Attendance and Punctuality Policy
2026 - 2027

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Section 1: Rationale

1.1 Statement of intent

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

As the schools is part of the Wellbeing and Mental Health in Schools (WAMHS) programme, the school's provision is informed and aligned to the following framework, as set out by Hackney's 'Guidance for schools and support services' guidance on Emotionally Based School Avoidance (EBSA), also known as Emotionally Based School Non-Attendance (EBSNA) see below:



1.2 Why Regular Attendance is so important

Learning and wellbeing:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of a school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying
- Failing to attend school on a regular basis will be considered a safeguarding matter

Section 2: Operating the Policy

2.1 Our Aims:

- To ensure that every child is safeguarded and their right to education is protected
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality
- To raise standards and ensure every child develops and achieves, through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance; acting early to address patterns of absence
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them
- To work with external agencies, in order to address barriers to attendance and overcome them

2.2 Roles and responsibilities for attendance/punctuality

Promoting Good Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

The school will publish each class's attendance percentage in its bi-weekly newsletter in to promote and celebrate good attendance. Attendance data is reported to parents and carers during Parents' Evenings by class teachers, who are kept informed of the attendance data for each child in their class. This is part of an ongoing dialogue with families and the end of year percentage score is indicated in the annual end of year report.

Legal obligations:

- Parent(s)/carer(s): To secure education for their children, whether at school or otherwise and send them to school regularly once they are on the register
- The School: To register attendance and notify the Local Authority of absence from school
- The Local Authority: To provide education and to enforce attendance

Responsibilities of classroom staff

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs
- To complete the daily class attendance register with the pupils'
- To keep accurate and up-to-date daily records of pupil attendance through the Arbor register system
- Take a formal register of all pupils twice a day. This is done on the school's Arbor system between 9:00 and 9:10 and at 1:30pm
- To regularly remind children and parents about the importance of good attendance
- To provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- To establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs
- When required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- To work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these
- To feed back to parents about pupil attendance and punctuality regularly and at Parents' Evenings

Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Children should only be kept at home, if they have a serious illness or injury. If this is the case, parents should contact the school first thing and leave a message on the phone or via email. If a child has a minor illness e.g. mild headache, stomach-aches etc. parents should inform the school and bring their child in. If the child doesn't get any better, school will contact the parent/carer straight away, to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know in advance and complete an absence request form. Wherever possible, pupils should be brought back to school after appointments. Pupils should miss as little time as possible.

Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day
- Not arrange medical and dental appointments in school time if possible
- Telephone to inform the school to on the first day of absence for their child
- Provide an explanation of any absence
- Discuss with the Headteacher, any planned absences well in advance and complete an absence request form.
- Promote a good attitude to learning
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning

Responsibility of the Headteacher and the role of Governors

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils.

2.3 Absence Procedures

First Day Absence:

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- contact us as soon as possible on the first day of absence; 0207-254-4014 / admin@williampatten.hackney.sch.uk

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance. If we cannot contact you, we will use the emergency contact provided. In some circumstances, we might at this stage, carry out a home visit to check on wellbeing.
- Record the absence on the school's internal database - arbor.
- Invite you in to discuss the situation with the Headteacher if unexplained and / or frequent absences occur

Second Day Absence:

We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family. If contact has not been established on the second day of absence, and a home visit has not already taken place, a member of the SLT will visit the family home to try to establish contact. If contact is not made, the school is required to start child missing in education procedures and will inform the local authority, as well as the police.

Pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic interventions, should absence affect attainment.

In some instances, we will make a further telephone on each day of your child's absence, even when we have established contact on the first day of absence. This is to check on your child's wellbeing and establish more specific detail about the reason for absence, if this was ambiguous at the time of the first call.

The above procedures apply throughout the school, across all age phases, including the EYFS.

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Help us to help you and your child by making sure we always have an up to date number - if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

School Attendance Support Team (SAST)

The School Attendance Support Team (SAST) provides advice and guidance to families, schools and other agencies about attendance matters.

The team helps with problems affecting your child's attendance at school and can advise on educational needs or difficulties. The SAST steps in if your:

- child's attendance is poor
- child has problems or difficulties which affect their attendance.

The School will contact you first to try to resolve these difficulties before referring your child to the SAST.

Each school has a named School Attendance Officer (SAO) from the local authority who understand local and national issues and can adapt advice to meet individual pupil needs. The SAO helps to resolve any difficulties, and advises and informs parents of the legal responsibilities of everyone involved.

Contact the SAO

Parents or children may wish to contact the SAO themselves to ask for help or information. They are independent of the school and will give impartial advice. If you are concerned about your child's attendance, call the SAO on 020 8820 7288 or you can arrange access through the school.

Lateness:

Poor punctuality is not acceptable. Lateness not only disrupts the learning of the child who is late, but also interrupts the class who has started their lesson. Additionally, updating registers after they have been submitted causes unnecessary delays and inconvenience for the school office. If your child misses the start of the day, they can miss vital information and news about the day, as well as the opportunity to regulate at the start of the day with their class. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and encourage future absence.

The school day starts promptly at 9:00am, and it is our clear expectation that all children are in their classrooms ready to begin learning by this time. To support this, the gates at Dynevor road and Lancell Street are opened ~~by the site team~~ at 8.50am and will close at 9am. A member of the SLT will greet the children on their arrival at the school gate or at the door to the First Aid area, where children come in. ~~This door will close at 9:05am.~~ After this time, children will need to enter through the main entrance and be signed in at the office and registered as late.

Punctuality is an important life skill that we aim to instil in all our children and arriving on time helps to build responsibility and good habits for the future.

If a child has 5 or more registered lates over one half term, the school will send a message at the beginning of the next half term (see Template 1).

If punctuality does not improve, a meeting will be organised between parents/carers and the Headteacher as appropriate.

Please ensure that your child is collected promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school will take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

Leavers

If your child is leaving our school (other than when transferring to the secondary school) parents are asked to:

1. Provide the school with comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing
2. If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Summary of Procedures

Daily Procedures	**By whom**	**Outcome/action**
Parents ensure that pupils arrive at school on time.	Parents/carers	Children's attendance 97% or better
Parents inform school by 9:30am if their child is absent that day.	Parents/carers	Designated member of office staff update registration
Pupils arriving late at school are registered at the reception by the designated member of office staff.	Designated member of office staff responsible for late registration	Absence mark on Arbor amended to a late mark by designated member of office staff.
Teachers record attendance using Arbor. This is done between 9:00am and 9:10 and again after 1:30pm.	Teachers	Staff use a paper register if required.
Class registers are checked following registration at the start of the school day.	Designated member of office staff	All registers are completed.
A record of identified absent children is printed and if the parent has not contacted the school, each child's absence is verified through visits to each of the classes where a child has been marked absent.	Designated member of office staff in collaboration with class teachers.	Absences verified.
A text message is sent by the school to the parents/carers of children confirmed absent. This is then followed up by a phone call. If there remains no dialogue between the school and parent at this stage, the absence is recorded as unauthorised.*	Designated member of office staff.	Contact with parent/carer actively sought and absence is preliminarily categorised.

*If contact hasn't been made with the parent/carer, the school will use the emergency contact provided.	Designated member of office staff to contact emergency contact and notify headteacher of outcome.	Reason for absence verified wherever possible. In some circumstances, the school will carry out a home visit to check on wellbeing.
Parents provide reason for absence on child's return	Parent	Absence details are updated on the school's database (arbor) by the designated member of office staff.
Ongoing Absence	**By Whom**	**Outcome/action**
If a child is absent for a second day, the Headteacher is notified and further attempt made to contact parent/carer and emergency contact if the parent/carer is not contactable. If contact was made on the first day of absence, but there remains some uncertainty as to the precise reasons for the absence, a second call will be made.	Designated member of office staff in collaboration with the Headteacher/SlT.	Reason for absence verified wherever possible.
If parent/carer or the emergency contact has not been established, the school will make enquiries with known friends and wider family.	Designated member of office staff to inform Headteacher, Headteacher, prior to school's contact with known friends and wider family.	Reason for absence verified wherever possible.
The Headteacher or a member of SLT will visit the home address of the child. If contact is not established, the school will contact the local authority and the police.	SLT to take responsibility for home visit and referral to professional bodies.	Home visit and referral to professional bodies if contact with parent/carer not made.
Weekly Procedures	**By Whom**	**Outcome/Action**
Class data is collated from Arbor to complete the weekly absence report proforma. This enables comparison at the end of each week.	The designated member of office staff saves this in the attendance folder on the school's admin drive. Here it can be accessed by all members of the SLT and Inclusion Team. Particularly low data from a class or classes is flagged by the designated office member.	Class attendance data is published in the bi-weekly newsletter to celebrate classes with high attendance. The Headteacher, with support from SLT, investigates the context of the data with follow-up as appropriate.
If a child has been absent for 5 days, and this spans more than one school week, this is flagged to the Headteacher.	Designated member of office staff to notify the Headteacher if a child's absence reaches 5 days and spans more than one week.	The Headteacher will follow up directly with the family as required. A record of correspondence will be kept on Arbor.
Bi-weekly Procedures	**By whom**	**Outcome/action**

Data from arbor is collated to complete a fortnightly attendance report. This flags children's whose attendance falls within the ranges of 90-95%, 80-89% and below 80% and identifies the SEND and PPG children. Fortnightly attendance for each class is published in the Patten Pages and is colour coded to reflect expectations.	Designated member of office staff.	The Headteacher will monitor and oversee communication with families of children whose attendance is a concern.
Half Termly Procedures	**By whom**	**Outcome/action**
Step 1 Children whose attendance falls below the target threshold of 81% - 90% are identified from attendance data. **Step 2** The data of students who had extenuating circumstances is removed (For example, if a student was ill). **Step 3** A list of personalised messages is generated with the number of days missed, within the first three days of the start of term (Template 2). **Step 4** *A message is sent by the school at the beginning of the half term, with the number of absence days recorded over the previous half term (Template 2). **Step 5** This is repeated at the beginning of each half term.	*Designated member of office staff to generate data from arbor and send the list of families to receive correspondence to the Headteacher, **prior to the communication being made**.	A message is sent by the designated member of office staff. A list of the families who will receive this communication is provided to the Headteacher in advance of the message being sent. Child's attendance continues to be monitored. If there is no improvement, parents/carers are required to attend a meeting with the Headteacher.
Children whose half termly attendance has fallen below 80% are called to the school for a meeting with the Headteacher.	Designated member of office staff to refer specific attendance data to Headteacher and parent/carer called to the school in collaboration with Headteacher.	A plan of action is agreed between parents/carers and the Headteacher to improve attendance. Child's attendance continues to be monitored and outside agencies involved if

		attendance continues to be a concern.
Data from arbor is collated to monitor the attendance of: ● SEN children; ● Children with an EHCP; ● EAL children; and ● PPG children Comparative gender and ethnicity data will also be collated.	Designated member of office staff collates the data electronically and emails it to the SLT and SENDCo. Data is saved in the attendance folder on the school's shared admin drive.	Data is analysed to identify concerns in attendance of potentially vulnerable groups to inform whole school actions to support families and improve attendance of these children. It is also used to monitor the impact of interventions. This information is shared with Governors.
End of Term		**Outcome/action**
The Headteacher emails the parents of all children whose attendance is below 95%.		Attendance concerns are communicated, so that parents and carers understand the school's expectations for attendance.

- National attendance data is consulted regularly by the school to give further context to its own attendance data and to inform attendance target setting (https://explore-education-statistics.service.gov.uk/find-statistics/pupil-attendance-in-schools).

IMPORTANT: Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.

Section 3: Recording and Monitoring

3.1 Recording absence

Teachers take a formal register of all pupils twice a day. This is done on the school's arbor system between 9:00 and 9:10am and at 1:30pm.

Every half-day absence from school has to be recorded and classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Hackney Learning Trust using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best addressed collaboratively between the school, the parents and the child. If your child is reluctant to attend, it is advised that this is communicated to the school at the earliest opportunity. If the child is

allowed to stay at home, this can establish a cycle which can become a difficult to break. It can also prevent a longer term solution being found more quickly.

3.2 Persistent Absenteeism and Lateness:

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' full support and cooperation to address this.

The calculation for this is:

- [A pupil's individual overall absence **divided** by a pupil's individual possible sessions] multiplied by 100. If this is greater than or equal to 10, the pupil is classified as persistently absent.

Absence is categorised as 'severe' if a child misses 50% more of school.

Schools are legally required to share information from their registers with the local authority. This includes:

- The name and address of any pupil who fails to attend school regularly or has missed school for 10 days or more without the absence being recorded as authorised.

Local authorities may seek, and schools are expected to provide, more frequent data where it is essential to fulfilling their obligations under the Education Act and the expectations set out in the new guidance. This allows local authorities to facilitate quicker, more efficient joint working and better target their area wide attendance strategy.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of falling into this category is given priority and you will be informed of this immediately.

At the end of each half term, if a child's attendance data shows that their attendance is between 81% - 90% and no specific circumstance is on record to explain this, you will receive a message from the school at the beginning of the next half term.

If the child's attendance percentage has not improved, by the end of the following half term, the parents/carers will be called to a meeting with the Headteacher.

If a child's attendance has fallen below 80%, the parent/carer will be called to a meeting with the Headteacher at the school.

At the end of each half term, data from SIMS is collated to monitor the attendance of SEN, EAL and PPG children, as well as to enable gender and ethnicity comparison. This data is analysed to identify concerns in attendance of potentially vulnerable groups to inform whole school actions to support families and improve attendance of these children.

Over each half term, if your child has been registered late on 5 or more occasions, the school will send a message at the beginning of the next half term (Template 1, p12). If there is no improvement during the next half term, a meeting will be organised between the parents/carers and the Headteacher. You can approach us at any time if you are having problems getting your child to school on time.

Section 4:

4.1Absence Requests

The school recognises and values the diversity of its community and also that many children have family members abroad. The school is committed to working with families to support according to individual needs and circumstances. Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Pupil Registration) (England) Regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this, as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an application form the school office in advance and before making any travel arrangements. Only the Headteacher may grant leave in term time where the circumstances are exceptional. Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/children, please complete the required form, which you can obtain from the school office. The Headteacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

Please note:

- Requests that your child be absent in the days before or after a school holiday, to either accommodate travel or extend the holiday arrangements themselves, will **not** be considered as reasonable by the school. Whilst the school appreciates that travelling during term time is more expensive, as stated above, there is no legal entitlement for time off in school term time to go on holiday. Holiday travel is expected to take place outside of term time.
- Late return to school following a school holiday, as a result the child/family being on holiday, is not an acceptable reason for a child to be absent from school. This also applies to related absence on the final day, or within the final week, of a term.

4.2 Absence through child participation in public performances, including theatre, film or television work and modelling

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

4.3 Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely

to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

4.4 Absence through access to private tuition

In the vast majority of cases where parents wish their children to access private tuition, this will happen outside of school hours. There may be exceptional circumstances where this is not possible. Written requests must always be submitted in advance and authorisation for an absence during school hours will be entirely at the Headteacher's discretion. If permission is given, the arrangement will be a formal one with days and times agreed and adhered to, and changes may only be made in advance and with the Headteacher's permission.

4.5. Absence through access to health services

Absence would be authorised for a child accessing a course of treatment through any branch of the National Health Service including specialist speech and language therapy and CAMHS (Children and Adolescents Mental Health Services). Absence may also be authorised for a child attending a course of therapy through an independent support agency such as an independent adoption support agency.

Section 5

5.1 Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. If a child is off school 3 or more times within the 3 years parents will not be fined but may be taken to court. This could

result in a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also issue a Parenting Order.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £120.

5.2 Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence." The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.
Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

Templates

Half Term Lateness Follow-up

Template 1:

Dear {Parent Name}. Last term, {Student Name} had {Number of days late in previous term} recorded lates at the beginning of the school day. Lateness can impact on your child's school routines, and the learning that takes place at the beginning of the school day. This term is a fresh start and we appreciate your support in getting {Student Name} to school on time every day.

Half Term Absence Follow-up

Template 2:

Dear {Parent Name}. Last term, {Student Name} missed {Number of days missed in previous term} days of school. School attendance is more important than ever, and absences can have lasting effects on learning. This term is a fresh start and we appreciate your support in getting {Student Name} to school every day.

Example - End of Term Absence Email

Dear parent of…

Following the latest register check at the end of last term I am writing to inform you that your child's attendance is currently below the expected level.

Please find attached your child's attendance certificate for the current academic year up to 20th March 2026. The expected level of attendance for a child is 95%. While I appreciate that some absence may be due to illness, your child has currently missed just under 10% of their education so far this year.

We hope to see an improvement in attendance before the end of the academic year and would appreciate your support in helping to achieve this. Regular attendance is essential for your child's progress and overall school experience.

Best wishes

Karen

Example - End of Term Persistent Absence Email

Dear parent of ……..

We monitor attendance regularly and identify any child whose attendance is a cause for concern. The last check was on 10th December 2025. The national expected level of attendance is 95% or above.

…….. current level of attendance is 85**%** and is therefore a concern.

An attendance level of 90% or below means your child is classed as a Persistent Absentee (PA) as they have missed 10% of the school sessions they should have attended.

We appreciate that this was in part due a authorised absence following a bereavement but we are expecting an increase in your child's attendance level for rest of this term and it will be reviewed before the end of the half term holiday in February, to see if it has improved.

I have attached your child's attendance print out.

Yours sincerely

Karen

Attendance Codes (from August 2024)

Code	Meaning	Type
/ \	Present at the school / morning \ afternoon	Present Mark
B	Attending any other approved educational activity - Alternative Provision not arranged through the approved framework	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school - Attending Sheffield Inclusion Centre - Attending Alternative Provision at another school site - Chapel House / Becton Outreach / CAMHS Lodges - Hospital education - Education at a secure / residential site - Off-site direction / managed move	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark

X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence

References

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

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Increasing attendance with parent messages – Supportive 'how-to' guide for schools | The Behavioural Insights Team (bi.team) 2022
- Improving school attendance: support for schools and local authorities - GOV.UK (www.gov.uk)
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf
- https://search3.openobjects.com/mediamanager/hackney/fsd/files/emotionally_based_school_avoidance_ebsa_.pdf
- School attendance and absence: Legal action to enforce school attendance - GOV.UK

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and is linked to the school's Safeguarding Policy.

This policy is reviewed annually by the Governing body

Policy Reviewed: September 2026
Policy Review Date: September 2027