Attendance Policy 2023-2024

Approved by:	Governing Body	Date: September 2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

Attendance Ladder

	100%	☺ OUTSTANDING
4 School days missed in an academic year	**98%**	☺ VERY GOOD
7 School days missed in an academic year	**96%**	☺ GOOD
10 School days missed in an academic year	**95%**	☺ ALMOST THERE
20 School days (4 weeks) missed in an academic year (equivalent to ½ day each week)	**90%**	☹ IMPROVEMENT NEEDED — Our Attendance Officer will be in touch
29 School days (6 weeks) missed in an academic year	**85%**	☹ CONCERNED
40 School days (8 weeks) missed in an academic year (equivalent to a day each week)	**80%**	☹ VERY CONCERNED

Contents

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

> Promoting good attendance

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance 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:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> 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.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

> Promoting the importance of school attendance across the school's policies and ethos

> Making sure school leaders fulfil expectations and statutory duties

> Regularly reviewing and challenging attendance data

> Monitoring attendance figures for the whole school

> Making sure staff receive adequate training on attendance

> Holding the headteacher to account for the implementation of this policy

Attendance is reviewed termly by governors on the Education and Standards Board.

3.2 The headteacher

The headteacher is responsible for:

> Implementation of this policy at the school

> Monitoring school-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual pupils

> Monitoring the impact of any implemented attendance strategies

> Issuing fixed-penalty notices, where necessary

> Leading attendance across the school

> Offering a clear vision for attendance improvement

> Evaluating and monitoring expectations and processes

> Having an oversight of data analysis

3.3 The Designated Safeguarding Lead responsible for attendance

The Designated Safeguarding lead is responsible for:

> Devising specific strategies to address areas of poor attendance identified through data

> Arranging calls and meetings with parents to discuss attendance issues

> Delivering targeted intervention and support to pupils and families

> Meets with the Head Teacher weekly to discuss active cases and action to be taken

> Meets with the Education Welfare Officer each half-term to monitor attendance and discuss active cases and action to be taken

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

> Working with education welfare officers to tackle persistent absence

> Advising the headteacher when to issue fixed-penalty notices

The designated senior leader responsible for attendance at the junior school is Jayne Deane-Robson and can be contacted via 01332701460 or j.deane-robson@chellastonjuniors.org

The designated senior leader responsible for attendance at the infant school is Lynn Hateley and can be contacted via 01332700298or l.hateley@chellastoninfants.org

3.4 The attendance officer

The school attendance officer is responsible for:

> Monitoring and analysing attendance data (see section 7)

> Benchmarking attendance data to identify areas of focus for improvement

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

> Working with education welfare officers to tackle persistent absence

> Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Kathryn Clarke and can be contacted via 01332701460 or k.clarke@chellastonjuniors.org

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis on Scholarpack Register, using the correct codes, and submitting this information to the school office by 9am and 12.55 (FS2), 1.10pm (Y1/Y2/Y3/Y44) and 1.30pm (Y5/6)

3.6 School office staff

School office staff will:

> Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

> Transfer calls from parents/carers to the Designated Safeguarding Lead for Attendance in order to provide them with more detailed support

3.7 Parents/carers

Parents/carers are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 8.50 am on the day of the absence and each subsequent day of absence), and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

> Attend school every day on time

4. Recording attendance

4.1 Attendance register

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

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

> Present

> Attending an approved off-site 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.

We will also record:

> Whether the absence is authorised or not

> The nature of the activity if a pupil is attending an approved educational activity

> The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.15am. The register for the second session will be taken at either 1pm (Y3/4) or 1.20pm (Y5/6) and will be kept open for 5 minutes.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00 am or as soon as practically possible by calling the school office staff (see also section 7).

We will mark absence due to illness as 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 the pupil's parent/carer 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/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents should fill in the Request Leave of Absence form which is on our website or available from the school office.

However, we encourage parents/carers 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 pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code

> After the register has closed will be marked as absent, using the appropriate code

> Attendance and punctuality are monitored weekly and any concerns are addressed with parents

> Attendance is reported to parents on a half-termly basis via a letter

4.5 Following up unexplained absence

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

> Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or contact the police.

> Identify whether the absence is approved or not

> Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

> Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels by:

> informing parents of their child's attendance every half-term

> discuss attendance at parents' evenings

> report weekly class and school attendance via the school newsletter

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as those which cannot be reasonably controlled by the family and would lead to the child being disadvantaged in some way.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> 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
- Certain educational activities that involve pupils developing their talents in curriculum areas such as music, drama and sport

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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 or withdraw the notice.

6. Strategies for promoting attendance

The school aims to promote, celebrate and reward good attendance by:

- Providing an enriching curriculum where pupils are encouraged to take part in stimulating and rewarding lessons and activities
- Promoting high attendance in assembly each week
- Awarding classes with 96% + attendance a week with a certificate that they can use to 'purchase' extra-curricular activities from the Chellaston Attendance Café
- Reporting attendance of classes and the school in the weekly newsletter and raising awareness with parents
- Rewarding all children whose attendance is above 96% on a termly basis
- Contacting parents promptly where attendance is identified as an issue
- Providing supportive strategies which include but are not limited to: breakfast club, support with transport, attendance contracts, early help referrals.
- First day contact from teachers to families of children at risk of persistent absence via Class Dojo

7. Attendance monitoring:

Weekly monitoring of attendance will take place and where attendance is a concern, the reasons for this will be explored prior to taking any further action. Consideration of personal circumstances will take place where they are preventing regular attendance including but not limited to

- Ongoing medical treatment

- Death or serious illness of a parent, step-parent or sibling

- Disability or respite leave

- Periods of obligatory religious observance

- Approved public performances or educational activities

Where a child's attendance is a concern, parents will be contacted and a conversation or a meeting will be held to explore reasons and put in place any support.

Where attendance improves to 95% or more, monitoring will stop.

7.1 Monitoring attendance

The school will:

> Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

> Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

> Provide regular attendance reports to teachers and other school leaders, to facilitate discussions with pupils and families

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence

> Inform parents half-termly of their child's attendance

> Regularly promote attendance at school events and through school communications

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

> Provide access to wider support services to remove the barriers to attendance

> Where pupils are persistently absent, conduct home visits to check on their welfare

> Meet with the Local Authority's Education Welfare Officer to discuss individual cases and take legal action or issue penalty notices where appropriate

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Senior Leadership Team. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy

> Behaviour policy

> Anti-bullying policy

> RSE Health and Wellbeing 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
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
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

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
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
Chellaston Infant and Junior School
<u>REQUEST FOR LEAVE OF ABSENCE FORM</u>
Please **complete all shaded boxes on this form**

Name of Child(ren)	Class

Other siblings at Chellaston Academy Please delete as required	Other siblings at Chellaston Infant School Please delete as required	Other siblings at Chellaston Junior School Please delete as required
Yes / No	**Yes / No**	**Yes/No**
Parent/Carer 1 Name	**Parent/carer address if different from child**	**Parent 1 Phone Number**
Parent/Carer 2 Name	**Parent/carer address if different from child**	**Parent 2 Phone Number**

Date(s) of Proposed Absence	No. of school days missed
From…………………………………………. **To**………………………………………..	

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

<u>**Signature**</u> of Parents/Carers with Legal Responsibility for the Child (please use an electronic signature where possible – we will send this back to you for signing if not)	Date	If this request is for a **term time holiday**, I confirm that the holiday has been…	
		booked	Not booked

Please return this form to school <u>before any booking is made</u> if this is for a holiday to be taken during term time

Child(ren)'s name(s)	Attendance percentage(s) over last 12 months

Dates Requested	

	Authorised	Not Authorised	Subject to further information from parents
THIS <u>ABSENCE REQUEST</u> IS			
Reasons for the decision*			

	Name	Signed	Date
Head teacher			

*please refer to the 'Guide for Parents'

EXCEPTIONAL CIRCUMSTANCES
A GUIDE FOR PARENTS

CHILDREN COME IN TO SCHOOL FOR 190 DAYS DURING THE SCHOOL YEAR. THIS LEAVES 175 DAYS FOR HOLIDAYS AND APPOINTMENTS.

- Accredited exam
- Significant family bereavement i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Grandparent (1 day)
- Significant family illness i.e. Mother (Step), Father (Step), Principal Carer, Sibling or Grandparent (1 day)
- Religious day
- Involvement in court proceedings (1 day)
- Other exceptional circumstances (<u>1 day only</u> for attendance of a close family wedding i.e. Parent, Grandparent, Sibling, 1st Aunty/Uncle)

PARENTS/GUARDIANS MAY RECEIVE A PENALTY NOTICE PAYABLE UP TO £120 PER PARENT PER CHILD FOR UN-AUTHORISED LEAVE OF ABSENCE.

Appendix 3

Attendance Letter 95%+ (A1)

Dear Parent/Carer of [[firstname]] [[surname]]

Traffic Light System: Half-termly Attendance Statement
[[firstname]] [[surname]] [[dob]] [[form]]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

% attendance	Comment
96% and above	Congratulations, your child has attained a strong attendance level. Please keep this up.
90% – 96%	Your child is below our 96% attendance threshold. We understand this may be due to a couple of days of sickness absence. Their attendance will be monitored and you will be contacted if it doesn't improve.
Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [[enddate]] is as follows:

Congratulations
[[firstname]]
Your attendance percentage is [[percent]]

We hope that every child in the school will work towards an attendance target of 96% and above. Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason.

Yours sincerely,

Head Teacher

Attendance 90 – 94.5% (A1)

Dear Parent/Carer of [[firstname]] [[surname]]

Traffic Light System: Half-termly Attendance Statement
[[firstname]] [[surname]] [[dob]] [[form]]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

% attendance	Comment
96% and above	Congratulations, your child has attained a strong attendance level. Please keep this up.
90% – 96%	Your child is below our 96% attendance threshold. We understand this may be due to a couple of days of sickness absence. Their attendance will be monitored and you will be contacted if it doesn't improve.
Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [[enddate]] is as follows:

[[firstname]] [[surname]]
Your attendance percentage is [[percent]]

We hope that every child in the school will work towards an attendance target of 96% and above. Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason.
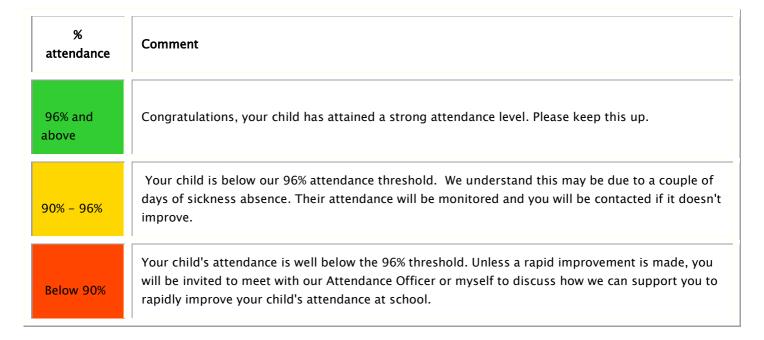
Yours sincerely,

Head Teacher

Attendance letter below 90% (A1)

Dear Parent/Carer of [[firstname]] [[surname]]

Traffic Light System: Half-termly Attendance Statement
[[firstname]] [[surname]] [[dob]] [[form]]

Each half-term, we are writing to parents letting them know the attendance percentage that their child has attained using the traffic light system. Good school attendance is not only a future indicator of a child's academic success but also helps them to make and sustain friendships with others.

% attendance	Comment
96% and above	Congratulations, your child has attained a strong attendance level. Please keep this up.
90% - 96%	Your child is below our 96% attendance threshold. We understand this may be due to a couple of days of sickness absence. Their attendance will be monitored and you will be contacted if it doesn't improve.
Below 90%	Your child's attendance is well below the 96% threshold. Unless a rapid improvement is made, you will be invited to meet with our Attendance Officer or myself to discuss how we can support you to rapidly improve your child's attendance at school.

Your child's current percentage attendance up to and including [[enddate]] is as follows:

[[firstname]] [[surname]]
Your attendance percentage is [[percent]]

Despite any extenuating circumstances or agreed absences, your child's attendance level will now be monitored more closely. You should expect to hear from us in the event of further absence during the course of the coming weeks. Please be aware that absences will not be authorised without evidence from this point forward.

In the event that there is little or no improvement in the coming weeks, I may have to invite you into discuss your child's poor attendance. Following that meeting, and in the absence of satisfactory improvement, I will be expected to refer this case to the Education Welfare Officer at Derby City Council who has the power to issue Penalty Notices to parents/carers of pupils with poor school attendance.

Yours sincerely,

Head Teacher

A2

Parent / Carer of [[firstname]] [[surname]]
[[address]]

[[date]] / A2

Dear [[title]] [[addressee]]

[[firstname]] [[surname]]
Attendance: [[percent]]

I write further to my previous contact regarding [[firstname]]'s attendance. Following a period of monitoring, this has not improved.

We hold regular meetings with the Educational Welfare Officer (EWO) and following discussion with them, we now need to meet with you to discuss how we can work with you to try and improve [[firstname]]'s attendance.

I would like to invite you to a meeting with our Learning Mentor, ********:

Date of proposed meeting: _____ Time: _____

If this date and time are not suitable, please contact the school office to rearrange.

Maintaining a high level of attendance is vital for every child's education and development and we are keen to see what we can do to ensure [[firstname]] achieves [[his_her]] best whilst at our school.

Yours sincerely

Head Teacher

A3

Parent / Carer of [[firstname]] [[surname]]
[[address]]

[[date]] / A3

Dear [[title]] [[addressee]]

[[firstname]] [[surname]]
Attendance: [[percent]]

I write further to my previous letter(s) regarding [[firstname]]'s attendance including my last letter inviting you to a meeting with Mrs Deane-Robson/ Mrs Lynn Hateley . Unfortunately, the meeting did not take place and there does not appear to have been much improvement as [[firstname]]'s attendance is currently [[percent]] for this academic year.

Maintaining a high level of attendance is vital for every child's education and development and we are keen to see what we can do to ensure [[firstname]] achieves [[his_her]] best whilst at our school.

[[firstname]]'s attendance has been brought up during our regular meetings with our EWO and she has requested that we try again to have a meeting with you to discuss the situation. I would therefore like to invite you to a meeting with myself and our Learning Mentor, ******** , to discuss how we can work with you to try and improve [[firstname]]'s attendance.

Date of proposed meeting: _____ Time: _____

If this date and time are not suitable, please contact the school office to rearrange.

Yours sincerely

Head Teacher

A4

Parent / Carer of [[firstname]] [[surname]]
[[address]]

[[date]] / A4

Dear [[title]] [[addressee]]

[[firstname]] [[surname]]
Attendance: [[percent]]

I write further to my previous letter(s) regarding [[firstname]]'s attendance including my last letter inviting you to a meeting with Mrs Deane-Robson / Mrs Lynn Hateley and the minutes of that meeting.

Unfortunately, we have seen no improvement in [[firstname]]'s attendance and after discussion with our Education Welfare Officer, we will be requesting that the Derby City Council issue you with a penalty notice.

Maintaining a high level of attendance is vital for every child's education and development please ensure that [[firstname]] attends school regularly so that [[he_she]] is able to achieve [[his_her]] best whilst at our school.

Yours sincerely

Head Teacher

P1

Parent/Guardian of [[firstname]] [[surname]]
[[address]]

[[date]] / P1

Dear [[customfields_salutation]]
Punctuality
Children are required to be at school by 8.50am. The school gates are open from 8.35am until 8.50am giving a window of time for children to arrive at school and have plenty of time to get settled and ready for the day's learning. Children achieve their best when they have good attendance and arrive punctually. Arriving at school on time enables children to get settled and be ready to learn, whilst a **late arrival leaves children feeling unsettled and makes it difficult for them to settle and catch up on learning.**
Whilst we appreciate that things can happen that are out of anyone's control, causing the occasional lateness, it has been noted that [[firstname]] has arrived late several times this last two weeks.

Total number of late arrivals: _____ amounting to _____ minutes of lost learning.

You may have already received 1 or more of these letters. We appreciate that you are trying to improve the situation and thank you for this. These letters are automatically triggered and will be sent should [[firstname]] arrive late on 3 or more occasions within a fortnight.

Now that we have shared the extent of the problem with you, I trust that you will endeavour to ensure that [[firstname]] is at school promptly every day, preferably by 8.35am and certainly no later than 8.50am. Should the situation not improve, we may need to ask you in for a meeting with the Education Welfare Officer (EWO) to discuss how we can work together to improve [[firstname]]'s punctuality.
Thank you in anticipation of your support.
Yours sincerely

Head Teacher

P3
Parent / Carer of [[firstname]] [[surname]]
[[address]]

[[date]] / P3

Dear Parent / Carer

Missed meeting and continued lateness

You will have received several letters regarding [[firstname]]'s punctuality including a request for a meeting with ******. to discuss how we can help you.

Despite our letters regarding punctuality [[firstname]] is still frequently arriving after the gates have shut resulting in [[him_her]] missing learning time and feeling unsettled in their lesson.

The total number of lates this academic year for [[firstname]] is _____ amounting to _____ minutes of missed learning.

As you didn't manage to attend the previous meeting arranged to discuss this matter I would now like to invite you to a meeting with myself and the Learning Mentor, ********, to discuss how we can help support you in improving your child's punctuality. It is really important that you attend this meeting and ensure that [[firstname]] arrives at school on time. This will enable them to follow one of the school rules - "Be Ready" which at the moment they are not always able to do.

I have set aside some time for this meeting and would like to meet you as follows:

Date of meeting: _____   Time: _____

If you cannot make this meeting, please contact the school office to rearrange.

Yours sincerely

Head Teacher