



CHALKWELL HALL JUNIOR SCHOOL

Attendance Policy

Reviewed and Approved by:	Governing Body
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Trust**

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Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

1.0 Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Visibly demonstrate the benefits of good attendance throughout school life.
- Promoting good attendance and the benefits of good attendance.
- Recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos, and day to day life.
- Recognise that absence is a symptom and that improving pupil's attendance is part of improving the pupil's overall welfare.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.
- We will also promote and support punctuality in attending lessons.
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.

2.0 Strategies for promoting attendance

The School uses a range of methods/initiatives to promote a culture of good attendance across the school:

- Stakeholder engagement around attendance through:
 - o simple, friendly posters across the school site
 - o Regular promotion of attendance through school communication platforms
- Long term Initiatives such as the Chalkwell Bronze, Silver & Gold stars where pupils receive a badge for 100% attendance each term.
- Short term initiatives such as the weekly awards to the best attendance in each year group, lower & upper school. The best class in lower & upper school get to sit on benches in the following week's assembly

- Individual certificates for most improved attendance focused on hard-to-reach parents/pupils.
- Attendance contracts detailing agreed actions/support to improve attendance.
- Promoting the use of Studybugs, an easy-to-use approach to reporting absence.
- Individual reward schemes focused on achieving a week/two weeks good attendance for hard-to-reach parents/pupils.

3.0. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents.
- Making sure school leaders fulfil expectations and statutory duties.
- Making sure the school's attendance management processes are delivered effectively.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.

3.2 The Headteacher

The Headteacher is responsible for:

- The 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.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance team to be able to do so.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

3.3 The designated senior leader responsible for attendance

The designated senior leader for attendance is Deputy Headteacher, Nick Hanshaw, who is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND.

3.4 The attendance team

The school attendance office team (Mrs Wilson & Mrs Hawes), are responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher.
- Working with Local Authority Attendance Officers to tackle persistent absence.
- Advising the Headteacher when to issue fixed-penalty notices.
- Generate attendance percentages for mid-year and end of year reports.

3.5 Class teachers

Class teachers are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis.
- Providing a home school communication link to support the attendance team with ensuring good attendance.

3.6 Parents and carers

Parents and carers are expected to:

- Make sure their child attends every day on time.
- Report their child's absence before 8:30am on the day of the absence and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep to any attendance contracts that they make with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the attendance team.

3.7 Pupils

Pupils are expected to:

- Attend school every day, on time.

4.0 Managing Attendance Concerns

4.1 School Target

The School's target for all pupils is to achieve an attendance of 100% to afford them the best opportunity to fulfil their potential.

Attendance %	Description
100	This is in line with the school's expectations
90-96	This is a cause for concern and below what the school expects
Below 90	This is a major cause for concern and is significantly below what the school expects. All attendance under 90%, without medical evidence, will be classed as 'unauthorised' and will be reported to the Local Authority. This may lead to a Penalty Notice (fine) or prosecution.

4.2 Staged approach

The School manages attendance concerns in a graded way as detailed below.

Threshold %	Support
96-100	No additional support required.
90-95.9 Stage One	Class teacher to discuss if there are any emerging issues, for example within lessons or with friendship groups etc. There may also be pre-emptive contact from the school attendance team where there are known concerns and offer support. Stage One letter sent to parents.
Below 90 Stage Two	The attendance team monitor e.g. LA service, Fast-Track Framework, house calls/visits, fixed penalty notices etc. Stage Two letter sent to parents and a meeting is scheduled with a Senior Leader.
Further Support	
Stage Three	A review meeting is scheduled for the following half term. If the child's attendance has improved: continue with monitoring and support until the child reaches 96% within a half term. If there has been no improvement, or attendance has decreased further: a Stage Three letter is issued to parents and a Parenting Contract is considered. Early Help support to be reviewed or offered. Continued implementation or internal and external support.
Stage Four Southend Attendance Service	If attendance decreases further: review the Parenting Contract and all support, as well as offers of support. All avenues have been exhausted and support is not working or being engaged with. The school will now submit a formal referral to Southend Attendance Service for further intervention, in line with Working Together To Improve School Attendance .

4.3 Fast-Track

The School manages attendance concerns in line with Southend City Council's School Attendance Guidance.

One part of the guidance is concerned with the 'Fast-Track Framework'. This is a time-focused model which focuses on early intervention in cases of persistent non-attendance and aims to ensure a faster more effective approach to the implementation of strategies to tackle non-attendance and the underlying causes. Where parents fail to bring about the necessary improvement, legal

proceedings are initiated.

5.0 Recording attendance

5.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
- The school day starts as follows:

Year 3 & 4

The whistle is blown at 8:30am to go into classrooms. Registration takes place between 8:35-8:45am. Registers are closed at 8:45am and your child will receive a late mark if they are not in by that time. The register for the second session will be taken at 1:10pm. The children are dismissed at 3:05pm.

Year 5 & 6

The whistle is blown at 8:40am to go into classrooms. Registration takes place between 8:45-8:55am. Registers are closed at 8:55am and your child will receive a late mark if they are not in by that time. The register for the second session will be taken at 1:20pm. The children are dismissed at 3:15pm.

5.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible, by either calling the school office or reporting through the *Studybugs* attendance app.

The School will ask for medical evidence for re-occurring illnesses and/or all absence under 90%. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and provides evidence. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

For any other types of planned absence, a leave of absence form can be collected from the school

office. The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (see times Under 5.1) will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- If your child is late on two occasions on two consecutive weeks, a punctuality letter will be issued and a parent meeting will be offered if appropriate.

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention as appropriate.

5.6 Reporting to parents

The school will regularly inform parents/carers about their child's attendance and absence levels via the Autumn/summer reports, parent consultation evenings and through the Studybugs app.

6.0 Authorised and unauthorised absence

6.1 Approval for term-time absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 School Attendance Regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent. Examples include (but not limited to):

- Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance
- Parent(s) 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

6.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis. Sanctions include:

- Warning letters, including final warning letters
- Penalty notices
- Notices to improve

6.3 Penalty Notices & Notices to Improve

The School follows DfE guidance See [Working Together To Improve School Attendance](#).

7.0 Supporting pupils who are absent or returning to school

7.1 Missing Children

The school complies with the [DfE statutory guidance - Children Missing Education](#).

7.2 Children with Health Needs who Cannot Attend School

7.21 Definition and Provision

This section summarises the key information in the DfE statutory guidance - Ensuring a Good Education for Children who cannot Attend School because of Health Needs.

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

7.22 Duties

7.221 Local Authority (LA)

The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The School has a duty to support the LA in doing so.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative.
- They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual pupils in arranging provision.
- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

The LA should not:

- Have processes or policies in place which prevent a child from getting the right type of provision and a good education.
- Withhold or reduce the provision, or type of provision, for a child because of how much it will cost.

- Have policies based upon the percentage of time a child is able to attend school rather than whether the child is receiving a suitable education during that attendance.
- Have lists of health conditions which dictate whether or not they will arrange education for children or inflexible policies which result in children going without suitable full-time education (or as much education as their health condition allows them to participate in).

7.222 School

The School will:

- Have a named person with responsibility of managing pupils with health needs who cannot attend school – Deputy Headteacher, Mr Nick Hanshaw.
- Provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange appropriate education at school. The School will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- Notify the LA when a pupil is likely to be away from the School for a significant period of time due to their health needs i.e. 15 or more school days, either in one absence or over the course of a school year.
- Work collaboratively with parents and other professionals to develop arrangements to meet the best interests of the pupil.
- Ensure the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Arrange appropriate training for staff with responsibility for supporting pupils with health needs.
- Provide teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Make reasonable adjustments under pupils' individual healthcare plans (IHCPs), in accordance with the Supporting Pupils with Medical Conditions Policy.

7.223 Parents

Parents are expected to:

- Ensure the regular and punctual attendance of their child where possible.
- Work in partnership with the School to ensure the best possible outcomes for their child.
- Notify the School of the reason for any of their child's absences without delay.
- Provide the School with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how support for their child should be planned.

Pupil

- Where a pupil has a complex or long-term health issue, the School will discuss the pupil's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the pupil.
- Pupils admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- During a period of absence, the School will work with the provider of the pupil's education to establish and maintain regular communication and effective outcomes.
- When a pupil is considered well enough to return to school, the School will develop a tailored reintegration plan in collaboration with the LA.

8.0. Attendance monitoring

8.1 Monitoring attendance

- The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.
- Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families.
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including SENCO and designated safeguarding leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with [Keeping Children Safe in Education](#).
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - o Discuss attendance and engagement at school.
 - o Listen, and understand barriers to attendance.
 - o Explain the help that is available.
 - o Explain the potential consequences of, and sanctions for, persistent and severe absence.
 - o Review any existing actions or interventions.
 - o Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
 - o Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
 - o Implement sanctions, where necessary.

9.0 Links with other policies

This policy links to the following policies:

- Child Protection & Safeguarding policy
- Positive Relationships, Behaviour & Attitudes Policy
- Online Safety Policy

Appendix 1



CHALKWELL HALL JUNIOR SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (pupil Registration) (England) Amendment) Regulations 2013 prohibits head teachers granting leave of absence to a pupil except where an application has been made in advance (at least four weeks' notice is required) and the Headteacher considers that there are exceptional circumstances related to the application.

Being absent from school during term time could be detrimental to your child's education progress. A 10-day absence reduces attendance attainment to 94.7% in the year and means 50 hours of education is missed. Please read below about the action that may be taken if children are removed from school without authorisation during term time.

Please complete ONE application per child

Name of Child: _____ D.O.B _____

Class _____ First Day of Absence _____ Last Day of Absence _____

Total number of school days requested _____

I can confirm my child will return to school on ____/____/____ Signature _____

Print (Parent/Carer's) Name _____ Date _____

Please explain as to why you are requesting absence from school:

SCHOOL / OFFICE USE ONLY

Attendance % in preceding 12 weeks	Authorised absences this academic year	Unauthorised absences this academic year	Total absences this academic year

Date sent back to Parent/Carer:

Sent to:

REPLY FOR LEAVE OF ABSENCE REQUEST

This is to advise the parent /carer of _____ class _____

That the request for leave of absence for a total of _____ school days has been considered by the Headteacher.

I can confirm your request is:

AUTHORISED

☐

UNAUTHORISED

☐

Headteacher's Signature _____

If the leave of absence taken without authorisation or permission, the school will discuss the issue to the Local Authority Attendance Officer and a penalty notice of £80 may be issued to each parent for each child to be paid within 21 days. If the penalty is not paid within the timescale, the penalty will increase to £160. If the higher penalty is not paid within 28 days, the Access and Inclusion School Attendance Team will then institute legal proceedings against you in the magistrate's court under section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

Chalkwell Hall Junior School will only collect necessary personal information and store it securely as per guidance of the School Data Protection policies. Further information about these can be found on our website - [**Chalkwell Hall Junior School - Data Protection Policy**](#)

Appendix 2: Stage One Letter

Stage One Letter – below 96%

Use this letter when attendance goes below 96% triggered on Studybugs

Date

Dear [parent/carer(s) name]

Stage One Letter: Attendance below 96%

We've noticed that [pupil name]'s attendance has fallen below 96%. We're concerned that they are missing out on key experiences because of this, and that they risk falling behind.

[Name] has missed [insert number of days missed and over what time period].

We know that every family's circumstances are different, and want to work with you to provide the best education for your child. We are aware of [insert known reasons for absence]. Please let us know if there's anything else going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on 01702 478570 as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Yours sincerely,

Nick Hanshaw
Deputy Headteacher

Appendix 3: Stage Two Letter

Stage Two Letter – Invite parents/carers in to discuss attendance

Use this letter to invite parents/carers in to have a discussion about attendance which has fallen below 90%

Date

Dear [parent/carer(s) name]

Stage Two Letter: Invitation for a meeting to discuss attendance

Following on from our previous stage one letter dated (date) where we highlighted name's absence, names attendance has now fallen from (percentage) to (percentage).

As attendance is now below 90%, we would like to invite you to come in to have a chat about [name]'s attendance at school. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to attend
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to attend school regularly

Please contact the school office on 01702 478570 as soon as you can so we can arrange to discuss the above, and how we can work together to help [name] catch up on any missed school work.

Yours sincerely,

Nick Hanshaw
Deputy Headteacher

Appendix 4: Letter – Initial concerns about a pupil’s unauthorised absence

Letter: Initial Concerns about a pupil's unauthorised absence

Use this letter as the first step to address unauthorised absence.

Date

Dear [parent/carer(s) name]

Unauthorised absence from school

We’ve noticed that [name] has recently taken an unauthorised [absence/absences] from school.

[Name] has been absent from school for a total of [number] days on the following dates:

- > [date]
- > [date]
- > [date]

It’s important that [name] attends regularly, so that they can get the best out of their education.

We know that every family’s circumstances are different and want to work with you to provide the best education for your child. Please let us know if there is anything going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on 01702 478570 as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Please note that unauthorised absences can result in a penalty notice being issued if your child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Yours sincerely,

Andy Newnham
Headteacher

Appendix 5: Formal notice about unauthorised absence

Formal notice about unauthorised absence

Use this letter if:

- You have previously tried to address a pupil's unauthorised absence,
- The pupil's unauthorised absence has reached the national threshold for the use of a penalty notice, and
- You have decided it's appropriate to issue a penalty notice (see paragraph 181 of [Working together to improve school attendance](#) for questions to consider when making this decision)

Date

Dear [parent/carer(s) name]

Unauthorised absence

We got in touch with you on [date] to discuss [name] taking unauthorised absence. Since then, we haven't seen much improvement in [name]'s rate of attendance. They missed the following days of school:

- [date]
- [date]
- [date]

[Name] has now had 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days).

In line with our attendance policy and the local authority's code of practice, you will be issued with a penalty notice.

When you receive the notice, you must pay:

- £80, if it's paid within 21 days
- £160, if it's paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

We would like to invite you to come for a discussion about [name]'s attendance at school. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to attend
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to attend school regularly

Please contact the school office on 01702 478570 as soon as you can so we can arrange to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Yours sincerely,

Andy Newnham
Headteacher

Appendix 6: Letter – Concern about punctuality

Letter: Concern about punctuality

Date

Dear [parent/carer(s) name]

Poor punctuality

I'm writing to you because [name] has been late to school [number] times in [timeframe].

They arrived at school after the register had closed on the following dates:

- [date]
- [date]
- [date]

The register closes at [time] for Years [xx].

Arriving promptly makes sure that your child doesn't miss schoolwork, and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

We would like to invite you to come in for a chat about [name]'s punctuality. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to get to school on time
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to be on time for school

Please contact the school office on 01702 478570 to arrange a meeting.

Yours sincerely,

Nick Hanshaw
Deputy Headteacher

Appendix 7: Letter – Congratulations for improving punctuality

Letter – Congratulations for improving punctuality

Date

Dear [parent/carer(s) name]

Well done [name]!

I'm writing to you to let you know that [name] has done a great job of improving their punctuality.

Since [date], they have had [number] of late marks. This is really great to see.

Well done to [name] and to you at home for your support.

Yours sincerely,

Andy Newnham
Headteacher

Appendix 8: Letter – Congratulations for improving attendance rate

Letter – Congratulations for improving attendance rate

Date

Dear [parent/carer(s) name]

Well done [name]!

I'm writing to you to let you know that [name] has done a great job of improving their attendance rate.

Since [date], their attendance rate has improved from [percentage] to [percentage]. This is really great to see.

Well done to [name] and to you at home for your support.

[If you have any schemes to reward pupils for improving their attendance, explain how the pupil will be rewarded here.]

Yours sincerely,

Andy Newnham
Headteacher

Appendix 9: Letter – After an unauthorised holiday

Letter: After an unauthorised holiday

Date

Dear [parent/carer(s) name]

Holiday absence

I'm writing about your action in taking [name] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised absence because [explain the evidence you have].

At Chalkwell Hall Junior School we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

We have the power to grant leaves of absence under exceptional circumstances, and a holiday is not generally considered to come under those circumstances. We expect you to consult the school before making any plans that will involve your child's absence from lessons or other commitments. Absences like these could have a detrimental effect on their education.

Insert the following if the child's absence has reached the threshold for a penalty notice and you have decided it's appropriate to issue one (see paragraph 181 of [Working together to improve school attendance](#) for questions to consider when making this decision):

[Name] has now had 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days).

In line with our attendance policy and the local authority's code of practice, you will be issued with a penalty notice.

When you receive the notice, you must pay:

- £80, if it's paid within 21 days
- £160, if it's paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

Insert the following if the threshold for a penalty notice has not been reached:

Please note that unauthorised absences can result in a penalty notice being issued if your child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days). You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

If you would like to discuss this matter further, please contact the School Office on 01702 478570 and an appointment can be made.

Yours sincerely,

Andy Newnham
Headteacher

Appendix 10: Attendance Contract Template

Attendance Contract Template

Date/time of meeting:	
Venue:	
Pupil name:	
Date of birth:	
Address:	

Present at meeting:	
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Action agreed
<i>EXAMPLES OF ACTION AGREED:</i> • <i>Next two weeks aim for 100% - review weekly</i> • <i>Pupil will arrive at school by 8.30 a.m. every day.</i> • <i>Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i> • <i>Parent will provide medical evidence for every sickness absence pupil may incur.</i> • <i>Are any issues preventing pupil from attending regularly, school staff will be informed?</i>

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
--------------------------	--

I confirm that this Attendance Action Plan was agreed by all present.

Following a meeting on _____ between _____, we have all agreed that we want to work together to help _____ to attend school more regularly.

's attendance is currently %.

What has been agreed? (Examples)

The School's promise (Examples)

- Contact parent if pupil is absent from school without an explanation.
- Be available as a named person for parents to contact in school regarding attendance.
- Provide pupil with a school support worker if needed.
- Respond to any problems reported that could affect attendance.
- Make referrals to other agencies for example the attendance service or school health.
- Be point of contact in school for student.

Parent's promise (Examples)

- To supply details of their full names, address and telephone number and notify school immediately of any changes.
- To contact school on the first day of absence regarding the reason for absence and give an estimated day of return.
- To inform school of any problem affecting attendance.
- To work with other agencies to resolve any issues affecting attendance.
- To bring or arrange for someone to bring their child into school.
- To sign report cards and discuss them with their child.
- Set rules at home to make sure their child goes to bed and gets up at a reasonable time.
- Attend parenting classes or support groups if needed.
- Provide supporting medical evidence if their child is sick.

Pupil's promise

Review

We will meet again if required to discuss how things are going and whether this agreement needs to be changed in any way.

Anyone can ask for a meeting at any time to discuss the agreement further or to discuss any difficulties or problems.

Important dates

We will next meet if required.

Other important dates are:

We will review this agreement if required.

We will end this agreement on Friday

	Signature
Pupil	
Parent/Carer	
School Representative	
Other Agency (if applicable)	