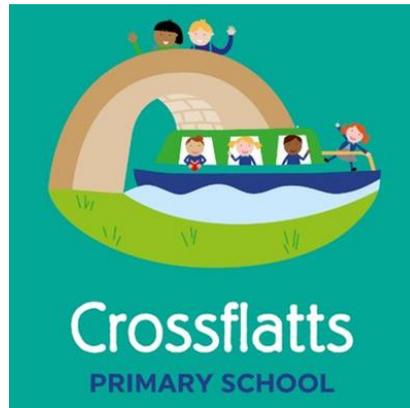


Our Vision and Values

'Come as you are and leave at your best'

'We are a family, who learn how to flourish and then fly high.'



All Day, Every Day The Crossflatts Way Our Attendance Policy and Vision. 2024-2025

Rebecca Petrie - Attendance Champion

Rebecca Lee - Attendance and Family Champion

Listen, understand, empathise and support but
do not tolerate'

DFE

Attendance Policy Crossflatts Primary School Approved by the governing
body on: July 2024

To be reviewed: July 2025

Signed on behalf of the governing body: Mary Morgan 23/07/2024

Our Aims

Excellent attendance is built into the culture of the Crossflatts family from the moment our pupils walk through the door. At school we know that excellent attendance is secured by developing a partnership between families and our partner agencies. A pupil's potential and life prospects are significantly enhanced when they have high attendance. To receive the maximum benefit from their education pupils must attend school every day on time.

Our whole school target for attendance is 97% with most pupils attending 100% of the school year.

Attendance	Category	Lost Learning
100%	Excellent Attendance	Fantastic attendance and learning
95 - 99%	Good Attendance	Up to 9 days of school missed and approximately 50 lessons
90 - 95%	Poor Attendance - At risk of being Persistently Absent	Up to 19 days of school missed and approximately 100 lessons
80% - 90%	Persistently Absent	85% = 29 days and 150 lessons 80% = 38 days and 200 lessons
Below 80%	Persistently Absent (Under 50% - Severe Absence)	75% = 38 days and 250 lessons

Number of minutes late everyday	Number of school days lost learning in a year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
25 minutes	19 days

Attendance is everyone's responsibility, but the team of people below will be working closely together to improve and meet our attendance target.

Our Attendance Team



Head Teacher - Mrs Nicola Bennett
nicola.bennett@crossflatts.bradford.sch.uk



Deputy Head - Mrs Rebecca Petrie - Attendance Champion
rebecca.petrie@crossflatts.bradford.sch.uk



Family and Attendance Champion - Miss Rebecca Lee
Rebecca Lee - rebecca.lee@crossflatts.bradford.sch.uk



Learning Mentor - Mrs Jo Cattell
Joanna.Cattell@crossflatts.bradford.sch.uk



Operational and Logistics Administrator - Mrs Karen Pinder - Attendance Data
Karen.Pinder@crossflatts.bradford.sch.uk

Receptionist/Administrator - Mrs Sonia Ambler - Contact for first day absence, register and code reporter
sonia.ambler@crossflatts.bradford.sch.uk



Samaira Noreen - Attendance Improvement Officer - Bradford Council's Attendance and Support Team
samaira.noreen@bradford.gov.uk

How we will achieve this together

The school will:

- Clearly communicate our expectations for attendance and our monitoring process.
- Involve parents and carers in our attendance monitoring at every step of the process
- Create a warm and welcoming environment
- Deliver a motivating and stimulating curriculum
- Continue to offer support to families to overcome barriers to promote better attendance for all children.
- Create bespoke attendance programs and offers for those children unable to attend all sessions due to SEND or medical needs.
- Remove barriers for pupils and give support to resolve.
- Implement an effective attendance incentive and reward system
- Celebrate successes when attendance has improved.
- Promote effective multi - agency work. This includes the use of Early Help and working alongside Educational, Social and Welfare Partners to develop action plans for support and improvement.
- Not authorise any holidays, trips abroad and other leave of absences unless in exceptional circumstances.
- Adhere to the Bradford Attendance Charter

We ask parents to:

- Ensure their child attends school every day, on time when they are fit and well.
- Inform us by 8.30am via the school office if their child is ill and unable to attend and keep the school updated daily.
- Where possible, make appointments out of school hours and if this is proving difficult an afternoon appointment would be preferable
- Not book holidays or trips abroad in term time.
- Apply for permission for leave of absence in exceptional circumstances.
- Engage in the attendance support and monitoring process if needed.

We ask our children to:

- Arrive every day on time ready to learn - 'Every minute counts'

Incentives and Rewards for Good and Improved Attendance

- The school will hold weekly attendance assemblies, share attendance information on the blog and weave in opportunities to celebrate attendance throughout the school year.
- Each class will have an attendance chart to record whole class attendance each week.
- Crossflatts attendance kiosk will be open every fortnight for those pupils who are good attenders to receive a prize or a treat.
- The big 100! Pupils who have attended school for 100% of the year will have their names put into a hat and the winner will win a National Trust Pass.
- Parents/carers can message teachers to reward their children dojos for good and improved attendance routines.

Key information and Day to Day Processes

Registration

Schools are required to take a register at the start of each morning session and at the start of each afternoon session using a set of registration codes. (See Appendix 1). Pupils should be in school prompt at the start of their school day to avoid lost learning.

Compulsory School Age

Pupils are compulsory school age the term after they turn 5 years old. Registration codes are used for all pupils. Pupils below compulsory school age are not addressed under 'Working Together to Improve School Attendance 2024' and the 'Staged Intervention Model'.

Absences - Authorised and Unauthorised

The Administrator will record absences daily. If any pupil is absent the register must show whether the absence was authorised or unauthorised. The school must be informed of a child's absence by telephone call or message to the main office by 8.30am. Where there has been no contact made and an unauthorised absence is recorded, the school will attempt to make verbal contact via telephone and report these to the Family and Attendance Champion. If contact cannot be made, a home visit will take place (See Appendix 2). Where a reason for absence cannot be explained within two weeks an unauthorised code will be used.

Lates Before Register Closes and Lates After Register Closes.

The Administrator will record lateness daily. Any pupil arriving at school after their year group start time and before register closes at 9.15am will be recorded as late. Any pupil arriving late to school after 9.15am will be recorded as an unauthorised absence. When a pupil arrives late to school we ask that their parent/carer dropping them off fills in a reason for lateness form. (Appendix 3) For lates before registration closes, school follow the Local Authorities Staged Intervention Approach - Stage 1. - After 5 sessions late, a letter will be sent home. If there is no improvement parents/carers will be invited into school for a meeting. For lates after registration closes, school follow the Local Authorities Staged Intervention Approach Stage 1 and Stage 2 for unauthorised absences.

Medical and Dental Appointments

Where possible, we ask that parent/carers make medical and dental appointments out of school hours. If this is proving difficult it is advised that the pupil is present for registration. An afternoon appointment would be preferable after registration. If a child has to attend a medical appointment in school time, school will request evidence of this to ensure that the absence is authorised. Pupils should be out of school for the minimum amount of time necessary for the appointment.

Illness (not Medical or Dental Appointments)

When pupils are ill we ask that parents/carers phone the school office by 08.30am daily. The school suggest parents follow advice from UK Health Security Agency 'Should I keep my child off school' (See Appendix 4).

Where the school has genuine and reasonable doubt about the authenticity of an illness we will ask for medical evidence to be requested to support the absence. If a pupil over compulsory school age has missed 15 days or is expected to miss 15 days of school in a school year, through illness, consecutively or cumulatively, a 'sickness return' is automatically received by the Local Authority. This is to ensure the continuity of education for children with health needs and for multi-agency partners to agree on any provision for children who cannot attend school.

Pupils with Medical Conditions or SEND

The school will be mindful of pupils who are absent from school due to mental or physical ill health or their special educational needs and/or disabilities and will provide them with additional support working in partnership with parents/carers, pupils and any partner agencies. Prolonged absence may heighten anxious

feelings about returning to school. The school will work to reduce barriers to school attendance.

Where a pupil's health needs mean they need reasonable adjustments or support because it is long term or complex- the school will seek medical advice to better understand the needs of the pupil and identify the most suitable provision.

Religious Observance

If a pupil is absent due to a day set apart for religious observance, then the absence can be authorised; up to 3 school days a year. School can only record authorised absence for the number of days set apart by the religious body. If in doubt school can seek advice from the religious body.

Pupils Participating in an Approved Educational Activity - attendance code

A pupil can attend an approved educational activity or sporting activity as an attended register code. The activity has to be approved by the school, must be of an educational nature and supervised by a person whom the school considers to have the appropriate skills, training and experience to ensure the activity is safe and fulfils educational purposes. The school has a responsibility for the safeguarding and welfare of pupils and will ensure that measures are in place where the approved educational activity notifies the school of any absences. Please send an email to the head teacher for approval.

Pupils Participating in a Regulated Performance - authorised absence code

A pupil can participate in a regulated performance as an authorised leave of absence. This is at the school's discretion that the absence will not have a detrimental effect on the pupil's education. If no dates are specified on the license the absence is at the discretion of the school. Where a local authority license specifies dates, a leave absence will be granted for those days. Please send an email to the head teacher for approval.

Term Time Holidays and Trips.

School has approximately 13 weeks holiday each year. Parents are encouraged to take holidays during this period. Families do not have a right to take their children out of school for the purposes of family holidays or trips. Statutory Guidance instructs Head Teachers NOT to authorise holidays and trips in term time.

Granting Leave of Absence

Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office or website. -

office@crossflatts.bradford.sch.uk

Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised with a reason for the decision and the impact this will have on the child's attendance. Permission for this type of absence will only be granted in the most exceptional circumstances

Data Sharing and Tracking of Attendance

Poor attendance is habitual; prevention and early intervention is crucial. Regular data analysis aids in identifying and supporting pupils and their families.

The school will:

- Collect attendance data from SIMS and share this automatically with the Local Authority and DFE.
- Monitor and analyse weekly attendance patterns and trends.
- Conduct half termly and termly thorough analysis of all groups and plan appropriate intervention linked to our attendance monitoring model.
- Meet at least termly with an Attendance Improvement Officer from the Local Authority for a Targeting Support Meeting to share this data and analysis.
- Share attendance data within school and partner agencies where it is beneficial to the pupil.
- Provide Social Workers and/or Youth Offending Team workers details of any unexplained absences.

Removal of a pupil from roll

The school can delete pupils from roll if a pupil has had unauthorised absence for a continuous 20 school days and there are no reasonable grounds to believe the pupil will attend again. The school are advised in line with the Children Missing Education Guidance that they must refer all cases of children who are removed from the school roll for this reason to the Education Safeguarding Service who will make additional enquiries to attempt to locate the child.

Strategy for Addressing Unauthorised Leave of Absence During Term Time – Penalty Notices and Prosecution

The school adheres to the Statutory Guidance 'Working Together to Improve School Attendance 2024'.

Parents/carers should fill in a leave of absence request form available from the school office and on the school's website. The school considers every request and whether exceptional circumstances are present. The school will inform parents in writing within 7 days whether the absence will be authorised or unauthorised and if unauthorised the consequences of this.

The school can retrospectively send a refusal of leave letter including details of how they have reached the assumption that the pupil has taken an unauthorised leave of absence and the consequences of this.

An unauthorised leave of absence of 10 school sessions (5 school days or 10 lates after registration closes) or more in a rolling 10 week period will result in a Penalty Notice being issued by the Local Authority.

Penalty Notices are fines imposed to parents as an alternative to prosecution. Prosecution can lead to a fine and a criminal record for parents failing to ensure that their child of compulsory school age regularly attends school.

The maximum amount of Penalty Notices which may be issued by the Local Authority is 2 in a rolling 36 month period (3 years). If a third offence takes place the Local Authority will use another tool available to them such as prosecution and a fine via the Magistrates Court.

A separate Penalty Notice would be issued to each liable parent for each child on a case by case basis. The first Penalty Notice is £160 and reduced to £80 if paid within 21 days of receipt, returning to £160 if paid between 21 and 28 days. The second penalty Notice is £160 to be paid within 28 days. The Penalty Notice is paid directly to the Local Authority and parent/carers can be prosecuted if the Penalty Notice isn't paid within 28 days. There is no option to appeal a Penalty Notice.

The above strategy is only applicable if a pupil's attendance has not been below 80% (20 sessions, 10 school days) in the last 10 weeks. The Local Authority has additional legal options in these circumstances to address extended and repeated absence.

The local Authority will consider prosecution as opposed to Penalty Notices in the following circumstances. This is Stage 2 of the staged Intervention Approach detailed below.

- A continuous period of unauthorised leave of 20 school days (40 sessions) or more
- Two or more periods of unauthorised leave totalling 20 school days (40 sessions) or more within a 12 month period. A period of leave across two half terms will be treated as one period of leave.

Strategy for Addressing Poor, Persistent and Severe Attendance - Support First and the Local Authorities Staged Intervention Approach.

School's Support Offer

Good attendance starts with close and productive relationships with parents/carers and pupils; this partnership supports a positive home-school relationship.

Understanding barriers to good attendance and agreeing on actions to address them is a minimum set by the school. The school will address any in school barriers to attendance and ensure that there is a bespoke approach to individual pupils. Where barriers are outside of the school's control, they will work with parents/carers and pupils and multi-agency partners to support in improving attendance.

If a pupil's attendance is dropping close to 95%, the school will send a dojo message or phone parents/carers to alert them to this. If attendance concerns persist and falls between 90-95%, the school will follow Stage one of the Staged Intervention Approach.

Children with attendance below 90% will require additional support to return them to over 90%. The school will listen and understand the barriers to attendance and explain the help that is available to avoid those consequences (Early Help). The school will work with parents/carers and pupils and partner agencies to address any concerns. The school will monitor the impact of any actions on attendance and with early discussions make any adjustments where necessary.

Locals Authorities Staged Intervention Approach - See appendix 4 for letters

Stage One Intervention - Advisory for Schools

90 - 95% Attendance over a 12 week period

Up to 19 days of school missed and approximately 100 lessons

If attendance falls below 95% over a 12 week period, the school will:

- Make parents aware of this and work with parents to address any missing marks and monitor and support for 2 weeks.
- Send 'school letter 1' if no improvements are seen and there are outstanding missing marks or unauthorised absences and monitor for 2 weeks
- Send 'school letter 2' if there are further unauthorised absences and invite parents/carers to an 'Attendance Support Meeting'.
- Send school letter 'Med' - if patterns of illness and medical absence exist and no explanation why.

-Escalate to Stage 2 Intervention or consider Penalty Notice if there is no improvement or no medical evidence received.

Stage Two Intervention - Mandatory School Intervention

80%- 90% Attendance

85% = 29 days and 150 lessons

80% = 38 days and 200 lessons

If attendance falls below 90% over a 12 week period, school will

-Issue Warning 'Letter 1' and monitor for 3 weeks. If Attendance is below 60% and/or the pupil has a Child in Need/Child Protection Plan a 'Warning Letter 1' and an announced home visit with the lead professional will take place

-Invite parents to an 'Attendance Panel Meeting' and complete a 'Parenting Contract' and monitor attendance for 3 weeks.

-An announced/unannounced home visit will take place to complete the 'Parenting Contract' if a parent/carer does not attend the meeting

- The school will complete the 'Parenting Contract' in the event of being unable to meet with the parents

-The school will consider whether a Penalty Notice should be requested

-The school will Issue 'Final Warning Letter' and complete the 'Statutory Intervention Request' for Stage Three Intervention

Stage Three Intervention - Local Authority Mandatory Intervention

Below 80% Attendance with 24+ sessions of unauthorised absences in a 12 week period and stage 2 has been completed

75% = 38 days and 250 lessons

Stage 3 Intervention initiates a criminal investigation in line with the Criminal Investigation Process. It is a minimum of 2 step process which involves the examination of evidence and questioning of the parent/carer.

The aim of the investigation is to establish whether or not an offence has been committed. If the Local Authority establishes that an offence has been committed the parents/carers will then be formally made aware of this and requested to attend an interview under caution as a last opportunity to disclose any further information before legal action is instigated

The school will continue to support pupils

Appendix I - Code Description Statistical Meanings

Attendance codes -

/ Present for Morning Registration - Present

\ Present for Afternoon Registration - Present

B Off-site educational Activity Present - Attending an educational activity that takes place outside the school

K Attending education provision arranged by the local authority. (Schools must also record the nature of the educational activity) Present - Attending an educational activity that takes place outside the school

L Late arrival before the register is closed - Present

P Participating in a supervised sporting activity - Present - Attending an educational activity that takes place outside the school

V Educational visit or trip - Present - Attending an educational activity that takes place outside the school

W Work experience Present - Attending an educational activity that takes place outside the school

Absence codes -

C Leave of absence for exceptional circumstances - Authorised Absence

CI Participating in a regulated performance or undertaking regulated employment abroad - Authorised Absence

C2 Leave of absence for compulsory school age pupil subject to a part-time timetable - Authorised Absence

E Suspended or permanently excluded and no alternative provision made - Authorised Absence

G Holiday not granted by the school - Unauthorised Absence

I Illness - Authorised Absence

JI Attending an interview for employment or for admission to another educational institution - Authorised Absence

M Attending a medical or dental appointment - Authorised Absence

N Reason for absence not yet established - Unauthorised Absence

O Absent in other or unknown circumstances - Unauthorised Absence

Q Unable to attend the school because of lack of access arrangements - Authorised Absence

R Religious observance - Authorised Absence

S Studying for a public examination - Authorised Absence

T Parent travelling for occupational purposes - Authorised Absence

U Arrived in school after registration closed - Unauthorised Absence

Other codes

- D Dual registered at another school No Statistical Meaning (Neither Present or Absent)
- Y1 Unable to attend due to transport normally provided not being available No Statistical Meaning (Neither Present or Absent)
- Y2 Unable to attend due to widespread disruption to travel No Statistical Meaning (Neither Present or Absent)
- Y3 Unable to attend due to part of the school premises being closed No Statistical Meaning (Neither Present or Absent)
- Y4 Unable to attend due to the whole school sit being unexpectedly closed No Statistical Meaning (Neither Present or Absent)
- Y5 Unable to attend as pupil is in criminal justice detention No Statistical Meaning (Neither Present or Absent)
- Y6 Unable to attend in accordance with public health guidance or law No Statistical Meaning (Neither Present or Absent)
- Y7 Unable to attend because of any other unavoidable cause. (Schools must also record the nature of the unavoidable cause) No Statistical Meaning (Neither Present or Absent)
- X Non-compulsory school age pupil not required to be in school No Statistical Meaning (Neither Present or Absent)
- Z Prospective pupil not on admission register No Statistical Meaning (Neither Present or Absent)
- # Planned whole or partial school closure No Statistical Meaning (Neither Present or Absent)
- All should attend but No mark recorded No Statistical Meaning (Neither Present or Absent) 3

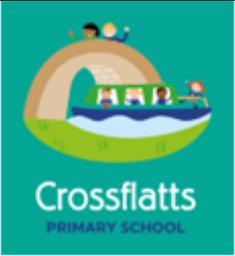
Appendix 2

Home visits

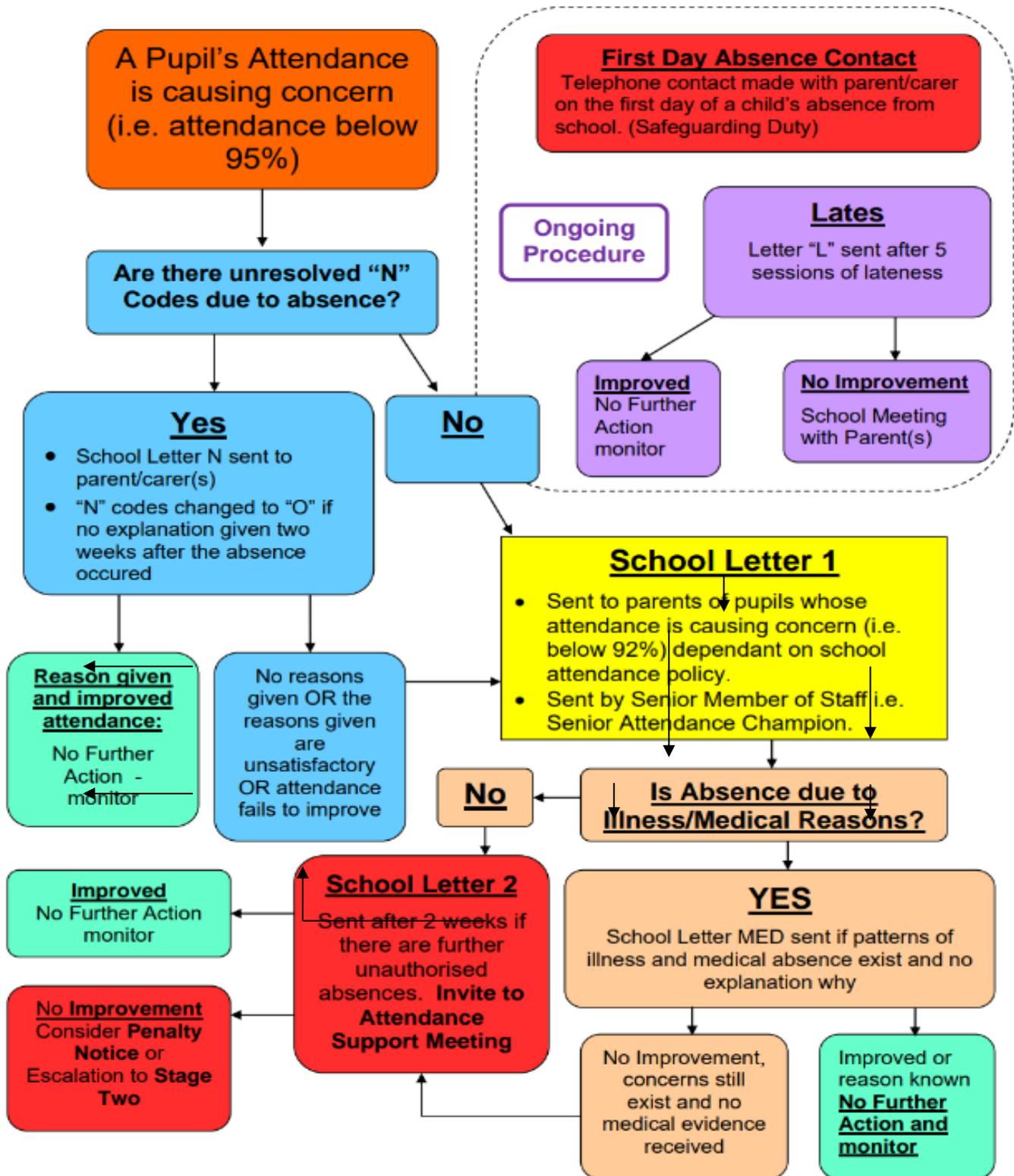
If no contact has been made by the parent/carer as to why a pupil is not in school, a home visit should be conducted as soon as possible, following the below steps:

- Two members of staff must travel together, one of whom must be a member of the Attendance Team (AT) or Senior Leadership Team (SLT).
- If travelling by vehicle, the car must have business insurance and must have been viewed by the school Business Manager.
- A mobile phone must be taken and the school office informed of the visit the two members of staff are about to attend.
 - At no point should staff enter the house if they feel it is unsafe to do so.
 - If staff believe a child is in immediate danger, emergency services must be contacted immediately.
- A record should be kept of the home visit on the school's safeguarding system (CPOMs) by the member of SLT. Home visits are a useful way of addressing the problems that lead to poor attendance. However, since the member of SLT is entering private property, it is important that all parties are made aware of the rules and procedures. SLT will maintain the highest professional standards at all times.

Appendix 3
Reason for Lateness

<i>Reporting a late</i>	
<i>5 minutes late every day = 3 days of school lost a year</i>	
	
Date	
Time of arrival	
Name of Child/Children	
Year/Class	
Reason for lateness	
Name of Parent/carer	
<i>10 minutes late every day = 6.5 days of school lost a year</i>	
<i>15 minutes late every day = 10 days of school lost a year</i>	
<i>20 minutes late every day = 13 days of school lost a year</i>	
<i>30 minutes late every day = 19 days of school lost a year</i>	

Stage ONE – Poor Attendance Staged Intervention Process



Template Letter N

<Address>
<Address>
<Address>
<Address>

<Date>

Dear <name of parent / carer>

According to our records, <name of pupil> has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the <s/he> is unable to attend school and an expected date when <s/he> should return. Unfortunately, we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn't been explained within two weeks will be categorised as an "Unauthorised" Absence – an explanation of this term and the possible consequences are attached.

If you wish to discuss this letter further, please contact me on <school telephone number>.

Yours sincerely

<School Contact>

Please complete this slip and return to <location> as soon as possible.

Dates of unexplained absence:
<Dates of N Codes>

Explanation for the above dates of unexplained absence:

Parent/Carer Signature..... Date.....

Template Letter 1

<Address>
<Address>
<Address>
<Address>

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance <current attendance> %
Authorised Absence <current AA> %
Unauthorised Absence <current UA> %

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

Above 97%: Less than 6 days absence a year

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

95%: 10 days absence a year

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

90% and below: 19 days + absence a year

The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>

Template Letter Medical

<Address>

<Address>

<Address>

<Address>

<Date >

Dear <name of parent / carer>

Since we wrote to you on <date of 1st letter>, <name of pupil>'s attendance has failed to improve significantly and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why <name of pupil> has been absent from school, we noticed that most of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc. You do not need to ask for a letter from your GP.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "unauthorised".

We would appreciate your support to make sure <name of child>'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation.

Yours sincerely

<School Contact>

Template Letter 2

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <name of parent / carer>

Since we wrote to you on <date of 1st letter>, <name of pupil>'s attendance has failed to improve significantly and is now <attendance percentage>%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year – your child will spend more time at home than at school this academic year!

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with <name of pupil>. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help <name of pupil> to improve <his/her> attendance. I would like you to attend a meeting in school with me on <date> at <time> to discuss what we can all do to help <name of pupil> attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet.

We would appreciate your support to make sure <name of child>'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation.

Yours sincerely

<School Contact>

Template Letter Lates

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to <Name of pupil>'s current number of late sessions:

*Attendance: <current attendance> %
Number of late sessions: <current AA> %
Number of "unauthorised" lates: <current UA> %*

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

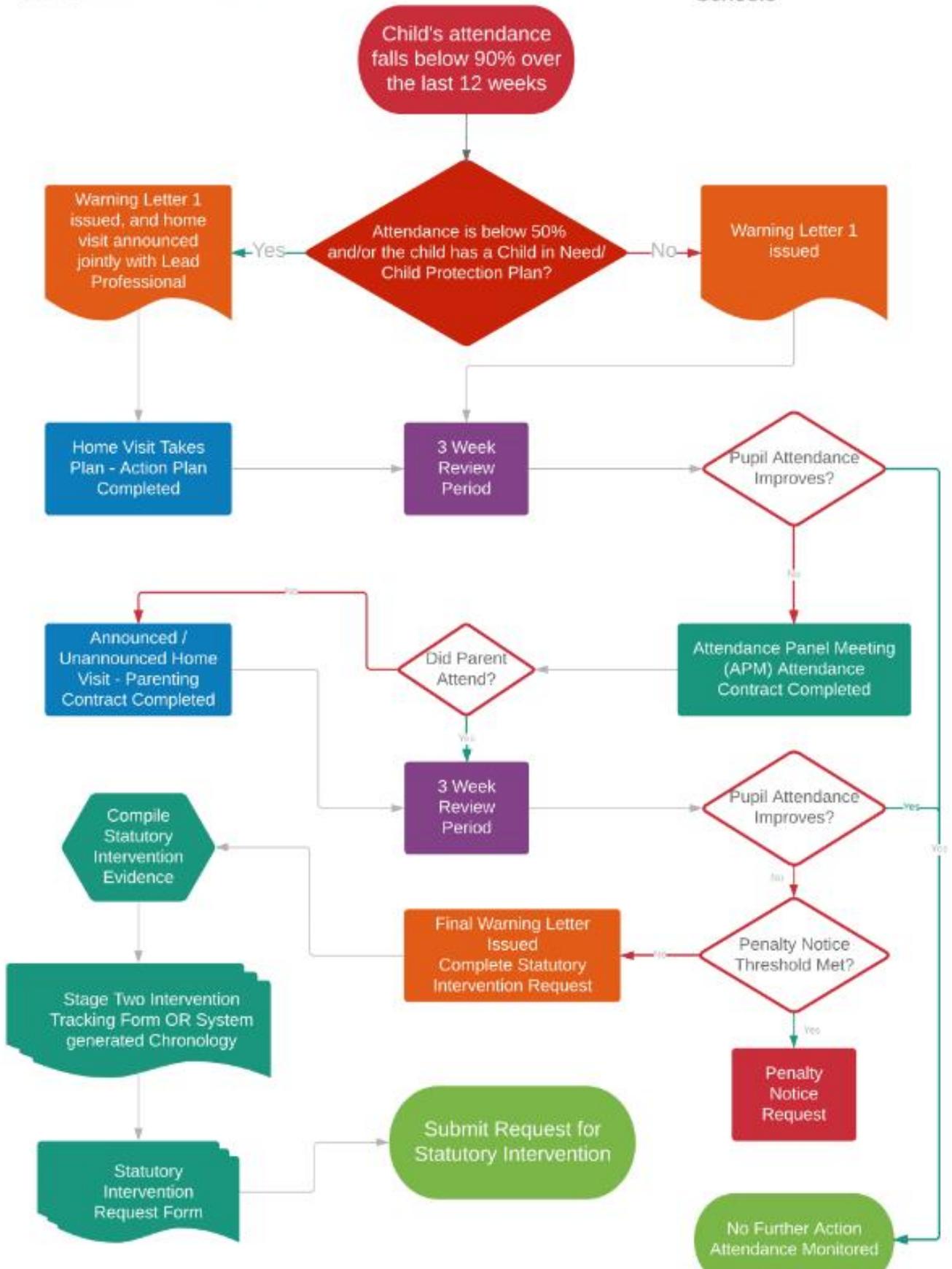
<i>5 minutes late every day = 3 days of school lost a year</i>
<i>10 minutes late every day = 6.5 days of school lost a year</i>
<i>15 minutes late every day = 10 days of school lost a year</i>
<i>20 minutes late every day = 13 days of school lost a year</i>
<i>30 minutes late every day = 19 days of school lost a year</i>

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence" - an explanation of this term and the possible consequences are attached.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

<School contact>



Warning Letter 1 / Enforcement Letter 1

<Address>

<Address>

<Address>

<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Regular attendance at school is a major focus for the Department for Education (DFE) and Bradford Council. In an effort to improve pupil's school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<name of pupil>'s attendance this academic year is currently <attendance percentage>%. This is considerably below what our school, the government and Bradford Council considers to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to provide an explanation for their child's absence. Absences through illness will no longer be authorised without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card.

I will be monitoring your child's attendance for the next 3 weeks. Should there be any further unauthorised absences I will invite you to an Attendance Panel Meeting. It is the Headteacher's decision as to whether to accept any parental explanation for absence. Please be aware that pupils arriving to school after the official close of registers will be marked as 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Every day in school counts towards <name of pupil>'s future, and I thank you in advance for supporting <name of school> in ensuring excellent school attendance.

If you are experiencing any difficulties, or do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

<School contact>

Attendance Panel Meeting Invite / Enforcement Letter 2

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

You will recall that I wrote to you on <date of Enforcement Letter 1> regarding <name of pupil>'s poor attendance at school. I enclose a copy of <name of student>'s registration certificate, showing that since (date), <name of student> has had <number of unauthorised sessions> sessions of unauthorised absence. You will notice that further unauthorised absence has occurred.

Unfortunately, <name of pupils>'s attendance has failed to improve sufficiently. <name of student>'s current attendance is <attendance percentage>%. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at <name of school> on <date> at <time>. You will be asked to agree to an attendance contract to support <name of student>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact me as soon as possible.

Absences through illness will no longer be authorised for your child without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children receive an education. This is stated in Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".

Should you be prosecuted for failure to ensure <name of student>'s regular attendance at school, you may be sentenced to a fine of up to £2,500 and/or a 3-month custodial sentence.

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely

<school contact>

Enforcement Letter 2A - Parent did not attend Attendance Panel Meeting

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

I am sorry you were unable to attend the Attendance Panel Meeting today. However, the importance of this meeting cannot be stressed enough as <name of pupil>'s school attendance continues to be irregular with many unauthorised absences. I enclose a copy of <his/her> registration certificate, which shows that <name of pupil> has attended <attendances made> out of a possible <sessions available> sessions at school; <unauthorised sessions> of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child's attendance until <date of review>. At that point your child's attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

I continue to be available to you to offer support regarding <name of pupil>'s school attendance, therefore please do not hesitate to contact me to discuss the situation further.

Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Bradford Council.

Yours sincerely

<school contact>

Final Warning Letter / Enforcement Letter 3

<Address>
<Address>
<Address>
<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Despite previous attempts to improve <name of pupil>'s poor attendance at <name of school> I remain concerned at the level of unauthorised absence. I enclose a copy of <name of pupil>'s registration certificate, showing that since (date), <name of pupil> has had <unauthorised sessions> sessions of unauthorised absence. **You will be aware from previous contact from me that you are legally responsible for the regular attendance of your child at school.**

Following a thorough assessment of this case, the decision has been made to refer your child's poor attendance to Bradford Council. Bradford Council will now conduct a criminal investigation and considering whether to instigate legal proceedings against you for an offence under Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence."

The Local Authority will be in contact with you shortly, and in the meantime, I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

<school contact>

