ATTENDANCE POLICY
PRESTON MANOR SCHOOL

An All-Through School

Governors' Committee Responsible: Learners Welfare	
Statutory Provision: Non-Statutory Policy	
Policy Author: Guy Brougham	Review Period: Annual
Date reviewed: January 2024	Next Review: January 2025

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Statement of Intent

Preston Manor School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise their true potential. To this end we aim to encourage and assist all students to achieve excellent levels of attendance and punctuality.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will establish a system of incentives and rewards which acknowledges the efforts of students to improve and/or maintain their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives, the school will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support

1. Registration

Registration will be carried out during morning registration and during period 5. Registers will be marked promptly at these times to ensure that all students are present in school. Should a student arrive late to school they will be marked as late for that session. Registers will be marked in accordance with the guidelines in Appendix 3.

2. Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised (O) until further evidence is produced. Absence will not be authorised for such reasons as shopping, daytrips and birthdays etc.

To report your child absent send an email to attendance@preston-manor.com using the template below. If your child has a medical appointment, please also include this information. You should report your child's absence each day until they return to school. This should be done by 8am each morning. If you are unable to email, please call the student absence line on 0208-385-4042, speaking clearly after the tone using the template below

Template for reporting your child's absence:

Child's First Name and Surname

Child's Form:

Reason for Absence (attaching Medical evidence for GP and Dental appointments):

When a child is absent from school and it has not been authorised a text message will be sent home to parents to inform them and in some cases a phone call home will be made. A record of any such phone call or other communication will be recorded by the Attendance Officer. On returning to school the student should bring a written note or medical evidence and hand this to his/her tutor in the student planner. If a reason for absence has not been given, a letter will be sent home to parents to ask for a reason to be given. If the school has not received a response from the family by the third day of absence they may be referred to the educational welfare officer (EWO) as a child missing in education (CME).

3. Lateness

Students who arrive at school from 8.45am onwards should report to a member of staff at the gate or, if after 9.00am, in student reception via the electronic sign in system. Students who arrive late should not be admitted to class until they have signed in at student reception. Students who arrive late to school

without an acceptable reason will be sanctioned according to the school behaviour policy (see appendix 5)

4. Responsibilities and roles

Parents and Carers:

Parents/carers are legally responsible for ensuring their child's regular and punctual attendance in correct uniform and in a fit condition to learn. Parents/carers are also responsible for ensuring that their children stay at school once they have registered.

Parents/carers may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents/carers. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised).

Parents can expect the school to keep them fully informed of their child's attendance and punctuality record but can do a great deal to support the regular and punctual attendance of their children. They should:-

- regularly check emails from the school
- ensure that their child arrives at school on time each day
- regularly check their child's attendance percentage and punctuality to school and lessons on Go4Schools
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance
- always notify the school as soon as possible - preferably on the first morning - of any absence
- confirm this in writing when the child returns to school
- talk to the school if they are concerned that their child may be reluctant to attend
- not book family holidays during term-time

Leave during term time

Continuity of learning is essential and Parents should not book family holidays during term-time. Only the Headteacher can authorise such an absence and leave will only be granted in exceptional circumstances, such as the death of an immediate family member.

DFE guidance states that taking a holiday during term time means that children miss important school time both educationally and for other school activities. It is calculated that children who miss two weeks of school per year miss out on 5% of their education. If you choose to take holiday during term time the days missed from school by your child will be recorded as unauthorised absence and a referral will be made to the Brent Educational Welfare Officer. The Education Welfare Service may issue you with a formal warning, an Education Penalty Notice (EPN) or decide to prosecute you if you take your child out of school during term time without permission. If you are issued with an EPN, you risk receiving a fine from Brent Council of between £60 - £120. Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in you being prosecuted at Willesden Magistrates Court for your child's non-attendance at school for the period in the notice. Any period recorded as unauthorised absence beyond ten days, without contact from parents or carers, may result in removal of the child from the school roll and an offer made to another student to take their place at the school (see the school website for EWS leaflets on unauthorised absences and Educational Penalty Notices).

The school:

The school will make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors by:

- implementing a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- implementing a systematic approach to gathering and analysing attendance related data.
- supporting the maximum possible development of individual students' talents and potential by enabling students to see the value of high attendance rates
- encouraging excellent attendance and punctuality with a system of praise, reward and sanction
- identifying and support students with attendance and/or punctuality difficulties
- providing positive and consistent communication between home and school and support, advice and guidance to parents and students to further improve attendance rates.
- promoting effective partnerships with the Education Welfare Service and with other services and agencies.
- recognising the needs of individual students when planning reintegration following significant periods of absence.
- reviewing the effectiveness of systems used to monitor attendance and punctuality on a regular basis
- reporting to parents the attendance figure for their child on each Progress Check Report. The current attendance percentage is available on Go4Schools.

The Form Tutor will:

Attendance

- will take the AM register.
- as indicated on the registration rota, dedicate one registration per week to attendance and punctuality **WEEKLY**
- promote good attendance through praise and encouragement **WEEKLY**
- have the schools' attendance target somewhere visible in their form room and ensure students are aware of this target AT **THE START OF THE TERM AND THEN AS REQUIRED**
- share students' attendance figures on data day on the tutor timetable and ensure these are recorded in their planners **WEEKLY**
- reward 100% individual attendance with praise points **WEEKLY (Friday PM)**
- support students with attendance problems in liaison with the ADSD/DSD **AS REQUIRED**
- write to parents of students returning to school after absence without a letter using the school planner **AS REQUIRED**
- place students whose attendance causes a concern on an attendance report (appendix 7) **AS REQUIRED**
- liaise with ADSD / DSD and the attendance officer for letters to be sent home to parents about poor attendance **(refer to attendance flow chart - appendix 2, standard letter appendix 4)**
- to have monitoring/mentoring conversations with **AMBER** students on attendance report to tutors **WEEKLY**
- where a student has not attended registration but has been in school for lessons, follow up with the student to find out the reasons for this. If the students have truanted registration this should be sanctioned and families informed. The attendance officer should be informed so contact is not made to families for absences on these occasions. **AS REQUIRED**

Punctuality

- the form tutor sets a good example of punctuality by arriving for tutor period and assembly on time **DAILY**
- accurately record lateness to registration **DAILY**
- check after school Go4Schools and inform students who did not attend to their after school detention **DAILY**

- promote good punctuality through praise and encouragement **WEEKLY**
- reward 100% individual punctuality with house points **WEEKLY (FRIDAY pm)**
- warn students who are late 3 times in two weeks that they will be on punctuality report and will need to check in with a DSD / ADSD every morning for 1 week
- liaise with the ADSD/DSD and support interventions put in place to improve punctuality

The Subject Teacher will:

Attendance

- register each of their classes on SIMs in the first 10 minutes of the lesson
- encourage and reward good attendance to all lessons
- regularly check non-attendance with tutors, HODs and the pastoral team
- liaise with the Head of Department on attendance issues
- publish the names of students out on trips, visits or school activities for class teachers in advance and on the day of inform Student Reception and provide a list of students for the school kitchen (when necessary)
- support and welcome students returning to their lesson after a period of absence
- refer cases of truancy from lessons to the ECO team via reception
- email student reception if a child is not in their lesson when they are registered in for AM registration.

Punctuality

- set a good example of punctuality by arriving for lessons on time
- reward, encourage and value punctuality
- record lateness to lessons on the register
- sanction persistent lateness to lessons, ensuring this is recorded on Go4Schools, in the students' planner accordingly and families are informed.
- keep students for up to 20 minutes if they are late to P2 or 5
- refer cases of persistent lateness to lessons to the Head of Department.

The Head of Department will:

Attendance

- monitor the curriculum to continually improve the quality of the classroom experience
- liaise with tutors and the D.S.D on attendance issues
- monitor and support department rewards and sanctions
- inform families of all proven all issue department sanctions in every proven case of truancy and inform families
- support and welcome students returning to their department after long term absence
- monitor application of the Attendance Policy through their Department Self Review

Punctuality

- reward good punctuality by students
- monitor department record keeping
- support and provides sanctions where students are persistently late to lessons

The Director of Student Development (DSD)

Attendance

- monitor and supervise the work of the Year Team in promoting excellent attendance. Carry out drop-ins to attendance and punctuality registration. Monitor the use of AMBER attendance reports by tutors.
- promote excellent attendance through following and supporting the schools' attendance and punctuality rewards procedures (see appendix 1)
- sanction students and inform parents in all cases of truancy from school
- ensure that only legitimate absences are authorised (through liaising with attendance officer)
- actively discourage families from taking holidays during term time and pass all leave request forms to SLT lead on attendance. Ensure all parents/carers request leave using leave request forms and not informal emails or phone conversations
- actively discourage parents/carers from making doctors/dentist appointments during the school day
- ensure Year Team notice boards display whole school attendance target
- monitor the application of the Attendance Policy through their C-SEAP and line management
- liaise with the Attendance Officer, SLT lead on attendance and where appropriate, other agencies to communicate concerns and provide support to students and parents experiencing attendance difficulties. **Meet with Heads of Key Stage/ Attendance officer/EWO once every two weeks**
- monitor students on 90% and below on red attendance reports. Tracker sheet updated weekly with actions and up to date attendance. Puts interventions in place to support student and family (see appendix 2 for attendance flow chart)
- meets with families to discuss attendance issues when students fall below 92% (see appendix 2 for attendance flow chart)
- when receiving the list of all 'code R' students who are absent - follow up phone calls to be made where appropriate this can also be other members of the safeguarding team
- ensure guidance (see appendix 3) on completing registers is followed e.g. speaking to tutors when registers are not completed or completed incorrectly – discussing completion of registers in year team meetings
- meets fortnightly with EWO to discuss students below 90%
- makes referrals to the EWO for students with poor attendance or where parents have taken leave during term time
- lead on attendance: Target students with poor attendance in parent's evenings and parents keeping in touch evenings
- meet with SLT lead once term to discuss attendance of the year group and discuss action points for improvement

Punctuality

- monitor punctuality to registration and lessons
- monitor and supervise the work of the Year Team in promoting excellent punctuality. Carry out drop-ins to attendance and punctuality registration.
- organise a member of the year team to register late comers to assembly
- identify and support students with poor punctuality (3 or more lates in a 2 week period) using punctuality reports
- meet with parents and put interventions in place to support students and families to improve punctuality
- promote excellent punctuality through following and supporting the schools' attendance rewards procedures (see appendix 1)

The Attendance Officer will:

- monitor AM and PM registers, (**when necessary** - sending staff reminder emails and tracking which staff are not completing registers so this can be shared with DSDs/PSAs/ADSDs/SLT lead)
- oversee the work of student receptionists to ensure registers are correct and updated daily by: checking absence line/emails
- ensure 'InTouch' texts are sent every morning before 11am
- send round a list of all 'code R' students who are absent to PSAs/ADSDs/DSL lead for follow up phone calls to be made where appropriate
- produces a daily report for each tutor group for punctuality to school. Shows ALL students who are late.
- fortnightly reports sent to tutors to show where students have 'N'. Letters sent home to all parents to ask for reasons for absences.
- liaises with tutors and communicates with parents/carers in writing if there are attendance issues (see standard absence letters – appendix 4)
- tracks all students on a database which indicates their weekly attendance and action points/interventions. This database is used in discussions with SLT lead/PSAs/ADSDs (see appendix 2 for attendance flow chart)
- support families in getting children to attend school, including setting up meetings, making home visits (with another member of staff) and negotiating Parenting Contracts
- meets fortnightly with EWO to discuss students below 90%
- meets with Lead SLT and DSDs/ADSDs once a week (alternate KS3 and KS4) to communicate concerns and discuss intervention to be put in place with students and parents experiencing attendance difficulties
- help students or parents access support from external agencies in working with EWS
- collaborate with other school staff on initiatives that target groups of students with below average school attendance
- where appropriate advise other school staff of students' home or personal circumstances that may be influencing their attendance or attainment
- support DSDs/ADSDs/PSAs/SLT lead with rewards events to promote excellent attendance

Punctuality:

- populate late to school late BIT register and record students after school BIT(share with all tutors/DSDs/ADSDs/PSAs)
- sends text messages to inform parents of 45 minute after school detention
- support DSDs/ADSDs/PSAs/SLT lead with rewards events to promote excellent punctuality

Year 11 exam periods:

- Taking year 11 registers for AM and marking students in as present for AM roll call if they are sitting an AM exam
- Taking year 11 registers for PM and marking students in as present for PM roll call if they are sitting a PM exam

Senior Leadership Team will:

- SLT Lead and Heads of Key Stage on Attendance will: meet with attendance officer and DSDs regularly to discuss students with attendance issues and discuss action points/interventions
- Meet with DSDs/Heads of Key Stage at least once term to discuss attendance of the year group and discuss action points for improvement

- DSDs/SLT: Target students with poor attendance in parent's evenings and parents keeping in touch evenings
- SLT Lead on Attendance will: calendar the rewards days for attendance and punctuality rewards and liaise with necessary staff to ensure these are well organised and resourced
- Keep a record of all students requesting leave during term time and write to parents to grant/not grant leave
- share termly reports by year group and specific groups to DSDs/ADSDs/PSAs/SLT on attendance
- SLT Lead on Attendance will: Report to governors on attendance termly
- Monitor and supervise the work of the DSDs/ADSDs/PSAs in promoting excellent attendance.
- SLT Lead on Attendance will: Meet with staff failing to complete registers on time
- SLT Lead on Attendance will: Monitor lesson by lesson registers and liaise with HODs when registers are not taken
- SLT Lead on Attendance will: Review attendance policy annually

The Headteacher:

The Head is responsible for leadership, direction, organisation and accountability of the school in all areas including attendance

The Governing Body

The Governors are accountable for the performance of the school, including attendance, to parents and the wider community.

5.   Evaluation and Review

This policy will be evaluated on an annual basis by the head and the SLT lead on attendance.

6. Preston Manor Lower School Attendance Policy

Preston Manor Lower School seeks to ensure that all its children receive a full-time education which maximises opportunities for each child to realise their full potential. To this end we aim to encourage and assist all children to achieve excellent levels of attendance and punctuality.

At Preston Manor Lower School, we strive to provide a welcoming, caring environment, whereby each member of the school community is valued and safe. All school staff will work with children and their families/guardians to ensure each child attends school regularly and punctually.

The school will establish a system which acknowledges the efforts of children and their families/ guardians to improve their attendance and timekeeping. The school will also challenge the behaviour of those children and families/guardians who give low priority to attendance and punctuality.

To meet these objectives, the school will establish an effective and efficient system of communication with children, families/guardians and appropriate agencies to provide mutual information, advice and support.

Principles

- The Education Act 1996 states that all children should attend regularly and punctually.
- It is important that all children and families/guardians know that the school values good attendance and punctuality.
- Regular school attendance and good timekeeping ensure that children have full access to the National Curriculum and all areas of school life.
- The school will promote positive behaviour and good attendance through its use of curriculum and learning materials.
- Children should acquire good habits of punctuality which will be needed throughout their school life and in their adult life.

Purpose
- To ensure every child has access to their right to a full-time education.
- To make families/guardians aware of their legal obligation and requirements.
- To meet legal requirements.
- To improve attendance and punctuality.
- To help prevent disruption to the learning environment caused by lateness and absences.

Guidelines

We are required to take an attendance register twice a day, and this shows whether the child is present, engaged in an approved educational activity off site or absent from school. Attendance is recorded on SIMS by the Class Teachers and absences are also entered in SIMS twice daily. The Admin Team monitor the registers and records all reasons for absences in SIMS. The Attendance Officer will contact parents/carers of children who are persistently absent or late into School.

If a child of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either Authorised or Unauthorised. Only school can authorise the absence, not families/guardians. This is why we require a reason for each absence.

Authorised absences are mornings or afternoons away from school for a valid reason like 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:

- Families/Guardians keeping children off school unnecessarily
- Children who arrive at school too late to get a mark
- Holidays during term time
- Absences which have never been properly explained

At the beginning of each school year a newsletter will be sent home reminding parents of the starting and finishing times of the school day, clarification of authorised and unauthorised absences with examples and the necessity to inform the school of absences, as well as a reminder that it is the legal obligation of the parent/guardian to ensure their child attends school regularly and punctually.

Procedures

- If a child is absent families/guardians should telephone the school absence line before 9.30am on each day of absence.
- All unexplained absences are followed up with a 'first day response' call or text from the school. If there is no response from parents the school will ring all contacts from the emergency contacts list for that child. If the school is unable to make contact with anyone on the emergency contacts list, a home visit will be made to ascertain the whereabouts of the child.
- Any outstanding unexplained absences are followed up with a phone call from the attendance officer to identify the reason for the absence.
- If illness is to be authorised after 5 days evidence is required from e.g Doctor's note, prescription.
- If we are unable to make contact with a family after 3 days of absence we will refer the family to the Education Welfare Service.
- Where a child fails to return to school within the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause the family will be referred to the Education Welfare Service and the child's name may be deleted from the admissions register.

- If a child is late, staff will record it in the late book at the school reception. Persistent lateness is followed up with a letter from a member of the Senior Leadership Team requesting an improvement.
- Applications for special leave should be made on a school form and handed in to the school office. The Head of Lower School will meet anyone requesting special leave. Leave is only granted in exceptional circumstances.
- If a child's attendance drops below 90% within an academic year, the school will send an initial warning letter to the parents and the child's attendance will be monitored. Where there is no improvement after 2 weeks or the child has further absence during this period, a final warning letter will be sent to parents and the child's attendance will be monitored for a further 2 weeks. Should attendance still not improve during this period, a referral will be made to the Education Welfare Service.

At Preston Manor Lower School we would like to support every family who are experiencing difficulties with their child's attendance. When an individual child's attendance level is causing concern in a term without good reason, initially school will make every effort to engage with the family. If this does not make a positive impact for the child a referral to the EWS will be made by the school. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996.

Aim of the Policy

1. To improve the overall percentage of children at school.
2. To achieve the national standard of attendance.
3. To make attendance a priority for all those associated with the school including children, families/guardians, staff and governors.
4. To provide support, advice and guidance to parents and children.
5. To promote effective partnerships with the Education Welfare Service and other agencies and services.

We expect families/guardians to take responsibility for encouraging their child to attend school regularly and punctually and to appreciate the importance of good attendance and punctuality.

The Senior Leadership Team will regularly monitor and evaluate attendance and its impact on the achievement of children at the Lower School.

Those people responsible for attendance matters at Preston Manor Lower School are:

- The Head of Lower School
- The School Attendance Officer
- And all Lower School Admin Staff

7. Useful links:

- Safeguarding Policy: https://www.preston-manor.com/policies-all-through
- https://www.brent.gov.uk/services-for-residents/education-and-schools/
- https://www.brent.gov.uk/services-for-residents/education-and-schools/student-and-school-information/contact-ews/
- https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year
- https://www.brent.gov.uk/services-for-residents/education-and-schools/student-and-school-information/contact-ews/

Part 2

Procedures and Supporting Documentation

Appendix 1: Rewards: 100% Attendance and Punctuality

Weekly:

Event	Who's responsible?	Resources needed	Who's responsible
Tutor group of the week (in assembly)	DSD	Certificate	DSDs
Praise Points (in attendance and punctuality registration)	Tutors	Go4Schools 100% attendance and punctuality names per year group	GC (placed in tutors folders) GC to run report (emailed out to tutors on a Monday for previous week) Tutors to add onto SIMS on Friday PM reg

Half-termly:

Event	Who's responsible?	Resources needed	Who's responsible
Postcards	GC/DSDs	100% Punctuality and attendance postcards 100% attendance and punctuality names for the half-term	GC to run report and pass onto admin to send postcards out. List sent to DSDs
Names to be displayed screens /Year group notice board and attendance boards	GC/ICT/DSDs	100% attendance and punctuality names for the half term	GC to run report

Termly:

Event	Who's responsible?	Resources needed	Who's responsible
Autumn Termly celebration (students come out of 1 period for celebration) Yr 7 -11	GC/SLT Lead on Attendance	Food and drinks Certificates & Badges 100% attendance and punctuality names for the term	GC/Canteen GC to order GC to run report
Spring Termly celebration (students come out of 1 period for celebration) Yr 7 -11	GC/ SLT Lead on Attendance	Certificates & Badges 100% attendance and punctuality names for the term	GC to order GC to run report

| Summer picnic (students come out of period 4 lessons for celebration) Yr 7 - 10 | GC/ SLT Lead on Attendance | Food and drinks Certificates 100% attendance and punctuality names for the term | Canteen GC to order GC to run report |

<u>Annual:</u>

Event	Who's responsible?	Resources needed	Who's responsible
Names published in the annual newsletter	SLT Lead on Attendance	Names of students with 100% punctuality and attendance all year	GC to run report

Appendix 2: Preston Manor - Attendance flowchart – Earlier intervention

- **Attendance officer**: Weekly report for each tutor group traffic lighted – given to tutor for attendance and punctuality registration. Shows ALL students.
- **Tutors:** Dialogue with students/parents and identify patterns for AMBER students. **ALL** students enter their attendance in their planners in attendance and punctuality registration.
- **Tutors:** Monitor attendance over the next two weeks by using AMBER attendance report
- **DSD/ADSD/Tutors:** If attendance is still below 91% ask attendance officer to send letter 1 to parents
- **DSD/ADSD/Tutors :** monitors for a further two weeks. At 92% the attendance officer will send letter 2 to parents.
- **Attendance officer/PSAs/ASDSs:** if attendance falls below 92%. Letter 2 should now have been sent. If appropriate arrange a school attendance meeting with the school and parent. Liaise with EWO. Illness letter is considered.
- **PSAs:** monitor students on 90% and below on red attendance reports. Tracker sheet updated weekly with actions and up to date attendance. Puts interventions in place to support student and family
- **PSA/EWO/Attendance officer:** At 89% referral to EWO. Start legal interventions or penalty notices. Update spreadsheet

Key:

Green – 95% or above

Amber – between 95% and 90%

Red - 90% or below

School target – 96%

Appendix 3: Guide to Marking Registers

a) Attendance Codes: The only code used by tutors should be 'N' 'L' or '/, \'

Code	School Meaning	Statistical Meeting	Physical Meeting
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
L	Late (before reg closed)	Present	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
D	Dual registration (attending other educational establishment)	Approved Educational Activity	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
V	Educational visit or trip	Approved Educational Activity	Out for whole session

W	Work experience	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
H	Annual family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not medical/dental appts)	Authorised Absence	Out for whole session
M	Medical /Dental appts.	Authorised Absence	Out for school session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
G	Family holiday (not agreed or excess)	Unauthorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence	Unauthorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
X	DfES # School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on admissions register	Attendance not required	Out for whole session
#	Planned school closure to pupils & staff	Attendance not required	Out for whole session

Appendix 4 – Standard letters

   a) <u>Letter 1 'initial concerns'</u>

Address

Date

Dear **(Parent/Guardian)**

RE: Letter of Concern: School Attendance

       Student Name: Form:

I am writing with regard to <student name> percentage of attendance which is presently <percentage attendance>%.

The DFE (Government) and the Local Authority require a minimum average attendance of 95%. This figure is set in law and takes into account an average level for illness or other justifiable reasons for absence. Your child's attendance falls below this expectation. We are concerned that this may adversely affect <student name> education achievement. As the School's attendance officer I will be monitoring <student name> attendance carefully and I hope to see an improvement in their attendance.

In March 2016 the DfE published the latest research showing the link between attendance and attainment. It notes, pupils with no absence are 2.2 times more likely to achieve 5+ GCSE A*-C (Grade 9-4) or equivalent and 2.8 times more likely to achieve 5+ GCSE A*-C (Grade 9-4) or equivalent including English and Maths that pupils who miss who miss between 15% and 20% of school.

Please talk to <student name> about the importance of good attendance and the proven link between this and achievement and ensure <his/her> regular attendance at school.

Should you wish for further clarification please contact < > by email at < >

Yours sincerely

Mrs G Condison
Admissions & Attendance Officer

b) Letter 2 'continuing concerns'

Address

Date

Dear **(Parent/Guardian)**

"Letter of Concern: School Attendance"

A letter was sent to you on <date> about your child's attendance. Since this letter was sent we have **not** seen an improvement in <forename> attendance. Between <date> and <date> <forename> has had <percentage attendance> % attendance. Their attendance from September until present stands at <percentage attendance> %.

The DFE (Government) and the Local Authority require a minimum average attendance of 95%. This figure is set in law and takes into account an average level for illness or other justifiable reasons for absence. Your child's attendance falls below this expectation and I am concerned that this may adversely affect academic potential.

As the school has written to you about concerns over <forename>'s attendance before, I have to inform you that as a parent you have a legal duty to ensure the regular and full time school attendance of your child (Education Act 1996). Not to do so is an offence. The local authority inspects the school's registers regularly and may take legal action where attendance of a child is unsatisfactory. This means you may be subject to a fixed penalty fine or prosecution in the magistrate's court if <forename>'s attendance does not improve.

We will continue to monitor your child's attendance and if their attendance does not improve you will be contacted to arrange a meeting so we can discuss how we can work in partnership to ensure attendance is improved. If this is necessary, I would urge you to agree to attend this meeting due to the adverse effect <forename>'s continued poor attendance is having on his/her educational achievement.

Should you wish for further clarification in relation to this communication, please email me on attendance@preston-manor.com and I will ensure that the appropriate member of staff responds.

Yours sincerely

Mrs G Condison

Admissions & Attendance Officer

Letter 3: Pre-referral meeting letter

Address

Date

Dear **(Parent/Guardian)**

Re: **Student's name and form**

Further to my previous correspondence with you dated……… regarding **(student's name)** attendance I have reviewed **(students name)** attendance with the EWO and we are concerned that **(student's names)** is still below the attendance target of 95%. This target is set by the DFE (Government) and the Local Authority and takes into account an average level for illness or other justifiable reasons for absence.

The local authority inspects the school's registers regularly and may take legal action where attendance of a child is unsatisfactory. This means you may be subject to a fixed penalty fine or prosecution in the magistrate's court if **(student's name)** attendance does not improve.

I would like to invite you in for a meeting with the EWO and **ADSD/DSD (name)** on **(date) a**t **(time) to** discuss (**student's name)** and how best we can help and support (**student's name)** improve **(his/her)** attendance. I hope we can work together to improve your child's percentage, as attendance is directly linked to learning and achievement. I have enclosed a copy of (student's name) attendance certificate for your perusal.

I look forward to meeting with you, if you are unable to attend please contact me on 0208 385 4040 ext < > or < > to re-arrange.

Yours sincerely

Mrs G Condison

Admissions & Attendance Officer

N.B. Further letters for attendance and punctuality are available from SLT lead

Appendix 5: late sanctions

Late BIT Flowchart 2022 - 2023
Preston Manor Upper School

PRESTON MANOR
An All-through School

1 WHAT HAPPENS IF I'M LATE TO SCHOOL? → 45 minutes BIT
Mon, Wed, Thurs & Fri - Main Hall
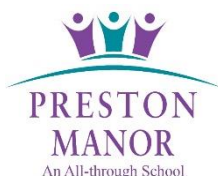Tues - CCentral (DSD)

2 WHAT HAPPENS IF I DON'T DO MY BIT? → 90 minutes CS BIT
Friday - Main Hall

3 WHAT HAPPENS IF I DON'T DO MY CS BIT? → One day in the inclusion room from 9am till 4pm

Appendix 6: Request for exceptional Leave of Absence during Term Time

Request for exceptional Leave of Absence during Term Time

Name of Student: _____Form:_____

Date of Birth: _____

Address:_____

Dates of Absence: From_____ To_____

Total number of school days absent_____

Reason for Absence _____

_____

The Governing Body supports the Head in managing requests for student leave of absence and takes the position that families have no automatic entitlement to such leave. Each request is considered on an individual basis, each decision is made based on information provided by the parent as well as the school. No leave will be granted to parents requesting to take their child out of school for a holiday. Any parent taking their child on unauthorised leave risks receiving a Fixed Penalty Notice from the Local Authority.

Name of Parent/Carer:_____

Contact Telephone Number:_____

Signature of Parent/Carer: _____Date:_____

Appendix 7: Report cards (see staff shared area/management/DSDs/Attendance and punctuality reports 2021/2022)

Appendix 8: Return to school interview – Suggestions

Suggested questions

- How are you feeling?
- Why were you away from school?
- Did you need to visit a doctor or the hospital?
- What steps do you need to take now you are back in school to make sure you catch up? How can I help with this?

Information to be given during discussion

Make the students aware of:

- their current attendance figure
- school expected attendance
- poor attendance leads to poor attainment
- they must bring in a signed note from home to explain the absence
- doctors and dentist appointments must be made outside of school time.

(*if they have had a lot of time off for illness and attendance is poor they will need to provide a medical note before any more of their absence is authorized – liaise with the attendance officer about this)