

# Westlands Primary School

## Attendance & Punctuality Policy

### 2023/2024

Approval Date	Policy Reviewer	Title	Chair of Governors

Frequency of Policy Review	Annually
Model Policy	
Added to Website & Staff Drive	
Name of the Attendance Leader & email	Michelle Oswald <a href="mailto:Michelle.oswald@swale.at">Michelle.oswald@swale.at</a>

This policy is ratified by Westlands Primary School's Local Governing Body (LGB) as a school-based policy.

#### ATTENDANCE POLICY

This policy reflect the vision and aim of the school by:

- ✓ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ✓ Providing clear procedures for involving parents relating to school attendance.

#### School Times

	Start	End	If late picking up
<b>Yr R</b>	8:40am	3:10pm	Children are held on to until 3:30 and then taken to After School Club.
<b>KS1</b>	8:45am	3:15pm	
<b>Y3,4,5</b>	8.40am	3:10pm	
<b>Y6</b>	8:45am	3:15pm	
<b>Reporting your child absence</b>	Contact the school office 01795 470862 Message the school via WEDUC		

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## **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

### PRINCIPLES

To encourage staff, parents/carers and children to maximise the learning experience in order that all children reach their full potential.

Provide clear procedures for involving parents/carers relating to school attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open; unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives them the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why the information about the cause of each absence is always required, in writing or by telephone.

Authorised absences are morning and afternoons away from school for a reason such as a genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which "no leave" has been given. This includes:

- ✓ parents keeping children off school unnecessarily;
- ✓ truancy before or during the school day;
- ✓ absences which have never been properly explained;
- ✓ children who arrive at school too late to get a mark.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. Schools can ask parents to enter into a parent contract to try and improve attendance before it is forced to go down legal or safeguarding routes. If difficulties cannot be sorted out in this way, the school may seek involvement from the Local Authority to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed then the local authority can use court proceedings to prosecute parents or to seek an Education Supervision Order on the

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child. The maximum penalty on conviction is a fine of £2500 and/or three months imprisonment.

Where a voluntary early help plan, or formal parenting contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority should have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent. Where safeguarding concerns exist, the lead practitioner should also discuss with the school's designated safeguarding lead and children's social care services and agree an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan. In all cases, local authorities must fully consider using an ESO before moving forward to prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO. The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

#### **ROLES AND RESPONSIBILITIES**

##### Role of the Local Authority

The local authority, statutory safeguarding partners and other local partners therefore have a crucial role in supporting pupils to overcome those barriers and ensuring all children can access the full-time education to which they are entitled. Local authorities are facilitators of wider support needed by individual families and schools to overcome barriers in the short term. They are also strategic leaders that work across a geographical area to remove barriers in the longer term.

As local authorities vary significantly in size, organisational approach and demographics, it is right that the specifics of attendance service delivery and how those roles are discharged should be determined locally to meet local needs of pupils, parents, and schools.

As a minimum, however, all local authorities are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance that prioritises the pupils, pupil cohorts and schools on which to provide support and focus its efforts on to unblock area wide barriers to attendance.

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## PUPIL ATTENDANCE AND PUNCTUALITY POLICY

### Role of the Local Authority (continued)

Have a School Attendance Support Team which provides the following core functions free of charge to all schools (regardless of type):

- **Communication and advice:** regularly bring schools together to communicate messages, provide advice and share best practice between schools and trusts within the area.
- **Targeting Support Meetings:** hold termly conversations with schools, using their attendance data to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
- **Multi-disciplinary support for families:** provide access to early help support workers to work intensively with families to provide practical whole-family support where needed to tackle the causes of absenteeism and unblock the barriers to attendance.
- **Legal intervention:** take forward attendance legal intervention (using the full range of parental responsibility measures) where voluntary support has not been successful or engaged with.
- **Monitor and improve** the attendance of children with a social worker through their Virtual School.

### **KCC referral pathway for attendance** [KELSI Attendance Referral Pathway](#)

The school applies the following procedures in deciding how to deal with individual absences:

### Role of Parents and Carers

- Parents/ carers are expected to contact the school at an early stage and work with the staff in resolving any problems together;
- Ensure that the aim is for their children to achieve 100% school attendance;
- Ensure that pupils are on the premises between 8:30 and 8:45am and not before, unless they attend breakfast club.
- Pupils remain the responsibility of parents or carers until the school doors open at 8:45am;
- Take children who are late (8:45am onwards) to the main entrance to sign in;
- Collect children promptly at the end of the school day, which finishes at 3:10pm or 3:15pm After this time, children are the responsibility of their parents or carers;
- Collect children promptly from after school clubs;
- Ensure that the school has current parent/carers and emergency contact telephone numbers and addresses.

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### **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

#### i) Absences for Medical Reasons

It is the responsibility of parents or carers:

- to notify the school by telephone on the first and subsequent days of absence, as early as possible and not later than 9:00am.
- to agree a later registration time with the Headteacher or Head of School if the child needs regular medical attention before coming to school. The child must always sign in on arrival.
- to inform and provide the office with evidence of scheduled medical appointments if the child needs to attend a medical appointment during school time. Whenever possible, parents/carers should try to make all appointments out of school hours.
- To liaise with the school about specific family problems, which might cause absence.

#### ii) Withdrawal from Learning Requests

Responsibility for good attendance is shared between school, parent and pupil. It is made clear to parents that any absence from school will disrupt their child's learning. Absence during term time is not authorised, unless the Headteacher/Head of School deems it to be an exceptional circumstance.

Parents must seek permission from the Headteacher/Head of School by requesting absence in writing with clear reasons.

Kent local authority will issue penalty notices when parents have taken their children on holiday during term time. The holiday MUST be because of exceptional circumstances.

#### Role of The School

1. to register the children promptly and accurately;
2. to record absence appropriately, including signing in and out during school hours;
3. to record as late, pupils who arrive after 8:50am. and before the close of registers at 9:30am;
4. to record as unauthorised absences, pupils who arrive after the registers close;
5. to record as late, pupils who arrive ten minutes after class afternoon registration time;
6. to check registers daily for first day absence;
7. to telephone those parents who have not contacted the school by the required time on the first day of absence, priority being given to:
  - children on the Protection Register or involved with Social Services such as LAC or those with Child Protection Plans;
  - children in families where there is a particular concern;
  - children, whose parents or carers are normally fastidious in making contact.

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8. to send a WEDUC/email message home that day to parents who cannot be contacted, to ask why their child is absent and make contact with the school as soon as possible.
9. to keep records of all telephone calls on BROMCOM and keep all contact concerning absence;
10. to monitor regularly absence and lateness, to look for patterns and take appropriate action;
11. to involve appropriate external agency if there are any concerns regarding absence or punctuality;
12. to obtain details of telephone contacts for all pupils and to ensure that records are updated regularly by writing to parents to remind them of their responsibilities, whilst requesting current contact information. An emergency telephone number must be recorded for every pupil;
13. to send reminders regarding absence and punctuality on the school's regular communication to parents/carers;
14. to raise concerns regarding absence at parent consultation meetings, or sooner if necessary;
15. to discourage the practice of taking children out of school for odd days and holidays;
16. to report all authorised and unauthorised absence on the child's annual report;
17. to publish attendance data to parents (and individual pupil attendance data on annual school reports);
18. to set attendance targets annually for the whole school as well as individual pupils, and monitor.

The school will not authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which cannot be arranged out of school time.

The School has a range of strategies to reduce absence/persistent absence .

- Staged approach to managing poor attendance
- Weekly attendance data monitoring
- Triangulation of attendance and safeguarding
- Informal parent drop ins
- Regular contact with parents
- Attendance improvement plans
- Individual, class and whole school rewards

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## PUPIL ATTENDANCE AND PUNCTUALITY POLICY

### SCHOOL PROCEDURES

#### Managing Lateness (see Appendix 1 documents)

- Daily: If late (after the register closes at 8:45am), parents/carers will be asked for the reason upon arrival this is recorded on Bromcom.
- 3 lates in one big term (Autumn, Spring or Summer): Letter 1 sent home, which reminds parents/carers about the importance of being in school on time; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness/Attendance Overview.
- 6 lates within one big term (Autumn Spring or Summer): Letter 2 sent home which explains that all future lates will be marked as unauthorised and that 10 further lates will result in a Penalty Notice; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness/Attendance Overview.
- 9 lates within one big term (Autumn Spring or Summer): Letter 3 sent home which explains that a Penalty Notice will be issued; pupil's Attendance Certificate is sent home and concerns are recorded on the school's Lateness/Attendance Overview. A referral for local authority intervention (ESBAS) or through Kent's system (Front door) is sought.

#### Managing Poor Attendance/Persistent Absence (see Appendix 2 documents)

The School aims to maintain whole school Attendance above 96%.

In the academic year there are 190 school days.

#### **Attendance Categories**

<b>Category/colour:</b>	<b>Excellent</b>	<b>Good</b>	<b>Poor</b>	<b>Cause for concern</b>
<b>%:</b>	98% or above	96-97.9%	90.1%-95.9%	90% or less
<b>Days absence per year:</b>	0 - 3 days	4 - 8 days	9 - 18 days	19 days or more

The school recognises that absence can occur for a range of reasons and can be spread across the academic year. To ensure attendance issues can be dealt with promptly children's attendance is reviewed regularly on a cumulative basis.

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The school monitors attendance by tracking pupil's attendance towards trigger points by sessions missed. The table below shows the trigger points and the staged responses the school will take to support parents and pupils to improve attendance:

Stage	Term 1 Thresholds	Term 2 Thresholds	Term 3 Thresholds	Term 4 Thresholds	Term 5 Thresholds	Term 6 Thresholds
1	8	10	12	14	16	18
2	14	16	18	20	22	24
3	30	32	34	36	38	40
4	46	48	50	52	54	56

### Stage 1 - Intervention

At this stage a phone call home will be made from a member of our attendance team to discuss reasons for absence and offer support where appropriate. The support will be bespoke to individual families and could include: Attendance contracts, regular check ins, reward charts, support from our FLO or inclusion team or other relevant support and advice for individual circumstances. The phone call will be followed up with Letter 1 which highlights the importance of good attendance and a copy of the pupil's current attendance and registration certificate is also enclosed.

### Stage 2 - Intervention

At this stage, Letter 2 is sent home which invites parents/carers to an Attendance meeting at the school or a Telephone Appointment to support the family. After the date of the meeting, a follow up letter is sent out which either confirms their attendance at the meeting, what discussion took place and any support offered or if they did not attend, what will happen if their child's attendance drops to the third stage. At this stage, medical evidence will be requested for any further absence due to illness or on medical grounds and illness could be marked as 'unauthorised'. An Attendance Improvement Agreement (p19) is put in place to identify barriers and support. Regular review dates are planned and agreed (in person or via telephone).

### Stage 3 intervention

At this stage, Letter 3 is sent home which requests parents/carers to attend a meeting with the Attendance Senior Lead to discuss their child's attendance and to amend the Attendance Improvement Agreement and explain potential more formal action that would be taken should their child's attendance not improve. The letter explains that if their child's attendance remains irregular; a referral to the LA Attendance Service may be made and/or the Local Authority may be requested to take more formal action which could result in a Penalty Notice and/or prosecution. The child's Attendance Registration Certificate is enclosed, along with a copy of 'Frequently Asked Questions' regarding Penalty Notices. Follow up letters are sent after the date of the meeting; confirming whether the parents/carers attended or not and detailing the outcome of the meeting; including any support agreed and clear steps in the Attendance Improvement

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Agreement. A '10 in 10' commences from this point if appropriate (10 absences in 10 weeks) and if no further improvement is seen in these 10 weeks a Fixed Penalty Notice may be submitted and/or a referral to KCC Attendance Service (PIAS) made.

#### Stage 4 intervention

At this stage, Letter 4 is sent home which explains that despite the school's intervention and support and attempting to engage with parents/carers several times in order to support with improvements in attendance, that there still does not seem to be any significant improvement with their child's attendance. The letter explains that it has now become necessary for the school to refer their concerns to KCC's attendance service (or re-refer if needed). The letter will explain that if there is no improvement in attendance that KCC may refer to the complex case panel which could lead to prosecution or an ESO. The pupil's registration certificate is enclosed.

#### Managing Holiday Absence (see Appendix 3 documents)

- Responsibility for good attendance is shared between school, parent/carer and pupil. It is made clear to parents/carers that any absence from school will disrupt their child's learning.
- Parents/carers must write into the school to request holiday absence
- You will then receive a letter from the school acknowledging your request and next steps
- In Kent and Bromley the parents can be fined as a result of taking holiday during term time.
- A penalty notice is requested for all parents who are liable; this includes a step-parent or other carer and can include an absent parent.

#### Meetings and Record Keeping

A weekly meeting between the Senior Attendance Lead and Attendance support officer takes place to review attendance of all pupils who have reached each of the threshold intervention levels. The personal circumstances of each child is discussed, along with improvements made, to determine whether the intervention is needed.

The Senior Attendance Lead liaises with the Designated Safeguarding Lead (DSL), which ensures triangulation of safeguarding / pastoral information. All attendance concerns are recorded onto the school's electronic safeguarding system (Bromcom) to ensure DSL analysis and actions are recorded.

Attendance documents issued to parents / carers are saved directly to the pupil record on BromCom. Attendance concerns are recorded on the safeguarding area and this is updated to detail current attendance status of the pupil concerned along with the relevant documentation.

## Westlands Primary School PUPIL ATTENDANCE AND PUNCTUALITY POLICY

Any verbal / phone / email communication with parents around attendance is recorded on BromCom in the relevant area depending on the nature of the communication.

Those people responsible for attendance matters on a day to day basis in this school are:

Attendance support officer	Senior Attendance Lead
First day absence calling, weekly identification of thresholds, liaising with Senior attendance lead and Safeguarding team, Stage 1 and 2 actions.	Stage 3 and 4 actions, termly attendance analysis, attendance action plan development

### Rewarding Good Attendance

The majority of pupils at our school have a good attendance record. Pupils are given incentives to attend regularly and punctually.

Examples include:

- ✓ Weekly Attendance Award
- ✓ Termly Attendance Award
- ✓ Certificates / rewards given for pupils with outstanding termly attendance.
- ✓ Rewards for outstanding annual attendance include certificates, contact home and prizes
- ✓ Improvement postcards sent home for effort in improved attendance and / or punctuality.

### Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

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## PUPIL ATTENDANCE AND PUNCTUALITY POLICY

### Appendices

#### Appendix 1 – Lateness

##### Letter 1

Dear Parent/Carer of \_\_\_\_\_

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to XXXXs current number of late sessions is 3.

Being late to school and registration can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year  
10 Minutes late every day = 6.5 days of school lost a year  
15 Minutes late every day = 10 days of school lost a year  
20 minutes late every day = 13 days of school lost a year  
30 minutes late every day = 19 days of school lost a year

Students are expected to arrive at school by 8:40am or 8:45am each day to ensure they are in class for morning registration at 8.50am. At 8.50am the registers close and your child will receive a late mark 'L'. We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. Pupils arriving after 9:30am will be marked as a "U" which is an unauthorised absence.

If you have any queries or would like to discuss attendance with anyone please do not hesitate to contact the school attendance team on 01795 470862.

Yours sincerely,

Name  
Attendance Lead

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**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

**Appendix 1 – Lateness**

Letter 2

Dear X

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions.

Further to my previous letter dated \_\_\_\_\_, we are writing to you as your child has now been late ?? times. This is concerning.

We are closely monitoring your child’s attendance and lateness. Any child arriving after 8:50am is given a late mark (L) in the register. Due to .....consistently arriving late, any arrival after 9:00am will now be recorded as an unauthorised absence (U), from the date of this letter. If a child accrues 10 sessions of unauthorised absences during the period of 10 school weeks due to lateness, we will be requesting that regular meetings or a parent contact be drawn up.

Being late to school and registration can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

- 5 minutes late every day = 3 days of school lost a year
- 10 Minutes late every day = 6.5 days of school lost a year
- 15 Minutes late every day = 10 days of school lost a year
- 20 minutes late every day = 13 days of school lost a year
- 30 minutes late every day = 19 days of school lost a year

If you have any queries or would like to discuss your child’s lateness with anyone please do not hesitate to contact me on 01795 470862.

Yours sincerely,

Name  
Attendance Lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Appendix 1 – Lateness  
Letter 3

Dear X

As part of our commitment to improving the attainment of our students, we monitor their attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any students, whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions.

Further to my previous letters dated..... & ....., we are writing to you as your child has continued to arrive late. This is very concerning.

As you know, we are now recording any arrival after 9:00am as an unauthorised absence. Your child .....has accrued ..... unauthorised absences in the last ..... weeks. A further ..... Unauthorised Absences will result in a ..... (Penalty Notice being issued.)  
(Education supervision order being enforced by the LA)

If a child accrues 10 sessions of unauthorised absences during the period of 10 school weeks due to lateness, we will be requesting that a Penalty Notice be issued.

If you have any queries or would like to discuss your child's lateness with anyone please do not hesitate to contact me on 01323 762177. Alternatively, we offer an informal 'Attendance Drop In' on a Monday and Thursday morning from 8:30am - 9:00am.

Yours Sincerely,

Name  
Attendance Lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Appendix 1 – Lateness

Letter 4

Dear X

Further to my previous letters, we are writing to you again about your child's persistent lateness. This is concerning.

As a parent, you are responsible for ensuring your child receives an education. The law says that if you do not make sure your children go to school you are guilty of an offence. You can be fined by being issued with a penalty notice, or prosecuted.

It was explained in the previous letters sent that if a pupil arrives at school after the register has closed (8:50am), it is recorded as an unauthorised absence. Ten unauthorised lates will result in the school seeking advice from the local authority and working with them to support you.

I regret to inform you that since the last letter sent (dated X), your child has accrued ten further unauthorised absences as a result of being late. A Penalty Notice is therefore being issued.

Yours Sincerely,

Name  
Attendance Lead

# Westlands Primary School

## PUPIL ATTENDANCE AND PUNCTUALITY POLICY

### Appendix 2 – Absence

#### Stage 1 Letter

Dear X,

Re Absence: Pupil Name, Class

Further to our telephone conversation to discuss a drop in your child's attendance, please see some useful information below.

We are very keen to ensure that all children attend school regularly as it is important for your child's friendships and academic progress. In addition, it is proven that good attendance is linked with academic success.

The school target for attendance is 96%. As a result of the number of days your child has been absent, they are at risk of not achieving this.

We understand that your child's absence may be for a range of reasons including illness but as their target is below school target, we feel it is important to share it with you.

The school actively encourages regular attendance. Children need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage.

Parents are responsible for ensuring that children attend school. It is the schools responsibility to support attendance and to take seriously problems which may lead to non-attendance. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time. Please find enclosed your child's attendance certificate.

Please can you speak to your child about the importance of attendance. If you are having difficulty getting your child to school, please do not hesitate to contact the office and make an appointment to see me. During our conversation you explained that... and agreed to....., we offered support by....

Your child' attendance will now be closely monitored and should further absences occur, then you will be invited in to discuss this further. We may need to consider putting into place a parent contract to support the attendance of your child/children.

In the meanwhile, I would like to remind you that you have a legal duty to ensure regular attendance and that if you fail to do so you may commit an offence – S 444 Education Act 1996.

Yours Sincerely,

Name  
Attendance Lead

## **Westlands Primary School**

### **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

#### Stage 2 Letter - Invite

Dear X,

Re Absence: Name of Pupil, Class

As you are aware, all Schools are having a real focus on attendance as this has such a huge impact on children's learning. As a school, we are following the Kent guidelines and also aim to be proactive in supporting families with any attendance issues before the local authority become involved.

From the start of the Academic year X has missed X days which is X sessions. This means their attendance percentage is presently only X% which is below our school target of 96%.

Please find enclosed your child's Registration Certificate. If any absences are due to medical reasons, please ensure you bring relevant doctor's notes and appointment details.

Due to the number of sessions already missed this academic year, your child is at risk of becoming a 'persistent absentee' and we would like to work with you to prevent any further absences.

Therefore, it is necessary for us to arrange an attendance meeting with you. This will take place on \_\_\_\_\_ at \_\_\_\_\_. A member of our attendance team will be in contact with you to confirm your appointment. This is a supportive meeting which reviews our Attendance Policy and will enable you to honestly discuss any issues or barriers to your child attending school. We will set up an attendance improvement agreement with you as a supportive measure and to avoid any referrals or legal routes the Local Authority can take. .

I am sure you are aware that it is important that your child maintains regular attendance, as any absence may interrupt their academic progress and may have an effect on friendships. You should also be aware that regular attendance is a legal requirement.

We look forward to talking with you and working in partnership to see an improvement.

In the meanwhile, I would like to remind you that you have a legal duty to ensure regular attendance and that if you fail to do so you may commit an offence – S 444 Education Act 1996.

Yours sincerely,

Name  
Attendance Lead

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**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Letter 2 – Follow Up: Showed

Dear X,

As a result of your child missing X days, you were invited to an attendance meeting. Thank you for attending. This is really important as we value our home / school partnership and want to work with you to improve your child's attendance.

The importance of attendance was explained along with what the law says ('education is not an option – it's compulsory'). We shared the schools attendance policy with you and developed the attendance improvement agreement together, which you will find enclosed with this letter.

I am sure that X's attendance will continue to improve and that it will not be long before her attendance figure meets our school target of 96%.

Please remember, that if you have any concerns with regards to X's attendance, you are more than welcome to come and discuss them with me.

It was good to speak with you today, thank you once again for attending / calling.

Yours Sincerely,

Name  
Attendance Lead

## **Westlands Primary School**

### **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Letter 2 – Follow Up: Did not show

Dear X,

As a result of your child missing X days, you were invited to an attendance meeting. It was a shame you were unable to attend.

You were also given the option to telephone to see if there was anything the school could do to support, however you clearly did not feel this was necessary.

Please find enclosed a leaflet about the importance of attendance and what the law says.

It is important that you are aware of what could possibly happen in the future, should your child's attendance continue to fall:

- should your child's attendance slip further, intervention will be necessary by meeting with the school's Attendance Lead, X. She will determine whether or not targets need to be set and if not met, we will work with the local authority and you may be at risk of prosecution, leading to a fine.
- if your child's attendance falls further, your child is considered a 'persistent absentee' by the Department for Education and this will remain on your child's school records. The Local Authority will intervene and if necessary, a court appearance and fine may follow.

I am sure that X's attendance will continue to improve and that it will not be long before her attendance figure meets our school target of 96%.

Please remember, that if you have any concerns with regards to X's attendance, you are more than welcome to come and discuss them with me. We are here to support.

Yours Sincerely,

Name  
Attendance lead

## **Westlands Primary School**

### **PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

#### Stage 3 Letter - Invite

Dear X,

Re Absence: Name of Pupil, Class

I am writing to inform you that X's attendance is still causing concern. We are very worried that continued poor attendance is affecting X's progress and I would like to meet with you.

Should X's attendance remain irregular; the Local Authority may take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996, and a fine of up to £2500 and/or 3 months in prison.

We need to bring the following to your attention -

Local authorities have the power to prosecute:

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school (under section 443 of the Education Act 1996). This may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

It is requested with urgency, that you attend a meeting to discuss X's attendance. I would like to meet with you (place) on:

## Westlands Primary School PUPIL ATTENDANCE AND PUNCTUALITY POLICY

DATE:
TIME:

Please ring the school to confirm that you will be attending on 01795 470862

During the meeting we will discuss any concerns you may have, so we can continue to support your child in making good progress. We may also set targets in order to avoid further prosecution. I trust that you will work with us to improve your child's attendance.

If you have any queries, please do not hesitate to contact me.

Yours Sincerely,

Name  
Attendance lead

[Copy of Parent Contract](#)

### ATTENDANCE IMPROVEMENT AGREEMENT

**Parent Contact**

Meeting held at: \_\_\_\_\_ (School)

On: \_\_\_\_\_ (Date)

Present at Meeting:

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

Pupil's Name:	
Date of Birth:	
Year:	

**Westlands Primary School  
PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Parent/Carers (1) Name Date of Birth Address	
Parent/Carers (2) Name Date of Birth Address (if different)	
Absent Parent/Carer Name Date of Birth Address	
Sibling Details:	
% Attendance and unauthorised sessions on invite	
Other Agencies involved with family	

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Reasons and factors affecting attendance provided by parent/carer and pupil:

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**AGREEMENTS MADE FOLLOWING DISCUSSION:**

The SCHOOL will:

- (a) Not authorise illness without medical evidence.
- (b) Set an attendance % punctuality target of 100% to be reviewed on a weekly basis by the school.

The pupil's attendance will therefore initially be reviewed on:

Date.....

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The PARENT/S will:

- (a)
- (b)
- (c)

The PUPIL will:

- (a)
- (b)

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The LOCAL AUTHORITY will:

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

(a)

(b)

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WARNING:

I/We understand that should ( name ) accrue a further 10 unauthorised absences over the next 10 school week period then the Education Support Behaviour & Attendance Service will be requested to issue a Penalty Notice. A Penalty Notice is issued to each parent; this is a fine of £60 if paid within the first 21 days, but will increase to £120 if paid after this period. If this is not paid within 28 days it will result in legal action.

Signed: ..... Parent/Carer

Signed: ..... Parent/Carer

Signed: ..... School (1)

Signed: ..... School (2)

Signed .....Local Authority representative

Dated:

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Stage 3 Letter – Follow Up: Showed

Dear X,

Thank you for attending a meeting with me today with regards to X's attendance. As I explained at the meeting, your child has now missed X days of schooling and is only at X% which is why you were invited to meet with me today.

I was delighted to hear...

I appreciate you sharing with me...

The following actions were agreed:

XXXXXXXXXX
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I am sure that X's attendance will continue to improve and that it will not be long before her attendance figure improves and even gets closer to 97%, in line with our school and the Government's targets.

Please remember, that if you have any concerns with regards to your child's attendance, you are more than welcome to come and discuss them with me.

It was good to meet with you today, thank you once again for attending,

Yours sincerely,

Name  
Attendance lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Letter 3 – Follow Up: Did Not Show

Dear X,

**WARNING OF POSSIBLE ISSUE OF PENALTY NOTICE**

You were invited by letter dated [ date ] to attend a meeting on [ date ]. This was to give you an opportunity to discuss any difficulties you may be experiencing in fulfilling your legal responsibility with regard to school attendance and to discuss how we could support you in this. You did not attend the meeting and no response was received to our invitation.

If you wish for a meeting to be re-scheduled then please contact me on the above number to rearrange at a mutually convenient date and time.

I confirm that I shall monitor [ Student's Name ] attendance and review this periodically.

This letter is a warning that should [ student's name ] accrue 10 sessions of unauthorised absence during the next 10 school week period we will be requesting that a Penalty Notice be issued.

If you have any queries, please contact me on the number above.

Yours sincerely,

Name  
Attendance lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Stage 4 Letter

Dear X,

Re Absence: Name of Pupil, Class

I note that there has been no significant improvement in your child's attendance since our last meeting.

X's attendance for this academic year has fallen to % which means they have missed X days of school. This is a significant concern despite intervention from a range of staff at Westlands Primary School.

Furthermore I have not received any satisfactory explanation for absences.

Children whose attendance is below 90% are noted by the Department for Education as being "persistent absentees," which means that they are recognised as missing school on a regular basis.

Please find your child's Registration Certificate enclosed.

The school has attempted to engage with you several times in order to support with improvements in attendance. It has now become necessary to refer and the concerns around your child's attendance to the Education Welfare Service.

An Education Welfare Officer will contact you in due course. Should you have anything you wish to discuss concerning this matter, I will continue to be available.

Please contact me on the above number should you require an appointment.

Yours sincerely,

Name  
Attendance lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Appendix 3a – Holiday Absence

Dear X,

Withdrawal from Learning Application – Names of Pupils

Thank you for your recent request for an absence in term time for X days from X returning to school on X.

I am not able to authorise this absence – the absence is not deemed as an exceptional circumstance. I realise that you will be disappointed by my decision, but from September additional New Government guidance means that, as Head, I am no longer able to authorise any requests for children to be taken out of school unless there are exceptional circumstances.

We will be notifying the Local Authority of the unauthorised absence and a Penalty Notice may be issued.

Please note that Penalty notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60.00 which increases to £120.00 if not paid within the first 21 days. If the Penalty Notice remains unpaid, this will result in further legal intervention. Unauthorised absence may also result in prosecution under section 444 Education Act 1996. Please note that once a Penalty Notice has been issued there is no right of appeal.

Please be aware that if you take your child out of school for a holiday of less than 5 days, and your child is sick immediately before/after the holiday or has extra days off immediately before/after it, we will ask for a copy of your holiday booking or a doctor's certificate to confirm the dates of your holiday or the dates of any sickness. Failure to produce this evidence will result in the School referring you to the Local Authority for a Penalty Notice of £60 per child, per parent.

I hope you will understand and support our efforts in sustaining high attendance and attainment at X School.

Yours sincerely,

Attendance lead

**Westlands Primary School**  
**PUPIL ATTENDANCE AND PUNCTUALITY POLICY**

Appendix 3b – Holiday Request Not Submitted

Re: Name of Pupil, Class

Holiday Absence

It has been brought to our attention that either you have not notified the school that you were going on holiday and / or the reason for your child's absence was not truthful.

I am therefore writing about your action in taking [your child/children or name/s] out of school for a family holiday between [date] and [date].

Our school works in partnership with parents to provide the best education for each child and believes that regular attendance through the year is essential to every child's success and fulfilment. We expect you to consult the school before booking holidays that mean your child will be absent.

I am concerned, as I believe this absence could have a detrimental effect on [your child/children's or name/s] education. Children are only required to attend school for 190 out of 365 days therefore there is no excuse for family holidays during term time.

I strongly urge you always to consult with the school before making plans that involve a pupil's absence from lessons or other commitments.

Please can you complete the 'Withdrawal From Learning' application retrospectively and return it to the school asap. Please note that if your holiday was 5 days or more, a penalty notice will be issued in line with the school's and county's procedures.

Yours sincerely,

Headteacher/Head of School