

Attendance Policy

This policy is applicable to: South Hunsley School and Sixth Form College

Intended audience: Parents, Students, Staff

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Mitch Trainor Deputy Headteacher</p>
<p>Name of Responsible Committee/Individual:</p>	<p>South Hunsley School and Sixth Form Local Governing Body</p>
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Aims

South Hunsley School is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at South Hunsley School, it is vital that they maintain excellent attendance and punctuality. Our minimum attendance expectation is 96%, however we strive for 100% attendance for all students and we actively promote good attendance and discourage unjustified absence - this ethos prepares students for the disciplines of working life and maximises learning opportunities.

- We will ensure that all students access full-time education which meets their needs and allows them to reach their potential.
- We emphasise that it is the responsibility of everyone in the school to improve attendance and punctuality.
- We strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- We work with students and their families to ensure every student has good attendance and punctuality.

Expectations

School

To continually improve attendance, the school will:

- Promote good attendance and punctuality through assemblies and message boards.
- Investigate any unexplained and/or unjustified absence.
- Foster good relationships and work closely with parents/carers where student absence is cause for concern.
- Support students to achieve good attendance and punctuality.
- Support students returning to school after prolonged absence.
- Foster good relationships with the Education Welfare Service and relevant external agencies.
- Only remove a student from the school roll when s/he has legally left
- Encourage students to attend school regularly through the provision of engaging work that is appropriate to their needs.
- Provide parents / carers a clear statement of attendance on student's reports.
- Inform the Governing Body of attendance levels as part of each KPI report.
- Providing information for the prosecution of parents whose children do not attend school and who do not have a substantive reason

Students

- To attend regularly and on time.
- To be punctual to all lessons.
- To ensure all messages and notes from parents/carers regarding attendance are taken to the appropriate place/person (depending on content).

Parents / Carers

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education (Section 7 of the Education Act 1996). A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31st December.

A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. From September 2015 all 16 year-olds are required to continue in education or training, until their 18th birthday.

Expectations of parents / carers are therefore:

- To ensure that their child attends the school punctually, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the school is open unless they are too ill to do so.
- To avoid keeping their child away from the school for any other reason than illness or authorised explanation.
- To avoid arranging term time holidays
- To immediately inform the school Attendance Office if their child is unable to attend (by 8.30 on the day of absence, by contacting the Absence Reporting Line on 01482 631208 or using Parent Mail), including the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the school on each day of absence.

Subject Teachers

All subject teachers have responsibility for the following each lesson:

- Take an accurate register for the class within the first 10 minutes of the lesson, followed by a head count (including separate registers for double lessons).
- Challenge lateness of all students and record this accurately on SIMS.
- Stress to students the importance of good attendance and punctuality.
- Follow up patterns of absence or lateness with the student's Head of Year.
- Ensure that late marks are recorded in a student's planner, if late to a lesson.
- Ensure that Year Leaders are made aware swiftly if any student leaves a lesson.

Form Tutors

All form tutors have responsibility to:

- Build supportive relationships with tutees and discuss with students the reasons for absence when returning to school
- Ensure that all students update weekly attendance records in their planners.
- Use form time one day per week to discuss the importance of attendance and punctuality.
- Accurately record AM registers for all students.

- Monitor attendance patterns of tutees and inform Heads of Year where concerns or patterns are identified.

Attendance Officer

The school's Attendance Officer has responsibility for:

- Ensuring registers are being completed and informing SLT link at appropriate stages (where there are persistent concerns of non-completion).
- Clearing and entering absence notes, (ensuring correct codes are used) absence emails and phone calls regarding absence.
- Collating leave of absence/holidays forms for SLT.
- Updating and maintaining students' personal data/contact details, ensuring that the single central record remains accurate at all times.
- Providing daily attendance reports to the Senior Leadership Team.
- Conducting first day calling, as directed.
- Providing attendance data to the EWO as required.
- Providing data for the Governing Body (KPI cycle).
- Providing data for the LEA and DFE returns.
- Providing punctuality data for the EWO (weekly)
- Removing students from the school's roll, ensuring that this is only done within the guidelines outlined within Working together to improve school attendance (March 2022)

Education Welfare Officer

The school's Education Welfare Officer (EWO) has responsibility for:

- Monitoring attendance levels of all students, including analysis of attendance and patterns of absence amongst different groups.
- Meeting on a regular basis with Head of Year and Senior Leadership Link to discuss students with under 90% attendance, including reporting on persistent absence patterns and Pupil Premium attendance.
- Feeding back to staff information as appropriate.
- Liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers/students.
- Supporting students with difficulties in school.
- Making home visits and welfare checks as appropriate to meet with parents/carers.
- Clearly informing parents/carers of their legal responsibility for regular attendance and possible sanctions.
- Following up with the EWO's line manager where a decision is made to take action against parents/carers for the non-attendance of a student.
- Adopting a multi-agency working practice to ensure support for parents/carers/students.
- Liaising with the Local Authority Education Welfare Service where persistent or significant concerns arise regarding a child's attendance at school.
- Attending child protection conferences/core group meetings under the direction of Social Services or SLT.
- If a student's absence is supported by a hospital consultant or a specialist medical team, referral to Home Tuition Service will be led by the EWO.
- Taking part in truancy sweeps under direction of the police or SLT.

- The Education Welfare Officer is able to use a wide range of strategies to improve the attendance of all students, including but not limited to:
 - Parenting Contracts
 - Penalties
 - Fast Track Procedures
 - Prosecution
 - Education Supervision Orders
- Ensuring that those students identified by the school as being vulnerable are monitored closely to support high levels of attendance.

Heads of Years

The above, under the guidance of the Assistant Headteachers will check attendance on a weekly basis (more frequently where concerns persist about a student’s attendance), ensuring that:

- Absence e-mails/notes are being provided and phone calls/emails from parents are logged (in conjunction with the Attendance Officers).
- Codes/explanations for absence are being inputted accurately by the Attendance Officer.
- Any patterns of absence are identified and investigated.
- Poor attenders/students with problems in school likely to affect their attendance are identified and referred for intervention/support.
- Reasons for non-attendance are investigated with students, parents/carers & the EWO where there are concerns and the appropriate action is taken – monitoring will begin initially by the Attendance Officer, then Head of Year and finally EWO.
- If a student is likely to be absent for a known period of time, to arrange for work to be sent home.
- If a student is returning after a long absence from school, the possibility of a phased return should be considered.

Governing Body

The Governing Body is required by law to ensure that the registers are kept accurately. They are also required to ensure the school’s compliance with all relevant legislation and statutory guidance relevant to attendance.

Registration Procedures

Session Length

Register sessions (AM / PM) need to be left open for a reasonable period of time, **up to a maximum of 30 minutes**, to allow for lateness to be recorded (where a student arrives after the register period closes, they cannot be marked with an L, but must use another appropriate code). Session times are as follows:

Session	Registers Open	Registers Close
AM	08:40	09:05
PM	13:15	13:45

Tutor Time

The tutor (or colleague covering the registration period) must complete the morning register accurately and save this within the first 10 minutes of the registration period (remembering that the register is a legal document). If students arrive late to registration then the tutor must re-open the register and mark with an L, enter how many minutes late and save again.

Assemblies

All teaching staff have access to a school iPad with SIMS Teacher installed. This should be used to accurately record attendance. Where this is not possible, a paper register may be used and handed to the Attendance Officer before the start of Period 1, who can then input the paper register into the system. Where this is done, colleagues need to remember that this paper register constitutes a legal document and should be completed as such.

Educational Visits & Sports Fixtures

The trip leader will carry a paper register which will be completed before leaving the school site. Any absences from the expected attendance will then be emailed or telephoned through to the EVC and Cover Officer who will ensure that SIMS is updated accordingly.

College Courses

Paper registers should be taken by link member of staff, before students leave the school site and returned to the Attendance Officer to be recorded on SIMS.

Signing Out

Any student (excluding KS5) who leaves the school premises during the day should go to the main School Reception where they will be given an 'Authorised Absence Pass' which gives permission for the student to be off the site. Parental/official verification for the reason for leaving the site will be sought/looked at before pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the police or Education Welfare Service.

Authorised Absences

An authorised absence is where the School has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the school can do this.

Parents/carers should contact the Attendance Office (by telephone, SIMS Parent App or email) prior to the absence (before 8.30 am if on the day of absence), giving a reason and an expected date of return. Wherever possible, students should attempt to arrange non-school activities outside of their timetable / school day.

The following is a list of reasons for absence which would be authorised:

- A medical appointment
- A family bereavement and/or attendance at a funeral
- A religious observance
- A visit to a University / College, either to attend an open day or for an interview
- A careers interview
- An appointment with a Youth & Family Support Service personal advisor/CAMHS/MIND counsellor
- A work experience placement (although preferably arranged for during weekends or holidays)
- Moving house (1 day only)
- A job interview (Sixth Form only)
- Driving test (Sixth Form only)
- Sporting competitions
- Examinations
- Performing Arts examinations

For each of the above, evidence will be required (e.g. an appointment card or letter) which will need to be presented to the Attendance Officer, in order for the absence to be authorised.

Term Time Holidays

Legislation came into effect on 1 September 2013, which means there is no longer a provision in law for the Headteacher to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances outlined here:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family

If a request meets the above exceptional circumstances but falls within the following circumstances, the Headteacher must be convinced that absence from school is the only option:

1. The first term of any academic year (applies to all students)
2. Year 9 options time (for students in Year 9)
3. At any time during Years 10 and 11 (for all students in these year groups)
4. Students whose attendance is classified as persistent absence

Persistent Absence

A student will be defined as a Persistent Absentee when their attendance at school is below 90%. Persistent Absence is a serious problem for students, leaving students at a considerable disadvantage. Students who fall below a 92% threshold will be monitored and supported to improve their attendance.

Students whose attendance falls below the 90% PA threshold will be supported by Education Welfare Officer and their attendance will be reviewed by Assistant Headteacher for Inclusion. Where appropriate, Attendance Action Plans (see Appendix 4) will be drawn up by the Education Welfare Officer in consultation with parents/carers and relevant external agencies, where appropriate.

Penalty notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent.

Under Section 23 of the Anti-Social Behaviour Act (2003), the Local Authority or Headteachers, as a deterrent to prevent a pattern of unauthorised absences developing, may use Penalty Notices. They will be issued by post directly to the home of a parent after a warning, or in the case of absences without acceptable cause, warnings may not be given. This may include students caught on truancy sweeps, excessive or unauthorised family holidays and persistent late arrival after the close of registration.

The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority regardless of who issued the penalty notice.

If the penalty is not paid by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made.

There is no right of appeal by parents against a fixed penalty notice.

Parental Guidance on this Legislation

We advise that parents/carers do not plan for their child to be absent without contacting the school first to obtain prior approval. Headteachers cannot retrospectively authorise absence from school under any circumstance. A penalty notice may be issued for any unauthorised absence due to holidays.

If a parent believes at any stage that their child's absence from school may leave them liable for prosecution or a penalty notice, it is important for the parent/carer to take action without delay to secure their regular attendance. Support and guidance on attendance is always available and if parents/carers have any questions about this, or need any help to achieve an improvement, they are encouraged to contact the school to discuss any issues.

Sixth Form

Sixth Form students are responsible for ensuring that the Sixth Form is informed about any absence.

If absence is known about in advance, the online Absence Notification Form should be used for pre-planned absences. This should be completed in advance of any absence with supporting evidence (where possible) attached. <https://forms.office.com/r/QeMKLpQ8ET>

For all other absences:

- Students should inform the Sixth Form if they are ill or unable to attend by emailing before first lesson (or CP/tutor meeting) on each day of absence. The address to send a message to is sixthform@southhunsley.org.uk Students or parents can also call the LRC on 01482 631208 ext. 195. Please note that this telephone extension number is in the Sixth Form Learning Resource Centre and will not always be answered. Please leave a message clearly stating student's name and reason for absence, as the messages are checked on a regular basis.
- When reporting an absence please ensure that you state a reason why you cannot attend.

For all absences, students should also contact subject teacher(s) and catch up on any missed work.

Students can only self-certify absences up to a maximum of three days in any term, or six days per year. Once this limit has been met, a parent/carer must confirm all absences.

In cases of long-term illness, ensure that the Sixth Form team In cases of long-term illness, ensure that the Sixth Form team is informed and updated, so that appropriate arrangements can be made.

Checking of Sixth Form Attendance

Students with an unexplained absence will be emailed each day. It is crucial that all students check their attendance and respond to these emails to ensure that their attendance record is accurate.

Students can also check their attendance record via the SIMS Student App.

It is the student's responsibility to keep their attendance record up-to-date and any absence is considered unauthorised until the correct notification is received.

Attendance of all timetabled lessons is compulsory. Any student whose attendance falls below 90% will be closely monitored.

Students must attend all progress meetings and CP sessions with their tutor and Personal Development sessions as directed.

All cover lessons will be posted on Teams. Students must complete and upload work as required on the day of the lesson, but do not need to be on site to complete this work, unless they have other lessons that day.

In response to persistent attendance problems, students will be placed on the Sixth Form Attendance Monitoring Referral Route (see Appendix 2).

If Sixth Form students leave the site at any point when they have timetabled lessons, they must sign out with a member of the Sixth Form team in the LRC or Sixth Form office.

Further information on expectations for Sixth Form Students can be found in the Sixth Form Learning Agreement. All students are given a copy of this at the start of term and a copy can also be found on the school website.

Year 11 / Year 13 Leavers

Year 11 & 13 leavers' official school leaving date will be the date of their last examination. Year 11 students are expected to register and attend school during the examination period to access subject specialist support. Revision support is provided within school for every student during the examinations.

The Secretary of State may, by order, determine the day in any calendar year, which is to be the school leaving date for that year.

Staged Approach to Improving Attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed on a fortnightly cycle by the Education Welfare Officer to identify trends in key groups, including vulnerable students, year groups and individual students. Following thorough data analysis, the following staged approach will be followed:

Stage 0

Stage 0 refers to the approaches taken to promote high attendance for all students across school. Please see actions below:

- Continued monitoring of attendance to identify and intervene with attendance concerns early.
- Parents / carers of all absent students, without reason provided, will be contacted by the school's Attendance Officer to ascertain reason for their absence on their first day of absence.
- Students with a second day of absence without valid and accepted reason will be contacted by the EWO.
- On a student's third day of absence without valid and accepted reason, a welfare check will be conducted at the home address.
- Weekly recording of student attendance in planners, during registration.
- Clear displays near Pastoral offices showing weekly attendance.
- Assemblies and tutor activities highlighting the importance of attendance and punctuality.
- Rewarding high levels of attendance within school (See section below).

Stage 1

Where a student's attendance falls below 92% this will be investigated by the EWO and Head of Year. If there are unauthorised absences, the parent/carer and student will be issued with a Stage 1 Attendance Letter

(see Appendix 3) informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation).

Where there are no unauthorised absences, this will be monitored for improvement internally for a period of two to six weeks (depending upon the situation). If attendance does not improve over this period, parents / carers will be issued with a Stage 1 Attendance Letter, as above.

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0.

Stage 2

If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 2 Attendance Letter (see Appendix 3), informing them that their attendance has not improved and offering further support from the student's Head of Year. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 3

If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 3 Attendance Letter (see Appendix 3) and be invited into school to meet with the EWO to agree an Attendance Action Plan (see appendix 4). This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 4

If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 4 Attendance Letter (see Appendix 3). This will invite them to an attendance panel where the school will put forward a recommendation to the Local Authority for prosecution for non-attendance at school.

Where a student is on Stage 3 or Stage 4 of the above at the end of an academic year and has not improved their attendance to above 92%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

Rewards

South Hunsley School believes in rewarding students for high attendance; students who continue to show high levels of attendance will be rewarded in different ways, including but not limited to:

- Here today, here tomorrow competitions
- House Points / Reward Stamps

- Form Prizes / Awards

South Hunsley School will recognise the achievement of students and groups of students with high attendance through the use of displays on the school site and communication home to parents/carers in addition to example rewards above.

Lateness

Punctuality is an important part of good attendance at school. The Attendance Officer will produce weekly reports for the EWO that identify lateness for students and those with persistent or patterns of lateness to lessons will be placed onto Late Report with time missed being made up at a lunch time or after school (depending on the situation).

Late Bus

The EWO and SLT Link will meet half-termly to review AM late marks. Where there are persistent issues with AM lateness, parents will be contacted and these students will be placed onto the 'Late Bus' programme.

Identified students will be placed onto the Late Bus list each half term. This will mean that they are called at home at 08:00 each morning to ensure that they are ready for school. If they are not, they will be collected in the school minibus to ensure their punctual arrival at school.

Signing in

When a student is late in the morning (after the gates have closed) they must sign in at the Attendance Office and provide an explanation to the EWO / Attendance Officer for their lateness, which will be confirmed with parents/carers.

Children Missing Education

In line with current guidance, South Hunsley School will conduct reasonable enquiries if a student on our role is not attending school. If, following action for the first 3 days of unauthorised absence (see Staged Approach, above) we have not received a suitable response from parents/carers we will contact them in writing, followed by a second welfare check within 10 days of the first absence. If no response, relevant agencies will be contacted to identify the student as missing in education. Where we believe the child is at risk, timescales will be expedited and relevant agencies contacted sooner.

Attendance Codes

Code	Use
/	Present in school (AM)
\	Present in school (PM)
L	Late arrival before the register is closed
B	Off-site educational activity
D	Dual Registered at another school
J	At an interview with prospective employers, or another educational establishment
P	Participating in a supervised sporting activity
V	Educational visit or trip
W	Work experience
Authorised Absence from School	
C	Leave of absence authorised by the school
E	Excluded but no alternative provision made
H	Leave of absence for the purpose of a family holiday granted by the school
I	Illness (not medical or dental appointments)
M	Medical or dental appointments

R	Religious observance
S	Study leave
T	Traveller absence
Unauthorised Absence from School	
G	Holiday not granted by the school or in excess of the period determined by the headteacher.
N	Reason for absence not yet provided
O	Absent from school without authorisation
U	Arrived in school after registration closed
Administrative Codes	
X	Non-compulsory school age pupil not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Prospective pupil not on admission register
#	Planned whole or partial school closure

Relevant Guidance

This policy has been written, referring to the following guidance and legislation:

- Children Missing Education (September 2016)
- Working Together to Improve School Attendance (Sept 2023)
- Education Act (1996)

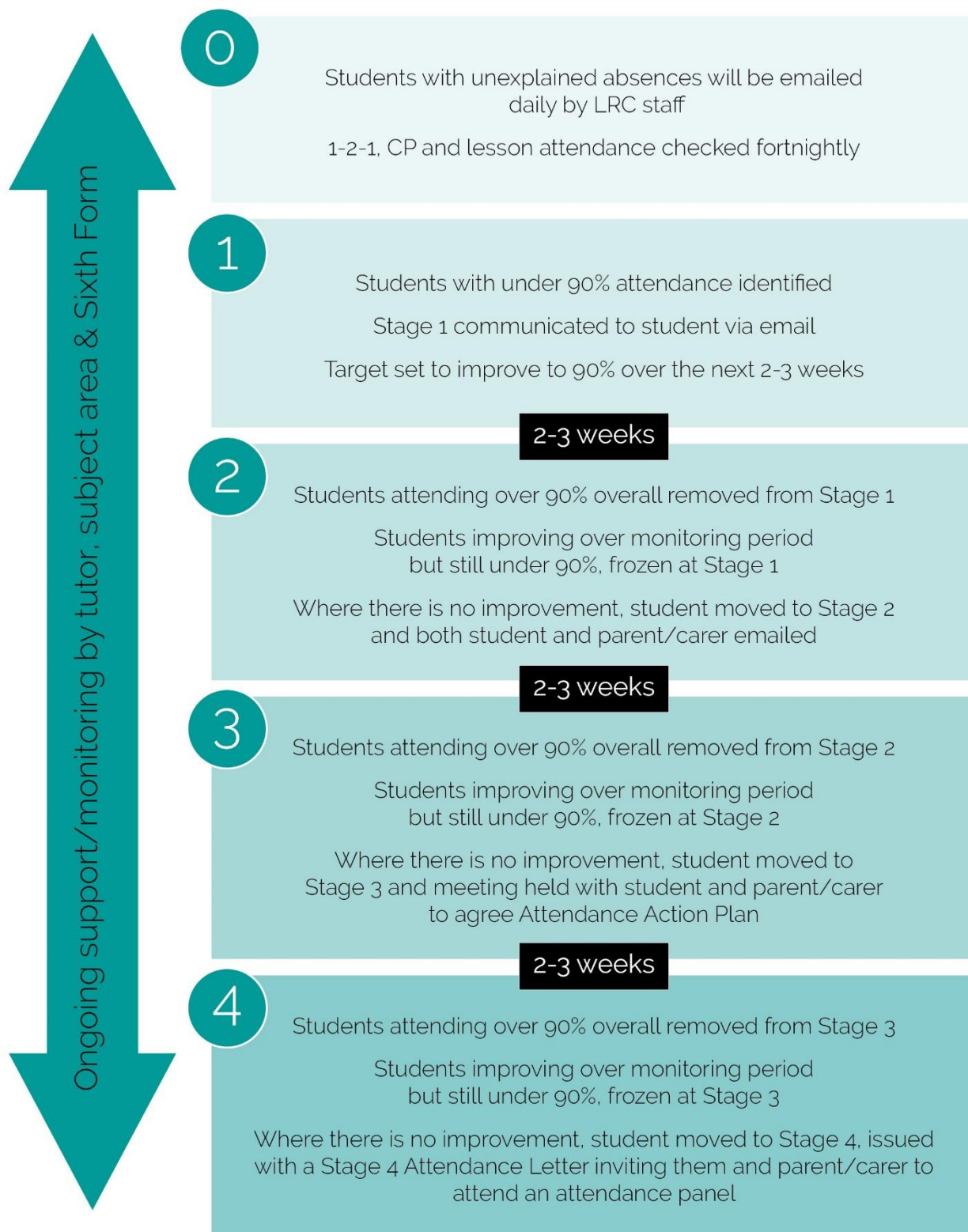
Appendices

Appendix 1: Timings of the day

TIMINGS OF THE SCHOOL DAY	
TIME	YEAR 10, 11 & 13
08.40 - 09.05	Tutor Time
09.05 - 09.10	Movement
09.10 - 10.10	Period 1
10.10 - 10.25	Break
10.25 - 11.25	Period 2
11.25 - 11.30	Movement
11.30 - 12.30	Period 3
12.30 - 13.15	Lunch
13.15 - 14.15	Period 4
14.15 - 14.20	Movement
14.20 - 15.20	Period 5
15.20	End of normal school day

TIMINGS OF THE SCHOOL DAY	
TIME	YEAR 7, 8, 9 & 12
08.40 - 09.05	Tutor Time
09.05 - 09.10	Movement
09.10 - 10.10	Period 1
10.10 - 10.15	Movement
10.15 - 11.15	Period 2
11.15 - 11.30	Break
11.30 - 12.30	Period 3
12.30 - 13.15	Lunch
13.15 - 14.15	Period 4
14.15 - 14.20	Movement
14.20 - 15.20	Period 5
15.20	End of normal school day

STAGES OF SIXTH FORM ATTENDANCE MONITORING 23/24



Students may not be entered for an exam in a subject where their attendance is below 85%

Appendix 3: Letter Templates

Stage One Letter:

[Parent Address]

[Date]

Dear [Parental Salutation]

Re: [Student Name & Form] - Stage 1 Attendance

South Hunsley School and Sixth Form College is committed to improving progress through high attendance. To support this, we monitor the attendance and punctuality of all registered students closely, with any student whose attendance falls below 92 per cent closely monitored and I am sure you understand the importance of regular attendance at school.

I am writing to inform you that [student]'s attendance for the academic year 2023/2024 week ending [date] is [attendance %] and is a cause for concern for us.

[Student]'s attendance will be monitored over the next [two to six weeks] and hopefully significant improvement will be made. At the end of this period your child's attendance will be reviewed again.

I enclose a copy of [student]'s attendance record. If there are any issues arising from this letter or you require further advice or support please do not hesitate to contact your child's Head of Year.

Yours sincerely

Jenny Drant

Attendance Officer

Stage Two Letter:

[Parent Address]

[Date]

Dear [Parental Salutation]

Re: [Student Name & Form] - Stage 2 Attendance

South Hunsley School and Sixth Form College is committed to improving progress through high attendance. To support this, we monitor the attendance and punctuality of all registered students closely, with any student whose attendance falls below 92 per cent closely monitored and I am sure you understand the importance of regular attendance at school.

We wrote to you recently about your [student]'s attendance, but unfortunately this has not shown the improvement that we as a school aim for. I enclose a copy of [student]'s school attendance record. You will see that the attendance is now [attendance %] for the week ending [date] which I am sure you will agree, is a cause for concern.

I would like you to contact me at South Hunsley School and Sixth Form College, during the next 7 days to discuss any problems affecting attendance.

I will continue to monitor [student]'s attendance for the next [two to six] weeks and, with your co-operation, I anticipate a gradual improvement. I may speak with your child in school to discuss this matter.

I must remind you that you have a legal responsibility as a parent to ensure your child attends school regularly.

Yours sincerely

[Head of Year]

Head of Year

Stage Three Letter:

[Parent Address]

[Date]

Dear [Parental Salutation]

Re: [Student Name & Form] - Stage 3 Attendance

As you are aware from previous correspondence we have been concerned about [student]'s attendance during the current academic year 2020/2021. [student]'s attendance to the week ending [date] is [attendance %]. I would now like to invite you into school to attend a meeting so we can formally discuss the current situation and ways that [student] can be supported to improve [his/her] school attendance.

The purpose of the meeting is to complete an Attendance Action Plan, in which we will agree how to support [student] in improving [his/her] attendance, and to understand the consequences if the situation does not improve.

The role of the Education Welfare Officer is to support regular attendance and help to remove any barriers which may prevent any student from fully accessing the education to which [he/she] is entitled. I must also at this time remind you of your legal responsibility as parents, under the Education Act (1996) to ensure that your children attend the school at which they are registered, regularly.

[Student]'s attendance will continue to be monitored for a period of [between two and six] weeks and hopefully significant improvement will be made.

Please do not hesitate to contact me at school should you wish to discuss this matter further.

Yours sincerely

Sarah Davis
Education Welfare Officer

Stage Four Letter:

[Parent Address]

[Date]

Dear [Parental Salutation]

Re: [Student Name & Form] - Stage 4 Attendance

Unfortunately, [student]'s attendance has not improved since our last correspondence. Between [date] and [date] [student] attended school on only [number] of sessions out of a possible [total] occasions.

Consequently, you are required to attend an Attendance Panel Meeting at the date and time below. This will include a member of the Senior Leadership Team (Chair) from South Hunsley School and Sixth Form College and a School Governor and likely others from both within the school and other agencies. It is likely that a member of East Riding's Educational Welfare Service (EWS) will also be present.

[date] at [time].

At this meeting, you will be given the opportunity to explain the reason for [student]'s absences. The panel will seek clarification on some matters and expect a sustained improvement in attendance. If the Chair of the meeting considers sustained improvement is not likely the case will be referred to the EWS for consideration for prosecution under Section 444 of The Education Act (1996).

Please contact me on 01482 631208 to confirm that you will be attending this panel meeting.

If you do not attend this meeting (without good reason) this will be included in the evidence we will pass to the Local Authority should they find it necessary to take legal action. You have a legal responsibility to ensure that your child attends school regularly and failure to do so may result in the matter being placed before the Magistrates' Court under Section 444 of the Education Act (1996).

Yours sincerely

Mitch Trainor
Deputy Headteacher

Medical Absence Letter:

[Parent Address]

[Date]

Dear [Parental Salutation]

Re: [Student Name & Form] - Medical Absence

As you are aware from previous correspondence we have been concerned about [student]'s attendance during the current academic year.

Due to the fact we have not been able to arrange a meeting to discuss this with you, we will from this point, only authorise absence due to illness if this is supported by a note from the doctor or other medical practitioner. I must also at this time remind you of your legal responsibility as parents, under the Education Act (1996) to ensure that your children attend the school at which they are registered, regularly.

[Student]'s attendance will continue to be monitored and hopefully significant improvement will be made.

Please contact me at school to discuss this matter further.

Yours sincerely

Sarah Davis
Education Welfare Officer

Appendix 4: Attendance Action Plan

ATTENDANCE ACTION PLAN

Name:		DOB:	
Date:		Review Date:	

Attendance Targets			
	Date Commencing	Target %	Actual %
Week 1		100%	
Week 2		100%	

Add more rows as necessary

Other Targets/Agreements:	
1	
2	
3	

Agreed By:

Student:		Parent:	
EWO:		School:	South Hunsley School & Sixth Form College