Attendance and Punctuality Policy



Bryn St Peter’s C of E Primary School

|  |  |
| --- | --- |
| **Date effective from** | March 2024 |
| **Date of next Review**  | March 2025 |
| **Persons responsible** | Julie Alcock Head teacherRebecca Seddon Attendance and Welfare Manager  |  |
| Date ratified by Governing Body | March 24 |

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**Contact details**

**The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:**

Name Mrs Rebecca Seddon Attendance and Welfare Manager Mts J Alcock Head teacher

Contact Details 01942 204041

enquiries@admin.ashtonsaintpeters.wigan.sch.uk

**The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:**

Name Mrs Nicole Rushton

Contact Details 01942 204041

enquiries@admin.ashtonsaintpeters.wigan.sch.uk

**The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance;**

Name Mrs S Hilton or Mrs R Seddon

Contact Details 01942 204041

enquiries@admin.ashtonsaintpeters.wigan.sch.uk

**We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child**.

**Introduction and Aim**

At St. Peter's C of E Primary School our aim is for all children to achieve their full potential and be the best they possibly can. We aim to provide our children with the very best of education, in a loving Christian atmosphere, to equip them for a lifetime of learning.

Regular and punctual school attendance is essential to enable all pupils to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of pupils.

‘It is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment’ Working together to improve school attendance May 2022.

Here at St Peter’s, we will do all that we can to encourage good attendance. We encourage all pupils to work towards a goal of 96% - 100% and have clear strategies in place to promote this. In cases where punctuality or absence is a concern, we look to work in partnership with parents/carers to identify reasons for the poor attendance and to support the family until attendance improves.

**The Law relating to attendance**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

 Regular and punctual attendance at school is essential to enable children to maximise their educational attainment, opportunities, and further development.

Relevant Legislation and Legal Background:

• Section 7 of the Education Act 1996 states that ‘*The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise*’.

 • Section 444 (1) of the Education Act 1996 states that ‘*if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence*’.

• Section 576 Education Act 1996 stipulates that for the purposes of Education Law, parent includes:

* All biological parents, whether they are married or not.
* Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
* any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers.

The Supreme Court has given its judgment on the meaning of what is meant by “attend regularly” at school for the purposes of section 444 of the Education Act 1996. The Supreme Court decided that “regularly” meant in accordance with the rules prescribed by the school” April 2017

**The Law relating to Safeguarding in Education**

Section 175 of the Education Act 2002. This legislation sets out duties and responsibilities for schools in regards to safeguarding children. The Act requires anyone working with children and young people to share information or concerns in relation to a child's safety and wellbeing. The roles and responsibilities of schools have also been enhanced and reinforced through publications such as Keeping Children safe in Education *September 2023* and Working Together to Safeguard Children *December 2023*

Children may be at risk of harm if they do not attend school regularly. Failing to attend this school on a regular basis will be considered as a safeguarding matter.

**School Commitment**

Everyone in school is committed to promoting the importance of good attendance and punctuality.

We will support pupils and parents to achieve good attendance and punctuality, and we will work closely with parents where absence is a cause for concern.

We are committed to promoting a positive and welcoming atmosphere in which all pupils feel safe, secure, and valued. We will ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

We will work with all pupils and their parents to maximise attendance and where necessary, we will put in place additional support and adjustments. If required we will engage additional support from wider services and external partners, making timely referrals.

**Rewards and strategies used to promote good attendance**

To promote and encourage attendance above 96%

* Attendance Initiative called ‘In It To Win It’ introduced to motivate and encourage high levels of attendance. Fun interactive game involving the children each week in assembly. Children with 100% attendance are chosen at random and a small reward is given. This is reset each week.
* The class with the highest attendance receives a certificate at the weekly celebration assembly, this is then displayed on the attendance board in the school hall for everyone to see.
* Certificates and vouchers are handed out at the end of year celebration assembly for pupils with 100% attendance.
* RED AMBER GREEN letters are sent home to parents at the end of each term. These letters are used to communicate with parents the importance of good attendance and the interventions that we use to support this.
* Attendance and Punctuality Early Help meeting with parent/carers. These meeting are an opportunity for open honest conversations with parent/carers. We work with parent/carers to devise action plans plans setting specific actions to support the family.

Excellent attendance will be encouraged and recognised by all staff. Letters will be sent home termly indicating your child’s percentage of attendance as follows:

**Red:** 90% and under

**Amber:** 90.1 – 95.9%

**Green:** 96%+

**School Procedures**

**Recording attendance**

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. During both the first and second session we will record whether each pupil is:

* + Present
	+ Attending an approved educational activity.
	+ Absent; or
	+ Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

* Ascertain the reason for absence.
* Ensure the proper safeguarding action is taken.
* Identify whether the absence is approved or not.
* Identify the correct code to use before entering it on to the school’s electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
* Consider early identification, assessment, intervention, and support processes that may need to be implemented.

The register is marked using the codes as advised by the Department for Education (DfE) ‘Working together to improve School Attendance Guidance’ (for maintained schools, academies, independent schools, and local authorities), for further information, please visit –

[Working together to improve school attendance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

**Absence**

Every half-day absence from school has to be classified by the school as either;

**Authorised or Unauthorised**. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason. This could include genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes agreed by the school.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave" has been given. This type of absence can lead to the school requesting and Education Penalty Notice or may result in a referral to the Local Authority’s Attendance Team, who will consider legal proceedings.

Examples of Unauthorised absence include:

• Parents/carers keeping children off school unnecessarily

• Truancy before or during the school day

• Absences which have never been properly explained

• Children who arrive at school after the register has closed

• shopping, looking after other children or birthdays

• Day trips and holidays in term time unless very exceptional circumstances are agreed

• Parental illness.

Where a child has not arrived in school at the close of the register, and parents have not contacted school as to the reason for this absence, then school will telephone the parent/carer to ascertain the reason for non-attendance. If we cannot get a reason or gain contact with you, this will be marked down as an unauthorised absence and is also a safeguarding concern. In cases where we have significant safeguarding concerns, we will contact Wigan’s Multi Agency Safeguarding Hub and may request an official Welfare Check from the Police.

Where children are late or absent, a good and honest explanation must be offered by the parent/carer. **The head teacher or a member of staff instructed by the head teacher can make the decision to authorise or unauthorise an absence**.

**Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child’s current and previous school attendance will be taken in to consideration and as a result the absence may be unauthorised.**

Parents/carers should be aware that Bryn St Peter’s Primary School may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing an Education Penalty Notice or other legal action. The Education Penalty Notice is issued individually to each parent/carer who fails to ensure their child’s regular attendance at school. The penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court.

# Medical absence

If your child is ill or cannot attend school for any other reason, parents/carers must contact the school, on the first day of absence by telephone, no later than 8:30am. School can also be contacted by email at: enquiries@admin.ashtonsaintpeters.wigan.sch.uk.

The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received. Repeated absences may require us to request that you obtain medical evidence. This may be in the form of a named and dated stamped appointment card, prescription or medicine bottle which must be shown to a member of the school office.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information [Is my child too ill for school? - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school’s and Local Authority’s policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

As a school we will adhere to the Local Authority policy [Education of pupils with medical needs (wigan.gov.uk)](https://www.wigan.gov.uk/Resident/Education/Alternative-education/Pupils-with-medical-needs.aspx) This policy includes a graduated response, supporting inclusive practice across all settings to ensure children’s continued links to their education provider when their health needs may impact their access to education.

# Absences due to Medical Appointments

We request that where possible, any dental, GP and other medical appointments are made outside of school time. If it is imperative that such an appointment must be arranged to take place in school time, we request that details of the appointment are provided to us as soon as possible.

**Punctuality**

Lateness can be very disruptive both for the child who is late, and his/her peers. It impacts on both their social interaction and learning. When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The school gates open at 8:40am, the first bell rings at 8:50am and registration begins, children should come into school via their classroom doors. The second bell rings at 8:55am registration ends, all pupils should be in school at this time. The class teacher will take a register recording who is present and absent during registration.

Any pupil arriving at school after 8:55am and up to 9:30am will enter through the school office accompanied by a parent/carer stating the reason for lateness. Pupils arriving during these times will be recorded in the register as ‘Late’ (code L). Any pupil arriving after 9:30am and up to the start of the afternoon session, without a suitable reason, will be recorded as unauthorised late (code U). This is classed as an unauthorised absence for that session.

Pupils’ punctuality will be tracked by number of sessions late and monitored on a weekly basis. Any pupil who is arriving late on a regular basis will be followed up with the appropriate intervention. This could include letters, phone calls, home visits, meetings in school or referrals to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

**Persistent Absence (PA)**

A pupil is classed in the ‘Persistent Absence’ category is they miss 10 per cent or more of their own possible sessions, rather than if they reach a standard threshold of absence sessions’. *A Guide to Absence Statistics DfE May 2023*

In response to this and to prevent pupils from falling into this category, the school’s Attendance and Welfare manager tracks and monitors pupil’s attendance on a fortnightly basis and appropriate interventions are made. This could include, letters to parents/carers, phone calls, home visits, Early Help meetings and referrals to external agencies.

# Absence monitoring

School robustly monitors and analyses attendance data to promptly identify and address possible concerns. This allows for early interventions to support the child/family’s underlying needs.

This monitoring will include:

* Fortnightly attendance code analysis
* Fortnightly analysis of types of persistent absence
* Specific cohort and group monitoring – particularly for vulnerable groups i.e. SEND and Disadvantaged children.

Absence monitoring allows the School to use data to identify individuals who need support and to work towards reducing persistent and severe absence.

**Early Help**

Every pupil has a right to a full-time education and Bryn St Peter’s Primary School sets high attendance expectations for all pupils. We will consider the individual needs of pupils and their families who have specific barriers to attendance.

For any child / young person who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed, utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, where required.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child’s needs and will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Information from assessments will inform a SMART (Specific, Measurable, Achievable, Realistic, Targets) action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Start Well and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person’s needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services

*For further information on Early Help, please see Working Together to Safeguard Children. December 2023*

**Education Penalty Notices (EPN)**

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Section 444(A) of the Education Act 1996 empowers the local authority to issue Education Penalty Notices in cases of unauthorised absence from school.

School is responsible for issuing an Education Penalty Notice Warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 8). For any mid-year admissions to the school all parents will receive the Education Penalty Notice Warning letter as part of their intake meeting.

**For the purposes of the protocol, the legal definitions of ‘parent’ are:**

* Any natural parent, whether married or not.
* Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
* Any person who, although not a natural parent, has care of a child or young person

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice Warning letter issued to each parent during an academic year.

School will complete Education Penalty Notice request form if a child falls within one or more of these categories within a 12-week period;

* 10 sessions (5 days) of unauthorised absence with under 90% attendance
* 20 sessions (10 days) of unauthorised absence
* persistently arrives late for school after the close of registration

Parents may also receive an Education Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

* Your child is stopped on a truancy sweep
* You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

**Payment of Education Penalty Notices**

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

**Non-payment of Education Penalty Notices**

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

**Requests for Leave of Absence and Holidays in Term Time**

We believe that children need to be in school for all sessions in order for them to achieve their maximum potential. We strongly discourage parents and carers from arranging any holiday or absence during term time as they are not in the best interests of the child.

In accordance with DfE regulations, school is unable to grant leave of absence for pupils unless there are exceptional circumstances. Applications for leave of absence must be made in advance. School must be satisfied that circumstances warrant the leave of absence. Leave of absence is granted at the Head teacher’s discretion. Where a leave of absence is granted, the Head teacher will determine the number of days a pupil can be away from school. Where the leave of absence is not granted and therefore unauthorised, (code G) action may be taken by referral to Wigan Council’s Attendance Team, which could result in a Penalty Notice, being issued.

**Children Missing Education**

Children going missing from school, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools’ safeguarding responsibilities can be found in the *Keeping Children Safe in Education statutory guidance September 2023.*

School’s responsibilities include;

Ensuring that all pupils are entered on to the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.

All pupils’ attendance is monitored through their daily register. If a pupil fails to attend regular or have missed 10 school days without permission, school will take the necessary steps in ascertaining the child’s whereabouts before contacting the local authority to investigate further.

Attendance is monitored closely and poor or irregular attendance is addressed at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

*Please refer to Wigan Children Missing Education and Pupil Mobility Policy June 2023* [*https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Schools/School-Attendance/Children-missing-education-Policy.pdf*](https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Schools/School-Attendance/Children-missing-education-Policy.pdf)

Appendices

Appendix 1

**Attendance codes**

|  |  |  |
| --- | --- | --- |
| Code  | Definition | Scenario |
| / | Present (am) | Pupil is present at morning registration  |
| \ | Present (pm) | Pupil is present at afternoon registration  |
| L | Late arrival | Pupil arrives late before register has closed  |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| P  | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V  | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

**Absence codes**

|  |  |  |
| --- | --- | --- |
| Code  | Definition | Scenario |
| **Authorised absence**  |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances  |
| E  | Excluded | Pupil has been excluded but no alternative provision has been made  |
| H  | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I  | Illness | School has been notified that a pupil will be absent due to illness |
| M  | Medical/dental appointment  | Pupil is at a medical or dental appointment |
| R  | Religious observance | Pupil is taking part in a day of religious observance |
| S  | Study leave  | Year 11 pupil is on study leave during their GCSEs |
| T  | Gypsy, Roma and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| **Unauthorised absence**  |
| G | Unauthorised holiday  | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when reason emerges) |
| O | Unauthorised absence  | School is not satisfied with reason for pupil's absence |
| U  | Arrival after registration | Pupil arrived at school after the register closed |

**Administrative codes**

|  |  |  |
| --- | --- | --- |
| Code  | Definition  | Scenario |
| X  | Not required to be in school | Pupil of non-compulsory school age is not required to attend  |
| Y  | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel or pupil is in custody |
| Z  | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| #  | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |

Appendix 2

The tables below equate percentage attendance to time missed from school.

**Table 1: Attendance over one whole school year for each pupil**

|  |  |
| --- | --- |
| **Attendance** | **Missed Days** |
| 100% | 0 |
| 98% | Less than 4 days / 8 sessions |
| 97% | Less than 5 days / 10 sessions (school target) |
| 95% | Less than 10 days / 20 sessions |
| 90% | 20 days / 40 sessions |
| 85% | 27 ½ days / 55 sessions |
| 80% | 37 ½ days / 75 sessions |

**Table 2: Attendance over 5 years for each pupil**

|  |  |
| --- | --- |
| **Attendance** | **Missed Weeks** |
| 85-90% | 19 weeks – ½ year absence from school |
| 80% | 38 weeks = 1 full year absence from school |

**What does ‘percentage attendance’ mean?**

Parents/carers should be advised that the Government have categorised those pupils who have attendance of 90% and below as ‘Persistent Absent’ pupils (PA). The table below shows the learning time lost against percentage attendance figures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendance during one school year | **Equivalent Days Missed** | **Equivalent Sessions Missed** | **Equivalent Weeks missed** | **Equivalent Lessons Missed** |
| 95% | 9 days | 18 sessions | 1.4 weeks | 45 lessons |
| 90% | 19 days | 38 sessions | 3.4 weeks | 95 lessons |
| 85% | 29 days | 58 sessions | 5.4 weeks | 145 lessons |
| 80% | 36 days | 72 sessions | 7.1 weeks | 180 lessons |
| 75% | 48 days | 96 sessions | 9.3 weeks | 240 lessons |

As of May 2022, the Department for Education have categorised those pupils who have attendance of 50% and below as ‘Severely Absent’ pupils. The Department for Education advise for all pupils who fall within this category to have a robust multi-agency plan and approach in place to support.

Appendix 3

|  |  |
| --- | --- |
| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
|  |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**ATTENDANCE REQUIRES IMPROVEMENT**

Dear Parent/Carer of,

During a routine attendance check of all children at St Peter’s C of E Primary School, it was noted that your child has been absent on a number of occasions.

Between (date) and (date) your child was absent on ( ) occasions.

I am aware that you have let school know the reasons for these absences however, regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

Below is guidance as to how absence impacts upon attendance each term and over the year.

|  |  |  |
| --- | --- | --- |
| Attendance Percentage  | Day missed over an average school term (approximately)  | Days missed over a school year (approximately) |
| 100% | 0 | 0 |
| 95% | 3 ½  | 9.5 |
| 90% | 6 ½  | 19 |
| 85% | 10 | 28.5  |

I will continue to monitor your child’s attendance and I look forward to seeing an improvement. If you require any support at this time, please come to school and ask to speak to Mrs Hilton.

Where there is a medical issue, please ensure we have relevant doctor’s notes and appointment details so we can authorise the absences. Should attendance fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

 Mrs R Seddon

Attendance and Welfare Manager

Appendix 4

|  |  |
| --- | --- |
| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
|  |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**ATTENDANCE MEETING**

Dear Parent/Carer of,

I am writing to inform you that during a routine attendance check of all children at St Peter’s C of E Primary School, it was highlighted that your child’s attendance has dropped below the school target of 96% and is currently (insert percentage) which is starting to cause us concern.

I am sure you are aware that attendance below 90% is now classed as Persistent Absence and may result in involvement from the Local Authority.

In order to ensure that we work together to improve your child’s attendance this year, I would like you to attend a meeting in school at (time and date). At this meeting we will be able to look in detail at your child’s attendance pattern and agree on a way forward to ensure that we see this figure improve.

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 5

|  |  |
| --- | --- |
| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
|  |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**PUNCTUALITY REQUIRES IMPROVEMENT**

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The table below shows how punctuality impacts upon attendance over one full academic year.

|  |  |
| --- | --- |
| Minutes Late per day  | Days lost (over 1 full academic year) |
| 5 | 3 |
| 10 | 6.5 |
| 15 | 10 |
| 20 | 13 |
| 30 | 19  |

 We understand that a child may be late as a ‘one off’ but persistent lateness is not acceptable at St Peter’s C of E Primary School.

Your child’s punctuality is beginning to cause us concern and we look forward to seeing this improve over the coming weeks. If you require any support at this time, please come to school and ask to speak to Mrs Hilton

Should your child’s punctuality fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 6

|  |  |
| --- | --- |
| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
|  |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**PUNCTUALITY MEETING**

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

We understand that a child may be late as a ‘one off’ but persistent lateness is not acceptable at St Peter’s C of E Primary School.

We are concerned that your child’s punctuality has fallen below our school’s minimum expectation. I would like to discuss this with you in more detail. Please can we meet in school on (date, time).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 7

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| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
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| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**INVITATION TO EARLY HELP**

Dear Parent/Carer of,

I would like to invite you to an Early Help meeting.

The purpose of this meeting is to complete an Early Help Assessment, identify any support you may need and devise an Action Plan focussed around your child’s needs.

If it is identified that you require a more targeted service, we will call a Team Around the Child meeting (TAC) and invite the appropriate agency to contribute towards meeting your child’s needs.

Please come to school on (insert time date).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 8

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| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
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| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

Dear Parent/Carer,

**Education Penalty Notice Warning for Non-School attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

• 10 sessions (5 days) of unauthorised absence with under 90% attendance

• 20 sessions (10 days) of unauthorised absence

• persistently arrives late for school after the close of registration

 you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child’s regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

• Your child is stopped on a truancy sweep

• You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child’s attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

Julie Alcock Headteacher

Appendix 9

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| Together with God, building our future | Bryn St Peter’s C.E. Primary School |
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| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**TERM TIME LEAVE**

**ADVICE FOR PARENTS AND CARERS**

A number of parents have recently requested term time holiday/absence. Below is the most recent guidance given to head teachers.

Amendments to the 2006 regulations were made by the [Education (Pupil Registration) (England) (Amendment) Regulations 2013](http://www.legislation.gov.uk/uksi/2013/756/contents/made) and came into force on 1 September 2013.

**The amendments made it clear that Head teachers may only grant leave of absence during term time for exceptional circumstances.**

Any request for leave must be made in writing to the Head teacher in advance . There are leave of absence forms available in the school office and Mrs Alcock will then respond to your request promptly.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and professional associations it is suggested that exceptional leave would be:

* Rare
* Significant
* Unavoidable
* Short
(NAHT, 2014)

Taking a child on holiday in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Parents should arrange holidays during the 13 week school holiday periods. Schools are open 190 days which leaves 175 days of the year for holidays.

I trust that you will support school in ensuring that term times are for education and this is our priority at Bryn Saint Peter’s.

Yours Sincerely

Mrs Alcock Headteacher

Appendix 10

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|  | Bryn St Peter’s C.E. Primary School |
| *Together with God, building our future* |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

Dear Parent/Carer,

At Bryn St Peter’s Primary School, we work hard to ensure that every child reaches their full educational and social potential. Despite the challenges we have faced over the last few years, we continue to strive for high levels of attendance as evidence shows that poor attendance is very closely linked to poor attainment. In order to ensure that everyone understands the importance of good attendance, please refer to the back of this letter where you will find a copy of your child’s attendance certificate. We ask for your full support, in the forthcoming 2022/23 academic year, in preventing your child from falling below the school’s target of 96%.

The table below is colour coded into a RED/AMBER/GREEN monitoring system and an explanation is given for each category. Please use the table to check which category your child falls into and the possible implications. Where attendance falls into the Amber or Red category, we will be looking for an improvement during the autumn term (unless there is a specific medical reason or your child has a confirmed case of COVID, which we fully understand).

|  |  |  |
| --- | --- | --- |
| Category | Attendance | Explanation |
| GREEN | 96% and above. | Your child’s attendance is not cause for concern. Your child should be making good progress. Your child’s attendance should be celebrated and rewarded.  |
| AMBER  | 90.1 – 95.9%. | Your child is being closely monitored; you may be contacted by the school and asked to attend a supportive meeting. An Early Help Plan may be put into place. You should take steps to reduce any future absence.  |
| RED | 90% and under. | Your child is now in the Persistent Absence category and attendance is concerning. School will meet with parents/carers. Education Penalty Notice, referral to the Local Authority Start Well Team or Attendance Enforcement Team is possible. |

In order for your child to achieve an expected attendance percentage of at least 96%, they should have no more than 8 days absence in any school year. We understand that occasionally it may be necessary for children to be absent from school but sometimes parents can be unaware of how ‘odd days/sessions of absence’ can add up to a significant amount of time/learning missed. Hopefully, by sending you a copy of your child’s attendance certificate each term, we are helping you to monitor your child’s attendance over the year and giving you the opportunity to respond accordingly.

At Bryn St Peter’s Primary School, we want the best for your child and as school attendance is very closely linked to attainment, we ask for your support in ensuring your child is in school every day, on time and ready to learn.

We would like to remind you that the school gates are opened from 8:40am and registration begins at 8:50am.

Please contact school on 01942 733081, if you wish to discuss the contents of this letter in more detail.

Thank you for your continued support.

Yours sincerely,

Mrs R.Seddon

Attendance Officer On behalf of Mrs J Alcock Headteacher

Appendix 11

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|  | Bryn St Peter’s C.E. Primary School |
| *Together with God, building our future* |
| **Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL****Tel: (01942) 204041****Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk****Headteacher: Mrs Julie Alcock** |

**UNAUTHORISED HOLIDAY DURING TERM TIME**

Dear Parent/Carer of ,

During a weekly register check, I have noticed that you have taken your child out of school for an unauthorised holiday during term time. (name) current attendance is %.

The Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

**In order to try to prevent an Education Penalty Notice being issued, we will require medical evidence for any absence relating to illness, following a holiday.**

If your child falls within one or more of these categories;

· 10 sessions (5 days) of unauthorised absence with under 90% attendance

· 20 sessions (10 days) of unauthorised absence

· persistently arrives late for school after the close of registration,

you could receive an Education Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

For further details on school’s expectations please refer to our School Attendance and Punctuality Policy. A copy of the ‘Education Penalty Warning Notice’ is also available on our school website.

Yours sincerely,

Mrs R.Seddon

Attendance Officer

On behalf of Mrs J Alcock

Headteacher

**Useful Links Section**

This policy links to the following school policies:

* Safeguarding policy
* Behaviour policy

Other guidance/policies:

- Keeping children safe in education - GOV.UK (www.gov.uk)

- Working together to safeguard children

<https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf>

- Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK (www.gov.uk)

- [Working together to improve school attendance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

- [Children missing education (wigan.gov.uk)](https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Schools/School-Attendance/Children-missing-education-Policy.pdf)

- [Consequences of not attending school (wigan.gov.uk)](https://www.wigan.gov.uk/Resident/Education/Schools/School-Attendance/Legal-Proceedings-for-Non-Attendance.aspx#:~:text=Education%20Penalty%20Notice%20(EPN)&text=An%20EPN%20may%20be%20issued,after%20the%20close%20of%20registration.)