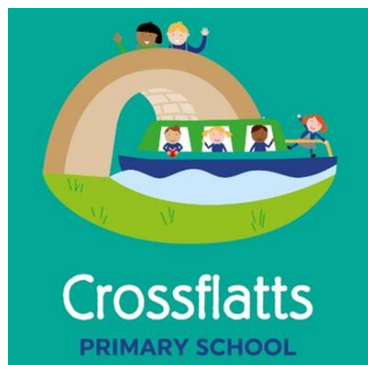


Our Vision and Values

'Come as you are and leave at your best'

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



Our Attendance Policy and Vision

All Day Every Day The Crossflatts Way

DFE – Listen, understand and support but do not tolerate

Rebecca Petrie – Attendance Lead

Rebecca Lee – Family and Attendance Champion

Date policy last reviewed:

September 2025

| Signed by: | Role | Date |
|----------------|--------------------|----------------|
| Nicola Bennett | Headteacher | September 2025 |
| Mary Morgan | Chair of governors | September 2025 |

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 |

Our Attendance Team

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



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

Support First Approach

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 School's Family Support Offer
- 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 us updated daily.
- Where possible, make appointments out of school hours and if this is proving difficult an afternoon appointment after registration 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 dojo's 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

Children are compulsory school age the term after their 5th birthday. To support all children in having good school attendance we will support and monitor attendance for the youngest children in the same way as all children. However parents/carers will not receive Penalty Notices or be party to the Staged Intervention Approach to Attendance. We believe that the early years is a fundamental time to establish good routines and will support families to achieve this.

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 provides a reason for the lateness.

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

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). [Is my child too ill for school? - NHS](#)

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.

Applying for Term Time Leave of Absence

Application for term-time leave of absence must be made in advance by the parent/carer with whom the child normally resides. The 'lead' parent/carer should follow the QR code or e-form link. This will take you to Bradford Council's website to submit an application for term time leave. Only one application is needed for all children regardless of schools attended. The completed form will be sent to school. The Headteacher will consider the application and approve or reject the application. This will trigger an email letting the parents/carers know the outcome and the consequences of unauthorised leave. Permission for this type of absence will only be granted in the most exceptional circumstances

<https://www.bradford.gov.uk/LOAForm>



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'.

Application for term-time leave of absence must be made in advance by the parent/carer with whom the child normally resides. The 'lead' parent/carer should follow the QR code or e-form link provided on the schools website and available in the schools main office. This will take you to Bradford Council's website to submit an application for term time leave. Only one application is needed for all children regardless of schools attended. The completed form will be sent to school. The Headteacher will consider the application and approve or reject the application. This will trigger an email letting the parents/carers know the outcome and the consequences of unauthorised leave. Permission for this type of absence will only be granted in the most exceptional circumstances

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 Penalty Notice 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. (Appendix 4)

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 1

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

C1 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

J1 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/carers 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.

Should I keep my child off school?

Yes

Until...

| | |
|--|--|
| Chickenpox | at least 5 days from the onset of the rash and until all blisters have crusted over |
| Diarrhoea and Vomiting | 48 hours after their last episode |
| Cold and Flu-like illness (including COVID-19) | they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19. |
| Impetigo | their sores have crusted and healed, or 48 hours after they started antibiotics |
| ← Measles | 4 days after the rash first appeared |
| Mumps | 5 days after the swelling started |
| Scabies | they've had their first treatment |
| ← Scarlet Fever | 24 hours after they started taking antibiotics |
| Whooping Cough | 48 hours after they started taking antibiotics |

No

but make sure you let their school or nursery know about...

| | |
|----------------------|-----------------|
| Hand, foot and mouth | Glandular fever |
| Head lice | Tonsillitis |
| Threadworms | Slapped cheek |



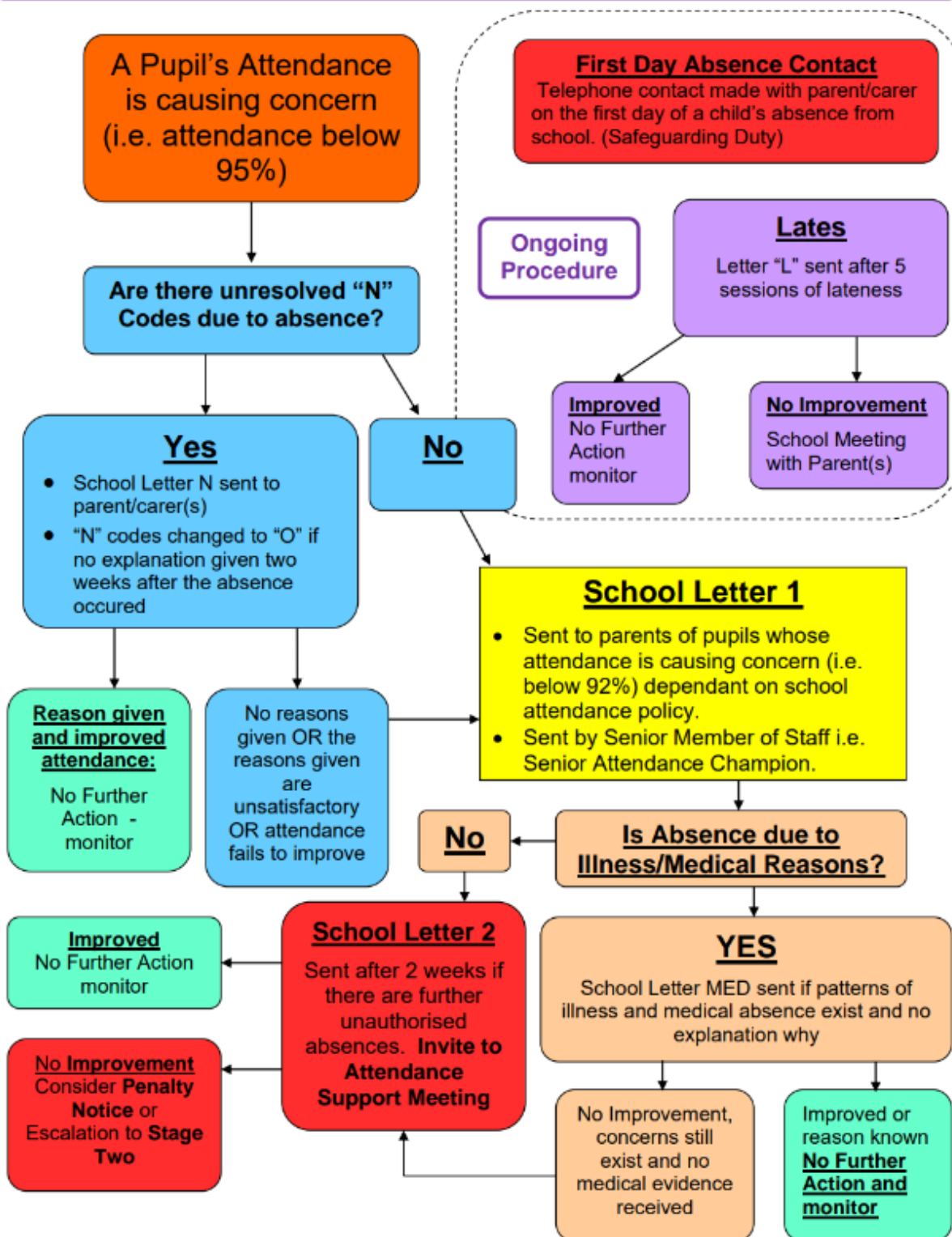
 SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

Appendix 4

Stage ONE – Poor Attendance Staged Intervention Process



Template Letter N

<Address>

<Address>

<Address>

<Address>

<Date>

Dear **<name of parent / carer>**

Our records show that **<Child's Name>** has recently missed some days at school. It is your responsibility to let us know on the first day of absence why your child is not in school and when you expect them to return.

We haven't heard from you, so we're writing to ask you to explain these absences. Please fill in the form below and return it to school as soon as you can.



If we don't receive an explanation within one week, we will mark the absence as unauthorised. A short guide explaining what this means and what could happen next can be found via this webpage – Bradford.gov.uk/attendance or by scanning this QR code.

If you'd like to talk about this letter, please call us on **<contact>**.

Yours sincerely,

<School Contact>

Please fill in this form and return it to 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>

We want to help all children do well in school. One way we do this is by checking attendance regularly. When we notice a child is missing school often, we let parents know.

We are writing to you because we are concerned about <Child's Name>'s attendance. Here is a summary:

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

Good attendance helps children learn and succeed. Here's how attendance can affect your child's progress:

| |
|--|
| Above 97%: Less than 6 days absence a year Excellent! Your child is likely to do well and build good habits. |
| 95%: 10 days absence a year Still good but taking a two-week holiday would bring attendance down to this level. Your child is less likely to do well. |
| 90% and below: 19 days + absence a year This is a serious concern. The government calls this "persistent absence." It's hard for children to keep up, and parents may face legal action. |



More information on school attendance can be found here:

<https://www.bradford.gov.uk/education-and-skills/school-support-services/school-attendance-information-for-parents-and-carers/> or by scanning this QR Code.

If you have any questions or want to talk about this, please contact me on <contact>.

Yours sincerely
<School contact>

Template Letter Medical

<Address>

<Address>

<Address>

<Address>

<Date>

Dear **<name of parent / carer>**

We wrote to you on about **<Child's Name>**'s school attendance. Since then, their attendance has not improved and is now %. To give you an idea, 90% attendance means missing about 19 days of school in a year.

Most of their absences seem to be due to illness or medical reasons.

Because of this, we now need proof if your child is absent from school again due to illness. This could be a doctor's note, a prescription, or an appointment card.

If we do not receive this proof, we will have to mark the absence as unauthorised.



More information on unauthorised absence and school attendance can be found here: <https://www.bradford.gov.uk/education-and-skills/school-support-services/school-attendance-information-for-parents-and-carers/> or by scanning this QR Code.

We want to work with you to help improve <Child's Name>'s attendance. We will continue to monitor the situation and will contact you again if things do not get better.

Thank you for your support.

Yours sincerely

<School Contact>

Template Letter 2

<Address>

<Address>

<Address>

<Address>

<Date>

Dear <name of parent / carer>

We wrote to you on about <Child's Name>'s school attendance. Since then, things haven't improved, and their attendance is now <XX>%.

To help you understand, 90% attendance means missing about 19 days of school in a year. That's more time at home than in school over the year.

Missing school regularly can make it harder for children to do well. It's important to deal with this early so your child doesn't get into the habit of missing school. If this habit continues, it may become harder to fix as they get older.

We want to help <Child's Name> attend school more often. Please come to a meeting with me on <date> at <time> at school so we can talk about how we can work together to improve the situation.

If you can't make this meeting, please contact me as soon as possible so we can arrange another time.



Please help us make sure <Child's Name> comes to school regularly. If things don't improve, we may have to refer the case to Bradford Council. This could lead to a fine or legal action if the lateness continues. More information on this can be found here: <https://www.bradford.gov.uk/education-and-skills/school-support-services/notices-to-improve-and-penalty-notices/> or by scanning this QR code.

Thank you for your support.

Yours sincerely

<School Contact>

Template Letter Lates

<Address>

<Address>

<Address>

<Address>

<Date >

Dear <Name of Parent>

We want to help all children do well in school. One way we do this is by checking attendance regularly. This includes looking at how often children arrive late.

We are writing to you because <Child's Name> has been late to school several times. Here is a summary:

| | |
|--------------------------------|------------------------|
| Attendance | <current attendance> % |
| Number of late sessions | <current L> % |
| Number of "unauthorised" lates | <current UA> % |

Being late can have a big impact over time. Here's how much school can be missed just by being a few minutes late each day:

| |
|--|
| 5 minutes late every day = 3 days of school lost a year |
| 10 minutes late every day = Over 6 days of school lost a year |
| 15 minutes late every day = 10 days of school lost a year |
| 20 minutes late every day = 13 days of school lost a year |
| 30 minutes late every day = 19 days of school lost a year |

We know mornings can be busy, but being late means your child misses important learning time. If your child arrives more than 30 minutes after the register is taken, it will be marked as an unauthorised absence.



More information on unauthorised absence and school attendance can be found here: <https://www.bradford.gov.uk/education-and-skills/school-support-services/school-attendance-information-for-parents-and-carers/> or by scanning this QR Code.

If you have any questions or want to talk about this, please contact us on <contact>.

Yours sincerely

<School contact>

Template Letter Lates 2

<Address>

<Address>

<Address>

<Address>

<Date >

Dear **<name of parent / carer>**

We've already written to you about **<Child's Name>** being late to school. So far this year, they have been late **<X>** times. We haven't received a good reason for this, and the situation hasn't improved.

We've enclosed your child's latest attendance report for your information.

Being late or missing school regularly can make it harder for children to do well. It's important to deal with this early so your child doesn't get into the habit of being late or missing school.

We want to help **<Child's Name>** arrive on time every day. Please come to a meeting with me on **<date>** at **<time>** at school on at so we can talk about how we can work together to improve the situation.

If you can't make this meeting, please contact me as soon as possible so we can arrange another time.



We will continue to monitor the situation. If things don't improve, we may have to refer the case to Bradford Council. This could lead to a fine or legal action if the lateness continues. More information on this can be found here: <https://www.bradford.gov.uk/education-and-skills/school-support-services/warning-and-penalty-notice/> or by scanning this QR code.

Yours sincerely,

<School Contact>

Attendance Support Plan

The aim of this plan is to work together to improve school attendance and avoid the need for legal action.

| | | |
|--------|---------|-------|
| Child: | School: | Year: |
|--------|---------|-------|

| | |
|----------------------|--|
| Meeting held on: | |
| Meeting attended by: | |
| Apologies: | |

In the last 10 weeks...

| | | | | | |
|--------------------|--|------------------|--|------------------------|--|
| Sessions Attended: | | Sessions Missed: | | Unauthorised Absences: | |
|--------------------|--|------------------|--|------------------------|--|

What are we worried about? - Past harm/Any complicating factors/Danger statements

| |
|--|
| |
|--|

What's working well? - Existing safety/Existing strength

| |
|--|
| |
|--|

The parent/carers will:

| |
|--|
| |
|--|

The school will:

| |
|--|
| |
|--|

The professional network will: (if any other professionals are working with the family)

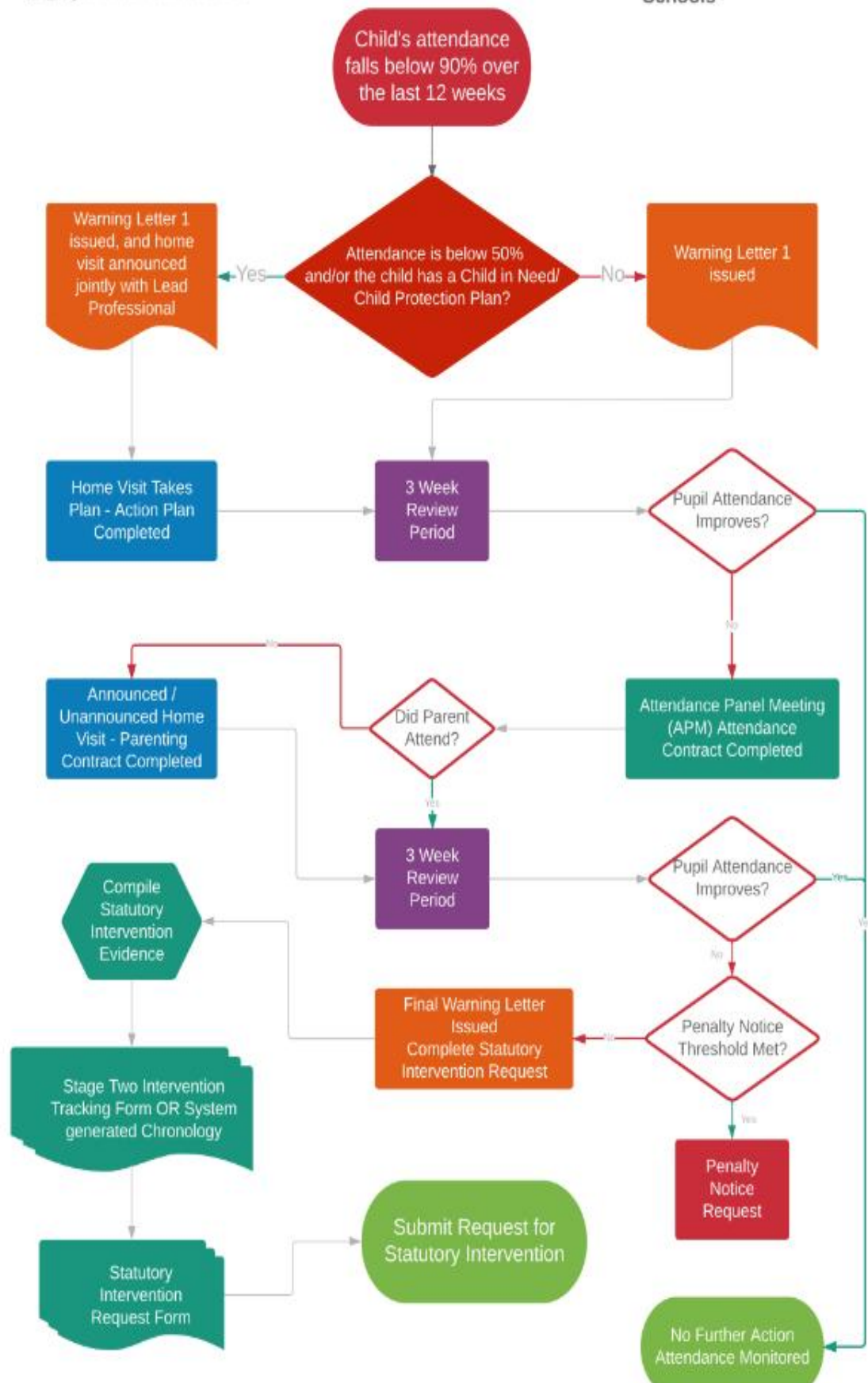
| |
|--|
| |
|--|

Attendance Goal/s:

Child's name to attend school every day & on time. Parent to inform school in the event of any further absences and medical evidence to be provided to school on schools request. There will be no further sessions of unauthorised absence.

On a scale of 0-10, where 10 is where we have no worries about the child/ren's attendance and the impact that is having on them and 0 is the most worried we could be about this child/ren's attendance and the impact that this is having on them (Circle Score below).

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|



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>%.

We are writing to express our concern about your child's school attendance. Regular attendance is very important. It helps children achieve their best and is a key priority for the Department for Education and Bradford Council.

<Pupil's Name>'s attendance is currently <x>%, which is well below the level expected by the school, the government, and the local authority. Parents must explain all absences and the Headteacher (or another member of school staff) will decide whether to accept any explanation you give. From now on, we will not approve absences due to illness unless you provide medical proof, such as a doctor's letter, a prescription, or an appointment card.

Please also note that if your child arrives more than 30 minutes after the register is taken, they will be marked as having an unauthorised absence unless there is a valid reason.

We will monitor your child's attendance for the next three weeks. If there are more unauthorised absences, we will invite you to an Attendance Panel Meeting.



More information on school attendance can be found here:
www.bradford.gov.uk/attendance or by scanning this QR Code.

Every day in school counts towards <Pupil's Name>'s future. Thank you for supporting in improving attendance.

If you are having difficulties or do not understand this letter, please contact me.

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>%.

As mentioned in my previous letter dated <Date of Letter 1>, I am still concerned about <Pupil's Name>'s attendance. I have attached a copy of their registration certificate, which shows that since my previous letter, they have had <x> unauthorised absences.

Unfortunately, attendance has not improved. It is now <x>%. We are therefore inviting you to an Attendance Panel Meeting here on <date> at <time>. We will ask you to agree to a contract to help improve <Pupil's Name>'s attendance.

If you cannot attend or need an interpreter, please let me know as soon as possible.

We will not approve absences due to illness unless you provide medical proof, such as a doctor's letter, a prescription, or an appointment card. It is your responsibility to inform the school of any illness and provide the necessary evidence.



More information on school attendance can be found here: www.bradford.gov.uk/attendance or by scanning this QR Code.

Please remember that it is your legal duty to make sure your child attends school regularly. This is required by Section 444 of the Education Act 1996:

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

If you are prosecuted, you could be fined up to £2,500 or face a 3-month prison sentence.

If you are having difficulties or do not understand this letter, please contact me.

Yours sincerely,
<school contact>

Enforcement Letter 2DNA - 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'm sorry you were unable to attend the Attendance Panel Meeting today. This meeting is very important, as <Pupil's Name>'s attendance is still poor, with many unauthorised absences.

I have attached a copy of their registration certificate. It shows that <Pupil's Name> was absent for <x> of <y> sessions. of these <z> were unauthorised.

We have therefore decided to continue monitoring your child's attendance until <date>. If there is no improvement, we will consider further action.

The school may continue to record future absences as unauthorised unless you provide medical proof, such as appointment cards, prescriptions, or letters from a doctor.



More information on school attendance can be found here: www.bradford.gov.uk/attendance or by scanning this QR Code.

I am here to support you with <Pupil's Name>'s attendance. Please contact me if you would like to discuss this letter further.

Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carers to ensure that their child regularly attends the school at which they are enrolled. 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>%.

Although we have tried to work with you to improve <Pupil's Name>'s attendance, we are still very concerned. I have attached a copy of their registration certificate, which shows that since <date of last letter/meeting>, they have had <x> unauthorised absences.

You have already been told that you are legally responsible for making sure your child attends school regularly.

After reviewing this case, we have decided to refer it to Bradford Council. Bradford Council will now investigate and consider legal action under Section 444 of the Education Act 1996:

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



Bradford Council will contact you soon. In the meantime, please make sure your child attends school every day.

More information on school attendance can be found here: www.bradford.gov.uk/attendance or by scanning this QR Code.

If you are having difficulties or do not understand this letter, please contact me.

Yours sincerely

<school contact>

ATTENDANCE CONTACT – Section 19 Anti-Social Behaviour Act 2003

| Child Details | | | | | |
|---------------|--|-----------------------|--|--------------|--|
| Child Name | | Date of Birth | | Year Group | |
| Address | | School | | Today's Date | |
| Attendance % | | Unauthorised Absences | | Review Date | |

| Parent Details | | | | | |
|----------------|--|---------------|--|-----------------------|--|
| Parent Name | | Date of Birth | | Relationship to Child | |
| Address | | | | Contact Number | |
| Parent Name | | Date of Birth | | Relationship to Child | |
| Address | | | | Contact Number | |

| Supporting Agency Details | | | | | |
|---------------------------|--|--------------|--|----------------|--|
| Teacher | | Job Title | | Contact Number | |
| Worker Name | | Organisation | | Role | |
| Email Address | | | | Contact Number | |
| Worker Name | | Organisation | | Role | |
| Email Address | | | | Contact Number | |

This Attendance Contract is a formal written agreement with the Parent(s), Pupil(s), school (and Local Authority) to support the following action plan to address the poor school attendance of the child. A meeting was convened with the parent/carers(s), child, teacher and other professionals to address:

The reasons for the child's non-attendance at school.

Actions that can or need to be taken
by any or all of the people involved

To set an expected level of 100% attendance for the child to attain during the 3 week review period

The potential consequence of legal action being taken should the pupil's attendance at School not improve

to secure the child's attendance at
School

Any agreement made in this Attendance Contract can only be amended providing everyone is aware and agrees to the suggested amendments. Should the issue of attendance and/or punctuality continue to be a problem because of the Attendance Contract not being adhered to, consideration will be given to requesting legal intervention from Bradford Council, and this document may be used as evidence in any legal action taken due to a breach of **Section 444 (1/1a) Education Act 1996**.

| Everyone to Contribute - Child/Family Needs Assessment – Is the child... | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|----|--|
| Healthy? *1 = Extremely unhealthy 10 = Extremely healthy | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| Safe from harm? *1 = Extremely Unsafe 10 = Extremely Safe | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| Learning and developing? *1 = Regressing 10 = Learning and Developing ahead of peer group | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| Having a positive impact on others? *1 = Extremely Negative Influence 10 = Extremely Positive Influence | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| Free from the negative impact of poverty? *1 = Poverty having extremely negative impact 10 = | | | | | | | | | | | | | | | | | | | | |
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| Free from coercion/control from other children and/or adults? | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|--|---|--|---|--|---|---------------------------------|---|---|---|--|---|--|---|--|----|--|--|------------------------|--|
| | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | | | | |
| Parent/Carer's Views | | | | | | | | | | | | | | | | | | | | | | | |
| Why is your child not attending school regularly? | | | | | | | | | | | | | | | | | | | | | | | |
| Child's Views | | | | | | | | | | | | | | | | | | | | | | | |
| Why are you not attending school regularly? | | | | | | | | | | | | | | | | | | | | | | | |
| Parent / Carer (s) Actions – Parent/Carer(s) agrees to... | | | | | | | | | | | | | | | | | | | | | | | |
| Suggested Action | | | | | | | | | | Tick if Applies | | Suggested Action | | | | | | | | | | Tick if Applies | |
| Make sure the child attends school every day | | | | | | | | | | | | Contact another professional if the child feels that the school are not dealing with any issue, or if the child feels uncomfortable about discussing an issue with the school | | | | | | | | | | | |
| Contact the school by phone to check attendance every day | | | | | | | | | | | | Find out where the child goes when they are not in school and inform the school so that action can be taken | | | | | | | | | | | |
| Look for the child and when possible return them to school if they leave the school site | | | | | | | | | | | | Notify the school of any occasions when you are aware that the child will be late in school giving reasons | | | | | | | | | | | |
| Attend any future meetings that may be called by school staff or other professionals | | | | | | | | | | | | Keep the school updated with full contact details, including where possible, a telephone number and email address | | | | | | | | | | | |
| Notify the school on every day the child is of absent from school, giving a reason and indicating a return date/time | | | | | | | | | | | | Ensure the pupil is seen by a GP when ill and provide medical evidence of any absence due to illness (i.e. appointment cards, prescriptions, letters etc) | | | | | | | | | | | |
| Contact the school as soon as you become aware of any concerns, issues or problems that you or the child may be experiencing. | | | | | | | | | | | | Provide permission to the school and/or other professionals to contact other services who can provide support to the child and the family (i.e. Early Help Family Hubs, Children's Social Care etc) | | | | | | | | | | | |
| Appropriately reward the child for 100% attendance each week | | | | | | | | | | | | Appropriately sanction the child each time they fail to achieve 100% attendance for the week, and no justifiable reason exists | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| Signature (Parent/Carer) | | | | | | | | | | Signature (Parent/Carer) | | | | | | | | | | | | | |

Child Actions (If Appropriate) – Child agrees to...

| Suggested Action | Tick if Applies | Suggested Action | Tick if Applies |
|--|-----------------|---|-----------------|
| Attend school as agreed and on time. | | Be responsible for getting out of bed each morning to get to school on time and be aware that if they are late they will be awarded sanctions | |
| Be responsible for obtaining a registration mark even if they are late for school | | Make sure they follow the conditions of any attendance report given to them by a teacher | |
| Attend any future meetings as felt necessary by parent, school staff or other professionals who are trying to help | | Tell their parent/carer of any concerns especially if they are likely to affect attendance. | |
| Contact a teacher or a professional and let them know of any problems they have generally or relating to school | | | |
| Signature (Child) | | Signature (Parent/Carer) *I agree with actions and will support | |

School Actions – The School agrees to...

| Suggested Action | Tick if Applies | Suggested Action | Tick if Applies |
|---|-----------------|--|-----------------|
| Provide the child with a place on roll at the School | | On receiving a call from the parent/carer, check that the child is in school. | |
| Provide appropriate education and support | | With the parent/carer's and child's agreement, the appropriate teaching staff will be made aware of the child's situation. | |
| Ensure that the child's attendance is monitored on a daily basis | | Respond to, or deal with, any problems, concerns or issues raised by the child, parent/carer, school staff or other professionals. | |
| Be available to make contact to discuss problems with the parent/carer(s), child, and/or other professionals | | If appropriate, consider alternative provision | |
| Place the pupil on an attendance report | | If appropriate, consider a modified timetable | |
| Liaise closely with the parent/carer(s) and other professionals should there be any problems, concerns or issues regarding the child, including any unexplained absences. | | Make a referral to support services on the family's behalf, i.e. Early Help, Education Support, Health, CAMHS, Children's Social Care etc. | |
| | | | |
| | | | |
| | | | |
| Signature (School Staff) | | Signature (School Staff) | |

Support Worker / Professionals Actions – The Support Worker agrees to...

| Suggested Action | Tick if Applies | Suggested Action | Tick if Applies |
|------------------|-----------------|------------------|-----------------|
|------------------|-----------------|------------------|-----------------|

| | | | |
|---|--|---|--|
| Respond as soon as is practicably possible to any issues raised by the child, parent/carer or school staff. | | Arrange to meet with the child regularly or when the child requires. | |
| Provide support, help or advice to the child, parent/carer or school staff on request. | | Consider the use of an Early Help Assessment / Team around the Family | |
| Make a referral to support services on the family's behalf, i.e. Early Help, Education Support, Health, CAMHS, Children's Social Care etc. | | Contact other professionals supporting the child to clarify roles and to ensure that all the child / families unmet needs are identified and addressed. | |
| Meet with the parent/carer, child or school staff in the first instance should there be any further issues or problems identified particularly relating to attendance | | | |
| | | | |
| | | | |
| Signature (School Staff) | | Signature (School Staff) | |