

Attendance Policy-school level appendix for Tavistock College

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This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

This appendix draws from and must be read in conjunction with the [Trust Attendance Policy and DFE Guidance working together to improve school attendance](#)

Attendance is everyone's business, and everyone involved with the care of children is equally responsible for ensuring children's attendance. This means schools, LAs, social care, NHS workers and community partners all have a responsibility to see every child in school every day, and to wrap support around that child. All partners should make children's attendance a top priority. Every child should be in school every day, supported and ready to learn. Every child has the right to a fantastic education (Dame Rachel de Souza, Children's commissioner for England). We encourage and assist all pupils to achieve excellent levels of attendance and punctuality so that

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they are able to access the curriculum and take full advantage of the opportunities available to them.

1. Contact details

1.1 The name and contact details of the senior leader responsible for the strategic approach to attendance is Hazel Blackmore.

1.2 The name and contact details of school staff who pupils and parents should contact about attendance on a day to day basis is Lisa Garland.

1.3 The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance is the students' year team:

- **Together House**

House Leader – Niall Murphy n.murphy@dmatschools.org.uk

Deputy House Leader – Steve Marsh s.marsh@dmatschools.org.uk

SIO – Amy Powers a.powers@dmatschools.org.uk

- **Care House**

House Leader – Laura Evans la.evans@dmatschools.org.uk

Deputy House Leader – Sonia Fox s.fox@dmatschools.org.uk

SIO –

- **Challenge House**

House Leader – Natasha Ingleby n.ingleby@dmatschools.org.uk

Deputy House Leader – Patrick Trimmer p.trimmer@dmatschools.org.uk

SIO – Jo Northmore j.northmore@dmatschools.org.uk

- **Excel House**

House Leader – Rachael Squire r.squire@dmatschools.org.uk

Deputy House Leader – Trudi Massey t.massey@dmatschools.org.uk

SIO – Kirstie Shalgosky k.shalgosky@dmatschools.org.uk

2. Managing Attendance:

2.1 The start of the school day is 0845. Pupils are expected to arrive at the school site at 0835 ready for morning protocols. The register opens at 0845 and closes at 0915. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'. Pupils arriving after registration closes are considered 'late after registration has closed'. They will lose their mark for the whole session and the absence is recorded as 'unauthorised'. The school day ends at 1510. Afternoon register is taken at 1410, after the Lunch break.

2.2 Parents are expected to inform the school by 8am if their child is absent by calling 01822 614231 and selecting Option 4 (absence line) or by emailing l.garland@dmatschools.org.uk - giving the reason for absence.

3. How the school is promoting and incentivising good attendance

Attendance work streams

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Daily	
Senior Attendance Lead	<ul style="list-style-type: none"> ➤ Knows the day's attendance % by 9.30am each day and the year to date % each day ➤ Makes calls on any safeguarding attendance concerns and makes referrals to MASH, DCC, police as appropriate
Attendance officer	<ul style="list-style-type: none"> ➤ Alerts safeguarding team to any students on the 'Vulnerable List' who are absent. ➤ Generates the Daily Checker list. ➤ First Day Absence procedures: Contacts home for students for whom parents/carers have not made contact. ➤ Uses attendance phone call micro-script to address attendance concerns. ➤ Sends text messages/emails home for non-attendance. ➤ Run absence list and distribute. ➤ Refresh of attendance data in order to send out appropriate attendance concern letters (Arbor). ➤ First day calls and messages. ➤ Leads on conducting classroom checks with support of on-call staff. ➤ Attendance data export at the end of every day to the MAT
House Leader	<ul style="list-style-type: none"> ➤ Knows the day's attendance % for their years by 9.30am. Knows the names of students in their year who are not in school that day. ➤ By end of day have an updated list of students who were still not in school despite phone calls and potential home visits. ➤ Gives SIO and DHL direction for attendance interventions to be put in place to secure students back in school who were absent previous day Eg: <ul style="list-style-type: none"> - Call parent at end of day to set up a reintegration meeting for first thing - Ask parent to accompany student into school first thing for a meeting to ensure attendance.
Deputy House Leader	<ul style="list-style-type: none"> ➤ Knows the day's attendance % for their year by 9.30am. Knows the names of students in their year who are not in school that day. ➤ Check the absence list by visiting classrooms of relevant students (managed by SLT on call) ➤ Phone calls for all students not in school where there has been no communication from family to College prior (with HOY admin / top 20). ➤ If no contact can be made following home visit and whereabouts of child is unknown then reported to safeguarding lead/team.
Weekly	

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Senior Attendance Lead	<ul style="list-style-type: none"> ➤ Knows the week's attendance % by Monday at 9.30am (for previous week) and the year to date %.
Attendance officer	<ul style="list-style-type: none"> ➤ Manage and pre-code reduced timetables ➤ Call Looked after call to report CIC children's attendance ➤ Manage leavers ➤ Complete any EHE / CME forms as and when needed – Scanned into CPOM's ➤ Complete S2 forms return with either a printed letter if unauthorised or an email if authorised ➤ Follow up with fixed penalty notices – approx. 20 minutes to complete paperwork for one fine ➤ Print reports for DSL as and when needed ➤ Weekly check of roll call marks for official registers / registers have to be clear after 10 days ➤ Input trip codes and events happening in school manage custom registers making sure they are up to date (liaise with reception) ➤ Printing attendance letters ➤ Attend meetings for attendance as and when needed
House Leader	<ul style="list-style-type: none"> ➤ Analyse attendance data and identify students who are a priority and decide upon appropriate actions. Look for students below 95%. ➤ Liaise with AO / DHOY and ensure clarity on actions and interventions for attendance.
Deputy House Leader	<ul style="list-style-type: none"> ➤ Analyse attendance data and identify students who are a priority and decide upon appropriate actions. Look for students below 90%. ➤ Liaise with AO/SIO/HL and ensure clarity on actions and interventions for attendance.
Fortnightly	
Senior Attendance Lead	<ul style="list-style-type: none"> ➤ Pastoral MLT meeting - attendance standing item. ➤ SAMs meetings with each HL/DSL/SENDSCO to focus on attendance concerns.
Half termly	
Senior Attendance Lead	<ul style="list-style-type: none"> ➤ QA attendance contracts ➤ Celebration 97% or higher attendance AND improved attendance.
Attendance officer	<ul style="list-style-type: none"> ➤ Publish half termly attendance summary report ➤ Provide attendance reports for celebrations / awards.

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House Leader	<ul style="list-style-type: none"> ➤ Celebration Assemblies with an attendance focus... 100% certificates, winning year group etc. ➤ Be clear on year group attendance for half term
Deputy House Leader	<ul style="list-style-type: none"> ➤ Update 97% and higher celebration year group ➤ Be clear on year group attendance for half term ➤ Review actions on attendance spreadsheet.

Appendix A: Attendance phone-call micro-script (for tutors)

Hello [Parent's name].

I am [caller's name] from Tavistock College.

How are you doing today? We are worried as (Child's name)'s attendance is not where it should be. Are they doing okay?

Are there any friend / relationship issues that are causing a concern?

Are there any subjects that might be causing an issue for (Child's name)?

We are committed to putting things right and improving (Child's name)'s attendance.

Consider: Tutor meeting in College / TAF meeting / HOY support / referral to DSL / resolution with student / resolution/planning meeting with teacher.

Appendix B: Attendance phone-call micro-script

Micro-script for attendance phone call

Hello [Parent's name].

I am [caller's name] from Tavistock College.

How are you doing today? We are worried as (Child's name) is not in school today. Are they doing okay?

If parent says they are sick

What a shame. I am sorry to hear they are unwell. Do you think they would be well enough to come into school now? If not we would advise you take them to the doctor.

If you could provide us tomorrow with the doctors appointment slip that would be helpful please.

If you do not think they require to see a doctor could you please accompany them into school now?

If parent says they are refusing to come into school

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What a shame. If you tell them that (caller's name) is on the phone and would like to speak to them to encourage them to come in.

Hello (student's name)

How are you doing today? We are worried about you. I hear you do not want to come into school. Is everything okay? Tell me what is wrong. We can find a solution.

Why don't you come into school now to meet with me and we can put a plan in place that will help resolve those issues.

Great I will see you in 30 minutes.

If parent says they are out of the country with their child

Just like you, we want to do all we can to be sure [child's name] is successful in school and one way we can help make this happen is to be sure [s/he] gets to school each day. Allowing them to leave the country during term time is not helpful for your child's education. It can lead to court action. There are fines associated with this. When is their return ticket booked for? Can you email us a copy of it? We would recommend they return to the UK immediately to prevent any further action.

When [child's name] misses school [s/he] also misses valuable learning time and this can make [her/him] fall behind in [her/his] school work. We need to work together to prevent this happening.

If parent says they do not know where the child is. They thought they were in school. Go and double check first that they are not in lesson or in another lesson

Did (child's name) leave in uniform this morning with intention of going to school? Have you tried their mobile number?

Look at who else in their year group/friendship group is not in school. Do you know who they could be with? Where they could be?

Can you go and look for them? Please keep us informed. We will contact the police if we are still unable to find them. We suggest you contact 101 if you are still unable to find them too.

Arrange for child to be escorted into school for a Head of Year meeting when they've been found. Student to do an extended day in Moorland Rescue as a sanction.

Appendix C: Home visit micro-script

Micro-script for home visit

Hello [Parent's name].

I am [staff name] from Tavistock College

How are you doing today? We are worried as (Child's name) is not in school today. Are they doing okay? Are we able to come in to discuss how we can get (child's name) back into

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school?

If the parent refuses entry

I understand that you might have some reservations about us coming in. I do need to make you aware that we are concerned about (child's) attendance. We do want to have the opportunity to discuss any barriers and look at what support we can put in place to support (child) attending Tavistock College

If (child's) attendance continues to be a concern, this will be referred to our Educational Welfare Officer and this will lead to court action.

Thank you for time – do not hesitate to get in contact with us if there is anything we can do to help (hand over DID NOT ANSWER letter / post letter).

Home visit

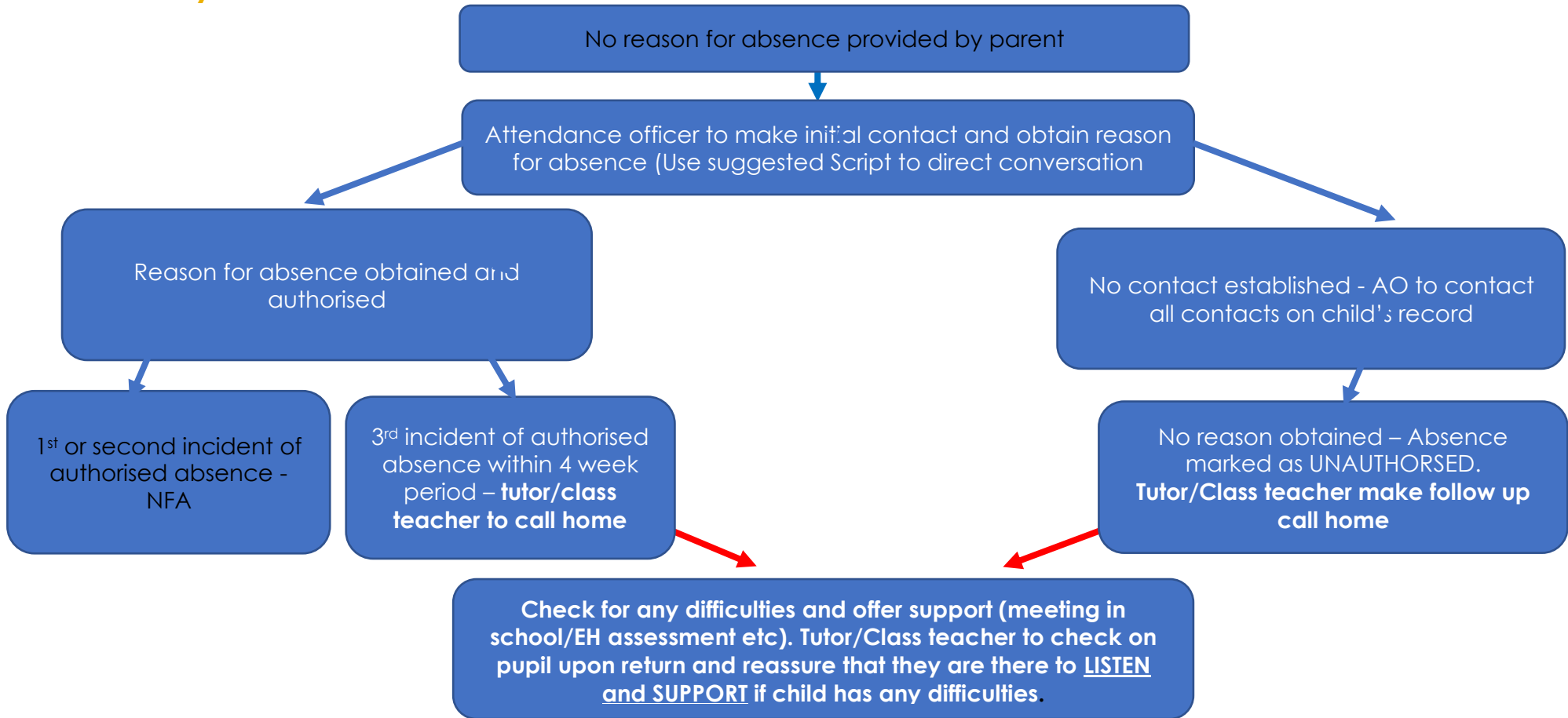
Thank you for inviting me in. (Use Attendance contract to structure discussion, gaining student and parent views on non-attendance, discuss what support has already been put in place and then propose next steps).

Possible next steps (not all applicable in all cases / check with VP/DSL/HOY prior to meeting)

- Resolution with student/staff member
- Referral to SEN / Inclusion
- Catch-up work
- Inform staff of concerns
- Arrangements for social time
- RTT
- Referral to external agency
- TAM meeting
- EHAT
- Financial support (e.g. uniform)
- Discussion with staff member at school (in event of issue being home-related).

I would like you to come in to school today (discuss options to get student into school). I am going to following up on your attendance each day for the next week and we can arrange a time to meet in order to discuss how things are going.

4. First Day Absence Procedures Flowchart



** - If no contact has been established with the family or named contacts, and child does not return to school following the first day of absence, DSL to be consulted and safeguarding procedures to be followed where appropriate.

5. Appendix 1: Holiday Warning Letter

«address_block»

«date_of_sending_to_parent»

Dear «salutation»

Re: «chosen_forename» «chosen_surname» - Holidays and Avoidable Absences in Term Time

Dartmoor Multi-Academy Trust promotes good attendance through our positive and welcoming ethos. Within all of our settings each individual is valued and encouraged to do their best. As we hope you will appreciate, we always seek to work transparently, collaboratively and supportively with all our parents, families and carers to ensure that pupil attendance is excellent.

We urge all parents to contact us whenever they need to in order to discuss how best we can liaise to ensure that the needs of all our families and children can be met. However, the Department for Education takes a particular stance on term time holidays, and therefore it is important that we share some key messages with all parents. These messages are contained in the remainder of the body of this letter. Once again, we want to reassure you that we want to work with our families and carers and I thank you, in anticipation, for your understanding and engagement.

As of September 2013, an amendment to the Education (Pupil Registration)(England) Regulations 2006 came in to force and greater clarity was introduced to the issue of schools authorising absence requests. These changes reinforced the Government's view that every minute of every school day is vital and that pupils should only be granted authorised absences by the school in 'exceptional circumstances'.

A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by this school, and therefore, should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. This could mean receiving any of the following;

- A Penalty Notice
- A summons to the Magistrate Court which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences. Unauthorised absences can be acquired when;

- 1) Leave has been requested, but the circumstances are such that the school is unable to authorise the leave and it is taken anyway.
- 2) Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday). Only the Head teacher can authorise an absence. This year there have been occasions when schools have been notified that the pupil is sick, but the school later discovers and reasonably believes that the reason given for the absence is not genuine.
- 3) A child continually arrives late after the registration period has closed.

This school will be notifying the Local Authority in all of the circumstances listed above.

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £160, which is reduced to £80 if paid within the first 21 days. If a Penalty Notice goes unpaid after 21 days, then court proceedings will be initiated. The second penalty notice will be issued at a flat rate of £160 if paid within 28 days.

We understand the disappointment that the refusal of a leave request may cause and we apologise, but as you can appreciate this policy represents the schools responsibility and commitment towards providing your child's education and supporting their future life opportunities.

We hope you will support us by ensuring that your son/daughter obtains the maximum benefit from their time at school by attending punctually for every day that the school is open, as the law requires (unless prevented from doing so by an unavoidable circumstances).

Thank you for your anticipated support in this matter.

Yours Sincerely

Additional Information for families, from Devon County Council Local Authority, can be found on the links below;

[DCC School attendance matters leaflet A5 4pp.pdf](#)

[School attendance and legal proceedings – Education and Families \(devon.gov.uk\)](#)

[School absence penalty notices – Education and Families \(devon.gov.uk\)](#)

[School absence penalty notices: Code of conduct – Education and Families \(devon.gov.uk\)](#)

6. Appendix 2: Late letter 1 – 5 occasions within one half term – sent by attendance officer

Date **«date»**

Dear **[Parent Name]**

Re: (pupil Name)

Ensuring the wellbeing of every young person is a priority at [School Name] and this is at the centre of our school's attendance policy. An important part of attendance is ensuring that all of our children are in school on time and ready to learn, so as they can make the most of their education and learning.

We are contacting you as [child's name] has been late for school [no.] times and/or or missed registration [no.] of times this half term. [Lateness after the register has been taken is classified as an unauthorised absence and your child will not receive a present mark for the whole session.]

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. It is essential that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

If you are experiencing any difficulties with punctuality and would like to talk to us about it, please contact [attendance officer/admin] on [contact number/email address] so that we can provide support if necessary.

Many thanks in anticipation, for your continued and continuing support for [School name], it is very much appreciated.

Yours sincerely

Attendance Officer



7. Appendix 3: Late letter 2 – 10 occasions within one half term – sent by attendance officer

Dear [Parent]

[Child Name] – [Total No of sessions late]

I hope this letter finds you well. As a school, we believe that regular and punctual attendance is crucial for your child's academic success and overall development. Ensuring the wellbeing of every young person is a priority at [School Name] and this is at the centre of our school's attendance policy.

At [School Name], we strive to create a positive and engaging learning environment that fosters growth, achievement, and a sense of responsibility. Punctuality plays a vital role in maintaining this environment and ensuring that every student receives the maximum benefit from their education.

Following our previous letter, [child's name] has continued to be late for school on some occasions and has now been late [no.] times [and/or missed registration [no.] of times] so far this year. [Lateness after the register has been taken is classified as an unauthorised absence and your child will not receive a present mark for the whole session.]

We hope you can support us by:

1. Reinforcing the importance of punctuality: Please have a conversation with your child about the importance of being on time for school. Stress the value of punctuality and the impact it has on their education and future success.
2. Establishing a morning routine: Help your child establish a consistent morning routine that allows them to arrive at school on time. This routine should include time for breakfast, getting ready, and organising their school materials.
3. Addressing potential barriers: If there are any specific challenges or circumstances that contribute to your child's lateness, please let us know. We are here to support you and your child, and we may be able to provide assistance or suggest alternative strategies to overcome these challenges.
4. Regular communication: Please keep us informed if there are any ongoing issues or changes that may affect your child's punctuality, such as medical appointments or family emergencies.
5. Joined up approach: Let us work together to support your child in developing better time management skills and a stronger sense of responsibility for their attendance and punctuality.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive. Should you have any questions or require further assistance, please do not hesitate to contact us. We are here to help and support you and your child.

Many thanks in anticipation, for your continued and continuing support for [School name], It is very much appreciated

Yours sincerely,

Attendance Officer

8. Appendix 4: Late letter 3 – 15+ occasions within one half term – sent by attendance officer

Dear [Parent Name]

Re: (pupil Name)

Ensuring the wellbeing of every young person is a priority at [School Name] and this is at the centre of our school's attendance policy. An important part of attendance is ensuring that all of our children are in school on time and ready to learn, so as they can make the most of their education and learning. Following our previous letters, [child's name] has continued to be late for school on occasion and has now been late [no.] times [and/or missed registration [no.] of times] so far this year. [Lateness after the register has been taken is classified as an unauthorised absence and your child will not receive a present mark for the whole session.]

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

Due to the number of times [childs name] has been late to school this year, I would like to invite you to a meeting to discuss how we can work together to identify any support needs there may be. The meeting will take place on;

Date:

Time:

With: (Attendance Officer)

Please confirm you can attend this meeting by contacting the school office on (attendance line)

Many thanks in anticipation, for your continued and continuing support for [School name], It is very much appreciated.

Yours sincerely

Attendance Officer



9. Appendix 5; Late Process Flowchart



Punctuality follow up procedure

5 sessions late in one term - Late letter 1

10 total sessions late - Letter 2

15 total sessions late - Late letter 3 and
meeting with Attendance Officer/Admin
(if not being followed up in absence
process)

10. Appendix 6: Letter 1 – Below 96% Attendance

Dear [Parent Name]

[Date]

Re: (pupil Name) Attendance at School - Current attendance [%]

Ensuring the wellbeing of every young person is a priority at [School Name] and this is at the centre of our school's attendance policy. We seek to support young people who have been absent from school, whether this is authorised or unauthorised absence.

The Trust has a 100% attendance target for all pupils in school and we will work alongside parents/carers and pupils to achieve this by supporting at the earliest opportunity. If there are challenges which affect a pupil's attendance, we will investigate, identify and work in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible.

We understand that each child's circumstances are different, and we appreciate that occasional absence is unavoidable, however, it is important for us to communicate with parents/carers regularly about their child's attendance, and inform them when attendance falls below 96%. I enclose a copy of [Child's name] attendance certificate this year to date.

If there is anything you would like to share with us regarding any potential difficulties or barriers in school which are impacting your child's attendance, please contact [form tutor/class teacher name] so any issues can be discussed and we can consider how best to support [child's name] moving forwards.

Additionally, If you consider that there are issues outside of school which may impact on your child's ability to attend school regularly, it may also be possible for the school to access some additional support through Early Help. If this is something you would like us to look into, please get in touch. An Early Help Leaflet is attached for your information.

Yours sincerely,

11. Appendix 7: Letter 2 – Below 92% attendance

Dear [Parent Name]

[Date]

Re: ([pupil Name]) Attendance at School - Current attendance [%]

Ensuring the wellbeing of every young person is a priority at [School Name] and this is at the centre of our school's attendance policy. We seek to support young people who have been absent from school, whether this is authorised or unauthorised absence.

The Trust has a 100% attendance target for all pupils in school and we will work alongside parents/carers and pupils to achieve this by supporting at the earliest opportunity. If there are challenges which affect a pupil's attendance, we will investigate, identify and work in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible.

Our policy is to regularly communicate with parents/carers about their child's attendance so as any concerns can be addressed and supported at the earliest opportunity.

[Child's name] attendance has now dropped below 92 % which is a cause for concern, and we would like to discuss if there is anything we can support you and your child with to prevent the attendance from falling further. I enclose a copy of [Child's name] attendance certificate this year to date for your information.

If there is anything you would like to share with us regarding any potential difficulties or barriers in school which are impacting your child's attendance, please contact [form tutor/class teacher name] so any issues can be discussed and we can consider how best to support [child's name] moving forwards.

Additionally, If you consider that there are issues outside of school which may impact on your child's ability to attend school regularly, it may be possible for the school to access some additional support through Early Help. If this is something you would like us to look into, please get in touch. An Early Help Leaflet is attached for your information.

Yours sincerely

There are 190 school days each year, this means that there are 175 non-school days a year.

Attendance %	Rating	Days absent over a school year	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress – Support will be offered to remove any barriers to attendance
92%	Concern	19	
90% (persistent absence)	Serious Concern **	30	Serious Concern Missing this much education can cause a significant disadvantage to your child. An attendance support plan may be implemented to ensure your child's attendance can improve. Without improvement to attendance the consequence could be legal action.

12. Appendix 8: Letter 3 – Below 90% Attendance – Invitation to Attendance Support Plan

Date **«date»**

Dear **[Name of parent]**

Re: **[pupil Name]** Attendance at School - Current attendance **[%]**

Ensuring the wellbeing of every young person is a priority at **[school name]** and this is at the centre of our school's attendance policy. We seek to support young people who have been absent from school, whether this is through authorised or unauthorised absence. The Trust is committed to providing a full and effective educational experience for all pupils. We believe that if pupils are to benefit from education, punctual, daily attendance is crucial.

The Trust has a 100% attendance target for all pupils in school and we will work alongside parents and pupils to achieve this by supporting at the earliest opportunity. If there are challenges which affect a pupil's attendance, we will investigate, identify and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

We would like to discuss how we can support you and your child to identify any potential difficulties or barriers in school that are impacting on their attendance, therefore I have arranged a meeting for us to discuss any concerns you or your child has to enable us to work together to develop an Attendance Support Plan.

If you consider that there are additional issues outside of school which may impact on your child's ability to attend school regularly, it may be possible for the school to access some additional support through Early Help so if you would like us to look into this, we can discuss this when we meet.

We are committed to supporting you and while this letter is highlighting our concern, we really want the opportunity to talk to you so to see if we can offer any additional support so that **[Child's name]** attendance improves.

I have arranged a meeting in school on the following date and time;

Date:

Time:

With:

Please confirm you can attend this meeting by contacting the school Attendance Officer on **[phone number]**

I enclose a copy of **[Child Name]** attendance this year to date and an Early Help Leaflet for your information

Yours sincerely,

Tutor / Class Teacher

There are 190 school days each year, this means that there are 175 non-school days a year.

Attendance %	Rating	Days absent over a school year	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress – Support will be offered to remove any barriers to attendance
92%	Concern	19	
90% (persistent absence)	Serious Concern **	30	Serious Concern Missing this much education can cause a significant disadvantage to your child. An attendance support plan will be put in place to ensure your child's attendance can improve. Without improvement to attendance the consequence could be legal action.

Appendix 9: Letter 4 – Invite to Formal Meeting

Date «date»
Date «date»

Dear [Name of parent]

Re: (pupil Name) Attendance at School - Current attendance [%]

{Thank you for attending/ It is unfortunate you were unable to attend} the attendance review meeting on Enter date of review regarding Enter child's name attendance.

Unfortunately the attendance targets have not yet been met and so a formal meeting will now take place and a final plan developed, to try and avoid the matter being referred to the Local Authority. We will contact you again. The meeting will take place on;

Date: Enter date of meeting.

Time: Enter time of meeting

With: Enter staff name

If you are unable to attend this meeting, then please contact me on the details above at your earliest convenience so that we can rearrange to a time more suitable for you.

Yours sincerely

Head of Year / Class Teacher

There are 190 school days each year, this means that there are 175 non-school days a year.

Attendance %	Rating	Days absent over a school year	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress – Support will be offered to remove any barriers to attendance
92%	Concern	19	
90% (persistent absence)	Serious Concern **	30	Serious Concern Missing this much education can cause a significant disadvantage to your child. An attendance support plan will be put in place to ensure your child's attendance can improve. Without improvement to attendance the consequence could be legal action.

13. Appendix 10: Letter 5 – No prior engagement – meeting invite

Dear [Name of parent]

[Date]

Re: [pupil Name] Attendance at School - Current attendance [%]

We previously wrote to you to outline our worry that [Child's name] is not attending school regularly and to invite you to a meeting to explore any support we could offer.

Whilst we fully understand that you are trying hard to improve (student's name's) attendance, the overall picture is still causing the school and no doubt yourself, some considerable concern. May I reiterate that the resources of the school are at your disposal so that we can work together on achieving a solution to the issues that are currently preventing (name of child) from attending regularly.

Following our previous letters and invites to meetings, we would like to explore if there is anything additional we can do to support [student's name] in ensuring they can access school and take full advantage of the educational opportunities open to them.

A copy of [Child's Name] registration certificate is enclosed, showing a breakdown of sessions' absence, Between Enter date and Enter date, [student's name] has only attended Enter sessions ½ day sessions out of Enter total session possible ½ day sessions, resulting in an attendance level of Enter text %

Due to this, future absences we will now *only* be authorised if we are satisfied that the reasons for the absence are completely unavoidable. This means we may need medical evidence for any future illnesses. You are invited to provide the school with additional information or documentation to enable us to make an informed decision regarding authorisation for each absence.

We are committed to supporting you and while this letter is highlighting our concern, we really want the opportunity to talk to you so to see if we can offer any additional support so that [Child's name] attendance improves.

We have arranged a final attendance meeting with the Trust Education Welfare and Inclusion lead to see if there is any additional support that can be put in place to avoid referring the concerns to the Local Authority.

The meeting will take place;

Date: Enter date of meeting.

Time: Enter time of meeting

With: Enter staff name

We look forward to seeing you at this meeting (please do bring a friend or support if this might be of benefit to you). The purpose of this meeting will be to explain your legal responsibilities and any action the local authority may take if name of child does not return to school in line with the targets set and support in place. We will also try to identify any barriers to attendance and create an action plan so that we can work together to ensure that attendance improves.

In cases where the child above has another parent who could/should be able to impact on their attendance, then that parent will also be invited to this meeting. If, however, you wish to have a private meeting, or you cannot attend this date and time, please notify me as soon as possible so as we can re-arrange. Should you fail to attend this meeting, an attendance plan will be made in your absence and sent to you outlining the targets and support available.

I hope that we can work together to ensure that name of child's attendance improves.

Many thanks, in anticipation, for your continued and much appreciated support.

I look forward to seeing you at the arranged meeting.

Yours sincerely