

Siddal Primary School Attendance Policy September 2026

Review date – September 2027



1. Aims

Polaris Multi Academy Trust are committed to meeting our obligations with regards to school attendance by:

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

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

2. Legislation and guidance

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

- Part 6 of The Education Act 1996.
- Part 3 of The Education Act 2002.
- Part 7 of The Education and Inspections Act 2006.
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- The following is also a relevant policy regarding legal measures in supporting school attendance: Legal measures to support school attendance – Calderdale Council

3. Roles and responsibilities

3.1.the Governing Body

The Governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head of School to account for the implementation of this policy. Attendance is also monitored by the Standards committee.

3.2 The Head of School

The Head of School is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors and/or the local authority and/or the school attendance officer as appropriate.
- Supporting staff with monitoring the attendance of individual pupils.
- Liaising with the local authority in respect of fixed-penalty notices (including for leave of absences taken in term time) and pursuing legal action, where all other attempts to improve attendance have failed.

3.3 The Pastoral Lead (with responsibility for attendance)

Oversees pupils' attendance.

- Advises the Head of School when to issue fixed-penalty notices.
- Manages all formal letters linked to absence and legal action.
- Maintains accurate folders of evidence, intervention and support for those pupils who have become persistently absent.
- Maintains a strategic but personalised approach to tackling poor attendance.
- Arranges calls and meetings with parents/carers and the Head of School to discuss attendance issues and try to help remove any barriers to a pupil's education and attendance.
- Collates evidence to pursue Fixed Penalty Notices and prepare prosecution cases as necessary.

3.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office team using SIMS. Class teachers will monitor attendance for their class and challenge any slippage in attendance; they will share concerns with the Pastoral Lead and Head of School.

3.5 Admin staff

School admin staff/ pastoral team are expected to manage calls and emails from parents/carers regarding absence and record it on the school system.

4. Recording Attendance

4.1 Attendance register

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

We will take our attendance register at the start of the morning and afternoon session of each school day. It will mark whether every pupil 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.

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

The register for the first session will be taken at 8.55am and will be kept open until 9am. The register for the second session will be taken at 12.40pm (EYFS), 12.50pm (Yrs 1 & 2), and 1.00pm (Yrs 3,4, 5 & 6).

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.55am or as soon as practically possible (see also section 7).

Parents/ carers can notify school via telephone, email, class dojo or in person but must provide a reason for the absence.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate forms of evidence. We will not ask for medical evidence unnecessarily. In such circumstances, the absence will remain unauthorised until medical evidence is provided.

In the event a parent/carer requests that their child is declared medically unfit for school they would need to direct this request to a doctor to determine.

If parents/carers have concerns about their child's health or mental wellbeing they should seek support from their GP or the school can arrange a referral to the school nursing services for further input.

Parents/carers will be notified (where possible in advance) when an absence is not authorised.

4.3 Planned absence

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

Parents/carers can notify school via a note sent in with their child, telephone call, email, class dojo or in person. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. See Section 5 to find out which term-time absences the school can authorise.

Appointment evidence should be provided in order for appointments to be authorised.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

4.5 Following up absence

Where a child we expect to attend school does not attend, or stops attending, the school will:

- Identify whether the absence is approved or not (including requesting medical evidence if needed).
- Identify the correct attendance code to use.
- Follow up on the absence with parent/carers to ascertain the reason, by 9.30am each day (see first day calling procedures appendix 3)
- Arrange to meet with the parent/carer to ascertain how a return to school can be supported.
- Investigate further when the pupil is absent for 10 consecutive days.
- Send letters of concern to parent/carer where appropriate.
- Consider the appropriateness of arranging a meeting if the school continues to have significant concerns regarding non-attendance.
- Conduct welfare checks to the child at home where the school has concerns about nonattendance and/or request that the police conducts a formal Welfare Check if the school has significant concerns.
- Signpost parents to appropriate services and make referrals to services where the school considers necessary, such as the school nurse.
- Ensure proper safeguarding action is taken where necessary.

4.6 Reporting to parents

Attendance data is formally reported to parents in the end of year report. More frequent reporting to parents will occur where attendance has become a concern and the frequency will be determined on a case by case basis.

4.7 First day calling procedure

We will aim to make first day absence calls by 9.30am each day; these calls continue until all absence has been verified. An attendance visit may be made for pupils whose attendance is a concern (see appendix 3).

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head of School will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head of School's discretion.

We define 'exceptional circumstances' as an event which cannot reasonably be avoided.

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

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek

advice from the parents'/ carers' religious body to confirm whether the day is set apart.

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.
- A funeral.

5.2 Reducing persistent absence

The school has a clear procedure for supporting parents and pupils with attendance issues. The school also has a clear procedure to encourage attendance where the child has significant periods of unauthorised absence. If the school continues to have concerns following the implementation of this policy, the matter will be escalated to the local authority. It is important to stress that at each stage of challenge around absence, the family will be given reasonable opportunity to improve attendance and receive necessary support. There is no 'one size fits all' as everybody's circumstances are unique. The key is that genuine efforts are made to improve attendance (or alternative plans are in place) where it has become a cause for concern. See Appendix 4-8 for stages and relevant letters.

5.3 Legal sanctions

The school can report unauthorised absence to the local authority. The local authority has a range of sanctions they can apply to parents who fail to ensure their child's school attendance. This includes, but is not limited to, fines or penalty notices, criminal records and imprisonment. If issued with a fine, or penalty notice, each parent must pay £60 if paid within 21 days or £120 if paid within 28 days. The payment must be made directly to the local authority.

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 leave of absence taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

Failure to pay the penalty notice could result in the local authority commencing legal proceedings against you for the offence of not ensuring your child's regular school attendance. If found guilty, under section 444 of the Education Act, you may be fined up to £1,000 and you will receive a criminal record.

• Strategies for promoting attendance

Pupils are recognised for achieving high levels of attendance and may receive an award for exemplary attendance. A clear system of support is also in place for poor attendance. This involves letters notifying parents of the issues, unauthorising absences without medical evidence, attendance agreements and meetings with key staff to try to resolve serious absence issues. See 4.5 above.

• Attendance monitoring

The Pastoral Lead at our school monitors pupil attendance on a daily basis; weekly and monthly analysis is also provided to senior leaders. This is used in meetings with staff and senior leaders aimed at turning around the attendance of poor attenders. Targets are set and rewards are in place once thresholds are met.

A pupil's parent/carers is expected to contact the school every morning if their child is going to be absent due to ill health (see section 4.2), unless a specific return date is given.

An expected return should be established or, in the case of illness, a daily call should be made. If a pupil's absence exceeds 5 consecutive days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence exceeds 10 consecutive days, the school will invite the parent/carer of the pupil to a meeting to discuss the reasons for the ongoing absence and the ways in which the school can support and encourage the pupil concerned to return to school.

If a pupil's absence continues to rise after contacting their parent/carer, the school will involve the Attendance and Pupil Support Officer (APSO).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, they will be classified as a persistent absentee during the year.

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

We use attendance data to:

- Track the attendance of individual pupils, classes and year groups.
- Reward good attendance.
- Challenge poor attendance and support parents to improve the attendance of their child/ren.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Monitor and evaluate those children identified as being in need of intervention and support.
- **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated. It will also be reviewed annually by Head of School and Governing Body.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy – if the school has any concerns in respect of a child's welfare the school will refer to the child protection and safeguarding policy and make any necessary referrals.
- Behaviour policy

10. Attendance in Nursery (EYFS)

As an Early Education Provider, we are required to follow the guidelines set out in the Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage (2021). We are required to ensure that children for whom we receive EEF attend regularly and have an obligation to inform the Early Years and Childcare Sufficiency Team if children do not attend the nursery.

To comply with these requirements the nursery will:

- Require you to complete an Early Education Funding Parental/Carer Declaration prior to your child starting an EEF funded place.
- Require evidence of disability living allowance or proof of an adoption order, special guardianship, and residence order (if applicable).
- Need to be made aware if your child is claiming Early Education Funding at more than one setting.
- The nursery will give a parent 1 months' notice in writing if it terminates and Early Education Funding place.

The importance of excellent attendance to the Early Years. Attendance for children at the nursery is very important. Regular attendance to the nursery will support your child's early development and preparedness for when they start school.

The parent's/carer's role in reporting absence:

The parent/carer must contact the nursery to inform us if your child is going to be absent or late and the reasons for this. If you fail to do this you are in breach of the contract you have signed with the nursery. This breach will put your child's place at the nursery at risk.

The monitoring of a child's attendance:

- The nursery will implement the nursery's first day calling process where a child has not attended nursery.
- The nursery will make every attempt to contact the parent/carer if the reason for the absence is unknown. The nursery will record when and how it tried to make contact with the parent/ carer.
- The nursery will record reasons given for the absence, late arrival, or early departure on the daily register and/or the attendance recording book. The nursery will also record the date of the child's return.
- The nursery will monitor reduced attendance and no later than two weeks after a period of reduced attendance discuss with parents/carers the reasons for the reduced attendance.
- A child's attendance that is below expected standards and/ or erratic.
- The nursery will speak to parents regularly if it feels a child's attendance needs to improve.
- Where a parent/carer regularly or consistently drops a child off late or collects a child early from their funded early education session, the nursery will try to establish the reason for this erratic pattern of attendance.
- Where the nursery sees erratic attendance for a two-week period, it will have informal discussions with the child's parent/carer to see if there are any problems preventing full attendance. Suitable records of this communication will be kept by the nursery.
- The nursery will inform parents/carers face to face, via email or class dojo if attendance patterns are not improved and their child's funded hours may be reduced or withdrawn. Suitable records of this communication will be kept by the nursery.
- We will write to the parent/carer and give a notice period of 4 weeks for the funded nursery place if the child's attendance does not improve.

Children's Illness

- If a child is unable to attend due to serious illness, the nursery will hold their place, where the child is expected to return within the same half term. If the absence is likely to extend beyond this, the Head of School will deal with this on a case by case basis.
- Regarding prolonged or repeated absence for the same illness/ condition a doctor's note must be provided by the parent to the nursery.
- The nursery will keep suitable records of all children's absences due to illness.
- The nursery will challenge repeated sickness absences where a parent is unable to produce appropriate supporting medical evidence.

Children's Holidays

- To maintain strong safeguarding protocols, it is important that all parents inform the nursery when they plan to take their child on holiday during their time at the nursery.
- Parents must inform the nursery if they plan to take their child on holiday during funded sessions.
- Where a child takes extended holidays and does not return to the nursery on the expected return date, the nursery is entitled to terminate the place and notify the LA. The nursery may recoup the funding for the sessions missed.
- Any absences caused by unapproved holidays will be added to other absences that have occurred in the same period from September to September. The total number of absences may impact the nursery's decision to recoup the funding from the parent for missed sessions. It may also impact the Local Authorities decision on whether to withdraw funding due to absence from sessions funded by the EEF.

- The nursery will only approve a maximum of 4 weeks holiday in an annual period from September to September. If approved, you may be asked to provide the funding for the sessions missed.
- For those children who attend the nursery only during term time, the Head of School will only approve a holiday in exceptional circumstances and only on a case by case basis. A formal letter requesting a holiday needs to be sent to the Head of School at least 4 weeks prior to the holiday taking place. If approved, you may be asked to provide the funding for the sessions missed.

Appendix 1

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupils has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pu
M	Medical/ dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

Appendix 2

Attendance Intervention Stages

Stage 1- Attendance Management

Pupils	Pupils with attendance between 94.9-90%
Staff responsible	Pastoral lead/ Senior Leaders
Actions	1. Discussion with Senior Leaders. 2. Closer monitoring, depending on reasons for absence. 3. Pre-standard attendance Letter 1 sent (Appendix 4).

Stage 2- Attendance Management

Pupils	Those with no improvement following Pre-standard attendance letter or pupils who have dropped below 90% attendance
Staff responsible	Pastoral lead/ Senior Leaders
Actions	1. Phone call home. 2. Standard Attendance Letter 2 sent (Appendix 5).

Stage 3- Attendance Management

Pupils	Those with no improvement following standard attendance letter 1 and 2, or pupils who have dropped below 79.9% attendance
Staff responsible	Pastoral lead/ Head of School
Actions	1. Meeting in school to discuss barriers 2. Standard Attendance Letter 3 sent (Appendix 6) 3. Attendance reviewed date set

Stage 4- Attendance Management

Pupils	Those with no improvement following Standard letters 1, 2, meeting and review.
Staff responsible	Pastoral lead/ Head of School/ Educational Welfare Officer (EWO)
Actions	1. Meeting in school to discuss barriers with EWO 2. Standard Attendance Letter 4 sent (Appendix 7) 3. Attendance reviewed date set

Stage 5- Attendance Management

Pupils	Those who have failed the attendance contract
Staff responsible	Local Authority
Actions	1. Present case file to Calderdale Council Legal Intervention Team and take action on next steps. This may include prosecution Calderdale Council 2. Legal action will be considered which may be a penalty notice or may be direct prosecution.

A review of attendance will be undertaken every 3/4 weeks to identify any improvements of further drops in attendance.

Siddal Primary Schools - First-Day Calling Procedure

- 1) Registers saved
- 2) Late children checked against registers if recorded separately
- 3) Absence calls/attendance emails checked
- 4) First day telephone call (to carer with PR) by 9.15am, if unanswered send text with reason for call and dojo message
- 5) 15 minute window to responded. 9.30am telephone again and if no response text message to say that a home visit will now be conducted and to contact school to give reason for absence
- 6) Alert HT/DHT/DSL that this child is absent and no contact has been made by 9.30am of school start time and that a home visit will be made
- 7) Home Visit made if possible/appropriate by school or other agency involved (see vulnerable list and consult SLT)
- 8) Contact any other agencies involved to ascertain whether they have any further information which may be helpful, or know the whereabouts of the child or family, and contact MAST to see if there has been any incident that they are aware of
- 9) Complete Risk Assessment:
 - **No apparent risk (Absent):** There is no apparent risk of danger to either the child or the public. This may be appropriate for children who you have reason to believe are absent from school but not at harm due to previous patterns of behaviour or information from other people e.g. a child who often goes on holiday at this time of year and parents always fail to contact. School can continue to make enquiries but it would not be proportionate to contact police at this stage.
 - **Low/Medium risk:** The risk of harm to the subject or the public is assessed as possible but minimal or the risk of harm to the subject or the public is assessed as likely but not serious. This may be relevant for those children where there are no additional vulnerabilities however you have minimal contact information and making parental contact is always difficult.
 - **High risk:** The risk of serious harm to the subject or the public is assessed as very likely. This would be relevant for children already considered vulnerable. This may be due to risk of child sexual exploitation or abuse and also consider protected characteristics; mental health, forced marriage, honour based violence, trafficking, and female genital mutilation. This may also be relevant for those children where the absence and lack of ability to make parental contact is highly unusual.
- 10) If assessed as 'No Apparent Risk' – as a school you can make the decision to continue to make enquires and not contact the police if you do not feel that this is necessary or proportionate. These cases should not be ignored and must be monitored over time and consideration given to escalation if there is a change to the circumstances that has increased the level of risk. Contact other contacts on the contact list.
- 11) If assessed as 'Low/Medium Risk' – contact the Police on 101 and complete the referral checklist (*please also see Key Information on last page of this procedure*)
- 12) If assessed as 'High Risk' and there is a need for an immediate response then contact the Police on 999 (*please also see Key Information on last page of this procedure*)
- 13) School enquiries continue and any further information shared with Police

Admin staff) to inform Pastoral Lead/ SLT of who has rung to inform of a pupil absence, this includes messages and emails. Pastoral Lead/ SLT to make first day calling by 9.15am for any child unaccounted for.

SLT to lead on in Pastoral Lead absence. Trust support to lead on in Pastoral Lead and SLT absent.

9.15am- Call and then text/ Dojo message if not contactable.

9.30am- follow up call if no contact, text/ Dojo to say home visit will be conducted (see attached list)

Make home visit- 2 members of staff

Assess risk when returned to school if child and carer was not at property

Absence and action to be logged on CPOMS.

Children who are not at risk but we have not made contact with, actions will be logged on CPOMS.

All absences need to be given a thorough reason on SIMS. Persistent absentees to be logged on CPOMS.

Primary Schools
First-Day Calling Procedure – Checklist
(to accompany referral to Police 101)

Name of School: _____

Contact Name & Number: _____

- 1) First day text sent to first name on contact list at _____ am:
 - a. Name: _____ Number: _____
- 2) No response received to text so called first name on contact list at _____ am
- 3) No contact made so rang down contact list
 - a. Name: _____ Number: _____
 - b. Name: _____ Number: _____
 - c. Name: _____ Number: _____
 - d. Name: _____ Number: _____
- 4) No reply so sent second text and email to first and second contacts at _____ am
- 5) Other agencies involved with child:

- 6) Any information from MAST? _____
- 7) A Home Visit was made at _____ am to the following address:

By (please tick):

- a. School []
- b. Other agency (please specify) _____ []
- c. It has not been possible to do a Home Visit []

Comments regarding home visit or reason why home visit has not been done:

Child is assessed as Low/Medium Risk

Appendix 4
Pre-Standard Attendance Letter 1

Date

Dear Parents/ carers of pupil *****,

As you aware, attendance in school is compulsory for all pupils of school age. As a school we follow the government guidance regarding actions to be taken if a pupils attendance falls below a certain percentage, this is then known as persistent absentees.

It has come to our attention that pupil attendance has fallen to *****. This is concerning as it indicates that ***** is missing a significant amount of school and therefore is missing out on learning, and risks falling behind his peers. It is vital that you bring pupil to school, on time, every day. We appreciate that children are unwell on some occasions, if this is the case then please notify school by 8:50am each day of the illness. Please also provide school with proof of any doctor's appointments attended as these will be placed on your child's attendance record.

If ***** has another absence, school will contact you regarding further actions.

Below is an up-to-date summary of your child's current attendance.

Name	Attendance	Sessions Missed	Lates
pupil	%	(days)	0

Please contact school directly if you have any questions or require any further support.

Yours sincerely;

Head of School

Appendix 5

Standard Attendance Letter 2

Date

Dear Parents/ carers of pupil *****,

Following our telephone contact on *****, regarding ***** attendance. As you aware, attendance in school is compulsory for all pupils of school age. As a school we follow the government guidance regarding actions to be taken if a pupils attendance falls below a certain percentage, this is then known as persistent absentees.

As discussed during our telephone call, ***** attendance has fallen to *****. This is concerning as it indicates that ***** is missing a significant amount of school and therefore is missing out on learning, and risks falling behind his peers. It is vital that you bring pupil to school, on time, every day. We appreciate that children are unwell on some occasions, if this is the case then please notify school by 8:50am each day of the illness. Please also provide school with proof of any doctor's appointments attended as these will be placed on your child's attendance record.

If ***** has another absence, we will invite you into school to discuss in further detail.

Below is an up-to-date summary of your child's current attendance.

Date	Name	Attendance	Sessions Missed	Lates
Previous correspondent information	pupil	%	(days)	0
Current information				

Please contact school directly if you have any questions or require any further support.

Yours sincerely;

Head of School

Appendix 6
Standard Attendance Letter 3

Date

Dear Parents/ carers of pupil *****,

Following my previous communications regarding ***** attendance, I would like to invite you into school on:

Date:

Time:

This meeting is being held discuss the barriers to improving **** attendance and look at further support that can be offered.

As you aware, attendance in school is compulsory for all pupils of school age. As a school we follow the government guidance regarding actions to be taken if a pupils attendance falls below a certain percentage, this is then known as persistent absentees.

Below is an up-to-date summary of your child's current attendance.

Date	Name	Attendance	Sessions Missed	Lates
Previous correspondent information	pupil	%	(days)	0
Previous correspondent information				
Current information				

Please contact school to acknowledge your attendance at this meeting, ask any questions you may have or ask for any further support in this matter.

Yours sincerely;

Head of School

Appendix 7
Standard Attendance Letter 4

Date

Dear Parents/ carers of pupil *****,

Following my previous communications regarding ***** attendance, I would like to invite you into a second meeting in school on:

Date:

Time:

This meeting is being held discuss the barriers to improving **** attendance and look at further support that can be offered. The Educational Welfare Officer for Calderdale Council will also be attending this meeting. They will also offer advice and support with the barriers to improving ***** attendance.

As you aware, attendance in school is compulsory for all pupils of school age. As a school we follow the government guidance regarding actions to be taken if a pupils attendance falls below a certain percentage, this is then known as persistent absentees.

Below is an up-to-date summary of your child's current attendance.

Date	Name	Attendance	Sessions Missed	Lates
Previous correspondent information	pupil	%	(days)	0
Previous correspondent information				
Previous correspondent information				
Current data				

Please contact school to acknowledge your attendance at this meeting, ask any questions you may have or ask for any further support in this matter.

Yours sincerely;

Head of School

Appendix 8

Referral for Local Authority Fine Letter

Holiday request in term time (consecutive days)

Date

Dear Parents/carers,

Thank you for your letter, as you are aware attendance at school is compulsory and therefore your request for dates
***** for a family holiday, will be recorded as unauthorised.

As this holiday is for * consecutive days, I will be referring you to the local authority who may decide to issue a fine.

Yours sincerely,

Head of School

Unauthorised absence (not consecutive days)

Date

Dear Parents/carers,

Following communication regarding unauthorised absences, pleased be advised that a referral has now been made to the local authority who may decide to issue a fine.

If you have any questions on this matter, please contact me directly.

Yours sincerely,

Head of School