



ATTENDANCE POLICY

2026/2027

Passmores Academy

Part of the Passmores Co-operative Learning Community

Approved by: The Local Governing Body **Date:** 29 September 2026

Last reviewed: 29 September 2026

Next review due by: September 2027 (annual review)

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school, is:

Keith Riley - Assistant Principal

k.riley@passmoresacademy.com

The name and contact details of the school staff member students and parents should contact for more individual support with attendance

Kerry Lawson - Attendance & Family Liaison Officer

k.lawson@passmoresacademy.com

The name and contact details of the school staff member students and parents should contact about attendance on a day-to-day basis is:

Your child's tutor

Your child's Head of House

The name of our linked Governor with responsibility for monitoring attendance is:

TBC

This policy was reviewed and approved at the LGB meeting on 29th September 2026.

The policy will be reviewed in line with changes in legislation and at least annually.

Student Attendance Policy

Introduction and Background

Passmores Academy recognises that positive behaviour and good attendance are essential in order to raise standards of student attainment and to give your young person the best educational experience possible.

The law entitles every child of compulsory school age to an efficient, full-time education. 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.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: [Working together to improve school attendance](#). Our Attendance Policy reflects the key principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every student has access to the full-time education to which they are entitled
- ensure that students succeed whilst at school
- ensure that students have access to the widest possible range of opportunities at school, and when they leave school

It has been developed in consultation with school governors, teachers, local Headteacher

Associations, the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor student attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education. [Keeping children safe in education - GOV.UK](#)

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which students feel safe, secure and valued

- Raising awareness of the importance of good attendance and punctuality Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- Ensuring every child has access to full-time education to which they are entitled
Acting early to address patterns of absence
- Supporting parents to perform their legal duty to ensure their children attend regularly

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that students must attend every day, unless there are exceptional circumstances and it is the Principal, not the parent, who can authorise the absence.**

Promoting Regular Attendance

At Passmores Academy, we believe in developing good patterns of attendance and set high expectations for attendance and punctuality for all our students from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff.

To help us all to focus on this we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools
- Build strong relationships and work jointly with families
- Give parents/carers details on attendance in our newsletters; Promote the benefits of high attendance
- Accurately complete admission and attendance registers, and have effective day to day processes in place to follow-up absence as required by law
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Reward good or improving attendance; this could be via certificates, badges, meetings and phone calls
- Report to parents/carers regularly on their child's attendance and the impact on their progress
- Have conversations with students regarding their attendance/absences
- Contact parents/carers should their child's attendance fall below the school's target for attendance

Roles and Responsibilities

Local Governing Body

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

Principal

The Principal 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
- Issuing fixed-penalty notices, where necessary

Senior Attendance Champion (Assistant Principal)

- Work with the Principal to agree the attendance targets
- Ensure that there is a clear attendance policy
- Ensure that all staff are aware that attendance is their responsibility
- Ensure that accurate attendance returns are made to the DfE within the stipulated time frame
- Ensure that attendance data is accurate, analysed and reported on a regular basis
- Encourage a positive and proactive ethos within the school, by which attendance is prioritised, promoted and embedded in school policies, plans practices and processes
- Ensure that the school has a range of strategies that are applied consistently to promote whole school attendance
- Liaise with the Local Authority whenever necessary
- Monitor attendance weekly
- Supervise the Attendance and Family Liaison Officer and ensure that the required action is taken at each level
- Meet students and parents/carers to discuss attendance and punctuality issues and devise effective strategies to improve attendance and punctuality

Attendance and Family Liaison Officer and Attendance Team

- Ensure administrative system is effective, organised and accurate
- Follow the school's procedures for first day calling
- Seek explanations from parents/carers for absence
- Issue attendance letters where and when required
- Hold regular discussions with the Senior Attendance Champion.
- Ensure the system works and come up with suggestions to improve it
- Inform the Head of House/Senior Attendance Champion if a form tutor is failing to maintain their registers correctly
- Assist the Senior Attendance Champion /Principal and others in collating data necessary for documents such as reports or attendance returns
- Check and file all absence notes that are received, and ensure that details are reflected appropriately through categorisation of absence in the registers
- Liaise with the Local authority whenever necessary
- Pass messages from parents/carers to appropriate staff

- Attend meetings with parents/carers if required by Senior Attendance Champion and /or Head of House.
- Attend attendance meetings with Heads of House/ Senior Attendance Champion

Head of House

- Promote the ethos of the attendance and punctuality policy through assemblies and rewards
- Ensure that tutors are following school's procedures in dealing with absences and lateness
- Meet with Senior Attendance Champion and Attendance and Family Liaison Officer to discuss specific students and intervention strategies to be used and to provide feedback on interventions
- Analyse attendance data for their houses, and co-ordinate the responses and interventions with form tutors and Attendance and Family Liaison Officer
- Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance
- Ensure the Senior Attendance Champion is informed of your concerns over the attendance/punctuality of specific students
- Ensure students who are absent for any length of time are provided with appropriate academic work, that it is completed, returned and marked
- Ensure form tutors in their houses are recording attendance accurately and discuss any issues with the recording of registers with the form tutor in the first instance. If issues persist to liaise with the Senior Attendance Champion
- Ensure that all mid-year admissions are familiar with the school's expectations on attendance and punctuality

Deputy Head of House

- Assist the Head of House in monitoring the attendance of the House
- Assist the Head of House with meetings with the Senior Attendance Champion and Attendance and Family Liaison Officer
- Assist in the analysis of attendance data for the House, and co-ordinate the responses and interventions with form tutors
- Make a personal connection with parents/carers and students who have regular unauthorised absence, or patterns of irregular attendance
- Ensure the Head of House is informed of your concerns over the attendance/punctuality of specific students. Ensure students who are absent for any length of time are provided with appropriate academic work, that it is completed, returned and marked
- Ensure that that all correspondence with parental stakeholders is taking place regularly, is monitored and recorded in line with the school's protocol

Form Tutor

- Ensure accurate electronic registration takes place between 8.45-8.55am daily
- Ensure that registers are completed and the correct code is used. Never leave blank spaces
- If it is not possible to complete electronic register, ensure it is taken to the Student Services at the end of registration

- Look carefully at attendance data for their tutor group. Spot patterns of absence and overall levels of attendance of individuals
- Use attendance and punctuality data as part of learning conversations with students and parents/carers
- Ensure that the Head of House is kept informed about concerns over attendance, as well as the interventions taken by the form tutor
- Promote the ethos of the attendance and punctuality policy through registration periods, make 100% the expectation.
- Provide a positive welcome to students with poor attendance and support the student in catching up with missed work.

SENCo

- Monitor attendance of all students on the SEND Register and refer to the appropriate member of staff any concerns about attendance and/or punctuality.

Subject Teachers

- Do not accept poor attendance. Make 100% attendance the expectation
- Ensure that registers are completed accurately and at the start of the lesson
- Follow up absence/truancy
- Liaise with Head of Department and Head of House regarding students with poor attendance/poor punctuality
- Ensure appropriate and challenging work is provided for students who are absent for any length of time
- Provide a positive welcome to students with poor attendance and support the student in catching up with missed work

Parents/Carers

- Ensure that their child attends school every day, unless there is a valid reason not to e.g. illness, work experience
- Ensure that their child arrives to school on time
- Provide explanation of their child's absence
- Make medical appointments outside of school time
- Ensure that no request for holiday leave during term time is made
- Seek help from the school if requiring assistance in improving their child's attendance or punctuality
- Support the school and the Attendance and Family Liaison Officer/Local Authority in strategies to improve the attendance and punctuality levels of their child, including attending meetings and engaging with outside agencies

Students

- Ensure that they attend school regularly and on time unless there is a valid reason not to
- Inform their classroom teachers if an absence is known in advance and to make sure they ask for work to complete, and they do complete the work

- To catch up on missed work on return
- If they are late to school and late gate has closed, sign in at Student Services before going to their lesson.

Understanding Types of Absence

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school without a good reason creates an offence in law and may result in prosecution.

Every half-day absence from school must be classified by the school (not by the parent), as either **authorised** or **unauthorised**. Therefore, information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- Illness which results in the student being unable to attend school
- Family bereavement
- Homelessness
- An interview with a prospective employer, higher education institution or at another school
- Study leave granted by the Principal
- Exclusion
- School trip
- Participation in an approved activity or work experience
- A day set aside exclusively for religious observance

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, however is not exhaustive:

- parents/carers keeping children off school unnecessarily e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments

- their own or family birthdays
- holidays taken during term time without leave, not deemed 'for exceptional purposes' by the principal - may result in school applying to the local authority to issue a penalty notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority
- day trips
- other leave of absence in term time which has not been agreed

Guidance on Children Missing Education

Passmores Academy fully embraces the requirements of the DFE Children Missing

Education Guidance in relation to our attendance policy. [Children missing education - GOV.UK](https://www.gov.uk/government/publications/children-missing-education)

Where children are missing from school parents or carers are immediately contacted (morning of the first day of absence). If no satisfactory response is forthcoming, the absence is reported to the safeguarding team.

All schools must inform the local authority of any student who fails to attend school regularly or has been absent without school permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Where a parent notifies a school that a child will live at another address, all schools are required to record in the admission register:

- the full name of the parent with whom the student will live; the new address; and
- the date from when it is expected the student will live at this address.

Where a parent of a child notifies the school that the child is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date on which the student first attended or is due to start attending that school

The Designated Teacher and/or Deputy Designated Teacher is also informed of these types of absence so that effective monitoring and action may be put in place.

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A student is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any student's education and we need the

full support and co-operation of parents to resolve this. All students who have attendance levels of 90% or below are considered to be a persistent absentee.

A student who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

Absence Procedures

[NHS Guidance for Parents: Is my child too ill for school?](#) – a useful resource to help parents decide when children should stay at home.

Contact details to report their child's absence or lateness are on the Arbor app.

We thoroughly monitor all absences, and the reasons that are given. If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9.15am, when our register closes
- Use the Arbor app

Reporting An Absence

If you need to report your child absent from school, please ensure you are following the correct procedure on Arbor.



If notifying us via the app:

- Click on the 3 lines (at the bottom left of the dashboard).
- Log Absence (green bar at the top)
- Complete the information and click 'Log Absence'

If notifying us from a web browser:

- Click on the 'Quick Actions' button
- Click 'Attendance'

- Contact the school on every further day of absence, again before 9.15 am;
- Ensure that their child returns to school as soon as possible and they provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where a child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within the NHS and Essex County Council Guidance on School Absence and Childhood Illness.

See Annex D – Illness Absence Guidance

[What to do: Advice on childhood illnesses](#)

[Should I keep my child off school?](#)

Working together to improve school attendance

If a student is absent, we will:

- Telephone or text parents/carers on the first, and every subsequent day of absence, if we have not heard from them. However, it is the parents'/carers' responsibility to contact us
- If we are unable to make contact with parents/carers by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point the student will be considered to be "missing from education"

If absence continues we will:

- Write to parents/carers if their child's attendance is below 95% / causing concern and/or where punctuality is a concern
- Arrange a meeting so that they may discuss the situation with their child's tutor, Head of House, SEND lead or our Attendance & Family Liaison Officer
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the student
- Offer signposting support to other agencies or services, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions if attendance deteriorates following the above actions

Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Students who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and anxious and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for all students are:

- Students are expected to arrive in school ready for tutor time to begin at 8:45am, where the morning registration is taken
- Registers close at 9:15am
- Afternoon attendance is taken at 2pm
- The school day ends at 3.15pm and all students should leave the school premises unless they are taking part in after-school clubs and activities

How we manage lateness

- Registers are taken at 8.45am and your child will receive a late mark 'L' if they are not in registration by 8.50am. If your child is late to school they will receive a 30-minute detention after school for the same day
- Students arriving after registration has finished at 8.55am are required to sign in at the late check-in desk in the front reception as late and then proceed to their lesson.
- At 9.15am the registers will be closed, in accordance with DfE guidance. If a student arrives after this time, they will receive a mark that shows them to be on site 'U', but this will **not** count as a present mark, and it will mean they have an unauthorised absence.
- Students arriving after 9.15am will sign in at Student services, will receive a 'U' mark and an after-school detention for 60 minutes will be issued for the same day; parents/carers will be notified via an email.

In summary:

- Arriving between 8:50am – 9:15am = after school detention 30 minutes.
- Arriving after 9.15 = after school detention 60 minutes

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent late record, you will be asked to meet with a member of our pastoral or attendance team, but parents/carers can approach us at any time if they are having difficulties getting their child to school on time. We expect parents/carers and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.

Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents, and the child. If a parent/carer thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, parents/carers may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual early help plan will be agreed and subsequently reviewed.

Some students face greater barriers to attendance than their peers. These can include students who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain and we will work with families and students to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate. Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all students who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness. See Annex A for summary tables of responsibilities for school attendance.

The name and contact details of the school staff member parents should contact for more detailed support on attendance is:

Kerry Lawson, Attendance & Family Liaison Officer k.lawson@passmoresacademy.com

Local Authority attendance support services

Local Authority Attendance Specialists work strategically by offering support to schools, families, and other professionals to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice

See [Annex B](#) for the Essex Code of Conduct), or prosecution in the Magistrates Court.

School Attendance and the Law

New legislation was passed, The School Attendance (Student Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education

(Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated

for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

See [Annex B](#) for the Essex Code of Conduct.

There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”.

The School Attendance (Student Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that principals may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the principal, irrespective of the child's overall attendance. Only the principal or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. Leave of Absence Application forms are available from Student Services or on the school website and should be completed four weeks in advance of the proposed leave.

The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Essex Code of Conduct, in respect of each parent believed to have allowed the absence.

At Passmores Academy exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational, or spiritual value to the child which outweighs the loss of teaching time (as determined by the principal). The fundamental principles for defining 'exceptional' are events that are “rare, significant, unavoidable and short”. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to undertake any appropriate work whilst away.

Deletion from Roll

For any student leaving Passmores Academy other than at the end of year 11, parents/carers are required to provide the school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is

essential to ensure that we know the whereabouts and appropriately safeguard all our students, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for key family members in case of emergency.

Under Student Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the student being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that student, and in any event no later than the time at which the student's name is deleted from the register. This duty does not apply when a student's name is removed from the admission register at a standard transition point – when the student has completed the final year of education normally provided by that school.

Absence data

We use data to monitor, identify and support individual students or groups of students when their attendance needs to improve, and schools are required to submit student attendance data to the Department for Education on a daily basis Education (Information about Individual Students) (England) (Amendment) Regulations 2024. Persistently and severely absent students are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents/carers have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body are committed to working with parents and students as this is the best way to ensure as high a level of attendance at our school as possible.

Annex A:

DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

All students

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, students and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which students and student cohorts to focus on. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

Students at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify students at risk of persistent absence. Work with each identified student and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	Regularly review attendance data and help school leaders focus support on the students who need it.	Hold a regular conversation with every school to identify, discuss and signpost or provide access to services for students who are persistently or severely absent or at risk of becoming so. Where there are out of school barriers, provide each identified student and their family with access to services they need in the first instance. If the issue persists, and there are multiple needs consider whether the threshold for early help is met and facilitate access where it is. Regardless, take an active part in the multiagency effort with the school and other partners. Provide the lead practitioner in cases where threshold is met and all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.

Persistently absent students

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for students at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through a referral to statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the students who need it.	Continue support as for students at risk of becoming persistently absent and: Work jointly with the school to provide formal support options including attendance contracts and education supervision orders. Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners. Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).

Severely absent students

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continue support as for persistently absent students and: Agree a joint approach for all severely absent students with the local authority.	Regularly review attendance data and help school leaders focus support on the students who need it.	Continue support as for persistently absent students and: All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision. Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans. Proactively engage with the support offered.	Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after students. Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance. Work directly with parents to develop good home-school links that support good attendance. For previously looked-after students this could include discussion on use of the Student Premium Plus funding managed by the school.	Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after students. Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.	Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a student enters care. (LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will: Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school - wherever they live or are educated. Ensure schools know when they have a student looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance. Ensure that all looked-after students have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear

			interventions and use of student premium plus funding to support good attendance. Provide expert advice and information on the education of previously looked-after students to schools and parents – including their attendance.
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Monitoring

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Schools regularly update parents on their child's attendance. (If parents feel the school and/or local authority have not delivered what they are expected to they should discuss the case with the school and/or local authority's attendance support team.)	The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures. The governing board or academy trust will hold the principal or executive leadership to account for their delegated responsibilities and for compliance with regulatory and statutory requirements. They will review progress and provide challenge when required. The board will help school leaders focus improvement efforts on the individual students or cohorts who need it most and ensure that school staff receive adequate training on attendance. Ofsted will expect schools to do all they reasonably can to	DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction. Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection, and the local authority's approach to improving attendance for children with a social worker through inspecting local authority children's services. Ultimately, in cases where a local authority has not met expectations or statutory duties the Local Government and Social Care

	achieve the highest possible attendance as part of the behaviour and attitudes judgement. This includes, where attendance is not consistently at or above what could reasonably be expected, that schools have a strong understanding of the causes of absence (particularly for persistent and severe absence) and a clear strategy in place that takes account of those causes to improve attendance for all students. Ultimately, in cases where a school has not met expectations or statutory duties the Secretary of State can consider a complaint.		Ombudsman or the Secretary of State can consider a complaint.
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Annex C:



Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19th August 2024.

Who may be fined? Penalty Notice Fines are issued to each parent who allows their child to be absent from school. <u>For example:</u> 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.	National Threshold There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed). For example: a 5 day holiday would meet the national threshold. The 10-school week period can span different terms or school years.
First Offence The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 if paid between days 22-28.	Second Offence (within 3 years) The Second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent (who allowed the holiday), per child, payable within 28 days.
Third Offence and Any Further Offences (within 3 years) The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.	

Annex D: Illness Absence Guidance

[What to do: Advice on childhood illnesses](#) [Should I keep my child off school?](#) [Working together to improve school attendance](#)

Annex E: Student Absence 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
K	Off-site educational activity	Attending education provision arranged by the local authority - ASU/SWERRL/AP
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
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Authorised leave of absence	Leave of absence for a compulsory school age student subject to a part-time timetable
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 Traveler absence	Student from a Traveler community is travelling, as agreed with the school

Authorised Absent - unable to attend school because of unavoidable cause

The student is unable to attend the school because a local authority has a duty to make access arrangements to enable the student's attendance at school and have failed to do so.

Q	Unavoidable cause	Unable to attend the school because of a lack of access arrangements
Y1	Unavoidable cause (Sub-sections)	Unable to attend due to transport normally provided not being available
Y2	Unavoidable cause (Sub-sections)	Unable to attend due to widespread disruption to travel
Y3	Unavoidable cause (Sub-sections)	Unable to attend due to part of the school premises being closed
Y4	Unavoidable cause (Sub-sections)	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unavoidable cause (Sub-sections)	Unable to attend as student is in criminal justice detention
Y6	Unavoidable cause (Sub-sections)	Unable to attend in accordance with public health guidance or law
Y7	Unavoidable cause (Sub-sections)	Unable to attend because of any other unavoidable cause

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

Schools should also continue to use code X to record when a student not of compulsory school age is not expected to attend

Annex F – Attendance Action Flow Chart

Half Term – Steps to be taken every half term by the relevant stakeholders.

Head of House (HoHs) and Attendance and Family Liaison Officer to analyse attendance from previous half term and identify the student with attendance lower than 92% and any child who has persistent attendance.

Once students have been identified, HoHs and Attendance and Family Liaison Officer to send out warning letters to parents regarding student attendance and punctuality to school, the importance of attending school and outlining that their attendance will be monitored for this Half Term.

HoHs to identify a further 5 names from this list, the criteria for these 5 students will be where their attendance is lower than 88% for the previous HT.

HoHs to provide this list to Deputy Head of House. Deputy Head of House needs to complete morning check-ins during AM registration. If student is not in Deputy Head of House to notify Attendance and Family Liaison Officer to follow up with phone calls to parents regarding reason. Students on this list will be placed on an Attendance and punctuality report for the half term and this will be monitored daily by Deputy Head of House.

Stage 1 – Students with 100% attendance

HoHs and Form tutors to monitor attendance

Celebrate student success in assemblies

Stage 2 – Student with 95% to 99% attendance

Form tutors to monitor student attendance

Positive reinforcement

Form Tutor to highlight the importance of attendance during form time weekly

Stage 3 – Students with 92% to under 95% attendance/ meet the Attendance Threshold

Form tutor report (minimum 2 weeks)

Attendance Team to issue letter 1 to parents

Form tutor to contact parents regarding attendance and punctuality

All communication to be documented on Arbor and a follow up email to parents regarding communication

Monitor attendance for 3 weeks

Stage 4 – Students with 90% to under 92% attendance/ meet the Attendance Threshold

Attendance Team to issue letter 2 to parents

Form tutor & HoHs to continue to monitor (Student to maintain on report)

Form tutors to arrange parent/carer meeting to discuss attendance

All communication to be documented on Arbor and a follow up email to parents regarding communication

Monitor attendance for 3 weeks

Stage 5 – Students with 88% to under 90% attendance/ meet the Attendance Threshold

Attendance Team to issue letter 3 to parents

HoH and Attendance and Family Liaison Officer to organise an Attendance clinic meeting to discuss student attendance

HoH to make referral to inclusion panel to further explore support to improve student attendance into school

Monitor attendance for 3 weeks

Stage 6 – Students with 85% to under 88% attendance/ meet the Attendance Threshold Attendance Team to issue letter 4 to parents

HoHs/Attendance and family Liaison Officer to organise a school attendance panel. School

Attendance champion will be in attendance to this meeting

Monitor for attendance for 3 weeks

A home visit by the Attendance or safeguarding team with records keep of the visits and how many visits have taken place.

Stage 7 – No Improvement in Attendance

Attendance Panel – HoH, Senior Attendance Champion, Parent & Student (Safeguarding lead, EAL, SENCo or external agencies if necessary)

Attendance contract to be agreed and signed by parent/carers and student

If parents do not attend attendance panel a home visit by the attendance/safeguarding will be conducted with records kept of the visits and how many visits have taken place

Stage 8 – No Improvement in attendance

A fixed penalty warning may be issued to the family depending on circumstances

A fixed penalty warning may be issued if families take an unauthorised holiday or severe poor attendance to school.

The Local Authority must consider every aspect of a student's wellbeing before considering whether a Penalty Notice would be appropriate. This must include discussions with the Principal or the Deputy Principal, the EWO and any other significant person who are involved with or knowledge of the student/family.

A referral will be made to the Attendance team in the local authority to seek further support in improving the student attendance.

Persistent Absence Threshold

	Letter 1	Letter 2	Letter 3	PA threshold
up to 7 weeks (HT1)	2 sessions missed	4 sessions missed	6 sessions missed	7
up to 14 weeks (HT2)	8 sessions missed	10 sessions missed	12 sessions missed	15
up to 21 weeks (HT3)	14 sessions missed	16 sessions missed	18 sessions missed	19
up to 28 weeks (HT4)	20 sessions missed	22 sessions missed	24 sessions missed	25
up to 35 weeks (HT5)	26 sessions missed	28 sessions missed	30 sessions missed	31
up to 42 weeks (HT6)	32 sessions missed	34 sessions missed	36 sessions missed	38

Student Absence

Once a student is absent from school the following needs to happen Days off Monitored by Action

1 st day of absent	Attendance Officer	First day of absence Attendance Officer makes call home after 9:30 am. Texts are sent via Arbor. Continues to try and make contact throughout the day until contact is made.
2 nd day of absent	Attendance Officer HoH Form tutor	If contact not made from day 1, attendance officer continues to contact home. At the end of this day if contact still not made HoH and form tutors are informed and asked to contact home until contact is made. Phone call, texts and emails are utilised until contact is made
3 rd day of absent	HoH Attendance Officer	If there is still no response at 3 days At this stage a proposed home visit to ascertain the home address of the student

Medical Appointments

Wherever possible, medical appointments should be made outside of the school day. If this cannot happen then the following needs to happen -

All medical appointment cards need to be presented to the attendance officer before the event wherever possible.

Contact can be made in person, via the phone or the attendance email address

If this cannot be done before the event, then contact needs to be made on the day for the student to be allowed to leave the school during the school day.

After the event if the school still doesn't have the evidence of the medical appointment the HOY and form tutor will chase and supply the attendance officer with the information.

Students absent from school due to mental or physical ill health or their special educational needs

Many children will experience emotions that make them nervous about attending school. It is important to note that these students are still expected to attend school regularly. In many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it. Some students face more complex barriers to attendance. This can include students who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other student and therefore the attendance ambition for these students should be the same as it is for any other student, but additional support may be needed.

More than 15 days of illness the school may explore a Section 19. SEND support /ASU / Medical tuition.

Part-time timetables/LSPs

In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered part of a reintegration package.

The LA and all professionals working with that student should be consulted and they need to be a signed document submitted on all cases where is student is not in full time education

Annex G – Punctuality Action Flow Chart

Stage One

Letter 1 sent out in line with the threshold in table below

This will be reviewed continuously over a half termly period

Form tutors to contact home

Recording of this information to be on the Arbor

Stage Two

Letter 2 sent out in line with the threshold in table below

This will be reviewed continuously over a half termly period

Deputy Head of House to contact home to discuss the importance of punctuality and the impact this has on the students education and outcomes

If punctuality improves, Head of House continues to monitor on tracker sheet and contact home to inform that attendance has improved

Stage Three

Letter 3 sent out in line with the threshold in table below

This will be reviewed continuously over a half termly period

Form tutors to contact home weekly to give an update of their punctuality

Head of house puts student on a punctuality report and arranges attendance clinic meeting with Attendance and family liaison officer

Recording of this information to be on Arbor

Late to School

	No of Lates	Action and by who
Letter 1	6 (per half term)	Letter sent out by Attendance and Family Liaison Officer. Form tutor contact home
Letter 2	9 (per half term)	Letter sent out by Attendance and Family Liaison Officer. Deputy Head of House contact home
Letter 3	12 (per half term)	Letter sent out by Attendance and Family Liaison Officer. Head of house puts student on a punctuality report and arranges attendance clinic meeting with by Attendance and Family Liaison Officer

Late to Lesson

	No of Lates	Action and by who
Letter 1	3 (per half term)	Letter sent out by by Attendance and Family Liaison Officer Form tutor contact home
Letter 2	6 (per half term)	Letter sent out by Attendance and Family Liaison Officer Deputy Head of House contact home
Letter 3	9 (per half term)	Letter sent out by Attendance and Family Liaison Officer Head of house puts student on a punctuality report and arranges attendance clinic meeting with Attendance and family liaison officer

Annex H – Attendance and Punctuality Letters

Letter 1

Dear Parents/Carers,

I am writing to you because **[Child's name]** has had at least **[Number]** sessions absent from school for illness so far this year. If this pattern should continue, it could mean that they are at risk of their attendance declining. Your child's current attendance is **(Insert current attendance)**

Please note that each day is made up of two sessions, which are recorded in the morning and afternoon tutor sessions.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

All guidance is in our attendance policy which is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful in supporting your child's attendance.

To ensure as a school we are putting in supportive measures to actively support in improving attendance, the following will happen:

A current Attendance Certificate is included with this letter, which shows their current attendance percentage.

Your son or daughter will be placed on two-week attendance mentoring to their form tutor.

Your son's or daughter's form tutor will be in contact to arrange a parental meeting to discuss how we can continue to work together to improve their attendance.

Yours sincerely,

Letter 2

Dear Parents/Carers,

I am writing to you because **[Child's name]** has had at least **[Number]** sessions absent from school for illness so far this year. If this pattern should continue it could mean that they would fall below 92% attendance. Your child's current attendance is **(Insert current attendance)**.

Please note that each day is made up of two sessions, which are recorded in the morning (by 9.15am) and afternoon (at 2.00pm).

Since our previous communication **[Insert Student's name]** attendance has not improved. **I am therefore informing you that the school will not be able to authorise any future absences for illness**, unless medical evidence such as a prescription slip or appointment confirmation is provided.

The school has a duty to provide you with this information to promote improvement in rates of attendance, so that where possible, your child is able to reach the 95% attendance target set by the Department of Education at the end of the academic year.

All guidance is in our attendance policy which is accessible through our website, including the next steps that will be taken if attendance drops further, which could include a Penalty Notice being issued, or being referred to the Legal Intervention Team. The school website also has other information which you might find helpful, in supporting your child's attendance.

To ensure as a school we are putting in supportive measures to actively support in improving attendance, the following will happen:

A current Attendance Certificate is included with this letter, which shows their current attendance percentage.

Your son or daughter will be placed on two-week attendance mentoring to their form tutor.

Your son's or daughter's form tutor will be in contact to arrange a parental meeting to discuss how we can continue to work together to improve their attendance.

Yours sincerely,

Letter 3

PENALTY NOTICE WARNING

Date Address

Dear

Name of student: DOB:

This letter is a **Penalty Notice Warning** and is being sent to you because **(Insert student name)** has low school attendance (90%) and no acceptable reason has been provided to the school to cover the absences hence they are unauthorised.

This warning is notification that a Penalty Notice will be sent to you if school attendance does not improve immediately and is sustained.

You are expected to follow the school attendance procedures and contact the school to advise of any reason for absence and give an expected return date. Medical evidence to support absences will be required by the school, and unless this is submitted, absences will be unauthorised.

Please be aware that it is your duty to ensure that your child receives efficient full-time education either by regular attendance at school or otherwise.

Where a child is a registered student at a school and the parent fails to ensure that child's regular attendance at school, the parent is liable to be prosecuted for a criminal offence under Section 444 or the Education Act 1996.

In cases where this duty is not fulfilled, Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty. Payment of a Penalty notice is £80 if paid within 21 days or £160 if paid after 21 days but within 28 days; per parent per child.

Please note that you may also be at risk of losing your child's registered school place, and you may not be able to find another school place immediately on your return.

There is no statutory right of appeal against the issuing of a Penalty Notice, and it may only be withdrawn in the following circumstances.

- If you can prove that it is a case of mistaken identity.
- If the Penalty Notice contains material errors
- Or where evidence from a parent/carer depicts a genuine rationale for the non-payment, i.e. death/or a tragedy.

To ensure as a school we are putting in supportive measures to actively support in improving attendance, the following will happen:

- Parents to be issued with letter 3 and current attendance certificate.
- Head of House and Attendance officer to organise an Attendance clinic meeting to discuss student attendance.
- Head of House to make referral to inclusion panel to further explore support to improve student attendance into school.
- Monitor attendance for 3 weeks

Yours sincerely

Letter 4

Dear Parents/Carers,

This letter is following up from the school's previous communication regarding the warning letter.

I am writing to you because **[insert Student's name]** has had at least **[insert Number of sessions]** sessions absent from and/or where they have been late to school which are unauthorised and coded L, U, or O. Your child's current attendance **(Insert attendance)**

Parents will receive a Penalty Notice Warning letter due to the following:

Persistent amount of unauthorised absence which has now led to your child attendance being below 88% Persistently late (coded U) for 8 or more half day sessions after the register has closed; our registration closes at 09:15

Persistently late (coded L) for 8 or more half day sessions before the register closed: so, after 08:50 but before 09:15.

To ensure as a school we are putting in supportive measures to actively support in improving attendance, the following will happen:

- Registration Certificate included with this letter, which shows their current attendance percentage.
- Your son or daughter's attendance will be monitored very closely.
- Home visits from the safeguarding or attendance team may occur if your son or daughter is not in school.

I would like to take this opportunity to point out that if your son's or daughter's attendance does not improve then an attendance panel meeting will be called to discuss their attendance in person and this will include the Attendance and Family Liaison Officer, Senior Attendance Champion, Head of House and any other services deemed necessary.

Please be aware that if the attendance does not improve then a fixed penalty warning may be issued.

Yours sincerely,

Letter 5 Advisory Attendance letter

Date

Name and address of parent/carers

Dear Parents/Guardians,

Re: Student Name: xxx DOB: xxx

We have noticed that your son or daughter <forename> attendance has declined from the previous week's attendance, I have enclosed a copy of <forename>'s attendance record so that you can view a detailed breakdown of their absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

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

If there are any particular circumstances that the school may not be aware of which is having an influence on <forename> attending school regularly or if you are concerned about your son's or daughter's attendance, please do not hesitate to contact their Head of House or the school Attendance and family Liaison Officer.

Yours sincerely,

Letter 6 – Attendance Mentoring Letter

Dear Parent/Carer,

I am writing to inform you that **[Insert Student's Name]** will be placed on **attendance mentoring** for the next **two weeks**. This mentoring is a supportive measure designed to help us work closely with your child as they continue to develop positive habits in school.

The purpose of the mentoring is to:

Monitor and support your son's or daughter's attendance throughout the school day.

Celebrate their successes, both inside and outside of the classroom.

Ensure they remain an **active and engaged learner** in all aspects of school here at Passmores Academy. Their mentoring booklet will be checked daily by their teachers, form tutor and Head of House, and we encourage you to review and sign the booklet each day as well. This joint approach helps us provide consistent guidance and gives your child the best opportunity to succeed.

If you have any questions or would like to discuss the report in more detail, please do not hesitate to contact their Head of House or form tutor.

Thank you for your support.

Letter 7 Attendance Clinic Letter

Dear Parents/Carers,

Student and Parent Attendance Consultation Meeting, Education Act 1996 Section 444

(Insert Name of student), Passmores Academy

Since September all students who have attendance below 90% are considered Persistent Absentees and government expectations are that all students have 95% or above.

Your child currently has% attendance. Of their absences, days remain unauthorised.

Excessive unauthorised absence can result in parental fines or worse. Unfortunately, some cases proceed to the Magistrates Court.

I am inviting you to an attendance consultation meeting at school on **(Insert time and date of meeting)** to talk about ways to improve your son's or daughter attendance.

I enclose Attendance Certificates for your information.

Yours sincerely

Letter 8 Penalty Notice Notification Letter

Date

Parent first line of address

Post code

Town

Student Name

Dear (Input name of parent),

We would like to take this opportunity to remind you of our expectations for attendance in the new academic year. At Passmore's Academy, we strive to ensure that all students continue a structured timetable to support the next stage in their academic and social development. We believe this supports their learning and attainment, giving them the best opportunity to achieve their full potential.

Passmores will not normally authorise any leave of absence, taken between **(September 2026 and end of July 2027)** unless there are exceptional circumstances. If your child is absent from school without approval during this academic year you may be liable for a Penalty Notice. This will be applied for by the school and issued by the Local Authority.

The Penalty Notice fine is issued per parent per child. The first penalty notice issued will be charged at £160 if paid within 28 days of the date shown on the Penalty Notice. This will be reduced to £80 if paid within 21 days (this includes weekends).

If a second penalty notice is issued to the same parent in respect of the same child, the charge will be at a flat rate of £160 if paid within 28 days.

The Local Authority does not accept late, or part payments and no reminders will be sent. If a penalty notice issued is not paid within the time limits (as shown above), the Local Authority may make the decision to refer the matter to the Magistrates court for prosecution under the Education Act 1996 for the original offence of failing to ensure your child attends school regularly.

Should you fail to request or seek approval for any leave of absence, and/or fail to provide evidence (if requested) to support the absence, a penalty notice may be issued without further notice.

If you would like to discuss this matter further, please contact your child's Head of House or Mr Riley, Assistant Principal.

Yours sincerely

Letter 9 - Return to school after Holiday letter

Dear Parents/Carers,

Re: Importance of Returning to School Promptly After Half-Term & Fixed Penalty Notice Warning

I hope this letter finds you well.

As we approach the end of the half-term break, I would like to take this opportunity to remind all parents and carers of the importance of your son or daughter returning to school **on time on (Input the date and time that students return)**.

Consistent attendance is vital to ensure that students do not miss out on valuable learning. Time away from the classroom — particularly unauthorised absence — can significantly impact a child's academic progress and overall wellbeing. Returning promptly after the school break ensures that your child remains on track with their learning and continues to benefit from the structure and routine of school life.

We would also like to inform you that you have recently received a **Fixed Penalty Notice (FPN) notification letter**. This letter outlines that any unauthorised leave of absence, including term-time holidays not agreed with the school, **may result in a Fixed Penalty Notice being issued**.

The local authority has made it clear that:

- Unauthorised holidays taken during term time will be recorded as unauthorised absences.
- The first penalty notice issued will be charged at £160 if paid within 28 days of the date shown on the Penalty Notice. This will be reduced to £80 if paid within 21 days (this includes weekends).
- If a second penalty notice is issued to the same parent in respect of the same child, the charge will be at a flat rate of £160 if paid within 28 days.

We strongly advise against booking holidays or taking leave during term time, and we encourage you to plan any necessary absences around the school calendar to avoid these penalties.

We appreciate your support in maintaining excellent attendance and ensuring that your child receives the best possible education.

If you have any questions regarding attendance or the FPN warning process, please do not hesitate to contact us.

Yours sincerely

Letter 10 – Punctuality Letter 1

Concern about [insert student name]'s punctuality

We are writing to you because [insert student name] has been late to school [number] times in [timeframe].

We know that mornings can sometimes be challenging, and we want to work together with you to support [insert student name] in arriving on time each day.

Our school day starts promptly at 8:45am, and morning registration closes at 9:15am. Afternoon registration takes place at 2:00pm.

Arriving on time each day is important because it:

- Ensures your child doesn't miss out on essential learning
- Reduces disruption for teachers and classmates
- Helps your child settle into the school routine

We understand that there may be things happening at home or at school that are making punctuality difficult. Our aim is to work in partnership with you to find solutions. However, it is important to be aware that persistent lateness can result in a penalty notice if your son or daughter arrives after the register closes **10 times within half term** or accumulates 10% unauthorised absences from being late to school.

Next steps:

Your son or daughter will now be placed on two-week attendance mentoring to their form tutor, who will monitor their punctuality to school. It is important that as parents you also monitor their mentoring booklet and sign this daily.

We appreciate your support in making sure [Insert student name] gets the most out of their school day. If you have any questions please do not hesitate to contact us.

Yours sincerely,

Letter 11 – Punctuality Letter 2

Dear [insert name of parent/carer],

Concern about [insert student name]'s punctuality

We are writing to you because [insert student name] has been late to school more than **six times within a half term**. We know that mornings can sometimes be challenging, and we want to work together with you to support [insert student name] in arriving on time each day.

Our school day starts promptly at 8:45am, and morning registration closes at 9:15am. Afternoon registration takes place at 2:00pm.

Arriving on time each day is important because it:

- Ensures your child doesn't miss out on essential learning
- Reduces disruption for teachers and classmates
- Helps your child settle into the school routine

We understand that there may be things happening at home or at school that are making punctuality difficult. Our aim is to work in partnership with you to find solutions. However, it is important to be aware that persistent lateness can result in a penalty notice if your child arrives after the register closes **10 times within half term** or accumulates 10% unauthorised absences from being late to school.

Next steps:

Your son or daughter's Deputy Head of House will be in contact to discuss how we can support [insert student name] together. In this discussion, we hope to find out whether there is:

- Anything happening at school that makes it difficult for [insert student name] to arrive on time
- Anything happening at home that we can help with, or that you think we should be aware of
- Additionally, your son or daughter will be placed on an attendance mentoring for the next two weeks.

We appreciate your support in making sure [Insert student name] gets the most out of their school day. If you have any questions before the meeting, please do not hesitate to contact us.

Yours sincerely,

Letter 12 – Punctuality Letter 3

Dear [insert name of parent/carer,

Concern about [insert student name]'s punctuality

We are writing to you because [insert student name] has been late to school more than **nine times within a half term**. We know that mornings can sometimes be challenging, and we want to work together with you to support [insert student name] in arriving on time each day.

Our school day starts promptly at 8:45am, and morning registration closes at 9:15am. Afternoon registration takes place at 2:00pm.

Arriving on time each day is important because it:

- Ensures your child doesn't miss out on essential learning
- Reduces disruption for teachers and classmates
- Helps your child settle into the school routine

We understand that there may be things happening at home or at school that are making punctuality difficult. Our aim is to work in partnership with you to find solutions. However, it is important to be aware that persistent lateness can result in a penalty notice if your child arrives after the register closes **10 times within a half term** or accumulates 10% unauthorised absences from being late to school.

Next steps:

As [insert student name] has now been late to school more than nine times within a half term, we would like to invite you in for an attendance clinic meeting with your son/daughter's Head of House and the Attendance and Family Liaison Officer.

The meeting will take place [insert day, date and time]. Please ensure you arrive 5 minutes before the allocated meeting time. If you are unable to attend, please do not hesitate to contact the school reception, so we are able to rearrange the meeting for another time.

We appreciate your support in making sure [Insert student name] gets the most out of their school day. If you have any questions before the meeting, please do not hesitate to contact us.

Yours sincerely,