



REPTON

Attendance Policy

Last Reviewed
Next Review

Michaelmas 2024
Michaelmas 2025

1. Introduction: Purpose and Aims

Repton Prep is committed to promoting good attendance and punctuality. School attendance and registration are an essential foundation to positive outcomes for pupils in all areas of their academic lives, as well as for their safeguarding and welfare. As such, attendance is everyone's responsibility.

Staff work hard to ensure that Repton Prep is a place that pupils want to be by creating an environment where pupils can:

- Make new friends and feel included
- Learn new things and develop skills
- Increase their confidence and self-esteem
- Improve their social skills
- Achieve their potential and fulfil their aspirations

Legally, any child with an attendance of below 90% (regardless of whether the absence is authorised or unauthorised) is considered to be a persistent absentee.

This policy has regard to the DfE document 'Working together to improve school attendance' (August 2024)

This is a whole school policy and applies to all pupils of compulsory age and, where applicable, to children in the EYFS.

For pupils to benefit fully from the educational opportunities provided by Repton Prep, they must have high levels of attendance and punctuality. Ineffective registration and poorly executed follow up procedures can increase the risks of truancy and educational underperformance, which can have a negative effect on personal and social development. Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or may indicate that the pupil is at risk of harm.

This policy should be read in conjunction with:

- Behaviour policy
- Pupil Wellbeing policy
- Parent Contract
- Repton Prep Safeguarding and Child Protection policy
- School's Terms and Conditions
- Supervision of Pupils policies (EYFS and Years 1-8)
- Children Missing Education policy
- Missing Child policy

- Pupil Code of Conduct
- Admissions policy

This policy aims to provide a clear framework which complies with statutory requirements and sets out procedures for identifying and addressing situations where pupils fail to attend regularly, or punctually, or go missing.

The primary aims are to:

- Set out the attendance and punctuality expectations of the school.
- Set out responsibilities of the parents.
- Ensure daily attendance registers are taken and maintained appropriately.
- Monitor level of attendance and punctuality, spot trends and listen to and understand reasons for absence.
- Provide support, advice and guidance to families.
- Work with the Local Authority to help families improve attendance.

2. Supporting Documentation

The legal framework governing school attendance is summarised in the non-statutory guidance: [Working Together to Improve School Attendance 2024](#)

Other supporting documentation includes:

- The Education Act (1996)
- Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.

3. Responsibilities and Expectations

Responsibility of the Governing Body

- Recognise and promote the importance of school attendance and punctuality.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most.
- Ensure school staff receive adequate training on attendance.

- Share effective practice on the management and improvement of attendance and punctuality across schools.

Responsibility of the School

Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have. Repton Prep expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this. We will do this through:

- Developing and maintaining a whole school culture that promotes the benefits of high attendance and punctuality.
- Fulfilling our responsibility in the completion of pupil registers.
- Ensuring a good level of attendance (95%+).
- Ensuring a good level of punctuality (95%+).
- Monitoring attendance within the school, identifying issues and putting procedures in place to work with families and when necessary, the Local Authority, to support children in accessing their right to a high-quality education.
- Retaining attendance registers for a minimum period of six years after the end of the academic year in question.
- On occasions where lengthy absence is known and understood, support pupils to provide continuity of education.

Responsibility of Parents and Guardians

Parents and guardians are responsible for:

- Making sure that their children of compulsory school age receive a suitable, efficient full-time education, whether by regular school attendance or otherwise. Children reach compulsory school age at the beginning of the term of their fifth birthday and can leave school on the last Friday in June if they will be sixteen by the end of the summer holidays. They must then do one of the following until they are eighteen:
 - Stay in full-time education, for example college;
 - Start an apprenticeship or traineeship;
 - Spend twenty hours or more a week working or volunteering, while in part time education or training.
 - Informing the school on the first day of absence if their child is unable to attend, providing the reason for non-attendance. Parents should understand that in law it is the school who decides whether the absence is going to be authorised

or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.

- Providing a written note (email) to the school, offering a reason for any absence and provide medical evidence where possible.
- **NOT** expecting any leave of absence to be granted for the purpose of a holiday.
- Seeing themselves as partners with the school in the education of their children.
- Ensuring their children are in the correct, clean uniform.
- Ensuring their children have a respect for their education and for all those involved in delivering it/working in the school.
- Ensuring their children complete their homework by the set date.
- Ensuring they and their child(ren) observe the school's code of conduct and school's rules.
- Immediately informing the Head, including those of EYFS pupils, if a pupil(s) will be residing during term time under the care of someone other than the parents or educational guardian.

Responsibility of Pupils

Pupils are expected to:

- Attend School every day when the School is in session, as long as they are fit and healthy to do so.
- Be punctual and arrive at lessons on time, particularly those following breaks and lunchtime.
- Pupils (and parents of younger pupils) are expected to follow the protocols in place for late arrival. If pupils are repeatedly late, parents will be contacted and there may be sanctions.

Understand that notification of absence by the pupil will not be recorded as an authorised absence.

4. Repton Prep Procedures for managing attendance

Registration

The school is legally obliged to take and maintain an accurate register of all pupils twice each day, throughout term time. The attendance register must be completed via the School

Management System, iSAMS at the start of the school day and at the start of the afternoon session.

Form Tutors are responsible for taking the morning register and the adult teaching the children for the first period after lunch is responsible for taking the afternoon register. If a teacher responsible for this is absent, the Cover teacher is responsible for taking the register.

Only pupils who are present in the room when registration takes place should be marked as present, even if pupils say they have seen them, or the teacher has seen them earlier in the day.

If a child arrives late but before the end of the registration period, they must be marked as Late and the time of arrival recorded. If they arrive after registration period, they must report to the main office, and it will be recorded as above. For Pre-Prep children, it is the responsibility of the parent to inform the office of the late arrival.

Every child should have a Present or Absent mark from the teacher taking the register. The Office is responsible for amending this to the relevant Absence Code (Appendix A), and they will follow up unexplained absences. Registers should be completed in a timely manner.

Before school supervision is from 0800. Pupils go to form rooms from 0815.

Registration timings

Pre-Prep	Morning	0830-0835
	Afternoon	1300-1305
Years 3&4	Morning	0820-0825
	Afternoon	1340-1345
Years 5-8	Morning	0820-0825
	Afternoon	1400-1405

The register must show whether a pupil is:

- Present
- Absent
- Attending an approved educational activity outside school which has been approved by the school.
- Unable to attend through exceptional circumstances (unavoidable closure of the school site it part of it; unavailability of transport provided by school or local authority, where home is not within walking distance).

- Taking authorised absence (granted leave of absence by the Head; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parents belong).
- Taking unauthorised absence (if no reason established when the register is taken; the entry may be corrected later when the reason is established)

The registers are kept on the school management system, iSAMS. Should a register not be completed or there are missing marks, the School Office will contact relevant members of staff to confirm pupil attendance.

The register codes and explanation note are set out in Appendix A.

5. Procedures of r absence and lateness

Parents need to notify the school office of their child's absence by email or phone call at the beginning of the first day of absence:

prepoffice@repton.org.uk or 01283 707100.

The school should be informed of the reason for the absence and, if possible, the expected date of their child's return to school. The school will always contact the parent/carer on the first day of absence in order to obtain a reason for their child's absence.

The school has more than one emergency contact number for each pupil. If no contact can be made, the school will attempt to contact the pupil's parents using the other contact numbers that have been provided. If the pupil is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence, ensure that proper safeguarding action is taken as required, identify whether absence is approved or not and identify the correct code to be used when entering this into the registration system.

The school always sends parents term dates over a year in advance, and these are posted on Repton Prep's website in order that holidays can be arranged in school holidays, without disrupting the children's education. It is the school's policy to not authorise absence for holidays in term time, unless an exceptional circumstance is cited and agreed.

Where the reason for a pupil's absence cannot be established at the time of the register, the absence must be recorded as unauthorised. The School Office is informed. A whole staff email is sent to establish if the pupil is in school and their whereabouts (e.g., Music lesson).

If the pupils is not in school, it is the responsibility of the School Office to call home for an explanation for the absence and record this on the register.

If a pupil is confirmed to be in school but their whereabouts is unknown, SMT will put the Missing Child policy into action.

Pupils arriving after registration in Years 3-8 must report to the School Office.

Parents of Pre-Prep pupils must inform the School Office that their child is in school. It is good practice for Pre-Prep Form teachers to inform the office of the arrival, to ensure they have been made aware.

6. Requesting leave of absence

Applications for leave of absence should be made in writing via prephead@repton.org.uk and will be considered by the Head, who will determine the length of time the pupil can be absent from school. Leave of absence will only be granted in exceptional circumstances.

Authorised absence

Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e. interviews, school trips, sporting events, music examinations etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school;

- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

Unauthorised absence

All other absences must be treated as unauthorised and referred to the Head. The appropriate code will be used in the register.

Examples of Unauthorised Absence could be:

- Family Birthday
- Holidays not agreed*
- Shopping
- Minding the house
- Looking after other children
- Hair cuts
- Buying shoes or uniform
- Illness of grandparents and extended family members
- Trips to airports
- Non urgent appointments dental/ optician etc.

No parent can demand leave of absence for the purpose of a holiday as a right. The Head has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised, unless an exceptional circumstance is agreed.

7. Monitoring Attendance and Punctuality

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the DSL/DDSL. The DDSL will monitor the Attendance Registers regularly for any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90%. If such a pupil is identified from this monitoring, then the DSL and DDSL will work together with the pupil and their family to understand the barriers to attendance/punctuality and offer support to improve their attendance and/or punctuality.

The DDSL responsible for monitoring attendance will:

- Promote good attendance and punctuality.
- Report to the Head and SMT any emerging patterns of absence or whether a pupil is absent without good reason, or if a pupil's attendance or punctuality falls below

90% (persistence absence) or further, where they are deemed to be persistently absent.

- Work with the DSL and parents/carers of the pupil to discuss the **reasons for** low attendance and/or punctuality, and/or **barriers to** their attendance and/or punctuality.
- Work with the DSL to provide support for the pupil and family when necessary.
- Liaise with the Local Authority to support families and pupils whose attendance does not improve after the steps above or attendance levels continue to fall below 90%.
- Use data to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.
- Intervene as early as possible and agree with the DSL, SMT and families an action plan for pupils with high level of absence and/or poor levels of punctuality, and those demonstrating growing levels of disengagement with school.
- With the DSL, manage persistently and severely absent children.

The School Office is responsible for contacting parents to establish the reason for absence or lateness. They are responsible for ensuring all registers are completed by the relevant member of staff and after morning and afternoon registrations, confirming if non-registered pupils are in school or absent/late.

SMT will regularly discuss attendance/absence data and highlighting pupils of concern and/or trends relating to absence. SMT will discuss actions to be taken regarding those pupils whose level of attendance or lateness is cause for concern on a half termly basis, and more frequently as required.

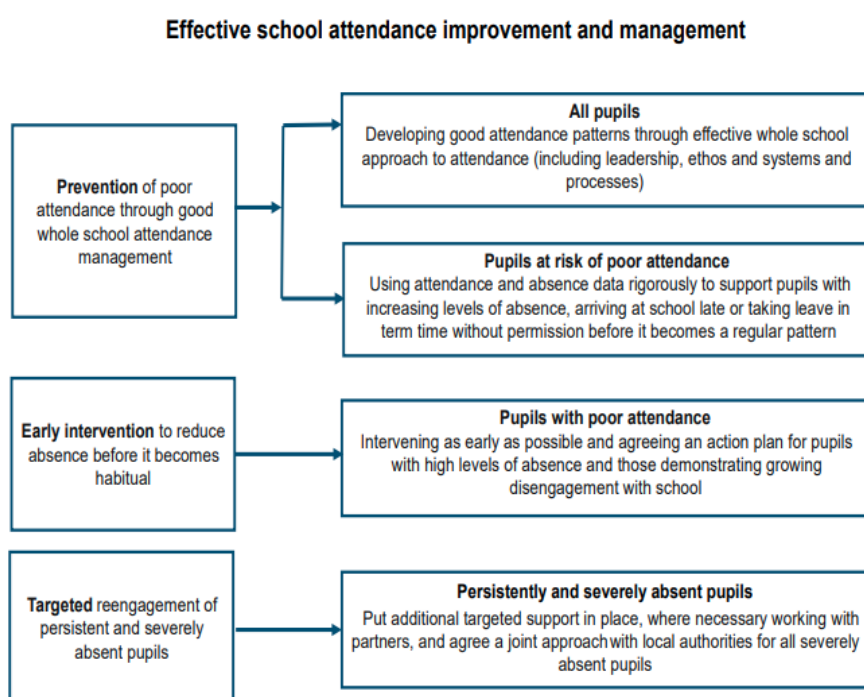
The DSL and Deputy DSL are responsible for contacting parents regarding concerns over their child's attendance levels.

The procedure for following up an identified issue with absence is:

- A telephone call to /meeting with the parent/carer to highlight attendance levels
- A follow up letter confirming the conversation and attendance levels (Letter A in Appendix B)
- After the next set of data has been analysed, if there has been improvement, Letter B (Appendix C) will be sent confirming attendance has improved. It will be deleted as appropriate to indicate whether despite the improvement, they are still below expected levels, or that they are now above the threshold for concern.
- Should the attendance decline further or not have improved, a telephone call/meeting with the parent or carer, followed up with Letter C (Appendix D) to confirm the conversation and, if necessary, ask for proof of future appointments or Doctor's notes.

- If there is further decline in absence, Letter D (Appendix E) will be sent to the parent/carer requesting a meeting with them and highlighting the fact of a possible referral to the Local Authority.
- Lateness will be addressed initially by a telephone conversation or meeting with the parent, which will be followed up by an email, detailing the conversation.
- A letter will be sent to parents requesting a formal meeting should levels of lateness remain a concern. Support will be put in place to help with the issue if necessary.

The school follows the framework below (from DfE guidance) with regard to managing longer term attendance:



8. Pupils absent from school due to mental or physical ill health, or SEND

Pupils who are nervous about attending school

Many pupils will experience nervousness about attending school and this will be for a variety of reasons including worries about friendships, schoolwork, examinations or variable moods.

These pupils should still attend school regularly and indeed, regular attendance will often serve to help resolve the underlying issues. Prolonged absence can often exacerbate any feelings of anxiousness and future attendance at school.

The school will communicate this expectation to parents and will work with families to ensure that pupils feel included and that barriers to attendance are mitigated.

Pupils who face more complex barriers to attendance

Those pupils who face more complex barriers to attendance can include pupils who have long-term physical or mental health conditions or special educational needs. The attendance ambition for these pupils is no different to any other pupil, but it may be right for additional support to be provided.

In supporting pupils who face more complex barriers, the school will work to understand the individual pupil needs. The school will work with the pupil and the family to put in-school support in place and will work with the local authority and other external agencies where appropriate. The school will regularly review and update support to ensure that it continues to meet the pupil's needs. The school will always work in partnership with parents to develop specific support.

In cases of long-term physical or mental ill health, the school will:

- Facilitate relevant pastoral support with the clear aim of improving school attendance whilst supporting the underlying health issue. This could include a time-listed phased return to school where necessary, or a reduced timetable.
- Consider adjustments to policies and procedures, making reasonable adjustments where a pupil has a disability.
- Make a sickness return to the local authority if a pupil is recorded in the attendance register as absent due to sickness, and there are reasonable grounds to believe that the pupil will miss 15 consecutive school days or more, or the pupil's total number of school days missed during the current school year because of illness will reach or exceed 15 school days.

9. Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school

and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts, a formal agreement between the parent and the school or local authority to address irregular attendance.
- Education supervision orders, which is made through a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education.
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for non-attendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in Working Together to improve Attendance (August 2024). If any of the above are used, the Head and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in Keeping Children Safe in Education 2024.

10. Maintaining and amending registers

The school uses an electronic management information system to keep the attendance and admissions registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier.

The school will preserve every entry in the attendance or admission register for six years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

11. Monitoring and review of this policy

The Senior Management team is responsible for monitoring, evaluating and reviewing this policy according to the annual reporting cycle.

Appendix A – Registration Codes – Full details can be found in Chapter 8 of Working Together to Improve School Attendance 2024

The Attendance Register Codes to be used are as follows:

- / Present (morning session) – as displayed by selecting 'Yes' on iSAMS
- I Present (afternoon session) - as displayed by selecting 'Yes' on iSAMS
- L Late arrival before the register is closed
- K Attending education provision provided by the local authority
- V Educational visit or trip
- P Participating in a sporting activity
- W Attending work experience
- B Attending any other educational activity
- C1 Leave of absence for the purpose of participating in a regulated performance
- M Medical/Dental appointments
- J1 Attending an interview for admission to another educational institution or for employment
- S Study leave for a public examination
- X Not required to be in school (used for sessions for children of non-compulsory school age are not expected to attend)
- C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable
- D Dual registered at another school, i.e. pupil referral unit, hospital or special school
- C Leave of absence for exceptional circumstances
- T Parent travelling for occupational circumstances
- R Religious observance
- I Illness – communicated to school (not medical or dental appointments)
- E Suspended or permanently excluded
- Q Unable to attend school because of a lack of access arrangements
- Y1 Unable to attend due to transport normally provided not being available
- Y2 School fully or partially closed to pupils or widespread travel disruption
- Y3 Unable to attend due to part of the school premises being closed

Y4 Unable to attend due to the whole school site being unexpectedly closed

Y5 Unable to attend as pupil is in criminal detention

Y6 Unable to attend in accordance with public health guidance or law

Y7 Unable to attend because of any other unavoidable cause

G Holiday not granted by the school

N No reason yet provided for absence

O Unauthorised absence in other or unknown circumstances

U Arrived in school after registration has closed

Z Prospective pupil not on admissions register

Planned whole school closure

NB If no reason has been provided then an 'N' is first entered and this is later corrected (no more than 5 working days after the session) to the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.

Appendix B – Attendance Letter A (Initial Letter)



Dear **INSERT NAME OF PARENT/CARER**

Following our **telephone call/meeting** on **INSERT DATE OF MEETING**, I write to confirm that **INSERT PUPIL'S NAME** attendance is currently at **XX%** for the academic year so far.

The information below shows how attendance can affect your child's future progress. Attendance that is below 90% is regarded as persistent absence by the Department for Education.

Above 97%: Less than 5 days absence a year (P-P) and less than 6 days absence a year (Years 3-8) Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 8 days absence a year (P-P) and 9 days absence a year (Years 3-8) These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.
90% and below: 15 days + absence a year (P-P) and 18+ days absence a year (Years 3-8) The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

As discussed, we acknowledge that each family's circumstances are different, and we always work in partnership with parents to provide the best education and school experience for every child. We recognise that some absences may be inevitable through sickness or other family circumstances and wish to support any child and their family if attendance levels fall below what is expected.

Your child's welfare is of paramount importance to us, and we believe that regular and consistent attendance throughout the year is essential for their success, friendships and fulfilment. We appreciate your support and engagement in working together to improve **INSERT CHILD'S NAME'S** attendance.

A review of attendance will be undertaken at the end of term/half term, and we will contact you with an updated attendance.

Yours sincerely,

Appendix C – Attendance Letter B (Improved attendance)



Dear **INSERT NAME OF PARENT/CARER**

I write to update you on **INSERT PUPIL'S NAME'S** attendance, which is currently at **XX%** for the academic year so far.

We are very pleased to see that **INSERT PUPIL'S NAME'S** attendance has improved since our last update to you.

DELETE AS APPROPRIATE

While still in the 'persistent absence' bracket of 90% and below, we appreciate all you have done to support improving their attendance level. Please do be aware that attendance still needs to continue to improve in order to reach the level considered to be expected/good, which is 95% and therefore we ask that you consider carefully any future absence requests. We will review attendance again at the end of term/end of half term.

We are very pleased to see that attendance levels are now above what is considered to be persistent absence and we appreciate all you have done to support improving their attendance level. Please do be aware that attendance still needs to continue to improve in order to reach the level considered to be expected/good, which is 95% and therefore we ask you to consider carefully any future absence requests. We will review attendance again at the end of term/end of half term.

We are very pleased that attendance levels are now at expected/good, and we appreciate all you have done to support improving their attendance level. We will continue to monitor attendance in line with all pupils and will only contact you regarding this issue should attendance fall below the expected level.

Yours sincerely,

Appendix D - Attendance Letter C (no improvement in attendance)



Dear **INSERT NAME OF PARENT/CARER**

Since our last review, **INSERT PUPIL'S NAME's** attendance has failed to improve significantly, and is now **INSERT ATTENDANCE**. This is below what we expect and to put this into perspective, 90% attendance is equivalent to missing 15 days in Pre-Prep or 18 days in Prep of school per year.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with **INSERT PUPIL'S NAME**. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

When looking into the reasons why **INSERT PUPIL'S NAME** has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a Doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "**unauthorised**".

We would appreciate your support to make sure **INSERT PUPIL'S NAME's** attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve. Please do contact me if you would like to arrange a meeting to discuss this matter further.

Thank you for your cooperation

Yours sincerely

Appendix E – Attendance Letter D (meeting request and inform re possible referral to LA)



Dear **INSERT NAME OF PARENT/CARER**

As you will be aware from our contact, we have concerns with regard to **INSERT PUPIL'S NAME** attendance and unfortunately their attendance has failed to improve significantly.

Below is your child's most recent registration certificate for your information.

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

As previously communicated to you, ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with **INSERT NAME OF PUPIL**. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help **INSERT NAME OF PUPIL** to improve his/her attendance. I would like you to attend a meeting in school with me on **INSERT DATE** at **INSERT TIME** to discuss what we can all do to help **INSERT NAME OF PUPIL** attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet. In the meantime, **the school will continue to monitor the situation and may refer your child's absence to the local authority for their consideration of how we and they can support INSERT NAME OF PUPIL and you as a family to improve attendance levels.**

Yours sincerely,