



Attendance and Punctuality Policy 2023–24

Audience:	Parents School staff Local Governing Body Trustees
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Other related policies:	Safeguarding and Child Protection Online Safety Relationships, Health and Sex Education.
Policy owner:	Callum
Review frequency:	Annual

Signed by:

Headteacher

Date: _____

Governor

Date: _____

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1. Mission statement

Lower Farm Academy is committed to providing an education of the highest quality for all its pupils. A key element is a child's attendance at school; only by attending school regularly (96% or more of the time) and punctually will children and young people be able to take full advantage of the educational opportunities available to them. Regular school attendance is a major factor in ensuring that children are safe, achieve well and develop socially, emotionally and behaviourally. Good school attendance prepares children well for their future, preparing them for high school, further education, employment and training, and plays a crucial role in enabling them to become happy, healthy and successful adults. High achievement depends on good attendance. Children who miss out on lessons are vulnerable to falling behind and statistics show that children with poor attendance tend to achieve less in both primary and secondary school.

Attendance Rate	Description	Approximate Time Lost Per Year	Approximate Time Lost at Primary School
99-100%	Excellent	Less than 1 week	Up to 7 weeks (half a term)
97-99%	Expected	1-2 weeks	Up to 14 weeks (full term)
96%	Less than expected	2-3 weeks	Up to 21 weeks (half a year)
90-95%	Needs intervention	3-4 weeks	Up to 28 weeks (2 full terms)
Below 90%	Persistent Absence	More than 4 weeks	More than 28 weeks (up to 1 year or more)

The whole school community – pupils, parents and carers, teaching and support staff and all members of the Governing body – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the school community know of the policy and have access to it.

2. Legal framework

The Education Act 1996 states that:

- The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable
 - a) to their age, ability and aptitude, and
 - b) to any special educational needs, they may have, either by regular attendance at school or otherwise.
- A person begins to be of compulsory school age
 - a) when they attain the age of five, if they attain that age on a prescribed day, and
 - b) otherwise at the beginning of the prescribed day next following their attaining that age.
- A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year.
 - a) if they attain the age of 16 after that day but before the beginning of the school year next following,
 - b) if they attain that age on that day, or
 - c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Lower Farm Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance and punctuality policy accordingly.

3. Roles and responsibilities

School responsibilities

All staff at Lower Farm Academy have a key role to play in the safeguarding of children and in supporting and promoting excellent school attendance. All staff will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

A member of the Senior Leadership Team will be delegated to take the school's strategic lead on attendance and will be responsible for overseeing, directing and coordinating the school's work in promoting regular and improved attendance. They will ensure that the school's Attendance Policy is consistently applied throughout the school and will be responsible for analysing attendance data. They will also be responsible for reporting on attendance to the Senior Leadership Team and governing body.

The Attendance Lead will be responsible for attendance on a day-to-day basis and will provide support to any pupils whose attendance drops below 97%. They will be responsible for liaising with the Class Teacher and will contact the parents/carers to discuss the child's attendance and offer support when needed. They will collate attendance data and provides this along with information on the impacts of the school's actions to improve attendance to SLT on a weekly basis.

A dedicated member of the admin team is responsible for maintaining the electronic registers, signs children in who arrive late, carries out first day calling and, produce and send letter to parents and carers, as directed by Family Liaison Support Worker.

Governors' responsibilities

The Governing Body will make arrangements for ensuring that their functions relating to the practices of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

Parents'/carers' responsibilities

Parents/carers are required by law to ensure that their children receive an appropriate and fulltime education.

Lower Farm Academy expects parents / carers will:

- ensure their children attend the school regularly (97% or more) and on time
- support their children's attendance by keeping requests for absence to a minimum
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school
- parents will also be expected to:
 - notify school on the first day of absence and on each subsequent day of absence, unless medical evidence is provided which defines the necessary length of absence.
 - provide specific medical evidence for absences when attendance falls below 96%

Pupils' responsibilities

All pupils should be aware of the importance of regular school attendance and punctuality and ensure they attend the school regularly (97% or more) and on time. If they are having difficulties that may prevent them from attending school regularly or are causing them to arrive at school late, they should speak to their class teacher, a member of the pastoral team or the attendance lead.

4. Registration

Class Registers

Class registers are recorded using the Management Information System (MIS). The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Morning registration

In the morning the registers will be taken at **8:45am** children who arrive after this time will need to report to reception and sign in as late (L). The registers will close at 9:00am across the school, anyone who arrives after this time will be marked as unauthorised (U) unless a reason is provided that the school deems to be acceptable.

Afternoon registration

Registers must be submitted straight after lunch at 13:00 before afternoon lessons commence.

5. Categorising absence

Any child who is not present during registration will be marked as absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

Lower Farm Academy recognises the clear links between attendance and achievement, and attendance and the safeguarding of children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence. If absence is frequent or continuous we will challenge parents about the need and reasons for their children's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

If no explanation about an absence is received by the school within 1 week, the absence will remain unauthorised.

Authorised Absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances:

- Leave has been granted by the school in advance, for example:
 - a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority
 - a pupil is involved in an exceptional special occasion – in authorising such an absence, the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered
 - An application must be made in writing on the prescribed form (Appendix 1), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006. From 1st September 2013 Term-time absence will NOT be authorised unless there are exceptional circumstances.
- The pupil has a medical appointment (although parents should endeavour to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand)
- There is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parent belongs
- The pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil / student has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months
- In other exceptional circumstances (e.g. a close family bereavement) and for a very limited period
- The school is satisfied that the child is too ill to attend.

Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

Religious observance

Lower Farm Academy recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. Parent/carers will be aware of these dates and should give the school written notification in advance.

Unauthorised absence

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent
- the school is not satisfied with the explanation
- the pupil is staying at home to mind the house

- Staying at home to care for a sick or disabled parent / carer / family member.
- the pupil is shopping during school hours
- the pupil is absent for unexceptional reasons, e.g. a birthday
- the pupil is absent from school on a family holiday
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence
- the parent / carer has medical appointment

Persistent absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Expectations

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

Monitoring Attendance

We monitor attendance closely at Lower Farm Academy, as early intervention is essential when tackling issues relating to poor attendance and punctuality. The responsibilities set out earlier in this document outline who is responsible for monitoring attendance data across the school. The office staff ensure that attendance is recorded accurately on our registers and Arbor and Children and Families monitors attendance data weekly, at class level, and at individual pupil levels where concerns have been raised. This is then linked into the use of Attendance Improvement Plans. We follow a **staged attendance system (see Appendix 2)**; the purpose of each stage is to help parents/carers understand our expectations of attendance. This staged system is outlined in the flowchart at the end of this document.

It is important to note that in serious attendance cases Stage 2 and 3 can be generated sooner if attendance deteriorates quickly.

Early Years Expectations

As attendance for children under 5 years of age is not statutory, there is not the same recourse to legal sanctions. However, the early years are a critical time to establish the good habits and routines needed throughout life and to get the key messages about the importance of attendance and punctuality at nursery and school across to parents and carers.

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Families should know that good attendance and being punctual are expected when their child takes up a place. As attendance is an issue that affects all age groups, there needs to be as much consistency as possible between early years and school settings. This includes expectations around holidays, which for school-aged children are not permissible in term time.

6. Collection and analysis of data

The school uses the MIS to keep an electronic record of attendance.

The Attendance Strategic Leader will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team on a weekly basis, and to parents and the Governing body as appropriate. The report should include commentary on the progress towards achieving the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by individual children, year group, tutor group and by reasons of absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance. This data is used to identify where intervention and support is required to improve attendance (See appendix 2 & 3).

Accurate attendance returns are made to the Department of Education (DfE) within the stipulated time frame.

7. Systems and strategies for managing and improving attendance / punctuality

First-day calling

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The admin staff use the following system:

- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- SLT to speak to the parents at home time if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.
- The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is
 - recorded next to the child's name on Integris
- When no contact has been established the school will consider conducting a home visit or request a safe and well check from the police, if the absence is unusual or school has concerns regarding the child's welfare. This may also result in a referral to Warwickshire Children Services.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the office, the admin team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day.

Lateness and punctuality

Pupils are expected to arrive at school by 08:45 every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked as absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such

a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. For health and safety reasons it is important that the school knows who is in the building.

Pupils arriving late should report to the School Office on arrival with their parent/carer who must sign them in and provide an explanation for the late arrival. It is important that all pupils arriving late follow this procedure. For the same reason it is important that pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day sign out and provide a reason for leaving early.

On his/her subsequent return to school, they must sign in again to say that they have returned.

Breakfast Club

Daily Breakfast Club is available to all children. This supports parents by allowing them to drop their children off from 07:45 ensuring they are on time for school. Places need to be booked in advance via the school office. The club is supervised by members of school staff.

Profile and Rewards

Attendance has a high profile at Lower Farm Academy and is regularly discussed during assemblies and in classes. Parents are regularly reminded about the importance of good attendance and its links to achievement. A trophy is awarded each week to the class which has the best attendance for the week. Pupils who have 100% attendance over a year are rewarded and parents/carers are notified of their achievement. There will also be an organised celebration for pupils with 100% attendance at the end of the academic year.

Staff training

The School Business Manager will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

8. School Strategies to Tackle Absence

The Attendance Leader is responsible for the school management of attendance, policy and systems to ensure that Lower Farm Academy intervene in non-attendance at an early stage. The Attendance Leader meets with the Head Teacher on a weekly basis to review any pupils where attendance concerns exist and to monitor the impacts of any actions taken. Our policy states that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, or designated member of staff (see authorised absence), irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for term time leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by the school.

Where there is an emerging pattern of a pupil's absence or if staff are particularly concerned, the school will contact the parents to discuss reasons for the absences with them. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. If the pattern persists a Penalty Notice referral may be issued where there is no improvement seen.

Post-registration truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders them vulnerable to harm. Lower Farm Academy takes this very seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately; failing this the police will be contacted and informed. Any child who leaves the school without authorisation will be dealt with according to the school's behaviour policy.

Referral to the Child Missing Education (CME) Service

Where a pupil is failing to attend school for 5 consecutive days and contact cannot be made with the parents, a child missing in education form will be completed and sent to the Child Missing in Education officer (Attendance Compliance Service).

In Warwickshire the safety and wellbeing of our most vulnerable children is paramount. If you remain concerned about a child missing in education, please make contact straight away.

1. **Refer a child:** Complete the Children Missing Education (CME) referral form (DOTX, 79 KB) and send securely to cme@warwickshire.gov.uk
2. **For urgent concerns** about a child's safety or well-being which requires immediate action, call the Warwickshire Multi-Agency Safeguarding Hub (MASH) (and police if appropriate) without delay: 01926 414144
3. **Contact us:** Telephone the Access to Education Team: 01926 736323

Appendix 1 – Leave of Absence Form.

Peoples Directorate

Warwickshire Attendance Service (Statutory Services)

Leave of Absence Statutory Referral Form

Please complete this form in full and attach all necessary evidence to avoid delays in processing

Any queries please contact **WAS Statutory Referral line**: Tel: 0845 1550990 – open 8.30am –12.30pm
Alternatively e-mail the WAS Statutory Service on wasstatutoryreferral@warwickshire.gov.uk from a secure email account (ie we-learn/egress account).

School Details

School Name:			
Referrers Name:		Job Title:	
Contact Number:		Email Address:	
Name of Attendance Lead:		Date referral sent to WAS:	

Childs Details

UPN:		DOB:		Year Group:	
Forename:				Gender:	
Legal Last Name:				Preferred Last Name (if different):	

Date of Leave of Absence

First Date of Absence:		Last date of Absence:	
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Parent/Carer Details

Parent/Carer 1:	Parent/Carer 2:
Title:	Title:
Forename:	Forename:
Last name:	Last name:
Address:	Address:
Contact number:	Contact number:
Relationship to child:	Relationship to child:
Does the child live at this address: Yes/No	Does the child live at this address: Yes/No

Your information rights

To see how we use personal data and what information rights are, please read our overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights. For general enquiries, contact Warwickshire County Council customer services on 01926 410410.

Appendix 2 – Who does what and when.

Thresholds and Interventions

Threshold	Intervention	By whom
97-100%	<ul style="list-style-type: none"> Daily and weekly monitoring takes place (first day calling and weekly attendance figures). Assembly is used to share and celebrate attendance figures with pupils. If any parents cannot be contacted re: pupil's first day absence from school, consider home visit if welfare/safeguarding concerns are present. Annual awards for pupils that meet and exceed the school's attendance target of 97%. 	<ul style="list-style-type: none"> Class teacher encourages/monitors attendance Admin Team Attendance Lead SLT
Below 95% (Preventative)	<ul style="list-style-type: none"> If attendance dips below 95% and is either unauthorised or illness related, a letter (Stage 1) informing parents of this is sent out. Early Help is offered at this stage, and parents will be given a reminder of our care plans in school (such as administering medication if needed) and a reminder that medical evidence from a doctor should be provided if there is a medical need. Three-week period of monitoring takes whereby attendance is expected to have improved. Follow up with the family 	<ul style="list-style-type: none"> Class teacher Admin Team Attendance Lead SLT
90-95%	<ul style="list-style-type: none"> If attendance continues to drop, a letter (Stage 2) informing parents of this is sent out. Attendance lead will make contact to discuss. Other interventions to be considered here as appropriate, Early Help again offered. Follow up with the family. 	<ul style="list-style-type: none"> Class teacher Admin Team Attendance Lead SLT
90% and below (PA Threshold)	<ul style="list-style-type: none"> If attendance continues to drop, a letter (Stage 3) informing parents of this is sent out, requesting a meeting with the Class Teacher and Attendance Lead. Four-week target will be set, attendance is expected to have improved. 	<ul style="list-style-type: none"> Class teacher (to be kept informed) Admin Team Attendance Lead SLT Head Teacher

	<ul style="list-style-type: none"> Follow up with the family. 	
85-90%	<ul style="list-style-type: none"> Where there is no improvement, letter (Stage 4) informing parents of this sent out. Parents will be requested to attend a meeting with the Attendance Lead and Headteacher and an action plan will be implemented. If attendance does not improve, a meeting will be held with parents and a parent contract will be written. A letter will be sent to parents confirming this. WAS will be informed of the parent contract and will monitor attendance moving forward. 	<ul style="list-style-type: none"> Class teacher (to be kept informed) Admin Team Attendance Lead SLT Head Teacher Local Authority (Warwickshire Attendance Service)

Appendix 3: Letters to parents and carers.

Stage 1 letter – Illness & Unauthorised Absence

Date

Name and address of parent

Dear Parent

Re: Name: xxx Dob: xxx School: xxx

I am writing to advise you that «forename»'s school attendance is causing concern as it has fallen to «percentage_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. As a result of this, your child has been placed on a **Stage 1** as part of our attendance monitoring process outlined in our Attendance and Punctuality Policy which you can find on our school website.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

The table below illustrates the number of days and lessons missed when a student's attendance falls below 95%.

Attendance during school year	Equals absent days	Which are approximately weeks absent	Which means this number of lessons missed
95%	9	2 weeks	45 lessons
90%	19	4 weeks	95 lessons
85%	29	6 weeks	145 lessons
80%	38	8 weeks	190 lessons
75%	48	10 weeks	240 lessons
70%	57	11.5 weeks	285 lessons
65%	67	13.5 weeks	335 lessons

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance. Support can be offered through an Early Help Pathway (EHP). Please do not hesitate to contact me.

Yours sincerely,

Stage 2 letter – Illness and Unauthorised Absence.

Date

Name and address of parent

Dear Parent

Re: Name: xxx Dob: xxx School: xxx

Following monitoring last half term, I continue to be concerned about forename's level of attendance which is currently «percentage attendance»%.

The table below illustrates the number of days and lessons missed when a student's attendance falls below 95%.

Attendance during school year	Equals absent days	Which are approximately weeks absent	Which means this number of lessons missed
95%	9	2 weeks	45 lessons
90%	19	4 weeks	95 lessons
85%	29	6 weeks	145 lessons
80%	38	8 weeks	190 lessons
75%	48	10 weeks	240 lessons
70%	57	11.5 weeks	285 lessons
65%	67	13.5 weeks	335 lessons

I intend to place «forename» on **Stage 2** of the School Attendance Policy. This means any absence will only be authorised if it is accompanied by medical evidence. This can be:-

- Receptionists can write on an appointment card (where a doctor is not available to do so)
- Doctor's note or medical card
- Screen shot of call from doctors if a telephone appointment
- Screenshot of text message confirmation for appointment (whether telephone, in person or virtual)
- Email confirmation of an appointment
- Dated receipt of purchased medication or prescription
- Some pharmacies may provide confirmation of medication taken during absence.

If there are reasons for these absences which we are unaware of, or if you would like to discuss the matter please contact me at school to arrange a meeting at a convenient time so that we can offer guidance and appropriate support can be implemented to encourage attendance to school.

Yours sincerely,

Stage 3 letter – Illness or Unauthorised Absence

Date

Name and address of parent

Dear Parent

Re: Name: xxx Dob: xxx School: xxx

I am writing to inform you that forename's attendance has continued to decline and their attendance is now «percentage attendance»%.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

I would like to invite you to a meeting with myself and forename's class teacher to discuss ways in which we can support you to improve attendance. At this stage, a 4 week target will be set in which we expect attendance to improve. Myself, class teacher and office staff will continue to monitor attendance and any absences to ensure that this is the case.

May I ask that, at your earliest convenience, you contact me at school to arrange a meeting.

Yours sincerely,

Stage 4 letter – Illness or Unauthorised Absence

Date

Name and address of parent

Dear Parent

Re: Name: xxx Dob: xxx School: xxx

I am writing to inform you that unfortunately, the 4 week attendance target that was set during your meeting with Attendance Lead and <<forename>>'s Class Teacher has not been met. As a result, I am placing <<forename>> on **Stage 4** attendance in line with Lower Farm Academy's Attendance Policy which you may find on our website.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

The table below illustrates the number of days and lessons missed when a student's attendance falls below 95%.

Attendance during school year	Equals absent days	Which are approximately weeks absent	Which means this number of lessons missed
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75%	48	10 weeks	240 lessons
70%	57	11.5 weeks	285 lessons
65%	67	13.5 weeks	335 lessons

We need to ensure that <<forename>>'s attendance improves in order for them to access their right to Education. Therefore, I would like to invite you to a meeting with myself, and Mr How to formulate an action plan. This will also be an opportunity to discuss any barriers to attendance.

Please contact me to inform me of your availability at your earliest convenience.

Yours sincerely,

