sincerely

Headteacher

Enc. Attendance Certificate

Date:

Address:

Dear

Childs Name: **Date of Birth:**

Parent/Carer agree to:

- Ensure preparation for school is done the night before
- Ensure child is up and ready for school on time
- Bring child to school every day unless ill
- Contact school on first day of absence with reason
- Provide up to date contact details

School agrees to:

- Build a pupil profile i.e., attendance patterns over time/reasons for nonattendance/unauthorised absence etc
- Keep an attendance chart for child to complete daily
- Reward good attendance i.e. stickers given for attending school for a whole week/ certificate for a term
- Keep appropriate agencies informed of attendance pattern i.e. improved/not improved/serious cause for concern

Agreed by

Parent/Carer …….

School …….

Date: …….

Review Date: …….

Improving Attendance Action Plan

Pupil: **D:O: B**	**Parent/Carer**	**School Contact**	**Start Date:** **Review Date:**
Reasons for absence:			
Actions to be taken	**By:**	**What will happen?**	**How will we know it is working?**
Monitor and give support	**School**	Referral will be made if attendance does not improve	Attendance and achievement will improve
Get ready for school on time and be ready to learn	**Pupil**	Be ready and focused to learn	Rate of learning will increase
Ensure your child attends school regularly and on time	**Parent/Carer**	Ensure full school attendance	Attendance will improve
	Other family members		
Monitor attendance and punctuality	**Attendance Support Services**	Contact family directly	Attendance and punctuality will improve
	Other Agencies		