

Attendance policy

Approved by:	Academy council	Date:	23/11/22
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Context

Sky Academy is a day school for Years 6 -11, that provides education for boys who have an Education Health Care Plan (EHCP), with a Social, Emotional and Mental Health (SEMH) diagnosis of need, often combined with Speech, Language and Communication Needs (SLCN).

Currently we have a PAN of 80 students on roll, however subject to placement by the LA, we will be expanding to 100 students by Easter 2023 and 120 by September 2023. The majority of our young people travel to school via school transport, with journeys ranging between 45 minutes to 1 hour and 25 minutes.

We have a broad range of age, social and emotional need and academic ability. In response, our attendance strategy has to be broad and address the needs of all our students, with the aim to improve attendance, increase access to the curriculum and safeguard them.

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1. Statement of Intent

At Sky Academy, the Trustees, the Senior Leadership Team and all staff acknowledge that there is a strong correlation between high attendance and student progress: we recognise that students will only benefit fully from their education if they attend regularly and on time. Attendance is a key part of safeguarding. All staff share a legal responsibility, alongside parent carers, the students, and the Local Authority in respect of ensuring as full an attendance as possible, regardless of age, aptitude, ability and any special needs he may have. It is important to remember that if students are not in school during school hours, we must be vigilant and remain accountable for their well-being and safety during the school day.

To this end, we will do all we can to encourage parent carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full time education are identified and acted on promptly. Parent carers have the prime legal responsibility (under Section 444 Education Act 1996) for ensuring that their child attends school regularly and punctually, appropriately dressed, with the right equipment and in a fit state to benefit from the education offered to them. Parent carers may be prosecuted if a student does not attend school regularly and punctually.

Our school expects attendance of 98% and above. Whilst being mindful of our students' complex and individual needs, in line with good safeguarding procedures it is imperative that sensitivity around students' vulnerabilities does not mask the awareness or addressing of safeguarding concerns such as attendance. The majority of our students do attend school regularly and on time. Where child illness, including mental health needs, prevents them from coming to school for a prolonged period of time, but they are able to access home-learning, this will be provided and monitored by their Key Worker.

2. Aims

Sky Academy aims to meet its statutory obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to a full-time education to which they are entitled
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- Acting early to address patterns of absence
- Raising awareness of the UN Convention on the Rights of the Child (UNCRC) that all children have to an education, Article 28.

3. Attendance Procedures

By law, all schools are required to keep an attendance register twice daily (morning and afternoon sessions). All students, present or otherwise, must be placed on this register and coded appropriately (see Appendix 1).

At Sky Academy, student attendance is recorded on SIMS by the Key Worker/s and checked by an allocated person each day to ensure consistency of approach and adherence to this procedure. The allocated person is usually a member of the Administration Team but can be any member of staff who has received the necessary training to undertake the role. Any concerns regarding attendance will be forwarded to a DSL and the Attendance Lead on a daily basis.

Should the allocated person need to leave their duties at any point and for whatever reason, SLT will ensure that the duty to monitor attendance is clearly passed onto another suitable person.

3.1 Attendance 'Window' / Lateness

All pupils are expected to be present for the register at 8.45am. Students arriving between 9.00 and 9.15am will be marked *Late, before registration closes (L)* and students arriving after 9.15 will be marked with the **unauthorised** absence code '*Late after registers close (U)*'. See DfE Attendance Codes – Appendix One.

Exceptions will be made for students on transition timetables or Attendance Support Plans (see below) or when students are on school or public transport and lateness is beyond their control. Their attendance windows will be adjusted accordingly (timings as above) depending on their expected arrival time.

The afternoon registration takes place at 13.00. Students arriving between 13.15 and 13.30 will be considered *Late, before registration closes (L)* and students arriving after 13.30 will be marked with the **unauthorised** absence code '*Late after registers close (U)*'. See DfE Attendance Codes – Appendix One.

If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked as unauthorised.

Students are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

Where students are educated offsite at a registered alternative provision site, as commissioned by Sky Academy and run by a registered alternative provider's staff, they will be B coded.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Attendance Lead will meet with parents/carers of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

3.2 Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, Key Worker instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

4. Authorised and Unauthorised Absences

Parent carers must notify the school on the first day of any absence by 08.30 by telephoning 01823 275569. Reasons for absence must be offered verbally by phone and should be followed up by an email or letter on the child’s return to school. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. A reason for the absence is **always** required.

1. **Illness Absence:** Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. For cases of diarrhoea and / or vomiting, we expect students to stay at home for two clear school days from the last episode. If you require clarity for any other illness, please contact the school office on 01823 275569. If the authenticity of the illness is in doubt, the school may ask the parent carer to provide medical evidence such as a prescription, appointment card or any other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent carers will be notified in advance.

Mental Health and Wellbeing: Where absence relates to mental health and wellbeing parent carers can contact one of the school’s Designated Safeguarding Leads for further information on support available.

2. **Medical or dental appointments:** Missing registration for a medical or dental appointment is counted as authorised absence; advance notice is required for these absences. We do however encourage parent carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimal amount of time necessary. To notify us of a medical or dental appointment, please notify your child's Key Worker with the date, time and what sort of appointment your child is attending. Alternatively, email the school office on office@sky.learnmat.uk to alert them of the appointment times. Evidence will be requested. Where a student has a high level and / or frequency of illness absence, the school will require medical evidence of some description in order to authorise any future medical absences. If this is the case, school will make the parent carer aware of this in advance.
3. **Term Time Leave of Absence Request – 'Exceptional Circumstances':** **The law does not grant parent carers the right to take their child out of school during term time.** Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request, in consultation with other staff as required, including a Designated Safeguarding Lead. The request must be made by the parent carer with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion. Circumstances which could be authorised include significant family emergencies or funerals. However, parent carers will also be aware that, where possible, it can be better for children to attend school normally during difficult family times. Parents should complete a Leave of Absence Request Form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is much better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request for absence.
4. **Religious Observances:** Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observances by the religious body to which the parents belong. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.
5. **Traveller Absence:** The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far

in advance as possible. Authorised Traveller absence will be recorded appropriately in the register. To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school. Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

6. **Exclusions:** If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions. Any exclusion must be agreed by the headteacher. The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the student's carer, social worker and Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker. The pupil must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parental confirmation.

5. **First Day of Absence Response (see Appendix 2):**

There is a clear expectation upon parent/carers that if their child is going to be absent / late on any given day, they should contact the school on 01823 275569 as soon as possible and certainly before their intended arrival time.

If a student does not arrive at school / approved off-site activity at their intended time and there has been no contact from their parent/carers, the allocated person will call the parent/carers (or emergency contacts if necessary) to clarify their whereabouts, their safety and wellbeing and their attendance status. The details regarding the content of all calls will be recorded in the 'notes' section of the SIMS register and on CPOMs.

If it has not been possible to receive satisfactory clarification from parent/carers or emergency contacts regarding the whereabouts of any student, or if the contact raises any safeguarding or other concerns, the allocated person will inform a DSL.

Unauthorised Absence:

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained

- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

6. Approved Educational Activity:

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2019 School Attendance guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided daily, as agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

7. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' (Y coded) in the following circumstances:

- Our school site, or part of it, is closed due to an unavoidable cause.
- The transport provided by our school, or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's 'Home to school travel and transport' guidance document, or ask the school for a printed copy.)

- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll (if the school has evidence that the pupil is attending educational activities, we can record those sessions as 'present at approved educational activity').

Such circumstances are not recorded as absences.

8. Attendance Monitoring:

When a student does not attend school, we will respond as outlined in Point 4: First Day of Absence Response above (see Appendix 2). In addition, we have an Attendance and Pastoral Team who meet weekly to review attendance. The team is made up of the Attendance Lead (DSL), the Deputy Head Teacher (with responsibility for provision, including Alternative Provision), the Assistant Pastoral Head (DSL), and the PFSA (DSL). The team will monitor attendance of those below 98%, with a specific focus on non-attenders; those on Alternative Provisions and any student with a decline in attendance. Minutes are taken at each attendance meeting and shared with the Head Teacher and Attendance Team.

8.1 Supporting Attendance Concerns:

If the non-attendance of a particular student is due to them not attending sessions on their full-time timetable, or their transition timetable, it will be reviewed by the Attendance Team on a weekly basis.

Upon the review of attendance, senior leaders will consider a number of actions in order to facilitate improvement, to include:

- reasonable adjustment to timetables, staffing, transport, learning environments, curriculum, and peer groups, which are identified as potential barriers to increased attendance.
- engagement with the student's parent/carer, to gain an enhanced understanding of the barriers to attendance and to facilitate a 'joined up commitment' to improvement.
- consideration of flexible/creative solutions, such as use of alternative safe learning environments/activities.
- consideration whether non-attendance constitutes one or more safeguarding concerns that requires a referral to the DSL.
- consideration of any required referrals to multi-professional agencies, such as social care, CAMHS, or the Local Authority Education Safeguarding Service.
- calling an Annual Review to formally assess whether the school is doing all it can to meet individual needs.

8.2 Managing Persistent Absenteeism:

Our aim is to improve attendance and not criminalise parents, however attendance is statutory and underpinned by legal process.

Persistent absenteeism will initiate a range of possible interventions, as agreed by the Attendance Team, as follows (see Appendix 3):

1. Intervention referral for support from within school (**Pastoral Team**)
2. Intervention referral for **Parent & family Support Advisor**
3. **Letter 1** stating the attendance record; that improvement is required and support is available
4. **Letter 2** stating the attendance record; that improvement is required; support is available and an invite for parent carers and relevant professionals (eg Family Intervention Service, Children Social Care, Education Safeguarding Services etc) to come into school for a meeting to discuss attendance.
5. If no improvement is made there are 4 possible outcomes, which will be outlined in **Letter 3**:
 - Consider an **Early Help Assessment** to provide additional support for the student and / or family
 - Consider referral to **Team Around the School**
 - Consider a **Warning Penalty Notice letter** (via ESS)
 - Referral to ESS for a **Local Authority Attendance Investigation** (LAAI) meeting

9. Roles and Responsibilities in Managing Attendance:

The Learn@ Trust

The Academy trust is responsible for monitoring attendance figures for the whole school on at least a termly basis and they hold the Head Teacher to account for the implementation of this policy.

The Head Teacher:

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for working with the pastoral leads to monitor school level absence data and reporting it to the Trust. They also liaise with pastoral staff and SLT in monitoring the attendance of individual pupils, creating bespoke supportive provision, and when deciding to request fixed-penalty notices, where necessary.

Attendance Lead:

- Ensures that the daily attendance procedures are in place and implemented
- Monitors attendance data at individual student and whole school level

- Identifies patterns of non-attendance and liaises with SLT to discuss and implement interventions to promote good attendance
- Attends weekly safeguarding and attendance meetings
- Shares weekly attendance meeting minutes
- Reports concerns around attendance to the Academy Pastoral Lead
- Arranges calls and meetings with parent/carers to discuss attendance issues
- Informs and works with the Pastoral Team to tackle persistent absence
- Advises the Assistant Pastoral Lead and Head Teacher about when to consider issuing fixed-penalty notices
- Logs any safeguarding concerns regarding attendance onto CPOMs
- Co-ordinates requests for Term-time Leave of Absence (this includes liaising with the DSL and Safeguarding Team) and advises the Head Teacher.

Designated Safeguarding Leads (DSLs):

- DSLs will work closely with the Attendance Lead and Pastoral Team to ensure that attendance related safeguarding concerns are responded to appropriately.

Key Workers:

The Key Workers have a vital role to play in securing high levels of attendance within their class group. The most effective way of doing this is to establish close, effective links with parent/carers.

- Key workers are responsible for recording attendance within the am and pm attendance windows and on a lesson-by-lesson basis on SIMS.
- Ensure that any child that has arrived late MUST be registered with the school office for the purposes of fire regulations
- Will keep the attendance lead informed of any updates regarding individual student attendance
- Will identify patterns of non-attendance in the class group and for individual students
- Where a student has remained N coded for the day, they will make a follow up call to parent/carers at the end of the day, and amend SIMS / CPOMs accordingly.

Allocated person (Administration staff):

- To take calls from parent/carers about absence and record it on SIMS / CPOMs
- To check daily attendance is being recorded on SIMS
- Make initial day one absence phone calls following the procedure on Appendix 2
- To enter codes for students undertaking approved educational activities, such as trips, visits, educated offsite, dual registered etc
- To contact registered alternative providers to check attendance
- To contact the Attendance Lead / DSLs with any safeguarding concerns.

Parent & Family Support Advisor

- To work with parent/carers, student and staff to monitor attendance and provide support where necessary

Parent/carers:

- Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

10. Policy Monitoring Arrangements

This policy will be reviewed every 2 years by the Head Teacher or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the Trustees.

11. Links to other policies

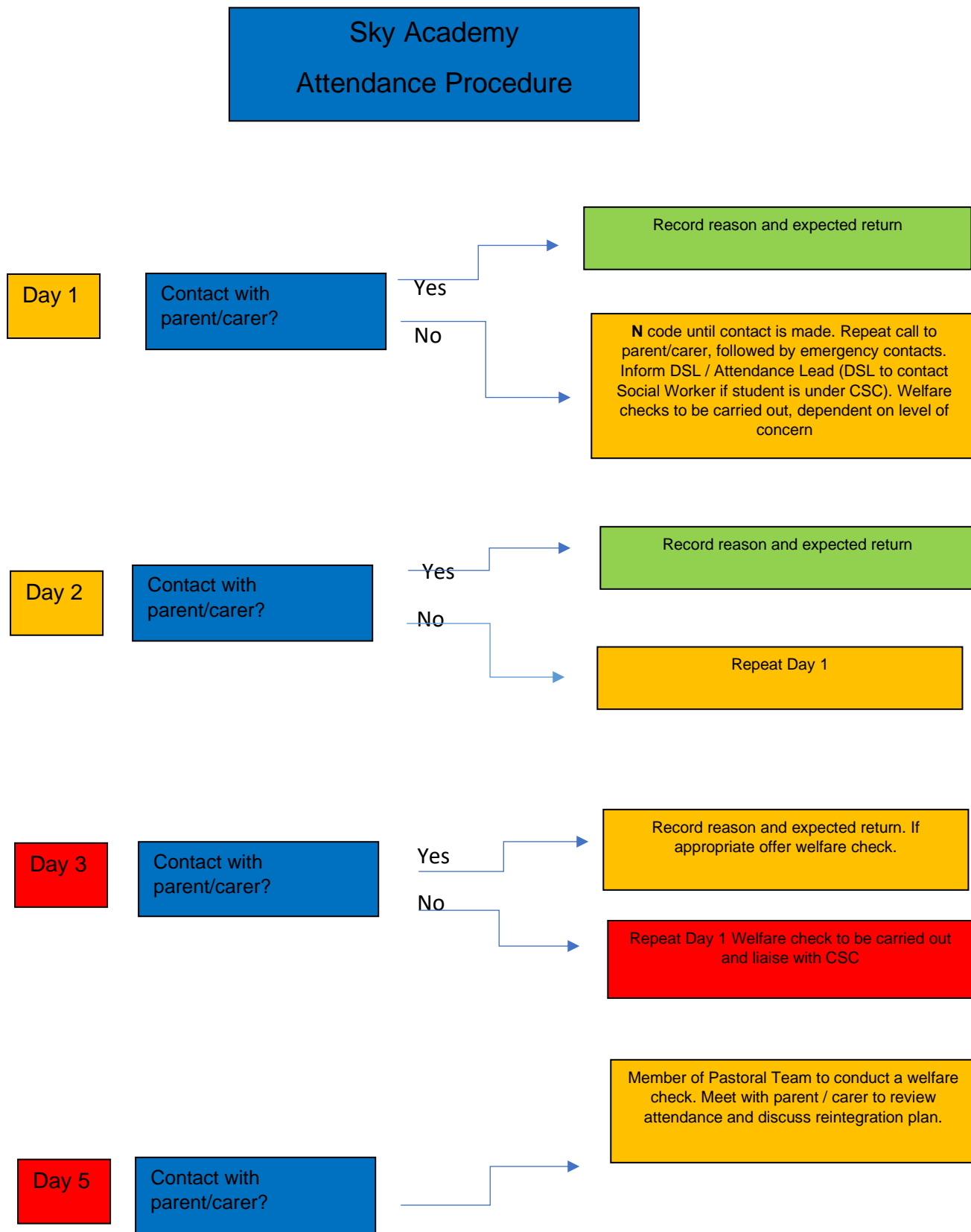
This policy links to:

- Safeguarding Policy
- Curriculum Intent
- Exclusion Policy
- Relationships for Learning and Behaviour Policy

Appendix 1: Attendance Codes

Sort Code	Description	Meaning
\	Present (am)	Present
/	Present (pm)	Present
L	Late (before registration closes)	Present
O	Unauthorised absence	Unauthorised absence
U	Late (after registration closes)	Unauthorised absence
N	No reason yet for absence	Unauthorised absence
G	Family Holiday (not agreed)	Unauthorised absence
B	Education offsite (no dual reg)	Approved Education Activity
W	Work Experience	Approved Education Activity
J	Interview	Approved Education Activity
V	Educational Visit or Trip	Approved Education Activity
P	Approved Sporting Activity	Approved Education Activity
D	Dual Registration	Approved Education Activity
C	Other Authorised Absence	Authorised Absence
H	Family Holiday (agreed)	Authorised Absence
F	Extended Family Holiday (agreed)	Authorised Absence
E	Excluded	Authorised Absence
S	Study Leave	Authorised Absence
R	Religious Observance	Authorised Absence
I	Illness	Authorised Absence
M	Medical / Dental Appointment	Authorised Absence
T	Traveller Absence	Authorised Absence
Y	Enforced Closure	Attendance Not Required
#	School Closed to Students Staff	Attendance Not Required
X	Non-compulsory School Aged Absence	Attendance Not Required
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances

Appendix 2: Attendance Procedure – First Day of Absence Response

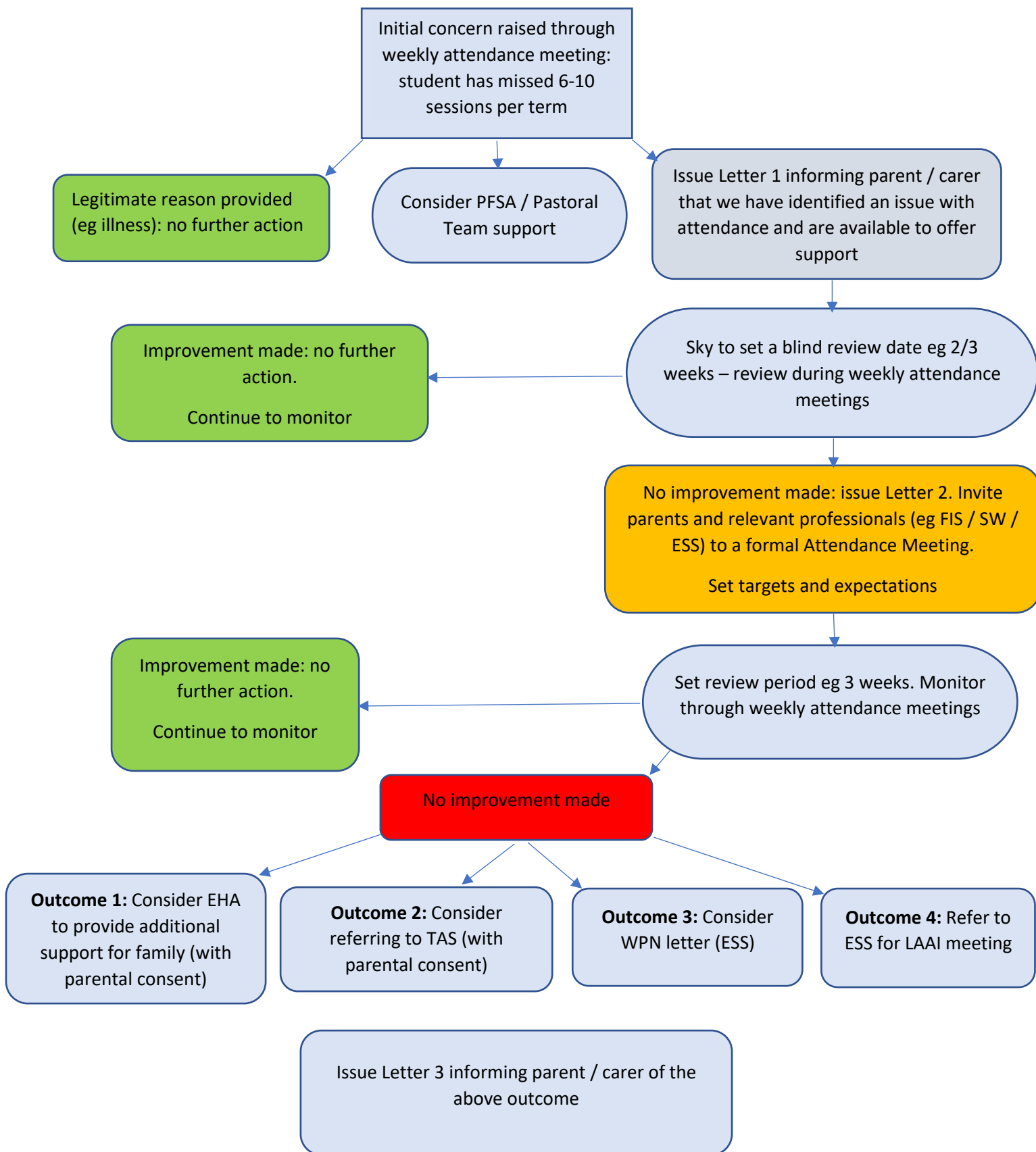


Yes

No

Report to police / CSC for joint welfare visit

Appendix 3: Persistent Absenteeism Attendance Procedure



Appendix 4: Request for Term Time Absence

Term Time Leave Request Form

From September 2013 the Government has said school may **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances.

PLEASE SEE OVERLEAF

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record.

Name of child/children	Class
1.....
2.....

A request to be authorised as being absent from school

Dates: From..... to.....(Inclusive)

Exceptional Circumstances (Please tick one)

- Emergency service/forces personnel **with proof** of enforced holiday period
- Holiday industry employees **with proof** of this being the ONLY time period allowed by employer
- One transcontinental leave request per Key Stage for a very significant extended family event, including seeing an elderly/seriously ill relative.

Please give more information

Signature Parent/Carer..... Date

Please return this form to school well in advance of your proposed absence

Authorised		Not Authorised	
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Office Use Only:

Date Received:

Important Changes in Attendance Regulations

From 01st September 2013, any holidays taken during term time will NOT be authorised by the school.

This is because the Government has recently changed the law with regard to granting term time leave of absence, replacing the 2006 regulation that allowed school to grant up to 10 days leave of absence at their discretion.

This means that from September 2013, school may NOT grant ANY leave of absence during term time unless there are EXCEPTIONAL circumstances.

Exceptional circumstances does NOT Include

- Cheap holiday cost
- Getting personal paperwork, visa's updated (this should be planned into holiday periods)
- Visiting relatives (this should be planned into holiday periods)

Exceptional Circumstances MAY include

- Emergency services/forces personnel with proof of enforced holiday period
- Holiday industry employees with proof of this being the ONLY time period allowed by employer
- One transcontinental leave request per Key Stage for a very significant extended family event, including seeing an elderly/seriously ill relative.

Regular time off for illness will be challenged, requiring not only medical evidence but also medical guidance on how school can best support and 'manage' those children in school. Saying a child is "unwell" will no longer be enough, parents will need to be specific.

Any time away from school can have a significant impact on educational attainment, success in later life and longer-term health and well-being. In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Therefore, any unauthorised absence in term time can result in the issuing of a Fixed Term Penalty Notice by the Education Attendance Service. Parents will have 21 days to pay this £60 fine, after which it goes up to £120.

Examples of Penalty Fines

One parent, one child	£60
One parent, two children	£120
Two parents, one child	£120
Two parents, two children	£240

Failure to pay a Fixed Term Penalty Notice within 28 days may result in criminal conviction and a fine in the Magistrates' Court of up to £1000.

A fixed Penalty Notice might also be issued if a child's attendance falls below 92% with 10 sessions or more missed and no satisfactory reason or explanation is given. Where an absence is considered to be completely unavoidable, a term time leave request form is available from the office which must be completed and returned to **the Headteacher** as far in advance as possible. If you have any concerns about the contents of this letter, please contact the school.

Appendix 5: Attendance Letters as provided by ESS Somerset LA

Dear PARENTNAME

School Attendance Concerns Stage 1 **PUPILNAME (DOB)**

I am writing to you in relation to your PUPILNAME's attendance, which is currently NUMBER per cent. They have been absent for NUMBER sessions.

Absence from school impacts significantly on children's academic progress and wellbeing.

The wellbeing and progress of our pupils is our priority, and we know that absence from school is often a sign that additional support may be needed.

I would like to invite you to contact us as soon as possible to discuss how we can work together to maximise PUPILNAME's attendance and ensure any support needed is put in place.

I look forward to hearing from you soon.

Yours sincerely

Fiona Barnes

Sky Academy Attendance Lead

Enc. Registration Certificate

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Dear PARENTNAME

School Attendance Concerns Stage 2 **PUPILNAME (DOB)**

I am writing to you in relation to significant concerns about PUPILNAME's attendance, which is currently NUMBER per cent.

Each absence is recorded on your child's register, which current shows they have NUMBER authorised and NUMBER unauthorised absences.

Poor school attendance is often a sign that additional support is needed, and we would like to ensure that this is put in place to support PUPILNAME's improved attendance.

I would like to invite you to meet with me on **DATE** at **TIME** to discuss this matter and identify any support that may be required. This meeting may result in a Parenting Contract being agreed, which will aim to outline any support needed and how that will be put in place.

Please be aware that further unauthorised absences may result in you being issued with a Penalty Notice Warning or a request for support from the Local Authority.

You are strongly encouraged to attend this meeting so we can work together to ensure **PUPILNAME**'s attendance improves, and such action is not necessary.

I look forward to meeting with you soon.

Yours sincerely

Fiona Barnes

Sky Academy Attendance Lead

Enc. Registration Certificate

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Dear **PARENTNAME**

School Attendance Concerns Stage 3
****PUPILNAME** (**DOB**)**

I am writing to you in relation to ongoing, significant concerns about **PUPILNAME**'s attendance, which is currently **NUMBER** per cent.

Each absence is recorded on your child's register, which currently shows they have **NUMBER** authorised and **NUMBER** unauthorised absences.

Because of the level of **PUPILNAME**'s absence and the level of unauthorised absence, a request is now being made to the Education Safeguarding Service for Attendance Casework.

While poor school attendance is often a sign that additional support is needed, parents are required by law to ensure their child attends school regularly. Failing to do so is an offence under Section 444 of the Education Act 1996.

The ESS will work with us to support and promote good school attendance but may consider legal action against you if **PUPILNAME**'s attendance does not improve and further unauthorised absences occur.

Legal action is always a last resort in relation to poor school attendance and may be prevented by us working together to improve attendance and ensure the right support is in place for PUPILNAME.

Yours sincerely

Fiona Barnes

Sky Academy Attendance Lead

Enc. Registration Certificate

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Appendix 6: Medical Absence Letters 1&2

Dear Parent / carer of

I am writing to you because <name> has had at least 6 sessions absent from school for illness so far this year. I enclose a copy of < name > Registration Certificate.

Attendance is measured by sessions which are equivalent to one half day. We use percentages to support students and help them gauge their attendance across the year. The statutory guidelines also require the school to monitor illness absence and punctuality.

It is our duty to provide you with this information to promote improvement in rates of attendance. All guidance is found in our Attendance Policy accessible through our website.

We would very much like to support you and your child so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending school.

Good attendance is important because:

- Statistics show a direct link between underachievement and attendance below 96%
- Regular attenders make better progress both socially and academically
- Regular attenders find school routines, schoolwork and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

If a child's attendance at school is low, this can have a profound effect on their future.

There is information at the following website, which may help when making the decision as to whether your child should be able to attend school. <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

If there is no improvement in sickness absence and your child reaches 10 sessions of absence through illness then I will write to you again explaining that there will be no further authorised absence without medical evidence.

Parents could receive a Warning Penalty Notice if their son/daughter is marked as being:

- absent for 10 or more half-day sessions (five school days), which is unauthorised, during the last 12 weeks – these do not need to be consecutive.
- persistently late (coded U) for up to 10 sessions after the register has closed; our registration closes at 09:15.
- persistently late (coded L) for up to 10 sessions before the register has closed; between 09.00 and 09.15.
- absent for any public examinations of which dates are published in advance.

All students are expected to be present for the register at 08:45.

Thank you for your support in your child's attendance. We trust that your child's attendance will be encouraged given this information.

Yours sincerely,

Fiona Barnes

Sky Academy Attendance Lead

Dear Parent/carer of

Following my letter on < DATE >, I am writing to you because <NAME> attendance has not improved and he has now had <10> sessions <(5 days)> absent from school for illness so far this year. I enclose a copy of their Registration Certificate. It is our duty to provide you with this information to promote improvement in rates of attendance.

I am therefore informing you that the school will not be able to authorise any future absences for illness. Medical evidence (this can be in the form of a GP appointment card, a prescription slip or any other appropriate form of evidence) is required to authorise any further absences. If you are happy for us to speak to your child's GP, please could you let the GP Practice know, and ensure that this information is relayed to the school.

From this point onwards therefore, unless you can provide medical evidence from a doctor then absences will be coded as unauthorised. This may lead to a Warning Penalty Notice being issued.

We have highlighted the section you should take note of in this instance. Parents will receive a Warning Penalty Notice if their son is marked as being:

- absent for 10 or more half-day sessions (five school days), which is unauthorised, during the last 12 weeks – these do not need to be consecutive.

- persistently late (coded U) for up to 10 sessions after the register has closed; our registration closes at 09:15.

Author		Date	January 2022
Review Cycle	Two yearly or as required by legal HR amendments/updates	Review Body	
Review Date	September 2023	Status	Statutory
Authorised by		Date	

- persistently late (coded L) for up to 10 sessions before the register has closed; between 09:00 and 09:15.

- absent for any public examinations of which dates are published in advance.

All students are expected to be present for the register at 08:45.

Thank you for your continued support in working together to improve your child's attendance.

Yours sincerely,

Fiona Barnes

Sky Academy Attendance Lead

