

# Attendance Monitoring Procedures



## Document Status

Version	Date	Action
1	October 2022	Adopted by The Beam Trust
2	May 2023	
3		

## Scope of the policy

- Meet the Government attendance targets.
- Create a clearly understood attendance procedure that is effectively communicated to and
- understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.
- Ensure all pupils are safeguarded.

## School responsibilities

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To work with the Local Authority Attendance Officer and support their work with pupils as necessary.
- To consistently administer the attendance procedure.
- To promote good attendance.
- To ensure safeguarding of all children by ensuring unexplained absence is investigated.

## Parent/carer responsibilities

- To have children in class ready for teaching at the start of the day.
- To inform school on **every** day of any absence.
- To inform school of any leave as far in advance as possible.
- To, wherever possible, avoid medical and dental appointments during the school day.

## Sickness

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

## Lateness

### **Punctuality is an important life skill and lateness can impact on children's learning.**

- School opens at 8.45am and children must be in class by 8.55 (school specific) each day. Registers will be taken as soon as possible after that time. The school gates will be shut at 8.55am. Children who arrive after that time must come into the building via the main office.

- Children will be marked late (L) if they have to enter school via the main entrance but before the register has closed at 9.30am.
- If pupils are absent from school at the close of register, and the school have not been informed as to the reason for the absence, the school will then contact the parents/carers to investigate.
- If the arrival at school is after the registers have closed (9.30am), the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'.

Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will receive a letter notifying them of the impact of lateness and that this is being monitored (appendix 6).

### **Family holidays during term time**

Parent(s)/carer(s) are strongly urged to avoid booking a family holiday during term time. Parent(s)/carer(s) do not have the right to take their child or young person out of school for such a holiday. In exceptional circumstances only the school may choose to grant leave of absence.

### **Exceptional circumstances for absence from school**

The following are all at the Headteacher's discretion:

- Services leave
- Family Respite
- Family crisis (Looked After Child, Adoption, Bereavement, Severe medical needs)
- Religious Events
- Examinations
- Extraordinary Family event e.g. wedding of a close family member (1 day)

Any other circumstances that do not meet the criteria stated above will be at the Headteacher's discretion.

The Beam Trust has adopted the following attendance monitoring procedures to ensure that pupils' attendance meets the expected standard and effective intervention is provided where pupil's attendance falls below the standard:

1. The school checks weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers and pupils are reminded of the importance of good attendance. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided, these N codes are reported to the attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls between **93-96 percent** a copy of the child's attendance report is shared with parents and a letter is sent home ([appendix 1](#)) raising concerns that their attendance has fallen below the school's expected standard. Dependent upon the circumstances you may be asked to meet with the class teacher/attendance officer (school specific) to discuss the attendance and discuss ways to improve attendance. Attendance at this level will then be monitored half termly.
6. If a pupil's attendance falls between **90-93 percent** a copy of the child's attendance report and a letter is sent home ([appendix 2](#)) and, dependent upon circumstances, you may be asked to meet with the headteacher/attendance officer to discuss this. Attendance will then be monitored fortnightly.
7. If a pupil's attendance falls below **90 percent** this is categorised as **persistent absenteeism**. A letter is sent home ([appendix 3](#)) explaining that the pupil's attendance is now being monitored weekly and parents will be asked to meet with the headteacher/attendance officer to discuss this. An attendance contract will be drawn up. ([appendix 4](#)) The pupil's attendance is monitored for **two weeks**. You may also be asked to provide medical evidence for any future absences due to illness (doctors notes, prescriptions, appointment letters/cards)
8. After the **two week** monitoring period and if targets are met a letter is sent home from the Headteacher to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **96 percent**.
9. If targets are not met the Attendance Officer/Headteacher makes a referral to the Local Authority attendance officer and parents will be notified of this ([appendix 5](#)). The Local Authority Attendance Officer will meet with the family and put a plan in place to improve attendance. A monitoring period is established (Usually every 3 weeks for 9 weeks) and if there are no improvements a fast track prosecution will be considered.

**NB: The Trust recognises the difficulty children and families with additional needs may have in meeting attendance targets and will work sensitively with children and families to improve attendance whilst being sensitive to contextual circumstances**

**ATTENDANCE BANDS AND ACTIONS TAKEN BY SCHOOL**

<b>Colour Code</b>	<b>Band of % Attendance</b>	<b>What this means for your child's learning</b>
	<p><b>98-100%</b> (99% attendance is approximately 2 days missed over the year)</p>	Fantastic attendance which will enable your child to reach their true potential. This will be praised in school.
	<p><b>96-98%</b> (97% attendance is approximately 6 days missed over the year)</p>	Very good attendance which is above our target of 96%. This will support your child and give them a very good chance of achieving their true potential. This will be praised in school.
	<p><b>93-96%</b> (95% attendance is approximately 10 days missed over the year)</p>	Attendance is below the expected level. A copy of the child's attendance report is shared with parents and a letter is sent home. Dependent upon the circumstances you may be asked to meet with the class teacher/attendance officer (school specific) to discuss the attendance and discuss ways to improve attendance. Attendance at this level will then be monitored half termly.
	<p><b>90%-93%</b> (90% attendance is approximately 20 days missed over the year)</p>	Attendance is a concern. A copy of the child's attendance report and a letter is sent home and, dependent upon circumstances, you may be asked to meet with the headteacher/attendance officer to discuss this. Attendance will then be monitored fortnightly.
	<p><b>Below 90%</b></p>	<p>Attendance at this level is categorised as persistent absenteeism. A letter is sent home explaining that the pupil's attendance is now being monitored weekly and parents will be asked to meet with the headteacher/attendance officer to discuss this. Dependent upon circumstances an attendance contract may be drawn up and targets set. The pupil's attendance is monitored for two weeks.</p> <p>After the two week monitoring period and if targets are met a letter is sent home from the Headteacher to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.</p> <p>If targets are not met the Attendance Officer/Headteacher makes a referral to the Local Authority attendance officer. The Local Authority Attendance Officer will meet with the family and put a plan in place to improve attendance. A monitoring period is established (Usually every 3 weeks for 9 weeks) and if there are no improvements a fast track prosecution will be considered.</p>

Appendix 1 Letter to send home at 93-96% (attach child's attendance report with this letter)

Dear Parent/Carer

**School Attendance Letter of Concern- Below 96%**

**Name:**

**DOB:**

**Date:**

Attendance in school is monitored very closely and any pupils with less than 96% may be challenged as regular school attendance is crucial if pupils are to achieve positive outcomes. At present .....’s attendance is only.....% (see attached attendance report).

It is important this improves as research has found poor school attendance does have a detrimental effect on a child's academic progress and I hope, with your cooperation, we will see an improvement.

**(DELETE IF CIRCUMSTANCES MEAN A MEETING IS NOT APPROPRIATE OR NECESSARY)** Your child's class teacher will arrange a meeting with you to discuss ways that we might be able to support you in ensuring attendance returns to above 96%.

Yours sincerely

Attendance officer/headteacher

Appendix 2 Letter to send home at 90-93% (attach child's attendance report with letter)

Dear Parent/Carer

**School Attendance Letter of Concern- Below 93%**

**Name:**

**DOB:**

**Date:**

Attendance in school is monitored very closely and any pupils with less than 93% are a cause for concern. Regular school attendance is crucial if pupils are to achieve positive outcomes. At present .....’s attendance is only.....% (see attached attendance report).

It is important this improves as research has found poor school attendance does have a detrimental effect on a child's academic progress and I hope, with your cooperation, we will see an improvement.

**(DELETE IF CIRCUMSTANCES MEAN A MEETING IS NOT APPROPRIATE OR NECESSARY)** I would like to invite you to a meeting on..... at ..... to discuss ways that we might be able to support you in ensuring attendance returns to above 96%.

Your child's attendance will now be monitored fortnightly.

**Yours sincerely**

**Headteacher/Attendance officer**

Appendix 3 Letter to send home below 90% (attach attendance report to letter)

Dear Parent/Carer

**School Attendance Letter of Concern- Below 90%**

**Name:**

**DOB:**

**Date:**

Attendance in school is monitored very closely and any pupils with less than 90% are classed as persistent absentees. Regular school attendance is crucial if pupils are to achieve positive outcomes. At present .....’s attendance is only.....% (see attached attendance report).

Your child will not be achieving their full potential and will be at risk of not meeting age expectations.

Please note under section 7 of the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.

I would like to invite you to a meeting on..... at ..... to discuss ways that we might be able to support you in ensuring attendance returns to above 96%.

Your child’s attendance will now be monitored weekly.

**Yours sincerely**

**Headteacher/Attendance officer**



Appendix 4 Attendance contract (below 90%)

**Improving Attendance Contract**

This contract has been negotiated to help and the parents/carers and the school to work more effectively together to improve his/her attendance.

Child's Name	
Date of Birth	
Parent/carers name	
Parent/carers name	

Improvements we are seeking to achieve:
•
•
•
•

school will support this by:
•
•
•
•

Parents/carers agree to support this by:
•
•
•
•

Other agencies/professionals to be involved in this agreement include:
•
•
•

Any Additional Notes

This contract will be in place until: \_\_\_\_\_ and will be reviewed every 2 weeks.

The first review meeting will take place on:  
 (Earlier reviews can be requested at any time, by either party)

Declaration		
I/We understand this contract has been agreed for the purposes outlined above		
Signed	Name	Date

Entry into this contract is voluntary and consent can be withdrawn by any party at any time. Withdrawal from this contract, or failure to complete the agreed actions may result in escalation of concerns by the school or local authority in accordance with their safeguarding and/or attendance policies. Action may include prosecution for parents' failure to ensure their child's regular attendance at school, under Section 444 of the Education Act 1996.

## Appendix 5 – Notifying parent/carer of referral to LA attendance officer

Dear Parent/Carer

### **School Attendance Letter of Concern- Referral to the Local Authority Attendance Service**

**Name:**

**DOB:**

**Date:**

Following my previous letters and contacts with you .....’s attendance remains a cause for concern and is only.....%.

As his/her attendance has not significantly improved, I have no further option other than to refer the case to the Local Authority. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a ‘persistent absentee’. Unfortunately your child is on track to becoming a persistent absentee and they will be falling behind in their learning.

An Attendance Officer from the Local Authority will be in contact with you and may consider further action. May I take this opportunity to remind you that the outcome of their involvement will be influenced by an improvement in your child’s attendance at school. I would urge you to ensure your child attends school regularly from now on. If they are absent for any reason it is still a requirement that you must provide medical evidence to support their absence.

As always I am willing to discuss this matter with you further either in person or by phone. Thank you in anticipation for your cooperation.

Yours Sincerely

## Appendix 6 Lateness

Dear

**Name:**

**Date of Birth:**

**Date:**

### **PUNCTUALITY**

As the Attendance Officer/Headteacher, it has been brought to my attention that so far this academic year, **(INSERT CHILD'S NAME)** has arrived late on **(INSERT AMOUNT OF LATES)** occasions.

Late arrivals in school disrupt the educational progress of the whole class, as well as the individual who is late.

I shall be monitoring the situation and, with your co-operation, I hope to see an improvement.

Yours sincerely,

**Attendance Officer/Headteacher**