



Attendance Policy

Document ID:	
Revision No.:	
Published Date:	10 th January 2024
Date of Next Review:	10 th January 2026
Statutory/Non-Statutory:	
Public/Internal:	Public and internal
Applies to:	
Date Adopted by Full Governing Body:	
Statement to be submitted to Governing Body or committee	
Equalities Act 2010 this policy does not discriminate against any people on the basis of their protected characteristics.	Does the policy have any positive or negative implications for people with protected characteristics? Are there any inequality implications of this policy? Comment:

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1. Aims

Behaviour, attendance and punctuality is everyone's responsibility.

Waingels is committed to working with students and their families to promote full attendance at School. We believe that attendance affects and reflects overall achievement and therefore we strive to increase the profile of excellent attendance and punctuality with both students and families. Our attendance concerns and interventions are directly linked to the impact that research shows the rate of attendance can have on achievement.

Students are in School for 190 days out of 365 each year. That leaves 175 for other activities, including leisure and social activities. According to the Education Act 1996, parents and carers have a duty to ensure that their children of compulsory school age are receiving suitable full-time education.

We define regular attendance to be 97%, or better.

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 student 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 students have the support in place to attend school

We are committed to having effective and efficient systems to monitor and improve attendance and punctuality. 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 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 \(Student Registration\) \(England\) 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.

The Education Act 1996 requires parents /carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.

Under section 444(1) of the Education Act 1996, if a child "fails to attend regularly" at the school where he/she is registered, his/her parent is guilty of an offence. The Supreme Court has determined that "regularly" in this context means that which is "in accordance with the rules prescribed by the school" *Isle of Wight Council v Platt* 6 April 2017.

In line with the updates to Keeping Children Safe in Education 2023 and [link to our Safeguarding policy](#) reduced attendance can be an indicator for any of the four categories of abuse: physical, emotional, sexual, neglect and considered in context of Safeguarding.

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

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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- 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 students and families
- The designated senior leader responsible for attendance Sarah Bellis and can be contacted via belsbl@waingels.wokingham.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Manage the attendance line and daily registers so that the records are accurate, and to ensure safeguarding
- Review the attendance rates on a weekly basis and communicate headlines to Pastoral Team
- Issue letters and record steps at appropriate points
- Prepare reports for Heads of Year so they can plan for the half termly meetings with Pastoral Manager
- Meet with parents where there are concerns that attendance is having an impact on achievement
- Refer serious concerns to the Educational Welfare Service and request the issuing of a fixed penalty notice where appropriate

The attendance officer can be contacted via absence@waingels.wokingham.sch.uk

3.5 Head of year

Attendance

- Have overview of attendance by category for the whole year group
- Plan to review attendance figures weekly
- Communicate with tutors around individual and whole cohort headlines
- Hold a list of Persistent Absentees and track these students closely
- Follow up with all students with less than 93% attendance and discuss cases with Attendance Officer and Assistant headteacher. Hold meetings with parents and students to offer support and set targets.
- Liaise with appropriate external agencies over the steps to be taken with identified problems. This will include ensuring that a copy of the attendance policy has been seen and understood by family.
- Attend half-termly attendance meetings with Assistant headteacher, Attendance officer and other relevant staff to agree actions and any steps with Education Welfare. Communicate with Education Welfare Officer personally as appropriate.
- Discuss any arising concerns with Safeguarding Leads
- Recognise and praise improvements in attendance of individuals

Punctuality

- Monitor the persistent late arrivals to School, and apply Behaviour Principles accordingly where there is no good reason for late arrival to school, nor improvement from tutor's actions.
- Monitor students with multiple "U" codes.
- Ensure students are attending detention on a Friday for the number of minutes late that week
- Arrange meetings with parents of students who accumulate over 60 late minutes across a week or who show no reduction in their late minutes accumulated.

3.6 Head of subject

Attendance

- Take every opportunity to promote the benefits of full attendance
- Discuss with class teachers any patterns of attendance within their subject area. Share with pastoral team.
- Work with pastoral team to support any barriers to attendance for their subject area
- To work with subject staff to develop an engaging curriculum and support staff within their subject with adaptive and engaging teaching

Punctuality

- Monitor the persistent late arrivals to lessons within their subject
- Work with pastoral team to support any barriers to punctuality for their subject area

3.7 Class teachers and tutors

Attendance

- Take every opportunity to promote the benefits of full attendance
- Complete the electronic register during every registration, ensuring accuracy and timeliness (within 10 minutes of start of lesson)
- Monitor the register carefully to identify potential patterns of non-attendance, and share this with the pastoral team.
- Create a positive and supportive environment in the classroom which supports students when they return from absence. This might be through adapting activities, giving students the work that they've missed or through the effective use of knowledge organisers.
- Tutors will issue postcards for praise for students whose attendance is meeting expectations – last week of each half term
- If attendance falls below 97% (93.1-97%), tutors should discuss with the student the reasons for this and agree any steps that could be taken to improve. Tutors explain to students that they will get a letter home to encourage them to improve their attendance.

Punctuality

- Where a student arrives late to lesson, mark the register with code "L" and record the minutes late, even if after register is closed

3.8 School staff

Waingels staff will:

- Always be guided by the principle that expected attendance positively impacts achievement
- Always be guided by the principle that expected attendance of disadvantaged students will have a positive impact more than just their academic achievement
- Transfer calls from parents to the Attendance officer/Pastoral team in order to provide them with more detailed support on attendance
- All school staff will promote good attendance and punctuality – "Behaviour, Attendance and Punctuality is Everyone's Responsibility" Mantra.

3.9 Parents/carers

Parents/carers are expected to:

- Ensure they are fully aware of the school's attendance policy and their legal responsibilities with regard to their child's education
- Make sure their child attends every day and timetabled session on time prepared for the school day
- Call the school to report their child's absence before 9:30AM 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 and advise school immediately of any changes to contact details; and
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure they are aware of the school term dates, INSET days and other important dates which are published on the school's website and take note of these when planning holidays and family events
- Notify school of any issues that may affect their child's attendance;
- Inform the Headteacher, where possible, at least a month in advance of any planned absence to request that the absence be authorised.

3.10 Students

Students are expected to:

- Attend every timetabled session on time
- Arrive to school promptly and on time at 8:30AM every day and be appropriately prepared for the day;
- Bring to the attention of their form tutor, Head of Year or Attendance officer any issues that may affect their school attendance.

4. Recording attendance

4.1 Attendance register

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

It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

Period 1 teachers will mark students as present or absent at 8:30am. Students must arrive at 8:30AM, the register will be open for 10 minutes.

All teachers will mark students present or absent in the first 10 minutes of each lesson. Teachers are responsible for accurate and timely recording of marks in Lesson Register. Missing marks and registers are monitored. For every timetabled session the teacher will mark if a student is late with an "L" and the number of minutes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student 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.

4.2 Unplanned absence

Parents/carers are asked to inform the School before 9:30am on the day of their child's absence. They should notify the School on each day of absence. If no contact is received regarding the absence, it is recorded as **un-authorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not.

Absences can be recorded by the following:

Telephone 0118 969 0336 Ext 2267 and please leave a voicemail or

Email: absence@waingels.wokingham.sch.uk

Parents/carers will be notified from 9:30am if their child has not arrived at School, and no notice of absence has been provided.

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 student'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 student's parent/carer notifies the school in advance of the appointment. Please email absence@waingels.wokingham.sch.uk as soon as possible with the relevant documents.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

4.4 Lateness and punctuality

A student 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

Waingels identifies anyone arriving to school (unless there is a reason provided by a parent or guardian) after 8:30 as late, this will be registered as a L code. Anyone arriving after 08.45AM (unless there is a reason provided by a parent or guardian) will be coded with a U.

Students will make up any late minutes to their lessons (including period 1) over the course of the week on Friday. The amount of minutes will be communicated with parents via text message on Thursday evening. Students who do not attend their minutes will have an escalated sanction the following week (see behavior policy).

If a student arrives late to school and after the closing of registers (08.45am) ("U" code) on 10 occasions in a 10-week rolling period, we will be applying our statutory responsibilities and communicating with the Education Welfare Services to issue a Fixed Penalty Notice to parent/carers. A warning letter will be sent home at the stage of 5 occasions of "U" codes.

4.5 Following up unexplained absence

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

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- 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, without any communication the school reserves the right to carry out a home visit and will notify the education welfare officer
- After 10 days of unexplained absence, the school will contact Wokingham Borough Council flagging a child who may be at risk of Missing in Education.
- At 20 days of unexplained absence, Wokingham Borough Council will register the child as Missing in Education.

4.6 Reporting to parents/carers

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

Students who fall below 97% attendance will be contacted by the student's tutor, the parent/carer will also receive a stage 1 attendance letter outlining the school's concern.

When students' attendance falls below 95% there is a risk of underachievement. Intervention from the pastoral team and the students' Head of Year will take the form of a phone call and a stage 2 attendance letter.

Attendance of 93% or less there is a significant risk of underachievement, there will be further intervention from the Head of Year and pastoral team in the form of a meeting and a stage 3 letter will be sent with agreed outcomes following from the meeting.

Attendance of 90% or less, is having an impact on overall achievement. Intervention from Head of Year, pastoral team and scheduled meeting with parents/carers with agreed and discussed actions with EWO. Letter 4 will be sent following a discussion with Education welfare officer.

Within all of these attendance % there is a risk of fixed penalty notice.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

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 one month (30 days) before the absence, and in accordance with any leave of absence request form, accessible via the school website. The school 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 student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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 student is attending educational provision

- Immediate close family funerals.

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 (third holiday over a child's education lifetime will result in court action)
- Where an excluded student 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.

5.3 Emotional Based School Avoidance (EBSA)

Students experiencing this will be supported through individual support plans, working with the Attendance officer, Head of year (or both) and the Educational Welfare Officer.

6. Strategies for promoting attendance

Waingels promotes attendance and punctuality through recognition and rewards.

- The Personal Development group with the highest attendance in each year group will receive a box of chocolates/sweets at the end of each week.
- Attendance praise letters will be sent to students with notably improved attendance on week 2 & week 6 of each term
- Students with notably improved attendance will be invited to have hot chocolate with the head teacher and attendance leads.
- Students with attendance between 97-100% will receive recognition by their tutor and Head of Year. Post cards of praise will also be sent home every half term.
- Students with 97% or above attendance will be put into a termly raffle, a student from each year group will be selected to win a voucher. These will happen every term during a whole year assembly. Students who are always on time will also be recognised in these assemblies, they too will be entered into a raffle.

7. Attendance monitoring

7.1 Monitoring attendance

Waingels will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-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

Waingels will:

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

Waingels will:

- Provide regular attendance reports to relevant staff, to facilitate discussions with students 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 student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

Support for Persistent Absentees may take the form of:

- Sending letters to parents with agreed steps
- Having a weekly review
- Engaging with local authority attendance teams and/or independent attendance organisations
- Addressing barriers to attendance
- Engaging youth services, school nursing and mental health professionals

- Engaging children's social care staff, including Early Help, where appropriate
- Engaging mentoring organisations
- Identifying if young carers support could assist

Action for Persistent Absenteeism, where there is no evidence of improvement may take the form of:

- Requests for medical evidence for ongoing absence
- Home visits
- Fixed Penalty Notice
- Court Action

7.5 Attendance monitoring schedule

When	Who	What
Daily	Teaching staff	Take registers accurately and timely
Daily	Attendance officer	Update marks and ensure codes are accurate Contact home according to First Response list Contact home of students who are not present
Weekly	Attendance officer	Produce and share cohort data for Heads of Year and Pastoral Team
Fortnightly	Heads of Year	Review cohort data and identify issues/patterns/steps for discussion at LM meeting Review Persistent Absentees list Share summary and any actions with tutors
Monthly	Heads of Year & Deputy/Assistant headteacher	Discussion of PA and cohort figures at LM meeting
Half-termly	Attendance officer, Head of Year, Attendance & Assistant headteacher	Attendance meeting to review cases and agree actions
Half-termly	Heads of Year	Communicate the cohort headlines and actions at tutor team meetings
Half-termly	Assistant headteacher	Ensure letters have been sent, according to agreement and trigger points
Half-termly	Assistant headteacher	Review missing register lists and follow up accordingly

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum [every two years] by Sarah Bellis, Assistant Headteacher. 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

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances

E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student 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 student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Attendance Letters

Dear Parent/Carer of \$Forename\$ \$Surname\$, \$RegGroup\$

Re: Attendance – Stage One Concern \$SchoolMember\$ Year Group: \$YearGroup\$

I am the attendance lead for Waingels school. Part of my role involves monitoring student's attendance and working with children and their families to overcome any problems affecting regular school attendance.

Our records show that \$Forename\$ has missed more school days than our expectations. \$Forename\$'s attendance has fallen to <%>. This is a cause for concern and is below our expected attendance of 97% or above.

\$Forename\$ has been absent for «total_authorized_absences»+«total_unauthorised_absences»sessions, a total of <Insert number> days of school so far this year. I enclose their registration certification for your information.

\$Forename\$'s attendance is a cause for concern as research shows that students who have poor attendance do not make as much progress as those that attend regularly. You can have a big effect on \$Forename\$'s absences and we want to work in partnership with you to ensure that \$Forename\$ has every opportunity to meet their potential. It is crucial therefore that \$Forename\$ attends school every day.

If \$Forename\$'s attendance continues to cause concern you will be invited to a School Attendance Meeting to discuss how an improvement can be made.

I intend to monitor \$Forename\$'s attendance for a period of 2 weeks and look forward to seeing an improvement. If \$Forename\$ is experiencing difficulties in attendance matters, please contact me at the earliest opportunity.

Please do not hesitate to contact me if you wish to discuss this letter.

Yours sincerely
Miss Fennemore
Attendance Officer
Inc Registration cert

Dear Parent/Carer of \$Forename\$ \$Surname\$, \$RegGroup\$

Re: Attendance – Stage Two Concern \$SchoolMember\$ Year Group:\$YearGroup\$

We have previously written to you on **XXX** outlining our concerns regarding \$Forename\$’s attendance. Unfortunately, \$Forename\$’s attendance has not improved and as a result they are at risk of underachievement.

Whilst I accept that there **[may]** have been legitimate reasons for a number of \$Forename\$’s absences, I am concerned that they have missed **[quarter/half/significant amount]** of their education so far, this academic year. Research has shown that there is a strong link between attendance and achievement and \$Forename\$’s attendance falls below the school’s target of 97% attendance.

\$Forename\$ has now been absent for «total_authorized_absences»+«total_unauthorized_absences»sessions, a total of <Insert number> days of school so far this year. Please see attached registration certificate.

\$Forename\$’s attendance is now a growing concern, but we can have an effect on \$Forename\$’s absences and we want to work in partnership with you to ensure that \$Forename\$ has every opportunity to meet their potential. It is crucial therefore that \$Forename\$’s attends school every day.

Please ensure where possible that medical and dental appointments are made outside of school hours unless specialist hospital appointments have been made or it is a medical/dental emergency.

Please can you attend a School Attendance Meeting with myself to discuss how an improvement can be made on <Insert date of meeting>. If you are unable to make this meeting please do call me.

Thank you for your support.

Yours sincerely
Miss Fennemore
Attendance Officer
Inc Registration cert

Dear Parent/Carer of \$Forename\$ \$Surname\$, \$RegGroup\$

Re: Attendance – Stage Three Concern \$SchoolMember\$ Year Group:\$YearGroup\$

As you are aware from our previous letters, we have been monitoring \$Forename\$ attendance for [number of weeks] as it is lower than we would expect it to be. Unfortunately, we have not seen an improvement in \$Forename\$ attendance. [His/her/Their] attendance is currently [number %] I have enclosed a registration certificate for your information.

I would therefore like to invite you to a meeting with \$Forename\$'s Head of Year to discuss these concerns and create an attendance action plan moving forward. This will take place at Waingels on:

[Day & Time]

If this date and time is not convenient, please contact me using the details above to rearrange or discuss, otherwise I look forward to meeting with you then.

I would hope that you attend this important meeting as it will signal your willingness to work with us to resolve any problems preventing \$Forename\$ from attending school.

Yours sincerely

Miss Fennemore
Attendance Officer
Inc Registration cert

Dear **Name**

Re: **Name Year Group XX Attendance XX%**

Persistent Lateness

Following a routine register check I have noticed that **Name** is frequently arriving late for school or lessons. As you will see from the enclosed copy of their Registration Certificate, **Name** is shown as having arrived late for morning or afternoon registration on **X** occasions, marked on the Certificate with an 'L'. In addition, there has been a further **X** occasion when **Name** has arrived after registers closed causing them to be marked absent for that session. This is indicated with a 'U' on the certificate.

May I take this opportunity to remind you that as his parent it is your responsibility to ensure **Name** arrives at school on time and is in their period 1 lesson no later than 8.30am. Failure to do so means **Name** is missing an important part of the school day when information is shared with students during Lessons, Personal Development Time and Assemblies.

Name attendance is a cause for concern. Research shows that students who have poor attendance do not make as much progress as those that attend regularly. **Name** attendance is currently **XXX%**, therefore please be advised that we will no longer be authorising any further medical absence without a Doctors certificate.

If **Name's** attendance continues to cause concern you will be invited to a School Attendance Meeting to discuss how an improvement can be made.

Yours sincerely

Miss Fennemore

Attendance Officer

Dear Parent/Carer of \$Forename\$ \$Surname\$, \$RegGroup\$

Re: Attendance – Concern, Prefast track meeting

As you are aware from our previous letters, we have been monitoring \$Forename\$'s attendance for a number of weeks as it is lower than we would expect it to be. Unfortunately, we have not seen an improvement in their attendance. Currently their attendance is XXX%. I have enclosed the registration certificates for your information.

We have therefore made a referral to the Education Welfare Service and I would like to invite you to a Pre Fast Track meeting with our Education Welfare Officer, Sara Harwood to discuss our concerns and create an attendance action plan moving forward. This will take place at Waingels College on DAY MONTH at TIME.

If this date and time is not convenient, please contact me to rearrange or discuss, otherwise I look forward to meeting with you then.

I have enclosed a leaflet for your information regarding the Fast Track Intervention. If you do not attend this meeting, we will have no choice but to proceed to the Fast Track process. If there is no improvement in your child's attendance, this could lead to a fine or prosecution.

I would hope that you attend this important meeting as it will signal your willingness to work with us to resolve any problems preventing \$Forename\$'s from attending school regularly.

Thank you for your support.

Yours sincerely

Miss Fennemore
Attendance Officer
Inc Registration cert