Maidensbridge Primary School

Attendance Policy

Approved by:	Mrs K Thomas (Headteacher)	**Date:**	October 2026
Approved by Governors on:	October 2026		
Next review due	October 2027		

Version 8

Contents

Aims
Legislation and guidance
School procedures
Authorised and unauthorised absence
Strategies for promoting attendance
Attendance monitoring
Roles and responsibilities
Monitoring arrangements
Links with other policies
Appendix 1: attendance codes
Appendix 2: Model Letters
Appendix 3: Attendance Flowchart
Appendix 4: Example Attendance Support Plan

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

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

At Maidensbridge Primary School, we are a 'Good' school (Ofsted 2022) and we expect 'good attendance' (above 96%) from all pupils and staff.

This policy will stipulate how as parents, staff and children we can achieve this, aiming for a school attendance of 96% or above. We will work in partnership to remove any barriers to a child's attendance and build strong, trusting relationships so that together, we can put the right support in place.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and the new document below:

Working together to improve school attendance - GOV.UK (www.gov.uk)

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an educational visit or trip
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 6 years from the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken as soon as the children arrive in the morning. The morning registration period will close at 8.55am. Between 8.45 and 8.55, children will receive a late mark (L). Children arriving after this time will receive an unauthorised absence mark (U). The register for the second session will be taken at the beginning of the afternoon session, which will vary for each year group due to staggered lunchtimes.

Little Bridges Pre-School and Nursery

Children who attend Little Bridges are not bound by statutory attendance, however as a school we believe it is good practice to instil these good habits and routine of good attendance before children become 5 years old.

We also believe we have a safeguarding duty to still call our Little Bridges children if they are booked in for a session and do not arrive, in order to keep our children as safe as possible.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

This can be done by calling the school office on 01384 283691 and leaving a voice message that will be checked by the office before 9.30am. If a child is not in school and there is not a message about absence from a parent by 9.30am a phone call to the parent will be made on the 1st day of absence to ascertain the reason and then every day that the child does not attend.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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.

The office should be informed of a planned medical or dental appointment for a child, either by letter/email to info@maidens,dudley.sch.uk or phone call to the school office. 01384 283691.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. This will be between the times of 8.45am and 8.55am.

A pupil who arrives after the register has closed (after 8.55am) will be marked as an unauthorised absence, using the appropriate code.

All pupils who arrive late must be brought into school by an adult and sign their child in on the inventory system.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

School requires an emergency contact number **for more than one person for each child**, as good practice and these should be provided and updated by the parent with whom the pupil normally resides. Doing so provides school with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Safeguarding: - A child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will work within all statutory polices regarding Safeguarding Children and Keeping Children Safe in Education, of which the key principles relating to attendance are:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best life chances.

As a school we also have a duty to identify any children who may be considered **'Children Missing Education.'** This is any child, of statutory school age, who has continuously missed 10

days of school, without the school's permission. In this case, the Local Authority would be informed.

School also has a legal duty to inform the Local Authority when a child is being added or removed from the school register, other than in usual movement at the start and end of the academic year.

Failing to attend this school on a regular basis will be considered a safeguarding matter.

3.6 Reporting to parents

A child's attendance record will be reported on annually as part of their end of year report, as well as a termly update when progress data is also shared with parents.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).

- **Attending an interview:** for entry into another educational institution or for future employment, where requested in advance by a parent the pupil normally lives with.

- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.

- **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 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.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, **it must be requested in advance** by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

  Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

A second penalty notice issued to the same parent in respect of the same pupil is charged a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years, therefore alternative action may be taken.

The decision on whether or not to refer to the Local Authority for a possible penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Good attendance and punctuality will be praised in many ways, for example certificates for 100% attendance, praise in assemblies etc.

Mrs K Thomas will be monitoring the attendance on a regular basis and sharing this information with the pupils, staff and parents.

6. Attendance monitoring

The attendance champion (Mrs K Thomas- Headteacher) monitors pupil absence on a regular basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

Appendix 2 shows the letter templates that will be used to contact parents about a child's absence, attendance and punctuality.

A letter will be issued when a child's attendance falls to 95% this will then be discussed with the parents and the Headteacher to devise a plan for improvement.

Letters will also be sent to parents in situations of high unauthorised absences and poor

punctuality. For example, continual lateness after 8.55am in the morning.

If after contacting parents a pupil's absence continues to rise, we will invite parents to a meeting and may discuss the need for an Attendance Support Plan (See Appendix 4) this may involve an education welfare officer, if necessary. The Education Investigation Service would aim to communicate with the family and support an improvement in attendance. If an improvement isn't seen, penalties may be issued. Early Help may also be offered at this time to support the family.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. This is any child with an attendance of 90% or less.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors as well as using our ABIE target from the Government for improvement.

As a school, attendance will be monitored weekly for whole school attendance as well as by groups e.g. class/girls/boys/SEN/PP to analyse whether there is a particular issue having an impact on these pupils.

7. Roles and responsibilities

7.1 The governing board

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

7.2 The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and will agree to referrals to the coal authority for possible fixed-penalty notices to be considered, where necessary. (See Appendix 3)

7.3 The Attendance Officer (School Business Manager) The attendance officer:

- Monitors attendance data at the school and individual pupil level with the Headteacher
- Reports concerns about attendance to the headteacher in regular attendance meetings
- Arranges calls and meetings with parents to discuss attendance issues and works with families to find a positive way forward (See Appendix 3)
- Refers any unresolved attendance issues to the local authority for possible fixed-penalty notices

7.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 8.55am and no later than 10 minutes after their afternoon registration start.

7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system and check the voicemails and info emails before 9.30am for messages relating to attendance.

8. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Complies with UK GDPR Regulations

Relationship Policy

Safeguarding and Child Protection Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed between 8.45am and 8.55am
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due

		to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness. **Now used for a child absent with confirmed coronavirus.**
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed. After 8.55am.

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend **Not attending in circumstances relating to coronavirus (Covid-19) This code is used while children are waiting for test results to confirm a negative or positive**

		infection.
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2- Example Letters for absence, attendance and punctuality

(1st Letter about Persistent Absenteeism- Children below 90%)

Dear Parent/Carer of {Pupil Name}

Re: School Attendance

Student(s) Full Name (Legal)Student(s) Date of Birth

To deal with the reality of pupil absenteeism in schools and its impact on learning the Department for Education defines the “persistent absence” threshold as 10 percent or more absence from school. This is below what Dudley Council considers to be a level of attendance recommended for children in the Borough.

Persistent absence is a serious problem for pupils. Much of the work children miss when they are off school is never made up, leaving pupils at a considerable disadvantage for the remainder of their school career. There is clear evidence of link between poor attendance at school and low levels of achievement:

Student(s) Full Name's attendance so far this academic year is Report Field: Attendance this academic year, which meets the persistent absence threshold. Please be aware that pupils arriving to school after the official close of registers will be marked as ‘unauthorised absent’ unless there are legitimate reasons for your child’s late arrival.

Please ensure Student(s) First Nameattends school every day, you seek medical support when absence is due to illness and you maintain regular contact with the school office regarding any absence. Should your child’s attendance continue at this level you will be asked to attend a meeting to discuss the situation.

Thank you for your support with this matter. If you have any concerns, would like to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

(2nd letter about Persistent Absenteeism)

Re: School Attendance

Student(s) First NameStudent(s) Last Name (Legal)Student(s) Date of Birth

We are writing in connection with Student(s) First Name's attendance. We previously wrote to you stating our concerns about their attendance. Regular attendance is extremely important as missing school can have an impact on learning.

Student(s) First Name's attendance currently stands at Report Field: Attendance this academic yearmeaning they have missed Report Field: No. of sessions missed sessions so far this school year. This is below what our school, the government and Dudley Council considers to be a level of attendance recommended for children to achieve their educational potential and therefore is a concern.

Where no reason for the absences is given or as a school we are not satisfied that the reason given justifies being off school the absences are coded as unauthorised. If there are any particular circumstances that the school may not be aware of which are having an influence on Student(s) First Name's attending school regularly please do not hesitate to contact me.

As there has been no improvement, you are invited to a school attendance meeting where we will discuss together any concerns and establish if there is any additional support that can be put in place. Please contact the school office to arrange a suitable time.

I would like to remind you that parents / carers have a legal responsibility to ensure their children receive efficient, full-time education. *As per the definition in section 576 of the Education Act 1996 it is your responsibility to ensure* Student(s) First Name (Legal)*attends school regularly and on time. Should* Student(s) First Name*continue to accumulate further sessions of unauthorised absence then we will consider referring you to Dudley Council who may issue a penalty notice or initiate legal proceedings against you under the Education Act 1996 (Section 444).* Please be aware that pupils arriving to school after the official close of registers will be marked as 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Every day in school counts towards Student(s) First Name**future, and I thank you in advance for supporting Maidensbridge Primary School in ensuring excellent school attendance.** If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

(Suspected Term Time Holiday)

Re: Request for exceptional leave absence

Student(s) Full Name_ Student(s) Date of Birth

I have noted that Student(s) First Name had xx sessions of absence for the period xx.

As this holiday is on the back of absence, we require evidence that Student(s) First Name was ill on xx. If you are unable to obtain this, you could provide proof of holiday dates. If no evidence can be provided, the illness is classed as unauthorised absence.

or

As this absence is following a half term holiday and we have been advised within class that the children were on holiday, we require evidence that Student(s) First Name was ill between xx . If no evidence can be provided, the illness is classed as unauthorised absence.

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 Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If absences are not authorised, and are taken without permission, you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £80 if paid within 21 days, rising to £160 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance *or* been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

As I have not been given a reason for this absence, I have taken the decision to record it as unauthorised leave taken during term time.

Please contact me by xx to discuss if you believe there are special circumstances that you feel should be taken into consideration (delete if not appropriate) before I apply to the Local Authority for the issue of penalty notices in this matter. (or) If your child is to have a further x sessions of unauthorised absence within a ten week period you will be referred to the Local Authority for the issue of penalty notices in this matter.

Yours sincerely,

Mrs K Thomas

Head teacher

(Letter issued for children who are 90-95%)

Dear Recipient(s) Salutation

Re: School Attendance

Name: Student(s) First NameStudent(s) Last Name (Legal) **DOB:** Student(s) Date of Birth

We understand that children/young people may occasionally miss school for various reasons. Sometimes this is related to their physical health, their mental well-being or a range of other school/family related factors.

At Maidensbridge Primary School our primary goal is to create a safe and supportive school community where your child can thrive. We believe that regular attendance throughout the year is essential for children to experience a sense of belonging, success and fulfilment. There is a great deal of current research available which clearly shows that even quite low levels of absence have a negative impact on achievement.

As part of our ongoing monitoring/attendance review of all students, we have noticed that Student(s) First Name's attendance currently stands at Report Field: Attendance this academic year. You can view this on Arbor.

We appreciate that every situation is different and there may be specific issues that are making it difficult for your child to attend school. We would like to gain a better understanding of the reasons why they haven't been able to attend school and want to work with parents to support their attendance.

If your child is facing challenges, particularly related to anxiety or emotional concerns, please reach out to us for support. If there are any ongoing reasons preventing Student(s) First Name's regular attendance and would like to discuss this matter further, please do contact me.

Every day in school counts towards Student(s) First Name's future. We look forward to seeing a reduction in absences and thank you in advance for supporting Maidensbridge in ensuring excellent school attendance.

Yours sincerely,

(Term Time holiday taken without request)

Dear Recipient(s) TitleRecipient(s) First NameRecipient(s) Last Name,

Re: Request for exceptional leave absence

Student(s) Full Name_Student(s) Date of Birth

I have noted that Student(s) First Namehad xx sessions of absence for the period xx. I have checked my records and can find no application form from you regarding this period of absence.

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 Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If absences are not authorised, and are taken without permission, you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £80 if paid within 21 days, rising to £160 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance *or* been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

As I have not been given a reason for this absence, I have taken the decision to record it as unauthorised leave taken during term time.

Please contact me by xx to discuss if you believe there are special circumstances that you feel should be taken into consideration (delete if not appropriate) before I apply to the Local Authority for the issue of penalty notices in this matter. (or) If your child is to have a further x sessions of unauthorised absence within a ten week period you will be referred to the Local Authority for the issue of penalty notices in this matter.

Yours sincerely,

Mrs K Thomas

Head teacher

Maidensbridge Primary School

Attendance Expectations

Dear Recipient(s) TitleRecipient(s) Last Name,

Good attendance and punctuality remain a top priority for us at Maidensbridge Primary School. We share parents and carers views in wanting the best for your child and we are looking forward to working in partnership with you.

Your efforts, working in partnership with us will ensure that your child will have the best chance to achieve their academic potential and have a real opportunity in further education and the world of work. It will also enable your child to:•

- Access the lessons needed to achieve their expected grades
- Maintain friendships and develop new ones
- Have access to social and sporting events offered by the school
- Explore potential life skills
- Develop world habits such as good punctuality which are essential to thrive in the world of employment.

We strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community.

To support that, regular attendance will be key.

At Maidensbridge school starts at 8.45 and finishes at 3.30pm.

You can find more information about our breakfast and after school clubs by visiting our school website. These are run by RB Active Care.

Giving your child the best start

90% attendance may seem like an acceptable level of attendance, however in reality that means your child misses half a day of school every week, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at Maidensbridge to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	¼ year learning lost
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of learning lost	½ year learning lost
85% Attendance	28 Days of Absence	¾ year learning lost

	Impact over 1 school year	Impact over 5 school years
	5 Weeks and 3 Days of learning lost	
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1 year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 ¼ years learning lost

Our attendance policy is available to read on our school website. This explains how we monitor attendance and follow up absence through letters, telephone calls and meetings. **If your child's attendance is below 90%, the Department for Education defines this as 'persistent absence'.**

We recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

Is my child too ill for school? - NHS (www.nhs.uk)

We know being a parent/carer can be challenging at times and we are here to help if there are any problems affecting your child. If you are worried about your child/children's attendance, please speak with your child's class teacher in the first instance or Mrs Starkey. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education. All schools work closely with Early Help, Health and the Local Authority teams who may also be able to help if needed.

As parents/carers you can best support your child to secure regular attendance and punctuality by:

- Ensuring a good bedtime routine to enable your child to get enough sleep.
- Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
- Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
- Ensuring your child arrives at school on time every day by 8.45am.
- Arranging dental and medical appointments outside school hours wherever possible, where this is not possible ensure your child attends before and returns promptly afterwards.
- Informing the school if your child is ill and too unwell to attend (either by phone or via the Arbor app).
- Taking absence seriously – if your child is not wanting to attend, or has not attended as you expected why is this? Are they putting themselves at risk – Who are they with? What are they doing? Do you know who they are talking to online?
- Taking any holidays during school holiday periods, and not during term time - If children are taken out of school for a one-week holiday every year and have an average number of days off for sickness and medical appointments, then by the time they finish Year 11, they will have missed the equivalent of two entire terms of schooling.
- Talking positively to your child about school and taking an interest in their school day.

- Attending parents evenings and school events.
- Praising and rewarding your child's efforts and achievements at school.
- Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.·

We look forward to working in partnership with you to support your child's education.

Yours sincerely,

Mrs K Thomas

Headteacher Attendance Officer

(Leave of Absence request)

Dear Recipient(s) TitleRecipient(s) Last Name

Re: Student(s) Full NameStudent(s) Date of Birth

Thank you for your absence request form advising school that Student(s) First Namewill be on holiday between

On this occasion I am not able to authorise Student(s) First Name's leave of absence as the reason for absence is not considered as exceptional circumstances.

As this planned leave is during term time, Student(s) First Name's absences will be marked as unauthorised. I should warn you that unauthorised absences are referred to the Education Support Service who may issue a Penalty Notice of up to £160 per parent, per child or consider other legal action.

Should you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Absence due to lateness

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

Appendix 3

Attendance Flowchart

Attendance Flow Chart

Attendance officer and Headteacher will meet every 4 weeks to analyse patterns and issues of attendance.

First letter will be issued to any parents where a concerning pattern or issue has arisen with attendance or punctuality to discuss this further and make parents aware.

If no improvement, a second letter will be issued to invite parents to a supportive meeting with Attendance Officer.

No improvement or non-attendance at the meeting, it will result in an Attendance Support Meeting (ASM) being arranged and ESS will be notified. This will involve parents, Attendance Officer, Headteacher and any other relevant agencies. Actions will be planned from this meeting.

Attendance/punctuality improves, no further action. Thank You letter issued.

If no improvement or non-attendance at the ASM, then ESS will be involved and will support school in issuing a Parenting Contract.

Attendance/punctuality improves, no further action. Thank You letter issued.

If no engagement in this process, or no improvement after a further 4 weeks and there are further unauthorised absences, then a referral will be made to consider a warning notice from the LA.

Attendance Support Plan

SECTION 1	**PUPIL DETAILS**	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
SECTION 2	**ATTENDANCE SUPPORT MEETING**	
	Date of meeting:	
	Attendees:	Role:
SECTION 3	**ATTENDANCE ANALYSIS & PATTERNS**	
	For example: current attendance %, identified patterns, lateness, summary of reasons for absence & explanations	
SECTION 4	**PUPIL ATTENDANCE TARGETS/EXPECTED OUTCOMES OF THE PLAN**	
	For example: no unauthorised absence in following 2-weeks, to increase attendance to 90% by the end of term, to arrive on time every day	
	What is the target for the end of term / next half term to be achieved? What do we want the plan to achieve?	
	What are the smaller, more measurable, achievable, realistic steps that need to be taken in the next 2 weeks, to show progress towards the longer-term target?	
	ATTENDANCE PUSH FACTORS – influences that push the pupil towards attending	

	<u>Strengths & interests the plan could use to engage the pupil, for example:</u> positive relationships in school (staff and pupils), subject strengths, specific positive behaviours shown, rewards & praise received, extra-curricular participation, engagement with other support agencies. What is working well?
SECTION 6	**ATTENDANCE PULL FACTORS – influences that pull the pupil away from attending**
	<u>Identify areas of difficulty that may prevent good attendance, for example:</u> travel or housing issues, morning routine conflicts, subject specific barriers, young carer responsibilities, bereavement, bullying or friendship issues, language barriers, recurring illness or injury, SEN, anxiety, EBSNA, diet, exclusions/behaviour. When the pupil isn't in school what are they doing?
SECTION 7	**GROUP MIND MAP – Who or what could help?**
	<u>Share ideas about the staff, family, friends, services or organisations who could provide the support needed</u> ***Everyone should contribute.*** *Who could help? School nurses, Connexions, Hear4Youth, parenting classes, KOOTH, Young Minds, What centre, GP, CAMHS SPA, family members, support with transport. What could help? Key adult, counselling, better sleep routine, breakfast club, key lessons, time out card, EPS resources, school transfer or managed move.*
	
S	**EARLY HELP, PARENTING SUPPORT & FAMILY GROUP CONFERENCE DISCUSSION**

	<u>Fully explain how an Early Help Assessment could support the family.</u> If Early Help is declined, detail a full explanation why. Does an EH enabler need to be involved? Would a Family Group Conference be a suitable alternative to a full EHA? Would parenting support classes/workshops help? Record the parent/s and pupil's thoughts and responses.
SECTION 9	**AGREED SCHOOL ACTIONS**
	<u>For example:</u> referrals to be made, adjustments to the curriculum or classes, phased return plan or temporary part-time attendance, identification of a key adult or mentor, nurture friendships, supporting participation in extra-curricular groups, careers advice, Inclusive Pathways, implementation of EBSNA strategies, implementation of rewards etc.
	Staff signature/s:
	AGREED PARENT ACTIONS
	<u>For example:</u> morning & bedtime routines, limiting technology (When? How?), booking Dr's appointments, seeking support from SENDIASS, implementation of rewards & sanctions (What will they be?), communicating with the school in line with attendance policy, consenting to referrals etc.
	Parent signature/s:
	AGREED OTHER PROFESSIONAL ACTIONS i.e Social Worker, FSW, YOS

	For example: Weekly morning home visits, establish routines and boundaries, supporting parent to contact services/agencies, onward referrals to specific services, explore interests, and ideas for hobbies outside the home.	
	Professional signature/s:	
	AGREED PUPIL ACTIONS	
	For example: morning and bedtime routines, screen time, engagement with other agencies, work with school nurse/SENCo/counsellor/FSW/Connexions etc, participation in extra-curricular activities, speak to an identified member of staff with concerns, complete homework, attend in correct uniform etc.	
	Pupil signature:	
SECTION 10	**IMPLEMENTATION & REVIEW**	
	Start date:	Review date:

Attendance Support Plan Review

SECTION 1	**PUPIL DETAILS**	
	Name:	
	Year group, Tutor/Form group etc:	
	Any other key info:	
SECTION 2	**ATTENDANCE SUPPORT REVIEW MEETING**	
	Date of meeting:	
	Attendees:	Role:
SECTION 3	**CURRENT SITUATION, PROGRESS TOWARDS AGREED ACTIONS & OUTCOMES OF THE PLAN**	
	For example: Improved attendance % both at school and in lessons, reduced anxiety, improved punctuality, accessing safe space, support accessed, friendships, emotional and behavioural response to school setting, worries. Ensure you refer back to the ASP when completing this section.	
	Progress made towards the End of Term / Half Term Target	
	Progress made towards the smaller, more measurable, achievable, realistic steps	

	Actions completed and impact
	What is not working and why
SECTION 4	**AGREED ACTIONS NOT STARTED OR NOT COMPLETED AND WHY**
	For example: direct work not completed, no mentor assigned, staff absence, parent illness, pupil absence, waiting list - refer back to agreed actions on ASP, what actions have not been completed and why.
SECTION 5	**NEXT STEPS**
	For example: exit process and monitor attendance, a further review is required, formulate new support plan with new agreed actions, signpost onto further services, request statutory assessment, consider legal intervention.

SECTION 6	Pupil Signature:	
	School Signature:	
	Parent / Carer Signature:	

	Professionals Signature:	
SECTION 7	**NEXT MEETING DATE (For further review or to write a new ASP)**	
	Date:	