

# ***Thoughtfulness, Respect and Hard Work***



## **Attendance Policy**

Policy written by:	D Wardle
Policy reviewed:	September 2022
Policy approved by Governors:	November 2022
Review date:	September 2023

## Introduction

Sandford Hill Primary School is fully committed to ensuring that all of its children attend school regularly and are punctual for lessons. Attendance and punctuality are crucial if children are to benefit from a full educational experience. We will therefore do all we can to secure maximum attendance for all of our children.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed that attendance matters in school. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

The DfE has produced the [Working together to improve school attendance](#) guidance for maintained schools, academies, independent schools, and local authorities: and our Attendance Policy reflects the key principles of that guidance (See Appendix 7,8 and 9 - DfE guidance summary table of responsibilities for school attendance September 2022).

## School Attendance and the Law

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have (Education Act 1996). It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Parents/carers have the prime responsibility for ensuring that their child attends school regularly and punctually. They have a legal responsibility to ensure that their children attend school regularly and on time, properly dressed, with the correct equipment and ready to learn. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act, Section 444. It aims to ensure that parents carry out their duty to secure suitable education for their children. If a child is in the care of foster carers or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare services and social services where such a child's attendance is irregular.

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or parent may refer the child to the Education Welfare Officer (EWO) from the City Council. He/she will try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance has failed, these Officers can issue Penalty Notices or use court proceedings to prosecute the parents or seek an Educational Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

## Types of Absence

The parent/carer of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is **authorised** or **unauthorised** and the appropriate register code will be used.

### Authorised absences

These are mornings or afternoons away from school for a justified reason like illness (although parents/carers may be asked to provide medical evidence for their child before this can be authorised), urgent medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Absence may also generally be authorised for the following reasons;

- days of religious observance;
- exclusion;
- family bereavement; and
- involvement in a public performance.

### Absence for religious celebrations

The school will authorise one day of absence per religious festival, on the day specifically set aside by the religious body of which the parent/carer is a member and this will be marked as 'R' in the register. If parents/carers require an additional day this must be requested in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked as a 'C' in the register).

### Unauthorised absences

These are those which the school does not consider reasonable and for which no 'leave' has been given. Unauthorised absences are coded with an O code.

Unauthorised absence includes, however, this is not exhaustive:

- parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been adequately explained;
- children who arrive at school too late to get a "U" mark on the attendance register to indicate they are in school for safeguarding purposes, however, this is counted as an absence for the session;
- shopping trips;
- family events;
- Problems with the distance travelled to school;
- looking after other children/ family members or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time without leave - unauthorised absence may lead to a penalty notice being triggered by the Local Authority;
- day trips; and
- other leave of absence in term time which has not been agreed.

Unauthorised absence may result in the school referring to the Local Authority for sanctions and/or legal proceedings.

**Stoke on Trent City Council: Penalty Notices**

From 1st January 2019, changes to Stoke on Trent City Council's Code of Conduct for Penalty Notices have been implemented with a top priority on raising pupils' levels of attainment through improving attendance and reducing persistent absence.

From the 1<sup>st</sup> January 2019, any period of **unauthorised absence** may result in a parent receiving a penalty notice fine with the following actions applied:

- A Penalty Notice payable of a £60 or £120 fine.
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to £1,000.

Period of time used to measure persistent absence and lateness

If your child has had 6 days unauthorised absence or is late 12 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

These changes have been agreed with local Principals/Headteachers and have been implemented to help promote and support good attendance to school.

**Unauthorised leave of absence (holidays) taken during term time**

As a school we aim to raise attainment and attendance to meet National standards, therefore any absence during term-time is strongly discouraged and parents should make every effort not to arrange family holidays during the school term. However, parents who do take holidays during term time will be expected to complete a Leave of Absence Form (which is available from the school office or the school website – See Appendix 1) at least four weeks in advance of the proposed holiday.

In accordance with the school's procedures, parents will be notified that all absences for family holidays are unauthorised and the consequence of the absence (see Appendix 2).

If a Leave of Absence Form has not been completed but the Headteacher has sufficient evidence that the child has been absent from school due to an unauthorised holiday/leave of absence, then the Headteacher will notify the Local Authority that an unauthorised leave of absence has taken place.

On receipt of these, the Education Welfare Service will issue a Fixed Penalty Notice to the parent (See Appendix 3). Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the Principal will be laid before the court, alongside a witness statement completed by the reporting officer, copies of the Penalty Notice and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have elapsed since the Penalty Notice was deemed to have been received by the parent. From that point, the Education Welfare Team will make an application for a hearing in the Magistrates' Court to be scheduled for a date within 21 days subject to court availability. The prosecution of the parent will be on the grounds that the parent has failed to ensure the child has regularly attended the school with whom he is registered as a pupil rather than for non-payment of the amount detailed in the Penalty.

**Persistent and severe absence**

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 19 days (1 day or more a fortnight) or more schooling across the school year for whatever reason; this can be authorised or unauthorised absences. Absence at this level will cause considerable damage to any child's education and we need a parent's fullest support and co-operation to tackle this. Particular focus will be given to pupils who are '**severely absent**' from school more than they are present (those missing 50% or more of school).

**Reduced timetable**

Our school has a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement one for a time-limited period to meet a pupil's individual needs and only where it is safe to do so. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as a part of a comprehensive package of support for the pupil. If a child is on a reduced timetable the C code will be used and work provided.

**Absence Procedures****What the school will do**

As a vigilant and caring school we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call. The Attendance Officer should ensure that they, or a member of the office staff, contact parents if monitored or vulnerable children are not in school before 9.30 a.m.. This is a safeguarding issue. If no contact can be made, the headteacher or designated safeguarding leader should be informed immediately. A home visit to ascertain the safety of the child will be made if we have concerns for the welfare of a child.

Between 9.10 a.m. and 9.30 a.m. the Attendance Officer (or a member of the office staff) will visit each class teacher and note the name of all absent children. The parents of an absent child, who have not notified the school to explain their child's absence, will be contacted by telephone or ParentMail. The Attendance Officer is responsible for ensuring that telephone calls are logged.

The Attendance Officer will liaise regularly with the Education Welfare Officer to review children whose attendance has been identified by the Head Teacher and Attendance Officer as causing concern and requiring improvement.

Attendance data and absence data will be monitored weekly and shared with governors each term.

The Head Teacher, Inclusion Leader and the Attendance Officer will work closely with parents to build the confidence of a child who shows concern about coming to school.

Parents will also be:

- notified of the weekly school percentage attendance figure in the Newsletter;
- notified of their child's overall attendance at open evening meetings and in their child's annual end of year report;
- contacted by telephone (which will be followed up by sending out Letter 1 – see APPENDIX 4) if their child's attendance falls below 93%;
- contacted by telephone (which will be followed up by sending out Letter 2 – see APPENDIX 5) if their child's attendance continues to fall after receiving a first letter of concern;
- invited to an attendance clinic if their child's attendance continues to decline after receiving Letter 2; and
- referred to the Local Authority for relevant sanctions if the attendance of their child deteriorates following the above actions.

**What parents should do**

If a child is absent from school, we kindly ask parents to contact the school office, preferably by 9.30 a.m. on the first morning of absence (or reply promptly to any request or inquiry concerning an absence) in any of the following ways:

- email;
- telephone;
- ParentMail app;
- answer machine message; or
- in-person at the office.

**Children missing in education**

Where a child is not attending school, has moved without a forwarding address or school, or cannot be traced, or contact cannot be made with the parent, the local authority will be informed that the child is missing. The school will carry out a home visit and refer the family to social care and the police to ensure any concerns for the child's welfare have been thoroughly investigated. Pupils will not be removed from the school roll until notified by the local authority that their enquiries are complete.

In addition, where a parent does inform us that their child is, or children are, leaving without having a new school for their child (or children) to attend, or suggesting to us that they are going to home school the Local Authority Education Welfare Service will be informed, before The Children Missing in Education Team are contacted and form 2 (Children Missing in Education) is completed and sent to [CME-offrole.stoke.gov.uk](mailto:CME-offrole.stoke.gov.uk).

**Admission register**

The admission register contains specific personal details of every child in the school, along with the date of admission or re-admission to the school, information regarding parents / carers and details of the school last attended. A child's name can only lawfully be deleted from the admissions register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

Our school is legally required to share information from our registers with the Local Authority. As a minimum this includes:

- Every time a child's name is added to, or deleted from, the school admission register outside of standard transition times (including the statutory reason for deletion). For deletions this must take place before the deletion, and for additions it must be no later than 5 working days after the addition.
- The name and address of any pupil who fails to attend school regularly or has missed school for 10 days or more without the absence being recorded as authorised. (After 10 days, the child will be formally considered as a 'child missing in education' and the Local Authority will notified).

Further information on the contents of the admissions register can be found in section 7 of 'working together to improve school attendance' May 2022.

**Punctuality**

Poor punctuality is not acceptable and can contribute to absence. If a child misses the start of the day they miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage further absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Children are expected to arrive punctually for the start of the school day. Registration is between 8.50 a.m. and 9.05 a.m. A child arriving between 9.05 a.m. and 9.20 a.m. will be given a late mark (L). The registers will be closed at 9.20 a.m. and any child arriving after this time will be given an unauthorised mark (U).

The Attendance Officer will keep a record of punctuality and will contact the parents of any child whose timekeeping raises a cause of concern. Where regular monitoring of child attendance identifies a number of late sessions, parents will be contacted by telephone and a letter will then be sent home (See Appendix 6).

**Registers**

The register will be taken at the start of each morning session of each school day and once during each afternoon session. On each session our school will record whether every child is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances. As the attendance register is a record of the children present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it was taken and it is subsequently necessary to correct the entry. Where amendments are made, we must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.

*Further details on the contents of the attendance register, including the register codes used by our academy, can be found in section 8 of 'Working Together to Improve School Attendance' May 2022.*

Accurate registers will be completed by class teachers at the beginning of the school day by:

- 9.05 a.m. across the whole school; and

at the start of the afternoon session by:

- 12.35 p.m. – Early Years
- 12.35 p.m. - Year 1
- 1.05 p.m. - Year 2
- 12.50 p.m. - Year 3 and Year 5
- 1.20 p.m. - Year 4 and Year 6

Parents can approach us at any time if they are having problems getting their child to school on time.

We expect parents and staff to encourage good punctuality by being good role models for children.

### **Roles and Responsibilities**

At Sandford Hill Primary, we believe that improved school attendance is a responsibility shared by governors, school staff, pupils, parents and the wider school community.

#### **The governors of Sandford Hill Primary School will:**

- annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
- identify a member of the governing body to lead on attendance matters;
- ensure that the regulations and other relevant legislation are complied with;
- monitor the school's attendance and related issues through termly reporting at Governors' meetings;
- ensure that attendance data is reported to the Local Authority or Department for Education as required and on time;
- ensure that there is a named senior leader to lead on attendance;
- ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence; and
- ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

#### **The senior leaders at Sandford Hill Primary School will:**

- actively promote the importance and value of good attendance to pupils and their parents;
- form positive relationships with pupils and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually; ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance;
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;

- develop a multi-agency response to improve attendance and support pupils and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated; and
- set out how Pupil Premium will be used to support pupils with irregular attendance.

**The teachers at Sandford Hill Primary School will:**

- actively promote the importance and value of good attendance to pupils and their parents;
- form positive relationships with pupils and parents;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- ensure that registers are recorded accurately and in a timely manner; and
- contribute to the evaluation of school strategies and interventions.

**The Attendance Officer at Sandford Hill Primary School will:**

- monitor and analyse pupil attendance data;
- undertake weekly attendance meetings with the named Senior Leader (who has responsibility for attendance) and other relevant staff members;
- implement the identified strategies for promoting good whole school attendance;
- implement the identified strategies for tackling unsatisfactory attendance;
- manage individual pupil casework files;
- communicate with the school's Education Welfare Officer;
- coordinate individual action plans for pupils causing concern including the instigation of an attendance clinic or a CIN Plan;
- ensure first day calling procedures are adhered to, if a child is absent from school without contact from parents;
- take an active lead in delivering whole school initiatives to promote attendance; and
- make referrals to appropriate external agencies.

**The office worker (with responsibility for supporting attendance) at Sandford Hill Primary School will:**

- complete an a.m. register check and a p.m. register check;
- check Parentmail for parental/carers notifications of pupil absence;
- update, daily, the school's targeted pupils tracking sheet;
- upload the school's attendance file and send it, every Friday afternoon, to the local authority;
- send weekly letters to the parents of pupils who have been identified, to target, by the Home School Link Worker;
- become the adult responsible for first day contact in the absence of the Home School Link Worker;
- input the names and times of latecomers;
- download holiday request forms, put the dates of the holiday into Arbor and acknowledge receipt of the request by sending to parents a copy of APPENDIX 5;
- put the holiday request form (sent by a parent) inside the pupil's folder and give a hard copy to the Home School Link Worker.

**The pupils at Sandford Hill Primary School will be encouraged to:**

- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance;
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class; and
- Follow the correct set school procedure if they arrive late. This is vital for their safety in the event of a school evacuation.

**The parents of the pupils who attend Sandford Hill Primary School will be politely requested to:**

- take a positive interest in their child's work and educational progress;
- support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home;
- ensure their child has regular attendance at school;
- contact the school if their child is absent to let us know the reason why and the expected date of return;

- avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours;
- ask to talk to a member of the school staff if their child is experiencing difficulties with any aspect of their school work or home and family life;
- inform the school of any change in circumstances that may impact on their child's attendance;
- maintain effective routines at home to support good attendance; and
- attend all meetings requested to discuss attendance

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Named governor for attendance	Ann-Marie Jackson	ajackson@sandfordhill.org.uk
Named senior leader for attendance	David Wardle	dwardle@sandfordhill.org.uk
Named attendance officer	Michelle Brennan	mbrennan@sandfordhill.org.uk
Named office worker for attendance	Gaynor Mullin	gmullin@sandfordhill.org.uk
Named education welfare officer	Laura Trow	Laura.Trow@stoke.gov.uk

**Appendix 1:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)**Application for holiday leave of absence taken during term time**

This form must be completed **at least four weeks** in advance of the proposed period of absence, by the parent requesting the leave of absence. In line with Governors recommendations, all requests for leave of absence for holiday purposes will be unauthorised.

A period of unauthorised holiday leave of absence will result in the following actions being applied:

- A Penalty Notice will be issued by the Local Authority for the amount of **£60 per parent perchild, if paid within 21 days. E.g. for 2 parents and 3 children the fine would be  $2 \times 3 \times £60 = £360$** . The penalty increases to £120 per parent per child if paid after 21 days but within 28days.
- For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£1,000**.

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I wish to inform of my intention to take holiday leave of absence from school for my child(ren):

Name of Child(ren): \_\_\_\_\_

Class Teacher(s): \_\_\_\_\_

First day of leave requested: \_\_\_\_\_ Last day: \_\_\_\_\_

Number of School days involved

Signed: \_\_\_\_\_ Parent / Guardian Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**Appendix 2:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)**School Response to Application For Holiday Leave of Absence Taken During Term Time**

Dear

As stated in the school Attendance Policy and on the form to apply for holiday leave of absence taken during term time, **all** requests for leave of absence for holiday purposes will be unauthorised.

Your request for the unauthorised holiday leave of absence will therefore result in the following actions being applied:

On your child(ren)'s return to school, the Local Authority will be notified that an unauthorised leave of absence has taken place and the school will complete the following documents:

- A completed pro-forma witness statement;
- A Certificate of Attendance for the period in question;
- A copy of the advisory letter sent to the parent;
- A copy of the holiday application form from the parent and response from the school;
- A completed referral form.

A Penalty Notice will then be issued by the Local Authority, for the amount of **£60 per parent per child, if paid within 21 days of receipt of the penalty notice**. E.g. for 2 parents and 3 children the fine would be  $2 \times 3 \times £60 = £360$ . The penalty increases to £120 per parent per child if paid after 21 days but within 28 days.

For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£1,000**.

Our school, while acknowledging that holidays are valuable experiences for children, is dedicated to the education of our pupils and believes that regular attendance through the year is essential to everychild's success.

For information, the school does not benefit in any way from these penalties.

If you have any questions over the content of this letter, please speak to Mr Wardle or Mrs Brennan, the Attendance Officer/Home School Link Worker.

**Appendix 3:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Penalty Notice Referral for Holiday Leave of Absence in Term Time**

Dear

Following our previous correspondence with you regarding the holiday absence of your child(ren), I am writing to advise you that as a result of the unauthorised absence, this matter has now been referred to the Education Welfare Service for the issue of a fixed penalty notice fine.

- A Penalty Notice will be issued by the Local Authority, for the amount of **£60 per parent per child, if paid within 21 days of receipt of the penalty notice**. E.g. for 2 parents and 3 children the fine would be 2 x 3 x £60 = £360. The penalty increases to £120 per parent per child if paid after 21 days but within 28 days.
- For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£1,000**.

You were previously advised that this course of action would be taken if you took your child(ren) out of school for the purposes of a holiday during term time, in accordance with the school attendance policy.

If you have any questions regarding this matter, please speak to Mr Wardle or Mrs Brennan, the Attendance Officer/Home School Link Worker.

**Appendix 4:**

**Sandford Hill Primary School**  
Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ  
Tel: **01782 235511, 235518 or 235781**  
E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)  
[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Attendance Letter of Concern (1)**

Dear

A register check has been completed with our Education Welfare Officer (EWO) and it was noticed that some children have attendance percentages below the National expectation of 96.0% and this is why we are writing to you..

Your child's percentage, at the moment, is **X%** and this means they have already missed **X sessions** of the school year. Research shows that **overall absence had a negative link to attainment**. At Sandford Hill Primary School we are fully committed to ensuring that all of its children attend school regularly so that they benefit from a full educational experience.

As a result of **NAME OF PUPIL** attendance in the last academic year and their attendance since September 2022, your child's attendance will therefore be closely monitored over the next few days and weeks in school.

At Sandford Hill Primary School, we want to encourage our children to be in school as much as they possibly can. Whilst absence is sometimes unavoidable, perhaps due to illness, we would ask that you try and improve your child's attendance and to bring in any evidence that you may have that supports your child being away from school. As well, if your child is experiencing any difficulties, please contact the school and so that we can work together to resolve any problems.

If you wish to discuss this letter, then please do not hesitate to contact either Mr Wardle, Mrs Brennan (Attendance Officer/Home School Link) or Mrs Trow (Local Authority Educational Welfare Officer).

**Appendix 5:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Attendance Letter of Concern (2)**

Dear

Since sending a first letter of concern, your child's attendance has continued to fall and the school has not received sufficient evidence (for example a doctor's letter, medical card or prescription) to explain their absence.

**NAME OF PUPIL** percentage, at the moment, is % and this means they have already missed **sessions** of the school year. Research shows that **overall absence had a negative link to attainment**.

At Sandford Hill Primary School, we want to encourage our children to be in school as much as they possibly can so that they benefit from a full educational experience. The Government expects children to be in school at least **96%** of the time. Whilst absence is sometimes unavoidable, perhaps due to illness, we would ask that you try and improve your child's attendance and to bring in any evidence that you may have that explains your child being away from school.

We hope you will be able to work with us, to improve your child's attendance. Should you wish to discuss how we can help, then please do not hesitate to contact either Mr Wardle, Mrs Brennan (Attendance Officer/Home School Link) or Mrs Trow (Local Authority Educational Welfare Officer).

## Attendance and Punctuality

Dear

As part of our commitment to improving the attainment of our children, we monitor the attendance and punctuality of children every week. During our regular monitoring, we identify any child whose attendance causes concern, including those children who have arrived late to school on a number of occasions. We are therefore writing to you due to **NAME OF PUPIL** current number of **late sessions:**

Attendance	<b><i>(current attendance) %</i></b>
Number of late sessions	<b><i>(current AA) %</i></b>
Number of “unauthorised” lates	<b><i>(current UA) %</i></b>
Total number of minutes missed through lates from September	

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

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

We understand that the school mornings can be hectic, but when **NAME OF PUPIL** is late for school they are missing out on vital parts of their education. Doors open at **8:50 a.m.** and registration is completed at **9:05 a.m.** **Children arriving after 9:05 a.m. will be recorded as late.** If **NAME OF PUPIL** arrives **after 9:20 a.m.**, they will have an “unauthorised” late mark – this is the same as an “unauthorised absence” and impacts on their attendance figure. Attendance data for **NAME OF PUPIL** will be monitored closely and reviewed in the next three weeks with the school Educational Welfare Officer (EWO). During this period, we hope to see an improvement in the time **NAME OF PUPIL** arrives at school.

Thank you, in anticipation, for your support. If you have any queries or would like to talk to anyone about how we can help you with this issue, please do not hesitate to contact Mr Wardle or Mrs Brennan, the Attendance Officer/Home School Link Worker.