



EMPOWERING YOUNG PEOPLE TO TAKE ON THE WORLD

Attendance and Children Missing From Education Policy

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1. PRINCIPLES AND AIMS

1.1 Principles

School21 is committed to ensuring that students and parents understand the absolute importance of high attendance. Attendance in school is incredibly important for academic and social development, but we also need to ensure that we know students are safe as well. At School 21 we aim to create a secure and caring learning environment to ensure our students want to attend school.

1.2 Aims

- To maintain exceptionally high levels of attendance and punctuality across the School, significantly above local and national averages.
- To work with parents to ensure individual student attendance is as high as possible, supporting and challenging where needed.
- To regularly monitor attendance patterns so that the School can put appropriate interventions in place to support young people and their families.

2. LEGISLATION AND GUIDANCE

The Education Act 1996 section 436A;

[The Education Act 2002;](#)

[The Children Act 1989;](#)

[The Children Act 2004;](#)

[Statutory guidance for local authorities: Children missing education \(September 2016\);](#)

[Elective Home Education Guidelines;](#)

[School Admissions Code;](#)

[School to school service: how to transfer information](#)[The Education \(Pupil Registration\)](#)

[\(England\) Regulations 2006](#), as amended (Education law regarding pupil registration where a

child is on a school roll); [The Education \(Pupil Registration\) \(England\) \(Amendment\)](#)

[Regulations 2013](#); as amended [The Education \(Pupil Registration\) \(England\) \(Amendment\)](#)

[Regulations 2016](#). Section 175 of the Education Act 2002; Section 11 of the Children Act

2004.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

3.2 The Headteacher

The headteacher is responsible for the implementation of this policy at the school

3.3 Senior Leader Pupil Support 4 - 18

The Senior Leader for Pupil Support 4 - 18 is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.4 Attendance Officer

The school attendance officer:

- monitors attendance data across the school and at an individual pupil level
- reports concerns about attendance to the Senior Leader for Pupil Support 4 - 18
- works with education welfare officers to tackle persistent absence
- arranges calls and meetings with parents to discuss attendance issues
- advises the Senior Leader for Pupil Support 4 - 18 when to issue fixed-penalty notices

3.5 Heads of School

The Heads of School are responsible for monitoring attendance at a small school level and ensuring that attendance actions are executed by the small school teams.

3.6 Heads of Year and Pastoral Phase Leads

The Heads of Year and Pastoral Phase Leads are responsible for

- monitoring attendance on a year group / phase lead level.
- contacting parents with attendance concerns
- monitoring the attendance of individual students as directed by the school attendance officer.

3.7 Class teachers & Coaches

Class teachers are responsible for:

- taking the register accurately and on time for every lesson
- submitting any attendance information to the attendance officer
- implementing attendance intervention actions

3.8 Front Office staff

Front office staff are expected to take calls from parents about absence and record it on the school system.

4. RECORDING ATTENDANCE

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

School starts at 8.30, so all period 1 teachers **MUST** complete their register within the five minutes of the lesson. Students who are in school at 8.30 will be marked present (A) on SIMS. Registers are completed for each lesson during the day.

Students arriving to School up to 9.00am will be marked late 'L' on SIMS. Students will be deducted points or equivalently across the school to signal the importance of punctuality and to make up the lost learning time. In Secondary & Middle students will be issued with a same day sanction of reflection at break/lunch time.

IF A STUDENT ARRIVES AFTER THEE TEACHER HAS COMPLETED THE REGISTER, THE TEACHER MUST UPDATE THE REGISTER WITH AN L CODE.

Students who arrive after the 9.20am deadline following registration will be marked as late after close of registration using the 'U' code on SIMS (this is classed as an unauthorised absence).

Parents will receive a text message informing them if their child has not arrived at school, and we have not received a reason for this absence. If you believe your child is at school, please contact us via telephone on 0208 262 2121 to speak with the Attendance Team to confirm they have arrived. If you're child is unwell, and you haven't notified the school yet, please do so immediately via email attendance@school21.org.uk

If a parent knows a child is going to be absent from school, a Leave of Absence form should be completed and returned to the School with as much notice as possible. Family holidays during term time are not permitted. Any Leave of Absence must be requested in advance

and will only be granted in exceptional circumstances at the discretion of the Senior Leader for Pupil Support 4 - 18. Once the School has received the request, parents may be invited to a meeting with the Senior Leader for Pupil Support 4 - 18 or attendance officer.

The School takes seriously its duty to safeguard the welfare of all its students. Unexplained absences and a lack of contact from parents or carers may cause us concern and leave us to involve other agencies such as Children's Social Care. We will contact Children's Social Care for children subject to a Child Protection Plan, and it is also good practice to do so for a CIN plan. There should also be a reference to CME referrals. Students must have strong attendance in order to qualify for a strong reference towards sixth form and FE.

4.2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8am or as soon as practically possible via:

Telephone: 020 8262 2121

email: attendance@school21.org.uk

We will mark absence due to illness as authorised and parents/carers must provide medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence where possible.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the parent/carer notifies the school in advance of the appointment.

Telephone: 020 8262 2121

email: attendance@school21.org.uk

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling or emailing the parent/carer for further information
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use (School Attendance Officer only)

4.6 Reporting to parents

Parents/carers will receive their child's attendance record twice a year via a termly written report.

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. **A leave of absence is granted at the headteacher's discretion.** Parents must ask permission for their child to be absent during term time, and it is at the Head Teachers' discretion to decide whether or not the absence will be authorised. All applications for term time leave must be made on the exceptional circumstances leave request form (available from the office) - **see Appendix 1**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

Any school time holiday leave will be unauthorised although the Head Teacher(s) or Head of School(s) may authorise leave during term time in exceptional circumstances only. Parents will always be informed if the requested leave is authorised or unauthorised.

If term time leave is unauthorised, or no application is made, school may refer to the EWO upon the child's return to school.

A penalty notice requires the parent(s) to pay a fixed fine for their child's absence. The fine is £60 per parent per child. If the fine is not paid within 21 days then it doubles. If it remains unpaid then the matter may be sent for prosecution.

Penalty notices are issued by the Local Authority, not the school. A child can only receive one fine for term time leave. Any subsequent term time holiday leave may result in prosecution.

5.2 Penalty Notices

The School can send you a penalty notice (fine) if:

- Your child's attendance falls below 90% without a good reason
- You take your child out of school during term time (for holidays for example) without agreeing the leave from the school
- Your child is delayed returning from a period of leave and this has not been agreed by the school
- Your child arrives at school after the registers close (9.20am) more than 10 times.
- Your child is excluded from school but is seen in a public place for the first five days of the exclusion

5.3 Persistent Absenteeism

A student becomes a 'persistent absentee' when they miss 10% or more of schooling across the school year. The school will monitor all persistent absentee cases closely. Absence at

this level has a detrimental effect on a child's education and we take appropriate steps to engage parents/carers in order to tackle this.

6. STRATEGIES FOR PROMOTING ATTENDANCE

6.1 Recognition

At School 21, we take a positive approach to all pastoral practices including improving attendance. We always give first attention to best conduct. With this in mind, we will always give recognition to excellent attendance as follows:

Weekly for 100% attendance

- Primary = Name added to the 'Responsibility' value poster , attendance cup
- Middle = Names on the Mentiboard
- Secondary = Stars on SIMS
- Sixth Form = TBC

Termly for 97 - 100% attendance

- Primary = Badges and a special pencil, treat/trip
- Middle = Attendance certificates , badges and trip
- Secondary = Attendance certificates & badges / trip
- Sixth Form = Attendance Prize (vouchers / TBC)

6.2 Early Intervention

At School 21, we believe that early intervention has the greatest impact on improving declining attendance amongst our students. We also believe that improving attendance is the responsibility of all adults that work closely with our students and this philosophy underpins our approach to attendance monitoring laid out in section 7.

7. ATTENDANCE MONITORING

7.1 Attendance categories

There are different attendance categories . Each category will trigger a specific intervention, detailed later in this document.

Blue - 100%	No risk
Green - 99.9% - 97%	No risk
Yellow - 96.9% - 95%	Risk of underachievement
Amber - 94.9% - 93%	Serious risk of underachievement
Pink - 92.9% -90%	Severe risk of underachievement
Red - 89.9% - 0%	Extreme risk - Court action

7.2 Daily monitoring

The attendance officer at our school monitors student absence on a daily basis.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2)

The attendance officer will send a text to follow up the absence on the first day of absence.

If a pupil's absence goes above **3 days**, the school will contact the parent/carer to discuss the reasons for this.

7.3 Weekly monitoring

The class teacher / coach will monitor student attendance on a weekly basis. 1 week decline in the percentage will trigger an attendance conversation as per our attendance intervention protocol - **see appendix 3.**

The Head of Year will monitor student attendance on a weekly basis. 2 week's decline in percentage will trigger an attendance conversation as per our attendance intervention protocol - **see appendix 3.**

The Senior Leader for Pupil Support 4 - 18 will monitor and report whole school attendance on a weekly basis. Small School and whole school attendance percentages as well as persistent absentees will be shared with the Senior Leadership team weekly.

7.4 Termly monitoring

The Data Manager will prepare an attendance report once a term which will form part of the safeguarding report to the governing body.

The Senior Leader for Pupil Support 4 - 18 will monitor and report whole school attendance to the governing body on a termly basis.

The Educational Welfare Officer will report on their caseload and impact of their intervention on a termly basis.

8. CHILDREN AT RISK OF MISSING EDUCATION (CME)

8.1 Overview

School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

School 21 has in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

School 21 requires for every pupil, an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

School 21 must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

School 21 staff will be aware that a child missing from education could be an indicator of abuse and neglect, including any of the specific issues as outlined in Keeping Children Safe in Education (September 2018). The attendance lead will monitor unauthorised absences and take appropriate action including notifying the local authority. School 21 staff will be alert to signs of children at risk of travelling to conflict zones, FGM and forced marriage and when there is reasonable suspicion School 21's Safeguarding Policy will be followed.

The principles underpinning this policy are:

- All children, regardless of their circumstances, are entitled to full time education that is suitable to their age, ability, aptitude and which takes into account any child's special educational needs
- Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and are at a higher risk later in life of not being in education, employment or training.
- Effective partnerships and information sharing between parents, schools and local authorities is crucial to ensuring that all children are safe and receiving appropriate education.
- Taking effective steps early in the lives of vulnerable children to help prevent poor outcomes.

8.2 School 21 safeguarding team and or attendance lead will endeavor

Statutory guidance for local authorities: Children missing education (September 2016).

Importance of understanding the reason for CME Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to unlawful exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;
- Children experiencing abuse and neglect.
- Children who have offended or are at risk of offending
- Children who are suffering mental ill health

If a child goes missing from education Our admissions and registration system means that we are able to swiftly notice when a child has gone missing.

When we become aware that a child may have run away or gone missing, our staff and or the attendance lead will attempt to establish with the parents/ carers, what has happened. If this is not possible, or the child is missing, the designated safeguarding lead should, together with the attendance lead and head of year will evaluate the child's vulnerability by making reasonable enquiries, and may consult triage and or refer any appropriate concerns to Children's Services

A prompt referral to children's social care and /or the police will be made in the following circumstances:

- The child may be the victim of a crime;
- The child is subject of a Child Protection Plan;
- The child is subject of Section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

NOTE: If a situation is not resolved within 3 days the Education Welfare Service should be contacted, then referrals should be made to the police and Children's social care, as appropriate over the next two weeks.

School 21 safeguarding team and or attendance lead will endeavor to assist and accordingly liaise with partner agencies: police and or triage by providing the following information if known:

- Age of the child
- If this is sudden and unexpected behaviour
- Any past concerns about the child associating with significantly older young people or adults
- If there was a significant incident prior to the child's unexplained absence
- Child has been or perceives being a victim of bullying
- If there are health reasons to believe that the child is at risk?
(essential medication or health care, concern regarding child being depressed prior to the unexplained absence)
- If there are any religious or cultural reasons to believe that the child is at risk
- Rites of passage or forced marriage planned for the child
- Child has a disability and/or special educational needs
- Past concerns about this child and family which together with the sudden disappearance are more concerning e.g.

- known history of drug or alcohol dependency within the family
- known history of domestic violence
- concern about the parent/carer's ability to protect the child from harm

8.3 In any other circumstances

If a child goes missing who is not known to any other agencies, the Head Teacher will inform the CME and Education Welfare Officer of any child who has not attended for 10 consecutive school's days without provision of reasonable explanation.

8.4 School Roll

If a child on a School 21's roll is missing, the child's name may not be removed from the school roll until s/he has been ***continuously absent for at least 4 weeks and both the school and the education service have failed, after reasonable enquiry, to locate the pupil and her/his family.***

After 4 weeks the child's Common Transfer file will be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools. The CME Officer in the Local Authority will also be informed.

When a child's name has been removed from the school roll, but s/he has not been located, the Head of school will arrange for the pupil's records to be retained until the child is located.

If a parent informs School 21 that a pupil is receiving education other than at school, and has removed the child's name from the school roll, the education service will be notified within 10 school days. The pupil's records will be transferred to the education service to be stored in accordance with local arrangements.

If School 21 receives a new pupil without receiving information about the pupil from his or her previous school, the school will contact the CME Officer. School 21 will notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. **School 21 will inform the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point.**

9. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Leader for Pupil Support 4 - 18 . At every review, the policy will be approved by the full governing board.

10. LINKED POLICIES

This policy links to the following policies:

- Safeguarding policy
- School culture and behaviour policy

APPENDIX 1

Application for Exceptional Leave of Absence

Child's Name:	
Class/Coaching Group	

Full Name of <u>both</u> Parents/Guardians:	
Address:	
Relationship:	
Home Number:	
Work Number:	
Mobile Number:	

Proposed absence start date:	Proposed absence end date:
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Reason for absence:

Signed:	Date:
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Office Use Only

Current Attendance Record:	Absence Agreed / Absence Not Agreed
Signed:	Date:
Date Letter Sent:	Warning inserted for PN YES / NO
Proof on Record:	

APPENDIX 2

TEMPLATE LETTER 1 - APPROVED SPECIAL CIRCUMSTANCES

ADDRESS

Dear Parent/Carer of <INSERT NAME>

Re: Request for leave of absence

Thank you for your request to take XXXXXXX out of school between XXXX and XXXX. Your child will be expected to return to school on XXXXXX date and any additional absences may be unauthorised.

In this case, I am prepared to agree to your request.

I have not made this decision lightly. Our school is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a leave of absence is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I will agree to a similar request, from you or other parents, in the future.

Yours Sincerely,

NAME

Senior Leader Pupil Support: 4- 18

TEMPLATE LETTER 2 - DECLINE OF SPECIAL LEAVE REQUEST

ADDRESS

Dear Parent/Carer of <INSERT NAME>

Re: Request for leave of absence

I have carefully considered your request for XXXXX to have leave of absence for exceptional circumstances in term time.

I am unable to agree your request because the circumstances do not meet the criteria and missing unnecessary time from school will be detrimental to your children's progress.

If you withdraw your children from school for this leave it will be recorded as an unauthorised absence and the matter will be referred to Newham Education Department.

You may be served with a Penalty Notice. The fine is £60 per parent, per child if you pay within 21 days of receiving the notice. If you do not pay the fine within 21 days, but pay it within 28 days, the cost will rise to £120. If you do not pay at all, Newham may take legal action.

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Yours Sincerely,

NAME

Senior Leader Pupil Support: 4- 18

APPENDIX 3

ATTENDANCE INTERVENTION PROTOCOL

There are different waves of intervention. Each wave of intervention will be triggered by a decline in weekly attendance rather than overall attendance.

<u>Trigger point</u>	<u>Who?</u>	<u>Action</u>
1 week decline	Coach/Class teacher	Coach conversation using this script Class teacher contacts parent using this script Conversation gets logged on the relevant attendance tracker.
2 week consecutive decline	Head of Year / Attendance Officer (R-6)	HoY conversation followed by an email to parent using this script Conversation gets logged on the relevant attendance tracker.
3 week consecutive decline	Attendance Officer	Letter 1 –attendance concern Conversation gets logged on the relevant attendance tracker.
4 week consecutive decline	Attendance Officer and Head of Year	Letter 2 -attendance meeting with HoY Conversation gets logged on the relevant attendance tracker.
5 week consecutive decline	Attendance Officer, HoS / Head of Pupil Support	Letter 3- attendance meeting with HoS / Head of Pupil Support Conversation gets logged on the relevant attendance tracker.
Parent non-attendance at SLT meeting	Attendance Office (plus another member of staff)	Home Visit Outcome of visit logged on the attendance tracker
Continued decline after Home Visit or SLT meeting	Attendance Officer	Final Warning letter
Continued decline after Final Warning Letter	Attendance Officer	Referral to EWO caseload

Exceptions: Pupils can be moved along several stages in the action if deemed appropriate

APPENDIX 4

ATTENDANCE CONCERN LETTER 1 - ACTION 3

«salutation»

«address_block»

Re: «forename» «surname» «reg» - registered pupil at School 21

We are writing to draw your attention to the fact that «forename»'s attendance has fallen for 3 consecutive weeks. Regular attendance is vital for students to maximise their learning and achieve their full potential at school. At School 21, we encourage our pupils to strive for excellence and be the best they can be. For pupils to reach their full educational potential, a high level of attendance is essential. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, we encourage pupils to attend school every day.

We ask that parents and carers book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

Your child's attendance will continue to be monitored as part of our whole school attendance monitoring. We will write to you again if your child's attendance does not improve and to invite you in for an attendance meeting with your child's of Head of Year.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

If you wish to discuss this matter further, or are experiencing difficulties in relation to your child's attendance, please do not hesitate to contact the school Attendance Officer, Ms Tayfur so that we can offer support and guidance. Ms Tayfur can be contacted by telephoning the school or by email attendance@school21.org.uk.

Yours sincerely,

The Attendance Team
School 21

ATTENDANCE CONCERN LETTER 2 - ACTION 4

«salutation»

«address_block»

Re: «forename» «surname» «reg» - registered pupil at School 21

We are writing to draw your attention to the fact that «forename»'s attendance has fallen for 4 consecutive weeks. We are inviting you into school for an attendance meeting with your child's Head of Year. This is a supportive meeting to discuss the reason for your child's continued decline in attendance and to agree supportive strategies to improve your child's attendance.

Date of meeting:

Time of meeting:

Regular attendance is vital for students to maximise their learning and achieve their full potential at school. At School 21 we encourage our pupils to strive for excellence and be the best they can be. For pupils to reach their full educational potential, a high level of attendance is essential. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, we encourage pupils to attend school every day.

We ask that parents and carers book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

Please kindly confirm your attendance at the meeting by contacting the school Attendance Officer, Ms Tayfur. This can be done by telephoning the school or by email attendance@school21.org.uk. Ms Tayfur can also discuss with you an alternative appointment should the suggested date and time not be convenient.

yours sincerely

The Attendance Team
School 21

ATTENDANCE CONCERN LETTER 3 - ACTION 5

«salutation»

«address_block»

Re: «forename» «surname» «reg» - registered pupil at School 21

We are writing to draw your attention to the fact that «forename»'s attendance has fallen for 5 consecutive weeks. We are inviting you into school for an attendance meeting with a member of the Senior Leadership Team. This is a supportive meeting to discuss the reason for your child's continued decline in attendance and to agree supportive strategies to improve your child's attendance.

Date of meeting:

Time of meeting:

Regular attendance is vital for students to maximise their learning and achieve their full potential at school. At School 21, we encourage our pupils to strive for excellence and be the best they can be. For pupils to reach their full educational potential, a high level of attendance is essential. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, we encourage pupils to attend school every day.

We ask that parents and carers book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

Please kindly confirm your attendance at the meeting by contacting the school Attendance Officer, Ms Tayfur. This can be done by telephoning the school or by email attendance@school21.org.uk . Ms Tayfur can also discuss with you an alternative appointment should the suggested date and time not be convenient.

Yours sincerely

The Attendance Team
School 21

ATTENDANCE CONCERN LETTER 4 - ACTION 6

«salutation»

«address_block»

Re: «forename» «surname» «reg» -

We are writing to inform you that your child's attendance has not improved despite previous letters, a home visit and meetings to improve your child's attendance. This is a final notice to inform you that if we do not see an improvement in your child's attendance in the next fortnight then your child will be referred to our Educational Welfare Officer, who has the authority to pursue legal action for parents whose children are not attending school regularly.

Regular attendance is vital for students to maximise their learning and achieve their full potential at school. At School 21, we encourage our pupils to strive for excellence and be the best they can be. For pupils to reach their full educational potential, a high level of attendance is essential. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, we encourage pupils to attend school every day.

We ask that parents and carers book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

If your child's attendance has not improved by _____ then your next correspondence regarding your child's attendance will be from the Educational Welfare Officer.

Thank you for your support

Yours sincerely

The Attendance Team
School 21

ORANGE CONCERN LETTER

Dear Parents/Carers

We are writing to all parents to inform them of their child's attendance percentage so far this academic year.

Your child's attendance this term places them in the orange attendance category, meaning that their attendance is 93-94.9%. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, it is crucial that pupils aim to attend school every day. A pupil with 94% attendance over the school year will miss approximately two school weeks, which is the equivalent to missing 50 lessons.

We ask that parents and carers to book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

Your child's attendance will continue to be monitored as part of our whole school attendance monitoring. We will write to you again if your child's attendance does not improve.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

If you wish to discuss this matter further, or are experiencing difficulties in relation to your child's attendance, please do not hesitate to contact the school Attendance Officer, Ms Tayfur so that we can offer support and guidance. Ms Tayfur can be contacted by telephoning the school or by email htayfur@school21.org.uk.

Thank you for your support

Yours sincerely

The Attendance Team
School 21

PINK CONCERN LETTER

Dear Parents/Carers of

Your child's attendance this term places them in the pink attendance category, meaning that their attendance is 90-92.9%. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, however an attendance figure of 90-92.9% is of concern. A pupil with 90% attendance over the school year will miss approximately three and a half school weeks, which is the equivalent to missing 90 lessons. Attendance below 90% is classed as persistently absent. If your child's reduces to below 90% they will be referred to our Educational Welfare Officer.

At School21 School we are committed to providing high quality education for all pupils and we inspire pupils to 'be the best they can be'. For pupils to reach their full educational achievement, a high level of attendance is essential.

We ask that parents and carers to book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

Your child's attendance will continue to be monitored as part of our whole school attendance monitoring. We will write to you again if your child's attendance does not improve.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

If you wish to discuss this matter further, or are experiencing difficulties in relation to your child's attendance, please do not hesitate to contact the school Attendance Officer, Ms Tayfur so that we can offer support and guidance. Ms Tayfur can be contacted by telephoning the school or by email attendance@school21.org.uk

Thank you for your support

Yours sincerely

The Attendance Team
School 21

RED CONCERN LETTER

Dear Parents/Carers of

Your child's attendance this term places them in the red attendance category, meaning that their attendance is below 90% and they are classed as persistently absent from school. While we understand that for some pupils there will have been authorised and unavoidable absences so far this term, however an attendance of below 90% is a serious cause for concern as your child is missing a significant amount of learning time. If you have already been referred to our Educational Welfare Officer then they will continue to work with you to improve your child's attendance. Your child's attendance will continue to be monitored as part of our whole school attendance monitoring and we will write to you again if your child's attendance does not improve.

At School 21 we are committed to providing high quality education for all pupils and we inspire pupils to 'be the best they can be'. For pupils to reach their full educational achievement, a high level of attendance is essential.

We ask that parents and carers to book appointments for their child outside of school time, unless it is unavoidable (eg; hospital appointments). In these unavoidable cases please notify the school of your child's absence along with proof the appointment. Please refer to the attendance policy on the School 21 website for more information on our attendance system and the link between school attendance and academic achievement.

All parents and carers have a legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which they are registered, regularly and punctually.

If you wish to discuss this matter further, or are experiencing difficulties in relation to your child's attendance, please do not hesitate to contact the school Attendance Officer, Ms Tayfur so that we can offer support and guidance. Ms Tayfur can be contacted by telephoning the school or by email attendance@school21.org.uk

Thank you for your support

Yours sincerely

The Attendance Team
School 21

PENALTY NOTICE WARNING LETTER

ADDRESS

XXXXXX

Date:

Dear

The Education (Penalty Notices) (England) Regulations 2007
XXXXXXXXX Registered pupil at School21

This is a formal warning that you are at risk of being in breach of the above Regulations. The reason for this warning letter is detailed on the attached sheet. The reason indicated empowers the Local Authority to issue you, and any other parent/carer of your child, with a Penalty Notice.

The Penalty Notice would require you to pay a fine of £60 within 21 days. If this fine were not paid within the time limit, the penalty would rise to £120 which must be paid within 28 days. Fines are payable by each parent, for each child.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996, of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable to prosecution for this offence.

If you wish to discuss the matter further, please contact me within 5 working days.

PLEASE NOTE, A PENALTY NOTICE HAS NOT YET BEEN ISSUED. THIS IS A WARNING ONLY.

Yours sincerely

(Attendance Lead)

Reasons: (Please tick one reason only)

- a)** Where parents persistently fail to ensure their children attend school and attendance is 90 per cent or below in a 12 week period (i.e. 12 or more sessions of absence, with no acceptable reason, and no other legal sanctions are under way.
- b)** Term time leave of 3 days or more is taken without obtaining the agreement of the school and the parents have been warned that a Penalty Notice may result,
- c)** Unwarranted delayed return from extended leave without school agreement resulting in a child missing the beginning of term or the school year, or the date set by the head teacher for return from an authorised leave of absence.
- d)** Persistent late arrival after the registers have been closed (U code only) 10 sessions or more
- e)** Parents' or carers' failure to make arrangements to ensure that children who have been excluded from school due to misbehaviour are not in a public place at

prescribed times during the first five school days of any exclusion, without reasonable justification.*

**N.B. It is incumbent upon the parent(s) in such circumstances to provide proof of reasonable justification. (Examples of reasonable justification might be, that the child or young person needed to attend a pre-arranged medical appointment, or a medical emergency required the child to be supervised elsewhere than at home)*