Bawtry Mayflower Primary School



Attendance policy

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| **Approved by: Governors** |  | **Date:** November 2022 |
| **Last reviewed on:** | November 2022 | |
| **Next review due by:** | November 2023 | |

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# Aims

Bawtry Mayflower Primary School seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach their full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from primary to secondary and beyond to further education and training. Bawtry Mayflower Primary School aims to work in partnership with parents and other agencies to strive towards every child reaching 97% attendance to ensure that each child can get the best out of the educational opportunities provided. By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all students at Bawtry Mayflower.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

* Promoting good attendance
* Reducing absence, including persistent and severe absence
* Ensuring every pupil has access to the full-time education to which they are entitled
* Acting early to address patterns of absence
* Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

# 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

* Part 6 of [The Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/contents)
* Part 3 of [The Education Act 2002](https://www.legislation.gov.uk/ukpga/2002/32/contents)
* Part 7 of [The Education and Inspections Act 2006](https://www.legislation.gov.uk/ukpga/2006/40/contents)
* [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](https://www.legislation.gov.uk/uksi/2006/1751/contents/made)
* [The Education (Penalty Notices) (England) (Amendment) Regulations 2013](https://www.legislation.gov.uk/uksi/2013/757/regulation/2/made)

This policy also refers to the DfE’s guidance on the [school census](https://www.gov.uk/guidance/complete-the-school-census), which explains the persistent absence threshold.

# 3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

* Promoting the importance of school attendance across the school’s policies and ethos
* Making sure school leaders fulfil expectations and statutory duties
* Regularly reviewing and challenging attendance data
* Monitoring attendance figures for the whole school
* Making sure staff receive adequate training on attendance
* Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

* Implementation of this policy at the school
* Monitoring school-level absence data and reporting it to governors
* Supporting staff with monitoring the attendance of individual pupils
* Monitoring the impact of any implemented attendance strategies
* Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

* Leading attendance across the school
* Offering a clear vision for attendance improvement
* Evaluating and monitoring expectations and processes
* Having an oversight of data analysis
* Devising specific strategies to address areas of poor attendance identified through data
* Arranging calls and meetings with parents to discuss attendance issues
* Working with education welfare officers to tackle persistent absence
* Working with education welfare officers to tackle persistent absence
* Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Natalie Walker and can be contacted via the school office: 01302 710721

3.4 The attendance officer

The school attendance officer is responsible for:

* Monitoring and analysing attendance data (see section 7)
* Benchmarking attendance data to identify areas of focus for improvement
* Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
* Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Miss Claire Argo and can be contacted via the school office: 01302 710721

3.5 Class teachers

Class teacher are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Class teachers are often the first people who notice patterns of absence or an increase in absence rates. It is the class teacher’s responsibility to record this on CPOMS and inform the attendance senior lead.

3.6 School office staff

School office staff will:

* Take calls from parent about absence on a day-to-day basis and record it on the school system

3.7 Parents/carers

Parents/carers are expected to:

* Make sure their child attends every day and on time
* Call the school to report their child’s absence before 8:30 a.m. on the day of the absence and each subsequent day of absence and advise when they are expected to return
* Provide the school with more than 1 emergency contact number for their child and inform school immediately if any contacts change.
* Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

* Attend school every day on time
* Not leave the school site during the school day

# 4. Recording attendance

4.1 Procedure for unplanned absence

4.2 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil’s parent/carer notifies the school in advance of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil’s parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.3 Lateness and punctuality

Poor punctuality is not accepted and all pupils must arrive on time. If a child misses the start of the day, not only do they miss work but their late arrival also disrupts lessons for other children. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world. We will encourage good punctuality by being good role models to our pupils and by celebrating good class punctuality.

How we manage lateness:

Late marks will be monitored and the following procedure followed.

4.4 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

* Call the pupil’s parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil’s emergency contacts, the school will follow procedures in line with safeguarding which may include visiting the home; contacting police and/or contacting social services.
* Identify whether the absence is approved or not
* Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
* Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.5 Reporting to parents/carers

The school will regularly inform parents about their child’s attendance and absence levels.

* Overall school attendance is reported in our school blog each week as well as individual class attendance.
* Teachers will report to parents/carers annually on their child’s attendance within the annual school report and also at parents evenings.
* The attendance lead will contact parent/carers should their child’s attendance drop below the school’s target
* School staff will offer support and work with parents/carers to resolve issues affecting pupils’ attendance
* Good and improving attendance will be celebrated by awarding certificates, trophies and other rewards incentives and events.

See appendix for clarification over good attendance.

# 5. Authorised and unauthorised absence

Every half-day absence from school counts as one session and this has to be classified by school (not the parent/carer) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of absence is always required.

**Authorised Leave of Absence** is an absence from school for a valid reason such as:

• Genuine illness (Unless it falls below 95% attendance. Refer to stage 1C Section 8 of this policy)

• Medical/dental appointments which fall unavoidably in school time

• Other emergencies and exceptional circumstances as determined at the discretion of the Headteacher

**Unauthorised Leave of Absence** is an absence which the school does not consider reasonable and for which no ‘leave of absence’ request has been agreed. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

• Parents/carers keeping children off unnecessarily

• Truancy before or during the school day

• Absences which are not explained properly

• Any absence where pupil has less than 95% attendance

* Pupils who arrive at school after 9:30am

• Pupils who have been permitted to stay up late the previous night

• Shopping

• Looking after other children

• Birthdays

• Day trips and holidays in term time which have not been agreed

Whilst we understand that sometimes absences are necessary, the vast majority of absences can be arranged outside of the school day as there are 170 non-school days per year. It is important to remember that while any child may be off school because they are ill; sometimes they can be reluctant to attend school. Any problems with regular attendance will be addressed between school, the parents/carers and the child. If the parent/carer thinks their child is reluctant to attend school, then we will work with that family to understand the root problem.

5.1 Term time holidays

Amendments to the Education (Pupil Registration) (England) Regulations 2006 make clear that from September 2013, no holidays will be authorised by the school in term-time.

Holidays in term-time will be recorded as unauthorised and will incur a fine, unless the below exceptional circumstances apply:

Exceptional Circumstances

1. Where it is company/organisational policy for employees to take leave at a specific time in the year and there is no opportunity for a family holiday in any of the school holidays. This refers to full company close-down periods only and must be evidenced by the production of the policy document of the organisation.

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

3. Other exceptional circumstances at the discretion of the Headteacher

To request a holiday in term-time, parents/carers must contact the attendance officer via the school office to obtain a holiday request form and explain the reasons for taking the holiday. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will attract an Educational Penalty Notice. A separate penalty notice will be issued to each parent for each child who has unauthorised absence

5.2 Approval for other term-time absence

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

* Illness and medical/dental appointments (see sections 4.2 for more detail)
* Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
* Traveller pupils travelling for occupational purposes– this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

* The number of unauthorised absences occurring within a rolling academic year
* One-off instances of irregular attendance, such as holidays taken in term time without permission
* Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

# 6. Strategies for promoting attendance

School promotes good attendance by:

* Celebrating attendance in assemblies
* Celebrating attendance on the weekly blog
* Rewards for 100 % attendance each term

# 7. Attendance monitoring

7.1 Monitoring attendance

School will:

* Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
* Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

School will:

* Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
* Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

* Provide regular attendance reports to class teachers and other school leaders to facilitate discussions with pupils and families
* Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

School has a duty to work with families and the local authority to prevent poor attendance. Key indicators that school track are persistent and severe absenteeism.

The definitions are:

**Persistent Absentee (PA)** – A pupil is identified as a persistent absentee when they have been absent for 10% of the total sessions possible for that individual pupil.

**Severely Absentee (SA)** – A pupil is identified as a severely absentee when they have been absent for 50% of the total sessions possible for that individual

Any pupil who is identified as PA or SA must be subject be targeted for an intervention at either school level or for the more severe at local authority level. This is dependent on the reasons for absence and will be discussed with the EWO or local authority representative as part of the targeted meeting each term.

The diagram below shows absentee levels across a typical academic year. Pupils identified early within the academic year have the opportunity to make improvement, but those added to or removed from, the school admission register outside the normal transition periods will remain a statistic against the school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Absence Sessions** | **Terms** | **Average Absence 5% or Less** | **Persistent Absence 10% or More** | **Severely Absence 50% or More** |  |
|  |
| **Half Term 1** | **Autumn Term** | 3 | 7 | 35 |  |
| **Half Term 2** | 7 | 14 | 70 |  |
| **Half Term 3** | **Spring Term** | 10 | 20 | 95 |  |
| **Half Term 4** | 13 | 26 | 125 |  |
| **Half Term 5** | **Summer Term** | 16 | 31 | 150 |  |
| **Half Term 6** | 19 | 38 | 190 |  |

A pupil identified as SA in half-term 1 can improve to an extent they are no longer SA or PA by the end of the academic year, but beyond 38 sessions they will always be identified as PA but not SA. It is not possible for an SA pupil identified at HT1 to reach the national average for pupil absence

The school will:

* Use attendance data to find patterns and trends of persistent and severe absence
* Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
* Provide access to wider support services to remove the barriers to attendance

**8. Children with medical conditions or special educational needs**

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer with long-term medical conditions or special educational needs and disabilities. Their right to education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.

In working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary.

This support could include:

• Making reasonable adjustments where a pupil has a disability

• Putting in place or updating individual healthcare plans

• Use of a temporary part time timetable (attendance code C)

• Ensuring joined up pastoral care is in place where needed

• Establishing strategies to remove in school barrier including where required for example, adjusted routines adjustments for uniform, support at lunchtime

• Considering support from external partners including health services

• Making referrals to ensure the delivery of support

• Working with families to help support routines

• Working with partners to manage medical appointments outside of the school day

• Providing transport to school

Children with long term illness or other health needs may need additional support to continue education, such as alternative provision arranged by the Local authority. Local Authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons would otherwise not receive suitable education. The education must be full-time or as close to full time as the child’s health allows. Guidance sets out that Local Authorities should provide this education as soon as it is clear the child will be away from school for 15 days or more.

**9. Children Missing in Education**

All schools, including academies and free schools, must monitor pupils’ attendance through their daily register.

We agree with the Local Authority to inform them of pupils who are regularly absent from school or have missed 10 school days or more without permission. We must also notify the authority if a pupil is to be deleted from the admission register in certain circumstances. Pupils who remain on school roll may not necessarily be missing education but we should monitor attendance and address it when it is poor. It is also important that pupils’ irregular attendance is referred to the authority. Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences.

If families move away from the area, or wish to transfer their child to another school, the Headteacher must be informed in writing. Children cannot be removed from roll until we have been notified by another school/academy that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from roll. They are reported to the Local Authority Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

**10. Children in Care**

With early intervention, school can often prevent a pupil’s non-attendance becoming entrenched. We aim to resolve any concerns regarding attendance and punctuality rates as soon as a problem arises. We seek the co-operation of the pupil’s parents/carers, children’s home, key worker/social worker, residential unit, etc., in resolving the pupil’s attendance problems before involving an Education Welfare Officer (EWO). Good practice is that we would notify the social worker and EWO if a looked-after child has reached 10 consecutive sessions’ absence.

If a referral to the EWO is made, the EWO will initially try to contact the pupil’s parents/carers, either by telephone or letter, to arrange a home visit. The EWO will normally visit the child’s home/place of residence to assess the situation and the visit will usually take place within five working days of the initial contact. On most occasions, the home visit will result in an action plan being prepared by the EWO. This plan will include proposed actions, timescales and intended outcomes, and will include details of what is expected from the pupil, the parents/carers, the academy and any other agencies involved. It will contain an agreed plan of action and dates by which improvement in attendance is expected. The EWO will try to secure everybody’s commitment to adhere to the action plan. In order to measure the effectiveness of the EWO intervention, the pupil’s attendance and levels of authorised and unauthorised absence will be closely monitored by the EWO. If, after EWO intervention, the pupil’s level of unauthorised absence reduces to a satisfactory level compared to the level prior to the intervention, and this level of attendance is maintained, the EWO will liaise with the academy and continue to monitor the pupil’s attendance for as long as necessary.

**11. Elective Home Education**

The decision by a parent to educate their child at home should not be taken lightly and the Local Authority will respond to any notification immediately. Schools must not encourage parents to remove a child from school as a way of improving attendance and avoiding legal action, or to support mental health concerns. The school will notify the Local Authority Education Welfare Officer of any potential notifications via the schools My Doncaster account under the category of EHE notification.

# 12. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by Mrs N Walker. At every review, the policy will be approved by the full governing board.

# 13. Links with other policies

This policy links to the following policies:

* Child protection and safeguarding policy
* Behaviour policy

### Appendix 1: attendance codes

The following codes are taken from the DfE’s guidance on school attendance.

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **/** | Present (am) | Pupil is present at morning registration |
| **\** | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **B** | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **J** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **P** | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **V** | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| **W** | Work experience | Pupil is on a work experience placement |

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **Authorised absence** | | |
| **C** | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| **E** | Excluded | Pupil has been excluded but no alternative provision has been made |
| **H** | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| **I** | Illness | School has been notified that a pupil will be absent due to illness |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **S** | Study leave | Year 11 pupil is on study leave during their public examinations |
| **T** | Gypsy, Roma and traveller absence | Pupil from a traveller community is travelling, as agreed with the school |
| **Unauthorised absence** | | |
| **G** | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| **N** | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| **O** | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| **U** | Arrival after registration | Pupil arrived at school after the register closed |

|  |  |  |
| --- | --- | --- |
| **Code** | **Definition** | **Scenario** |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **Y** | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| **Z** | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| **#** | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Appendix 2: Attendance classifications

Target- 97%

Target 97%

**Cause for significant concerns/ Persistent Absenteeism**

Below 90%

**Inadequate**

90%-94.9%

**Requires Improvement**

95%-96.9%

**Outstanding**

97%-100%

Appendix 3- Graduated approach

**When to intervene**

Half-term 1 Pupils identified as PA or SA from the previous academic year should be targeted from the start of the academic year. It is advisable to meet with pupils and parents at during the last term to assess level of need and agree a suitable support plan.

Support plan to be reviewed at the end of the half-term unless there is no significant improvement to justify an earlier review.

Any pupil who is absent for family holiday can be referred to the local authority for a penalty notice to be issued (must be a minimum of 10 sessions unauthorised absence).

Pupils who accrue 10 sessions absence or more at any time during this period should be targeted and initial communication with parents established.

Pupils who make significant progress are praised and stepped down for monitoring.

Half-term 2 Pupils targeted during HT1, and the review shows some or slow improvement should continue through the APDR model and update the support plan. Pupils with no significant improvement should be discussed with the EWO or local authority officer for consideration for referral to the Local Authority Attendance Panel.

Pupils who are identified as PA or SA from HT1 results should be targeted for assessment and support. Support plans are reviewed at the end of HT2 unless no significant improvement is evident.

End of the term signifies a targeted support meeting should be held with a local authority officer.

Pupils who make significant progress are praised and stepped down for monitoring.

Half-term 3 Pupils identified as SA from the previous academic year and remain a significant concern during the Autumn term should be referred to the LA Attendance Panel and considered for a targeted or specialist level intervention.

Pupils targeted during HT2, and the review shows some or slow improvement should continue through the APDR model and update the support plan. Pupils with no significant improvement should be discussed with the EWO or local authority officer for consideration for referral to the Local Authority Attendance Panel.

Pupils who are identified as PA or SA from HT2 results should be targeted for assessment and support. Support plans are reviewed at the end of HT3 unless no significant improvement is evident.

Pupils who make significant progress are praised and stepped down for monitoring.

Half-term 4 Pupils identified as SA during the Autumn term and remain a significant concern during the Spring term should be referred to the LA Attendance Panel and considered for a targeted or specialist level intervention.

Pupils targeted during HT3, and the review shows some or slow improvement should continue through the APDR model and update the support plan. Pupils with no significant improvement should be discussed with the EWO or local authority officer for consideration for referral to the Local Authority Attendance Panel.

Pupils who are identified as PA or SA from HT3 results should be targeted for assessment and support. Support plans are reviewed at the end of HT4 unless no significant improvement is evident.

Pupils who make significant progress are praised and stepped down for monitoring.

Half-term 5 Pupils identified as SA during the Spring term and remain a significant concern during the Summer term should be referred to the LA Attendance Panel and considered for a targeted or specialist level intervention.

Pupils targeted during HT4, and the review shows some or slow improvement should continue through the APDR model and update the support plan. Pupils with no significant improvement should be discussed with the EWO or local authority officer for consideration for referral to the Local Authority Attendance Panel.

Pupils who are identified as PA or SA from HT4 results should be targeted for assessment and support. Support plans are reviewed at the end of HT5 unless no significant improvement is evident.

Pupils who make significant progress are praised and stepped down for monitoring.

Half-term 6 Pupils identified as SA during the Spring term and remain a significant concern during the Summer term should be referred to the LA Attendance Panel and considered for a targeted or specialist level intervention.

Pupils targeted during HT5, and the review shows some or slow improvement should continue through the APDR model and update the support plan. Pupils with no significant improvement should be discussed with the EWO or local authority officer for consideration for referral to the Local Authority Attendance Panel.

Pupils who are identified as PA or SA from HT5 results should be targeted for assessment and support. Support plans are reviewed at the end of HT6 unless no significant improvement is evident.

Pupils who make significant progress are praised and stepped down for monitoring.

Pupils identified as SA and PA during the Summer term and will continue to be enrolled at school should be targeted for assessment and support from the start of the next academic year.

Any transition pupils identified by the primary schools as SA and PA should also be targeted for assessment and support from the start of the next academic year.

Appendix 4: Late letter

C:\Users\walker.ju\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\bawtry-tiff.tifStation Road

Bawtry

Doncaster

DN10 6PU

Tel: 01302 710721

Office e-mail: [admin@bawtrymayflower.doncaster.sch.uk](mailto:admin@bawtrymayflower.doncaster.sch.uk)

Headteacher: Mrs L Powell

[Head@bawtrymayflower.doncaster.sch.uk](mailto:Head@bawtrymayflower.doncaster.sch.uk)

Dear Pupil’s Name

According to our records, (name) has been late arriving at school a total of (number) times since the beginning of (half term) in (month). This not only causes some disruption to the class but affects (name)’s learning considerably as he/she is missing out on vital skills and sessions that run during registration time.

Please be aware that for any future occasions of lateness for which there is no authorisation, (name) may be asked to catch up on the minutes he/she has missed that morning to ensure learning time is not lost.

We will continue to monitor (name)’s punctuality, and we hope to see an improvement over the coming month which will positively impact on their learning and the class.

May I please remind you that school starts at

We are aware that you may wish to discuss reasons for this. If you have any concerns relating to (name) that you would like to discuss, please contact the office staff who will arrange an appointment for you to come in and see me.

Yours sincerely

Appendix 5: Attendance Letter 1

C:\Users\walker.ju\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\bawtry-tiff.tifStation Road

Bawtry

Doncaster

DN10 6PU

Tel: 01302 710721

Office e-mail: [admin@bawtrymayflower.doncaster.sch.uk](mailto:admin@bawtrymayflower.doncaster.sch.uk)

Headteacher: Mrs L Powell

[Head@bawtrymayflower.doncaster.sch.uk](mailto:Head@bawtrymayflower.doncaster.sch.uk)

Dear «salutation»,

At Bawtry Mayflower, we are committed to providing high quality education and improving outcomes for all our pupils’. In order for a child to reach their full potential, we expect a high level of school attendance so they are able to maximise their learning and achievement.

I am writing to you as «forename»’s attendance stands at «percentage\_attendance»% as at 18th November 2022, which is below the target attendance figure of 97%. If your child has an attendance figure of below 90%, this is classed by the Local Authority as persistent absence. Whilst we appreciate that it is still early in the academic year, we have a statutory duty to advise parents when their child’s attendance reaches or falls below the target level, irrespective of the reason for absence. It is appreciated that children sometimes become unwell, and this will be looked at as part of discussions. But we feel regular information regarding the level of your child’s school attendance, is essential as it may have a detrimental effect on their educational attainment.

We will continue to monitor «forename»’s attendance and will contact you again should we need to discuss this with you. If there is anything you would like to discuss with us regarding your child’s attendance, please contact the school office and we will look to support you in any way we can.

Yours sincerely

pp C. Argo

Mrs L Powell (Headteacher)

Appendix 6: Attendance Letter 2

C:\Users\walker.ju\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\bawtry-tiff.tifStation Road

Bawtry

Doncaster

DN10 6PU

Tel: 01302 710721

Office e-mail: [office@bawtrymayflower.doncaster.sch.uk](mailto:office@bawtrymayflower.doncaster.sch.uk)

Headteacher: Mrs L Powell

[head@bawtrymayflower.doncaster.sch.uk](mailto:head@bawtrymayflower.doncaster.sch.uk)

Dear «salutation»,

As part of the school’s continued efforts to ensure each child achieves their full potential, we continue to monitor attendance very closely.

Further to my letter dated «date\_of\_printing» I am writing to you as I am concerned that «forename»’s attendance currently stands at «percentage\_attendance»% and is cause for concern. Due to this attendance level, and following Local Authority Guidelines, I can no longer authorise any absences without medical evidence and attendance will be closely monitored for the next half-term.

I would appreciate it if you could ensure that «forename»’s attendance improves so that no further intervention is needed. I do however need you to be aware that if «forename»’s attendance continues to decline, I will 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,

pp C. Argo

Mrs L Powell

Appendix 7: Attendance Letter 2 + Meeting

C:\Users\walker.ju\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\bawtry-tiff.tifStation Road

Bawtry

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DN10 6PU

Tel: 01302 710721

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Headteacher: Mrs L Powell

[head@bawtrymayflower.doncaster.sch.uk](mailto:head@bawtrymayflower.doncaster.sch.uk)

Dear «salutation»,

As part of the school’s continued efforts to ensure each child achieves their full potential, we continue to monitor attendance very closely.

Further to my letter dated «date\_of\_printing» I am writing to you as I am concerned that «forename»’s attendance currently stands at «percentage\_attendance»% and is cause for concern. Due to this attendance level, and following Local Authority Guidelines, I can no longer authorise any absences without medical evidence and attendance will be closely monitored for the next half-term.

To ensure that xxxxx attendance now improves, please call the school office to arrange an appointment to meet with me. The purpose of the meeting will be to discuss the reasons for absence so far and make a plan to ensure that attendance improves.

I do need you to be aware that if «forename»’s attendance continues to decline, I will 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.

I look forward to meeting with you soon.

Yours sincerely,

pp C. Argo

Mrs L Powell

Appendix 8: Attendance Improvement Letter

C:\Users\walker.ju\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\bawtry-tiff.tifStation Road

Bawtry

Doncaster

DN10 6PU

Tel: 01302 710721

Office e-mail: [office@bawtrymayflower.doncaster.sch.uk](mailto:office@bawtrymayflower.doncaster.sch.uk)

Headteacher: Mrs L Powell

[head@bawtrymayflower.doncaster.sch.uk](mailto:head@bawtrymayflower.doncaster.sch.uk)

Dear «salutation»,

As part of the school’s continued efforts to ensure each child achieves their full potential, we continue to monitor attendance very closely.

Further to my letter dated «date\_of\_printing» I am writing to you to let you know that xxxx’s attendance has improved and is now %. School would like to thank you for ensuring that xxx has been attending more regularly.

Any attendance below 97% is a cause for concern and we will continue to monitor xxx’s attendance to ensure that there is a continued improvement.

Thank you for your support.

Yours sincerely,

pp C. Argo

Mrs L Powell