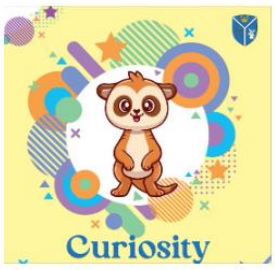
BURSTOW
PRIMARY SCHOOL

ATTENDANCE POLICY

Review Date: November 2026
Agreed by Governors: November 2025









Aims

Burstow Primary School is 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.

Legislation and guidance

This policy meets the requirements of the 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. 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
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

Governors

The Governors are responsible for:

- To review and agree the Attendance and Punctuality Policy
- To annually agree attendance targets
- 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

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- To raise the profile and importance of attendance and punctuality, for example, through the assemblies, newsletters and the reward systems that are put in place
- 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
- Ensure that the learning environment on offer to pupils, creates the foundations for excellent attendance and punctuality Ensure that the learning environment on offer to pupils, creates the foundations for excellent attendance and punctuality

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
- Monitoring the Delivery of targeted intervention and support to pupils and families
- To analyse and act swiftly in response to report data on attendance and punctuality

The designated senior leader responsible for attendance is Katrina Turvey – Deputy Headteacher and can be contacted via kturvey@burstow.surrey.sch.uk 01342842010

The attendance officer

The school attendance officer, supported by the designated senior leader responsible for attendance, is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Hold weekly meetings with Senior Attendance Lead. During these meetings, pupils whose attendance is less than 95% are discussed and actioned according to the attendance policy
- Invite parents to the school for a meeting to discuss attendance concerns, issue warnings or complete Penalty Notice Request forms in respect of unauthorised absence.
- Prepare termly reports for Governors
- The attendance officer is Caroline Johnstone and can be contacted via email school@burstow.surrey.sch.uk

Class teachers

- To be a good role model and arrive to lessons on time
- To take the register at the beginning of the school morning and afternoon session in accordance with the procedures outlined in this policy.
- Teachers to take responsibility for dealing with issues of attendance and punctuality in relation to their class e.g., telephone calls, liaising with the Headteacher.
- Teachers to liaise with parents as appropriate in response to attendance, punctuality and truancy issues; attending parental meetings as appropriate.
- Teachers to encourage their pupils to take responsibility for their attendance and punctuality through monitoring and reinforcing the need for high levels of attendance and excellent punctuality
- To assist in reintegrating any of their pupils after a period of prolonged absence.
- To ensure that the school/Academy reward/monitoring system in relation to attendance and punctuality is used effectively.

School Admin staff

School office staff will:

- Carry out first day calling to establish reasons for absence including telephone calls to parents/carers every day of absence, send attendance letters
- To ensure the efficiency and effectiveness of the school computerised registration systems for attendance and punctuality, for example, processing registers
- Send letters regarding attendance concerns and complete Penalty Notice Request Forms as directed by the attendance lead
- Update 'n' codes from teaching staff to the correct code following liaison with the parent/carer
- Prepare and distribute attendance data to the Headteacher on a weekly basis
- To liaise with teachers and Headteacher to assist in following up poor attendance and punctuality, for example, organising attendance panel meetings with parents/carers, liaising with external agencies (REMA), ensuring that pupil attendance targets are agreed and monitored.

Parents/carers

Parents/carers are expected to:

- To be fully supportive of the school/Academy with regard to attendance and punctuality
- To ensure their child attends every day, on time and is prepared for the day
- To follow the school procedures for dealing with attendance through making contact with the school on each day of absence.
- To support the school and their child (ren) by not requesting authorised absence for holidays during term time and minimising where possible dental appointments and medical appointments during the school day and term time.
- To contact the school immediately if they have concerns or if there are issues preventing full time attendance
- Provide the school with more than 1 emergency contact number for their child

Pupils

Pupils are expected to:

- Attend school every day on time
- To ensure they maximise their learning potential by taking responsibility for achieving excellent levels of attendance and punctuality
- To discuss with their teacher any problems that may prevent full time attendance or from arriving to school on time
- To follow the school's procedures for dealing with attendance and punctuality.

Recording Attendance

Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the updated DfE attendance codes from September 2024.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8:45am on each school day.

Procedures for Absence

Pupils must arrive to school by 8.45am on each school day. Attendance needs to be established once the children arrive in the classroom. Staff should settle the class and the register completed by 8.50am. There should be silence for this procedure. Staff can only mark the register with present, absent or late. All other codes should be administered by the admin team. Staff should notify the school office if an explanation is received for the absence from the parent/carer. The School Office have the responsibility to seek an explanation for the child's absence.

Late For School Day (after the register has closed – use of U code)

Lateness is recorded (L Code) from **8.50-9.20am.** Any lateness after **9.20am** is recorded as a (U code) late, after the am register is closed and thus will be treated as an unauthorised absence, for the am session. Pupils who are continually late after the close of register will receive a punctuality concern letter and if improvements are not made, could be issued with a Fixed Penalty Notice (Fine of £80 rising to £160 if not paid within 21 days).

Reporting and Dealing with Absence

Parents/Carers are expected to inform the school via StudyBugs or telephone each day of absence before **8.45am. Telephone: 01342842010**

If a note/message of the child's absence has not been received, the admin team will attempt to contact the parent/carer to establish the reason for the pupil not being in school and the length of time the pupil will be absent. If there is no reply, then all the contact numbers provided will be called in order to gain an explanation for the absence. If school still have not been able to ascertain where the pupil is then a home visit will be made. However, if a response at the home has not been gained, school will contact CSPA as the pupil will be classed a 'missing child'.

Should the pupil still be absent on consecutive days, subsequent phone calls will be made if no contact has been received from the parent/carer. If a pupil is absent for more than five consecutive days, medical

evidence must be sent in to the school if requested; this can be a doctor's certificate, GP/medical appointment card, copy of prescription, hospital letter or a note from the GP is required. This should be given to the admin team in order for the illness to be authorised.

When communication from the parent is not forthcoming explaining the absence, the admin team will process a letter to the parent/carer requesting a reason to cover the dates(s) concerned. When this has been received, they will update the registers and code them appropriately.

The school has a legal duty to publish the attendance information on the pupil's school report at the end of the academic year.

Legal Responsibility Regarding Absence

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends school on a regular and full-time basis. Every absence and half-day absence has to be classified by the school as either authorised or unauthorised. Unauthorised absence will lead to investigations by the school staff or our Attendance Officer whom can offer support and guidance. For extended periods of unauthorised absence where no explanations from parents are given this may lead to a notice to improve which may result in a Penalty Notice or legal action being taken against parents.

Under normal circumstances, the only reason a pupil should miss school is if they are too ill to attend. This is an example of an authorised absence. Medical evidence can be requested, for any absences of a week or more and for anyone with three or more odd day absences over a 6 week period with no justifiable reason provided.

Unauthorised absences are those, which the school does not consider reasonable and for which no permission has been given. I.e. holidays, pupil birthday, having the day off to accompany a parent to a medical appointment, shopping for (uniform). This includes keeping pupils away from school unnecessarily, truancy and absences which the school considers to have not been properly explained.

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 and provides evidence of this appointment.

Parents/carers should contact the school office in advance to advise about pick-up arrangements for medical appointments and when their child is due to return to school, 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 Parent/Carer will be required to return their child to the office upon their return.

Exceptional Leave of Absence

The School Attendance (Pupil Registration) (England) Regulations 2024 states that the Headteacher may not authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional, i.e. compassionate grounds and permission has been requested to the Headteacher. It is not the right of the parent to take children away during term time.

The Admin staff and Attendance Officer work with the Headteacher in overseeing any such requests from parents. If the school does not agree to the request then the absence will be recorded as unauthorised. If the leave of absence involves any travel arrangement, these must not be booked until permission is granted by the Headteacher. The leave of absence application form is available from the School Office or school website. This request is passed to the Headteacher along with any other relevant information.

The Headteacher will consider the request taking into account:

- The time of the year regards any public or internal examinations
- The nature of the request; whether it is of an exceptional circumstance and whether any other requests have been made

- Any request should be submitted as soon as it is anticipated and, where possible, at least 14 days before the requested absence

A letter of approval (or a letter stating the request is not approved) will then be sent to the parent/carer clearly stipulating that approval is only given in these exceptional circumstances and that no further requests will be considered. Parents/carers are also informed that if any leave is taken beyond the dates agreed, a Penalty Notice** will be issued to each parent and if applicable for each child.

Fixed Penalty Notices (FPNs)

The government has advised schools and Local Authority's FPNs can be considered to address offences under S.444 Education Act 1996 when there is at least 10 sessions of unauthorised absence within a 10 school week period (each school day is made up of 2 sessions). This period can straddle both school holiday periods and academic years. The absence does not need to be consecutive.

The Local Authority are responsible for issuing FPNs. The authorised officer is representative by 'Pupil Entitlement: Investigation'.

The Government has also directed FPNs can be issued for less than this threshold should circumstance direct, offering details of when this would occur. For example, a parent taking steps to avoid the use of FPN by taking their child out of school for 9 sessions as this would mean the threshold would not be met.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice. The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. It remains the decision of the Local Authority whether a FPN is offered or not.

Escalation Process

The Government's aim is to reduce the number of unauthorised absences from school as attendance at school has been shown to improve educational outcomes. As such an escalation process has been implemented along with an increase in the cost of a FPN.

First Referral - the first time unauthorised absence is referred and leads to a FPN being issued, the amount will be £160 per parent, per child if paid within 28 days. Reduced to £80 if paid within 21 days.

Second Referral – the second time unauthorised absence is referred and leads to a FPN being issued the amount will be for £160 per parent, per child, with no reduction offered for early payment.

Third Referral – the third time unauthorised absence is referred a FPN will not be issued and instead either result in the:

Matter being presented directly to the Magistrates Court. A prosecution can result in the parent receiving a criminal record and fines of up to £2,500.

Matter being addressed via an alternative pathway with an Investigating Officer being allocated.

For repeat offences of holidays in term time court action will be the likely outcome. In addition, absences in respect of 15 school days or more for the purposes of a holiday/travel abroad a FPN will not be offered and instead the matter will be referred directly to the Courts.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Cause for Concern Attendance

Where there is a significant pattern of absence, the Headteacher and Education Welfare Officer will:

- Start intervention when attendance drops under 95% letter being sent home to parents/carers informing of the cause for concern and the negative impact on pupil/pupil's learning
- After three separate periods of absence the school will contact the parent/carer to discuss reasons why and may invite them to the school for a meeting; a letter will be sent to the parents advising them that any future absences will require them to produce medical evidence and failure to do so will result in the absences been unauthorised (Letter medical evidence)

Medical/Hospital Appointments

Parents and carers must try and ensure where possible that any medical appointments are made after school or during the school holiday period. Should a child have a medical appointment during an am or pm session, the expectation is they will be returned to school following the appointment and not be taken out of school for the whole day. They will be marked as unauthorised for the session if they do not return to school and no explanation is given. An appointment card/letter will need to be shown to the admin team in order for the absence to be authorised in the first instance.

Where pupils are likely to have a period of long absence, for example from a period of illness, then teachers should liaise with parents and make arrangements for work to be sent home. Medical evidence will be required.

Strategies for Promoting Attendance

We reward regular attendance through individual reward – for example attending 'Hot Chocolate Monday', a core value certificate, Headteacher's Awards/Dojos for improved attendance if a child is or has experienced EBSNA. Class attendance it also celebrated with additional MUFTI days and looking after Sam, Burstow's Attendance bear, or Punctuality Pug if the class has to fewest number of late marks in the register.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance

At Burstow, we are dedicated to providing a supportive and inclusive environment for pupils facing complex barriers to attendance. We understand that each child's situation is unique, and we work closely with families to identify and address the specific challenges they encounter. Our approach includes personalised support

plans, regular communication with parents and caregivers, and the involvement of external agencies when necessary.

To remove in-school barriers, we implement a range of strategies tailored to individual needs. This includes flexible scheduling, providing additional academic and wellbeing support, and fostering a positive school culture that promotes mental and emotional well-being. We also ensure that our staff are trained to recognise and respond to signs of distress, making our school a safe and nurturing place for all pupils. Our goal is to help every child overcome obstacles to attendance, so they can fully engage in their education and achieve their potential.

Pupils absent due to mental or physical ill health or SEND

At Burstow, we are committed to supporting pupils who are absent due to mental or physical ill health or their Special Educational Needs and Disabilities (SEND). Our approach is centred around collaboration, compassion, and individualised care.

We work closely with families to understand the specific needs and circumstances of each pupil. Regular meetings and open communication channels ensure that parents and caregivers are actively involved in developing and implementing tailored support plans. These plans often include adjustments to the school environment and curriculum to accommodate the child's needs, such as modified lesson plans, assistive technologies, and flexible timetables.

In addition to these adjustments, we provide additional support through dedicated staff, including SEND coordinators, teaching assistants, ELSAs and a play therapist. Our team is trained to offer both academic assistance and emotional support, creating a nurturing and inclusive atmosphere for all pupils. We also collaborate with healthcare professionals and external agencies to ensure a comprehensive approach to each child's well-being and education.

By fostering a supportive partnership with families and offering personalised adjustments and additional resources, we strive to ensure that every child can continue their educational journey despite health challenges or SEND.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil’s needs, the school will inform the local authority.

Pupils returning to school after a lengthy or unavoidable period of absence

Burstow is dedicated to providing a smooth and supportive reintegration process for pupils returning after a lengthy or unavoidable period of absence. Our approach is comprehensive, compassionate, and tailored to meet each child's unique needs.

To begin, we work closely with families to understand the reasons for the absence and any ongoing needs or concerns. Through regular meetings and open communication, we ensure that parents and caregivers are involved in planning the child's return to school. This collaborative approach helps create a supportive environment for the pupil both at home and at school.

We develop a personalised reintegration plan that may include a phased return, where the pupil gradually increases their time at school to ease the transition. Adjustments to the school timetable, curriculum, and classroom environment are made to accommodate any specific needs the pupil may have. This might involve additional academic support, access to learning resources, and the use of assistive technologies.

To support the pupil's emotional and social well-being, we provide access to ELSA’s and peer-support programmes. Our staff are trained to offer both academic and emotional support, ensuring that the pupil feels welcomed and valued as they reintegrate into the school community. Regular check-ins with the pupil help monitor their progress and address any emerging concerns promptly.

By working collaboratively with families, making necessary adjustments, and offering targeted support, we strive to make the transition back to school as smooth and successful as possible for every pupil.

Deletions from the Register/Removal from School Roll

Parents must ensure they inform the school of any change of address, contact details or family circumstances. Should a parent/carer advise they are moving and will be removing their child (ren) from the school roll, the school must attempt to obtain the parent's new address and the name of new school the child will be attending. If this information has not been supplied, the school must inform the Local Authority if the child leaves without obtaining any forwarding information.

The School Attendance (Pupil Registration) (England) Regulations 2024, states that children will only be deleted from the register when one of the following circumstances applies:

 Registered at another school
The pupil has been enrolled at a different school (except where a school attendance order still names the original school, or the pupil is a mobile child and the school is their main school).

 Completion of nursery education
The pupil was admitted for nursery education, has completed it, and is not expected to attend the school again.

 Dual registration resolved
The pupil was registered at more than one school, but it has been agreed that they will now only remain on the roll of another school.

 School Attendance Order amended or revoked

The local authority has amended the order to name another school. The order has been revoked because the pupil will receive suitable education otherwise than at school.

 Elective home education
A parent has provided written notice that the pupil will be educated at home, and there is no school attendance order naming the school.

 Permanent exclusion
The pupil has been permanently excluded from the school.

 Change of residence
The pupil no longer lives within a reasonable distance of the school, and the proprietor does not have reasonable grounds to believe they will attend again.

The school will report a child is Missing from Education to the Local Authority, following 10 consecutive days of absence, when all checks have been exhausted. This will include: Telephone calls to all known numbers on the school system, including relatives, discussion with class teacher and known friends of pupil, home visit by school. The school will email the Local Authority with the relevant information and await confirmation to remove.

Attendance monitoring

Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, 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 and monitor this more frequently than half-termly

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 Local Governing Board.

From the start of the 2024 to 2025 academic year, it will be mandatory for schools to share their attendance data with the Department for Education (DfE). The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Evaluating Attendance

The 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

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
-

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Attendance Lead. At every review, the policy will be approved by the Local body.

Links with other policies

This policy links to the following policies:

- Child protection and Safeguarding Policy
- Behaviour policy
- Children with health needs who cannot attend school
- Supporting pupils with medical conditions

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
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).
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
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 and supervised by a member of school staff.
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Leave of absence for exceptional circumstance
C1	Authorised leave of absence	Pupil has been granted a leave of absence e for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable

E	Suspended or permanently excluded	Suspended or permanently excluded and no alternative provision made
I	Illness	School has been notified that a pupil will be absent due to illness
J1	Attending an interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
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	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
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

* Further clarification needed for this code as it no longer appears in the Working Together to Improve School Attendance document, which applies from 19 August 2024.

Code	Definition	Scenario

Q	Lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home (< 2 miles under 8 years old; < 3 miles over 8 years old) and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those parts of the premises that remain in use.
Y4	Whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention.
Y6	Public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or

		• prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Any other unavoidable cause	An unavoidable cause, that is not covered by one of the other ‘unable to attend’ codes detailed above, is preventing the pupil from attending the school.
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

LETTER 1 – ATTENDANCE CAUSE FOR CONCERN

Date

«addressee»

«address_block»

Dear «salutation»

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents.

We are therefore writing to you due to NAME current level of attendance:

Attendance %

Authorised absences

Unauthorised absences

The information below shows how attendance can affect your child's future progression.

Above 97% - less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95% - 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

90% - 19 days absence a year

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best. The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries of would like to talk to anyone about attendance please do not hesitate to contact Mrs Johnstone.

Yours sincerely,



Mr P Tree

Headteacher

LETTER 2 – MEETING INVITE

Name & Address

Re: Child Attendance: %

Further to my previous letters highlighting *Name* attendance, I am disappointed to see that they have continued to incur absences.

As you know, our aim is to work with parents to ensure all our pupils receive the most from their education and reach their full potential and this level of attendance is extremely concerning.

We have been monitoring Name attendance and as it has not improved we would now like to invite you to meet with Mrs Turvey Deputy Headteacher and myself to complete an attendance assessment and discuss any support that may be needed to ensure an improvement in their level of attendance. We would like to explore the barriers preventing regular attendance.

The meeting will take place on at .

Please do contact us if you have any queries regarding the contents of this letter.

Caroline Johnstone

Office Manager

Admissions and Attendance

LETTER 3 – REQUEST FOR MEDICAL EVIDENCE

DATE

«addressee»

«address_block»

«date_of_printing»

Re «forename» «surname»

Attendance:

Further to our meeting on X date, there has continued to be an ongoing concern with «forename»'s level of attendance.

As you know, our aim is to work with parents to ensure all our pupils receive the most from their education and reach their full potential and this level of attendance is extremely concerning.

Due to the level of absence, and the lack of improvement despite the support offered by school, we will now require medical evidence to be provided, if «forename» is absent from school. This does not have to be a medical certificate, it can be a copy of an appointment card, screen shot of a virtual consult, a copy of the child's prescription medicine or an email confirmation of an appointment.

If illness continues to be a reason for absence, then we may request consent to liaise directly with health professionals for advice and guidance about how best to support your child.

Please do contact us if you have any queries regarding the contents of this letter.

Caroline Johnstone

Office Manager

Admissions and Attendance

LETTER 4 – EXPECTATIONS LETTER WHEN MEETING NOT ATTENDED

date

name & address

Dear parents / carers,

Re «forename» «surname»

Attendance:

We previously wrote to you on [X date] inviting you to a meeting aimed at completing a formal attendance contract/agreement (delete as appropriate) , as your child's attendance is of concern at (enter percentage). Unfortunately, we were unable to discuss any potential barriers to attendance with you, as you did not attend the scheduled meeting on the [x date]

Expectations for attendance:

1. Ensure **your child** attends school every day on time – if **your child** arrives at school after **xxx** a.m. they will be marked as absent for that session. (Clearly state the clock times when the L and U codes apply if lateness is an issue.)

2. Contact (school contact details) every day of absence, giving the reason

3. If absent due to illness, provide medical evidence to school (only use where appropriate)

4. Contact the school if there are any issues affecting **xxx's** attendance or you require additional support.

Your child's attendance will be monitored for (enter monitoring period usually 2-3 weeks).

Yours sincerely

Caroline Johnstone

Office Manager

Admissions and Attendance

Date

School Attendance Notice to Improve

(Please read this letter carefully)

[Address Starts Here]

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, **«FORENAME» «SURNAME»** are a parent/carer of **«Students_Name»**, (called in this notice "the pupil") who is a registered pupil at **«School_Name»**.

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite**. The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING_START_DATE»** and **«WARNING_END_DATE»** the pupil failed to attend regularly at **«School_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have 25 school days (5 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. If this is your second penalty notice in a rolling 3 year period from 19 August 2024, there will be no reduction in the amount payable.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

More information regarding this notice can be found in the attached leaflet. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Contact Name

Name of Team/Service

Address

Telephone:

Yours sincerely

(Name)

(Job Title)

(School Name)

Children Absent from School

Burstow Primary School

