



|                    |                                                               |
|--------------------|---------------------------------------------------------------|
| <b>POLICY</b>      | <b>Attendance</b>                                             |
| <b>APPROVED BY</b> | <b>Curriculum, Standards, Wellbeing &amp; Ethos Committee</b> |
| <b>ADOPTED</b>     | <b>September 2025</b>                                         |
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**Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."**

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For the purpose of this policy, a parent means:

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person.
- Any person who has care of a child or young person (i.e. lives with and looks after the child).

## 1. Statement of intent

Holy Trinity CE Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with Parents have a duty to promote full attendance at Holy Trinity CE Primary School.

## 2. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the 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 2024 \(legislation.gov.uk\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. Roles and responsibilities

### 3.1 The Governing Body

The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.

- Making sure staff receive adequate training on attendance.
- Holding the Headteacher to account for the implementation of this policy.

The link Governor for attendance is Mr Alan Mills.

### 3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school.
- Developing and maintaining a whole school culture that promotes the benefits of high attendance.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

### 3.3 The Designated Senior Leader responsible for attendance

The Attendance Officer is our Designated Senior Leader who is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement with a clear policy which all staff, pupils and parents understand.
- Benchmarking attendance data to identify areas of focus for improvement.
- Devising specific strategies to address areas of poor attendance identified through data.
- Evaluating and monitoring expectations and processes.
- Producing regular attendance reports and reporting concerns about attendance to the rest of the Senior Leadership Team.
- Building strong relationships with families, working with them to remove barriers to attendance.
- Working with education welfare officers to tackle persistent absence.
- Arranging calls and meetings with parents to discuss attendance issues and draw up Attendance Agreements where necessary.
- Informing parents of their child's attendance figure if it falls below 90%.
- Delivering targeted intervention and support to pupils and families.

The designated Senior Leader responsible for attendance is Sarah Hudson who can be contacted via the school office.

### 3.4 Class Teachers

- Teachers are responsible for recording attendance on a daily basis using the paper registers and using the correct codes listed in the register folders to mark pupils present, absent or late. **Marking the attendance registers twice daily is a legal requirement.**
- The registers must be brought to the school office before the beginning of worship (9.10am at the latest) and by 1.30pm at the latest in the afternoons.
- If Teachers/Staff are informed by a parent that a pupil will be absent, they should direct them to the school office to complete a Leave of Absence Form.

### 3.5 School Staff

At Holy Trinity CE Primary School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

Improving attendance is everyone's business. It cannot solely be the preserve of a single member of staff, it must be a concerted effort across all teaching and non-teaching staff in school.

The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families.

The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn. It is therefore the responsibility of all staff to help achieve this.

Staff should all try to build strong and trusting relationships with pupils and parents to help remove any barriers to attendance, working together to put the right support in place.

### 3.6 School Office staff

School Office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Keep attendance and lateness records up to date.
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call once the registers have been checked and the corresponding form completed.
- Where there has been no communication, correspondence will begin with parents requesting reasons for absence.
- Note the details from contact with parents on CPOMs if there are any concerns or if there are repeating patterns.
- The appropriate attendance code is entered into the register (see National Attendance Codes)

### 3.7 Parents

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

Parents are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8.45am on the first day of absence and each subsequent day of absence and advise when they are expected to return. **This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known.**
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day and if this cannot be achieved then they provide proof of the appointment to go on the child's file.
- If they arrive late with their child, they must report, to the school office where the reason for lateness is recorded, and loss of learning time calculated and shared.

Parents should also be aware that the pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the Key Stage compared to those with the lowest attainment.

Good attendance is vital for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time by 8.45am.
- Support their parents in getting them to school on time, by helping to get themselves ready as much as is age-appropriate.

## 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 first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.45am on each school day. The register for the first session will be completed by 9.10am. The register for the second session will be taken by 1.30pm at the latest.

## 4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by calling the school office (see also section 7).

If parents call before the start of the school day, they can leave a message which will be picked up by the office staff.

We will mark absence due to illness as authorised, unless the school has a genuine concern about the authenticity of the illness or unless the child is classed as a Persistent Absentee (absence of 10% or more).

If the authenticity of the illness is in doubt, and/or the pupil's absence is 10% or more, the school will ask the pupil's parent to provide **medical** evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence, however this evidence must be medical, we cannot accept photos of your child as evidence. We will not ask for medical evidence unnecessarily.

The Headteacher is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. Equally, if no explanation is received, absences will not be authorised.

If your child accrues 5 or more unauthorised absences, they are likely to receive a letter from the Local Authority who will set a period during which your child cannot be absent between. If they are absent within this window, then a fine will be issued.

## 4.3 Planned absence

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

However, we encourage parents 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.

Parents must complete a Leave of Absence form for any other form of planned absence. These forms are accessible from the front office.

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

## 4.4 Lateness and punctuality

The register is taken at the start of morning sessions and the start of afternoon sessions. Pupils arriving after these times must enter school by the main entrance and report to the school office where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

Punctuality is important, learning time starts as soon as the pupils enter the school grounds with their daily Walk a Mile task beginning at 8.45am. Persistent lateness could affect your child's learning and will be challenged by the Headteacher/SLT.

A member of SLT will monitor this weekly and inform parents when their child has missed more than 10 minutes of learning time due to lateness.

Reasons for lateness will need to be recorded by the pupil's parent at drop off.

The register will close at 9:10am and 5 minutes after the afternoon session starts. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents by the Headteacher/SLT via a phone call, letter or meeting, and could provide grounds for prosecution or a Penalty Notice.

### Penalty Notice Proceedings for Lateness

**Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from June 2020 when:**

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 20 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 20-day period, a Penalty Notice(s) will be issued (one per parent per child).
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

## 4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school office would upload details of this on CPOMs for a DSL to investigate. If this continues for two or more consecutive days, with no communication from the pupil's parents, this may become a safeguarding issue and home visits may be carried out.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- Arrange a follow up meeting with the Attendance Lead and a member of the Senior Leadership Team to remind parents of our policy and expectation that they inform the school and to draw up targets as part of the Attendance Agreement.

## 4.6 Reporting to Parents

The school will inform parents about their child's attendance and absence levels if their attendance falls below 95% and/or if their punctuality needs addressing.

## 5. Authorised and unauthorised absence

## 5.1 Approval for term-time absence

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

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time.

'Exceptional circumstances' could include:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific illness e.g. poorly/unwell.
- Absence of siblings if one child is ill.
- Oversleeping.
- Inadequate clothing/uniform.
- Confusion over school dates.
- Medical/dental appointments of more than half a day without very good reasons.
- Child's/family birthday.
- Shopping trip.
- Family Holidays (with some rare exceptions).

Any request should be submitted as soon as it is anticipated and, where possible before the absence, and in accordance with any leave of absence request form, accessible via the School Office. The Headteacher may require evidence to support any request for leave of absence.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions.

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

The Headteachers decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively. If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

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. Please note, the school will ask for evidence of this in order to authorise the absence. If necessary, the school will seek advice from the parents' 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.
- To take part in approved public performance. No more than two school days within an academic year will be authorised for this.
- Exceptional Circumstances to be authorised by the Headteacher.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

## 5.2 Legalities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

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

## 5.3 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age and in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive.

Where Penalty Notices are imposed, the first penalty notice issued to the parent for a child will be charged at £80 if paid within 21 days, rising to £160 if paid between days 22 and 28. A penalty notice can be issued to each parent believed to be liable for the offence or offences. Part payments or payment plans are not acceptable and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second notice is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

When paying a penalty notice fine, parents are essentially agreeing to an out of court settlement in respect of the unauthorised absences to which the notice refers. Payment in full against the penalty notice discharges the parent's legal responsibility for the period of unauthorised absence outlined in the Notice and the parent cannot be subsequently prosecuted for that period.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

After the appropriate request for a Penalty Notice is received, the KCC Inclusion and Attendance Service will issue a warning letter setting out a 20-school day improvement period, during which no unauthorised absence is to be recorded. This is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

If unauthorised absence is recorded during the 20-day period, a Penalty Notice will be issued (one per parent per child).

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where a suspended pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

## 6. Children Missing Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

## 7. Strategies for promoting attendance

Holy Trinity CE Primary believes that positive reinforcement and incentives best support the drive for good attendance.

We support and deliver the following strategies to promote good attendance:

- For individual pupils whose parents struggle to encourage them to come to school, the child will be given their own weekly Star Chart as an incentive. If they have 100% attendance that week, they will get 3 house points.
- As a part of the weekly Celebration Assembly, the class with the highest attendance will get to keep the trophy in their classroom for the week which equates to a class star. This will be recorded on the newsletter for all to see.
- Termly Attendance stickers will be awarded to pupils who have 100% attendance for the whole term.
- Pupils who have 100% attendance for three consecutive terms will be part of our '100 Club.' At the end of each third term, there will be a raffle for the pupils in '100 Club' where they have a chance of winning a voucher.
- At the end of the year, a 100% attendance badge will be awarded to pupils along with a sticker for those who have 100% attendance for the whole year. This will equate to 4 house points per child and those pupils will be entered into a raffle for a prize.

We also like to promote improvements in attendance, for those pupils and families who are making a conscious effort to be in school more and on time, not just those achieving 100%.

To do this we:

- Analyse data from persistent absentees (pupils who have a percentage attendance of 90% or less) to decipher which pupils have an improved percentage attendance for the term.
- These pupils are recognised in the end of term Celebration Assembly and are presented with an Attendance Certificate.
- Parents are also sent an improvement recognition letter.

## 8. Attendance monitoring

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

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.

### 8.1 Stages for Managing Poor Attendance

We use A Star Attendance to implement our 4-stage monitoring process:

**Stage 1** – Pupils who have an attendance figure below the school's expected threshold of 95%. A letter will be sent out reminding parent/carers of the importance of good attendance.

**Stage 2** – Pupils who continue to have attendance below the school's threshold and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding the absence. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have around their child's school attendance.

**Stage 3** – Pupils continue to show little, or no improvement and attendance has not reached 90% or above. A letter will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided. Absence will not be authorised without medical evidence.

**Stage 4** – Pupils who have not passed the 4-week monitoring period will be considered for referral to the local authority.

Pupils with 95 - 100% attendance – No action needed unless patterns in absence or punctuality are emerging.

- Where no or little improvement has been seen throughout our 4-stage monitoring process, parents will be invited into school for a formal meeting where we will draw up an Attendance Agreement with targets to improve agreed together.
- Where the level of absence has not improved and there are unauthorised absences, the school will be within their rights to make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door as a strategy to help support families with improving their child's attendance. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

## 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## 8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Class Teachers and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## 8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school.

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow procedures prior to referral and parents will be notified in writing.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings **need to** be attached to the completed AS1 referral form with any other relevant information.

**Local Authority Action may include:**

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

Severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Attendance letters sent home.

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Designated Senior Leader responsible for Attendance. At every review, the policy will be approved by the full Governing Body.

## **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

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

| Code      | Definition                    | Scenario                                                                        |
|-----------|-------------------------------|---------------------------------------------------------------------------------|
| <b>I</b>  | Present (am)                  | Pupil is present at morning registration                                        |
| <b>I</b>  | Present (pm)                  | Pupil is present at afternoon registration                                      |
| <b>L</b>  | Late arrival                  | Pupil arrives late before register has closed                                   |
| <b>B</b>  | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school   |
| <b>D</b>  | Dual registered               | Pupil is attending a session at another setting where they are also registered  |
| <b>J1</b> | Interview                     | Pupil has an interview with a prospective employer/educational establishment    |
| <b>P</b>  | Sporting activity             | Pupil is participating in a supervised sporting activity approved by the school |
| <b>V</b>  | Educational trip or visit     | Pupil is on an educational visit/trip organised, or approved, by the school     |
| <b>W</b>  | Work experience               | Pupil is on a work experience placement                                         |

| Code                      | Definition                                                                                     | Scenario                                                                                                       |
|---------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Authorised absence</b> |                                                                                                |                                                                                                                |
| <b>C</b>                  | Authorised leave of absence                                                                    | Pupil has been granted a leave of absence due to exceptional circumstances                                     |
| <b>C1</b>                 | Leave of absence for the purpose of participating in a regulated performance                   | Pupil has a performance contract or a role that requires them to attend rehearsals and shows                   |
| <b>C2</b>                 | Authorised leave of absence for a compulsory school age pupil subject to a part-time timetable | It may be in the pupil's best interest to have a temporary part-time timetable to meet their individual needs. |
| <b>E</b>                  | Suspended or permanently excluded                                                              | Pupil has been suspended or permanently on disciplinary grounds and no alternative provision has been made     |
| <b>H</b>                  | Authorised holiday                                                                             | Pupil has been allowed to go on holiday due to exceptional circumstances                                       |

|                             |                                        |                                                                                                                                                                                                   |
|-----------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I</b>                    | Illness                                | School has been notified that a pupil will be absent due to illness                                                                                                                               |
| <b>M</b>                    | Medical/dental appointment             | Pupil is at a medical or dental appointment                                                                                                                                                       |
| <b>R</b>                    | Religious observance                   | Pupil is taking part in a day of religious observance                                                                                                                                             |
| <b>S</b>                    | Study leave                            | Year 11 pupil is on study leave during their public examinations                                                                                                                                  |
| <b>T</b>                    | Gypsy, Roma and traveller absence      | Pupil from a traveller community is travelling, as agreed with the school                                                                                                                         |
| <b>Unauthorised absence</b> |                                        |                                                                                                                                                                                                   |
| <b>G</b>                    | Unauthorised holiday                   | Pupil is on a holiday that was not approved by the school                                                                                                                                         |
| <b>N</b>                    | Reason for absence not yet established | 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) |
| <b>O</b>                    | Unauthorised absence                   | School is not satisfied with reason for pupil's absence or no reason has been provided                                                                                                            |
| <b>U</b>                    | Arrival after registration             | Pupil arrived at school after the register closed                                                                                                                                                 |

| <b>Code</b> | <b>Definition</b>                                                       | <b>Scenario</b>                                                                                                                                                                                                                   |
|-------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>X</b>    | Not required to be in school                                            | Pupil of non-compulsory school age is not required to attend                                                                                                                                                                      |
| <b>Y1</b>   | Unable to attend due to transport normally provided not being available | The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. |
| <b>Y2</b>   | Unable to attend due to widespread disruption to travel                 | Unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.                                                                                                   |
| <b>Y3</b>   | Unable to attend due to part of the school premises being closed        | Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.                                |
| <b>Y4</b>   | Unable to attend due to the whole school site being unexpectedly        | Where a school was planned to be open for a session, but the school is closed unexpectedly                                                                                                                                        |

|    |                                                                   |                                                                                                                                                                                                                                                   |
|----|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | closed                                                            | (e.g. due to adverse weather)                                                                                                                                                                                                                     |
| Y5 | Unable to attend as pupil is in criminal justice detention        | Unable to attend the school because they are: <ul style="list-style-type: none"> <li>• in police detention,</li> <li>• remanded to youth detention, awaiting trial or sentencing, or</li> <li>• detained under a sentence of detention</li> </ul> |
| Y6 | Unable to attend in accordance with public health guidance or law | The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.                                           |
| Y7 | Unable to attend because of any other unavoidable cause           | An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.                                                                                         |
| 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 Example Initial Concern Letter

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname> Class: <RegistrationGroup>

RE: Initial Attendance Concerns

Dear <ParentalSalutation>

At Holy Trinity CEP School, we take the attendance of our pupils very seriously. A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return and they can find it hard to catch up.

During this routine monitoring of attendance, we have noticed that <LegalForename> has been absent from school for <days> days and therefore has an attendance percentage of <PercentageAttendance>%. This percentage is calculated from <dates> to <dates> and it falls below the expected level of attendance.

At <SchoolName> we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment if they have a good attendance record. The information in our Attendance grid shares the impact that poor attendance can have on your child's educational success.

We are aware that some absences are unavoidable as a result of illness or medical appointments. However, as part of our approach to improve attendance figures for the whole school we feel that it is necessary to inform you of this and ask for your support in promoting good attendance.

Please ensure that over the coming weeks your child's attendance improves to meet the minimum expected level of 95%.

We can support you and your child around any attendance issues you may have therefore please do not hesitate to contact our Attendance Lead Mrs Hudson (Assistant Headteacher) on 01322 224474 should you wish to discuss this further.

Thank you for your cooperation and support with this matter.

Yours sincerely

Mrs V Wall

Headteacher

## Appendix 3 Example Ongoing Concern Letter

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname> Class: <RegistrationGroup>

RE: Ongoing Attendance Concerns

Dear <ParentalSalutation>

At Holy Trinity CEP School, we take the attendance of our pupils very seriously. A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return and can find it hard to catch up.

Since we wrote to you, <LegalForename>'s attendance has failed to improve. A further <days> days have been missed and the attendance figure is now <PercentageAttendance>%, including <NumberOfUnauthorisedAbsences> occasions of unauthorised absence.

I must remind you, it is vital, for safeguarding purposes, that you let us know the reason for your child's absence every day that they are not attending school.

To provide clarity, authorised absence means that school has given approval in advance for a pupil to be away from school or that the explanation offered afterwards by a parent/carer has been accepted. Decisions regarding the authorisation of absences are the responsibility of the Headteacher. Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution.

At Holy Trinity, we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment if they have a good attendance record.

We are aware that some absences are unavoidable as a result of illness or medical appointments. However, as part of our approach to improve attendance figures for the whole school we feel that it is necessary to inform you of this and ask for your support in promoting good attendance.

Due to the current level of absence please note that any future absences relating to illness and/or medical reasons will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes etc. If this evidence is not supplied, your child's absence will be recorded as an "unauthorised" absence. Only in exceptional circumstances will low attending pupils not be monitored, these would be children with medical conditions requiring repeat treatment or who have had a stay in hospital.

To support you and your child, a parent survey has been attached to this letter. Please use this form as an opportunity to provide any further information that may help to understand your child's absence. Please complete and return to the School Office as soon as possible.

Alternatively, please do not hesitate to contact our Attendance Lead Mrs Hudson (Assistant Headteacher) on 01322 224474 should you wish to discuss this further.

We would appreciate your support to make sure your child's attendance improves. We will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Local Authority Attendance Team.

Thank you for your cooperation and support with this matter.

Yours sincerely

Mrs V Wall

Head Teacher

Please complete and return this form to the school office.

| Parent Feedback form: Ongoing Attendance Concerns                                                                                                                       |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Name of Pupil: <LegalForename> <LegalSurname>                                                                                                                           | Class: <RegistrationGroup> |
| Comments: (Please advise of any further details regarding the absence of your child from school. This information will help to review your child's current attendance.) |                            |
| Would you like a follow up call from school? (please state best time available)                                                                                         | Y/N                        |
| Name of Parent/Carer:                                                                                                                                                   | <ParentalSalutation>       |
| Date:                                                                                                                                                                   | <Date>                     |
| Contact Details:                                                                                                                                                        | <SchoolName>               |

## Appendix 4 Example Serious Concern Letter

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname>

RE: Serious Attendance Concerns

Dear <ParentalSalutation>

At Holy Trinity CEP School, we take the attendance of our pupils very seriously. A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away, but they are less prepared for future lessons when they return and they can find it hard to catch up.

Since we wrote to you, <LegalForename>'s attendance has failed to improve and is now <PercentageAttendance>%, this includes <NumberOfUnauthorisedAbsences> occasions of unauthorised absence. This is below the minimum expectation and is having an impact on your child's education. To put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

Your child's attendance will be monitored from <MonitoringStartDate> to <MonitoringEndDate>.

During this monitoring period attendance and punctuality will be recorded daily. Your child will be expected to have 100% attendance unless evidence is provided. Should this not be adhered to, a referral to the Local Authority will be completed.

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. It is your responsibility as a parent to ensure this.

If your child is experiencing any difficulties affecting attendance at school or if you have any queries, please contact our Attendance Lead Mrs Hudson (Assistant Headteacher) on 01322 224474 to discuss this further.

Yours sincerely

Mrs V Wall

Headteacher

## Appendix 5 Example Referral Letter

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Dear <ParentalSalutation>

RE: Referral to the Local Authority Attendance Team

As you are aware under the 1996 Education Act, all parents are required to ensure that a child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any special education needs they may have. It is with extreme disappointment that I must contact you once again about <LegalForename>'s attendance. We have for some time tried to support you to improve <LegalForename>'s attendance in accordance with our school policy by way of letters, telephone contact, meetings etc.

Unfortunately, <LegalForename>'s school attendance is still causing concern. At the date of writing <LegalForename>'s attendance is <PercentageAttendance>% and has attended school on <NumberOfAttendances> occasions out of a possible <NumberOfPossibleSession> <NumberOfUnauthorisedAbsences> of these absences were considered to be unauthorised.

As we have explained previously, a parent can offer an explanation for their child's absence, but the law clearly states that it is the Headteacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified. Our Attendance Policy outlines the procedures for dealing with a pupil's absence and is available to parents via the school website.

As <LegalForename>'s attendance has not improved I have no other alternative but to refer this matter to the Local Authority's Attendance Team. This team has a statutory duty to investigate matters of on-going poor school attendance and to consider formal statutory action.

Under Section 444 of the Education Act 1996, a criminal offence is committed if a registered pupil does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents if a child has missed 10 or more sessions without permission from the school.

I would strongly recommend you cooperate and work with the Local Authority Attendance Service to prevent the need for legal action. If you wish to discuss the content of this letter further, please contact me.

Yours sincerely

Mrs V Wall

Headteacher

## Appendix 6 Improvement in attendance letter

«addressee»

«address\_block»

Dear «salutation»

January 2023

Dear

### Re: Improvement in attendance

As a school we monitor the absence of pupils termly and report on the percentage of attendance for each pupil that falls below 95%. As part of our initiative to improve attendance figures for the whole school, we are informing parents on a termly basis when attendance falls below this figure. We are aware that some absences are unavoidable as a result of illness or medical appointments, which we can support if regular communication and relevant evidence where possible is shared with us.

During our attendance monitoring of this academic year, we have noticed that so far «forename» has an attendance figure of ...

We are pleased to see this improvement from Term \_\_ to Term \_\_ to nearly 90% or above. Whilst this is a step in the right direction, it is still below the expected 95-100% that we would require from all pupils OR

this is now in line with (or above) the 95-100% that we require from our pupils. This is wonderfully positive and is bound to be a contributing factor in your child's success here at Holy Trinity.

If this improvement continues for the rest of the school year, it may also help your child catch up on some of their lost learning time from the previous term. Every minute in school really does count.

We appreciate your continued support in promoting good attendance by working together with the school.

If you have any concerns regarding this matter or we can help in any way, perhaps via our School Nurse or our Family Welfare Officer, please do not hesitate to contact us or arrange a meeting to discuss this further.

Yours sincerely

Mrs V Wall

Head Teacher

## Appendix 7 School letter where it is believed a holiday was taken

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

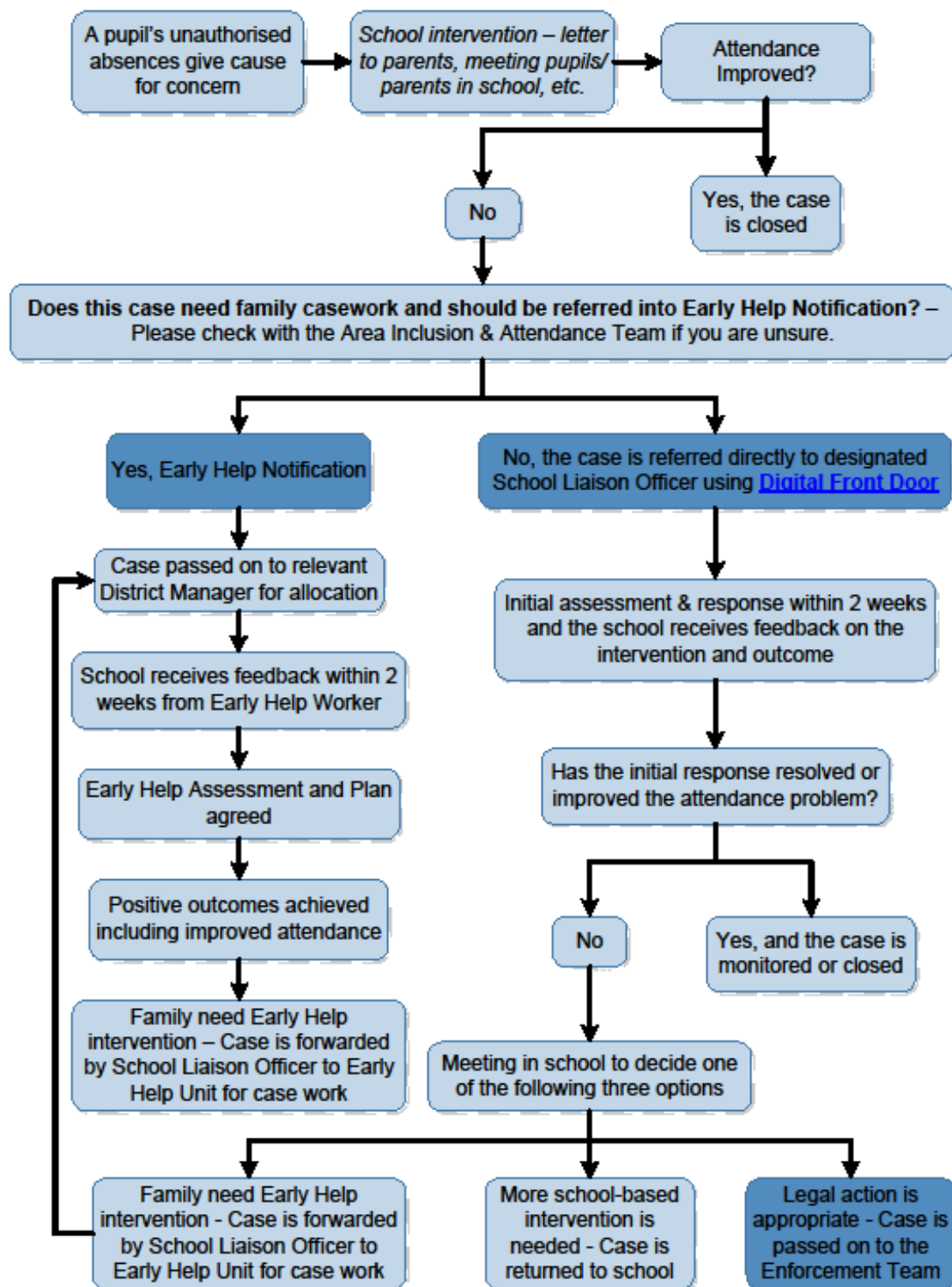
The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child's regular attendance at school. The first penalty notice issued to the parent for a child will be charged at £80 if paid within 21 days, rising to £160 if paid between days 22 and 28. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Mrs V Wall

Head Teacher

### Kent School Referral Pathway – Pupil Attendance



### Appendix 9 End of Year Attendance Chart

**All students should aim for 100% attendance and punctuality**

**“Every day Counts”**

**Your child’s education is your child’s future**

Child’s Name .....

Class .....

| Attendance                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gold<br/>Level 1</b>                     | Attendance is above<br><b>97%</b>        | <p>No action needed.</p> <p><b>This means that your child is absent for less than 6 days a year.</b></p> <p>Pupils in this group are likely to make good progress, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p>                                                                                                                                                                                                                                                                                                |
| <b>Green<br/>Level 2</b>                    | Attendance is <b>95% plus</b>            | <p><u><b>NO ACTION NEEDED</b></u></p> <p><b>10 days absence in the school year means that there is a possibility of missing up to 60 hours of learning time.</b></p> <p>Pupils in this group are likely to achieve well (if they catch up on lost learning time) and form a habit of attending school regularly.</p>                                                                                                                                                                                                                                                                                   |
| <b>Blue<br/>Level 3</b>                     | Attendance is <b>90-94.9%</b>            | <p><u><b>ACTION NEEDED</b></u></p> <p><b>Absence for up to 20 days in each school year is the equivalent to one month, which is a possible 120 hours of lost learning time.</b></p> <p>This amount of absence could make it difficult for your child to make expected progress in learning.</p>                                                                                                                                                                                                                                                                                                        |
| <b>Amber<br/>Level 4</b>                    | Attendance is between<br><b>85-89.9%</b> | <p><u><b>URGENT ACTION IS NOW NEEDED</b></u></p> <p>The Government classes pupils in this group as “Persistent Absentees.”</p> <p><b>Absence for up to 30 days in each school year is the equivalent of <u>6 WEEKS</u>. This means that there is a possible 180 hours of lost learning time.</b></p> <p>Missing this much time will make it extremely difficult for your child to keep up in lessons, make progress and reach their expected levels of learning.</p> <p><b>Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.</b></p> |
| <b>Red<br/>Attendance Alert<br/>Level 5</b> | Attendance is below<br><b>85%.</b>       | <p><u><b>ACTION THAT MAY INCLUDE INVOLVEMENT FROM LOCAL AUTHORITY</b></u></p> <p><b>This amount of absence will seriously affect your child’s learning potential and life chances. Parents may face court action!</b></p> <p>Your child will be missing over 180 hours of learning time this means achieving their expected level of learning is highly unlikely.</p>                                                                                                                                                                                                                                  |

Parent’s Name..... Parents signature .....

## Appendix 10 Termly Attendance Chart



| Attendance                                      |                                             |                                                                                                                                                                                                           |
|-------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gold<br/>Level 1</b>                         | Attendance is<br>above<br><b>97%</b>        | <b>NO ACTION NEEDED</b>                                                                                                                                                                                   |
| <b>Green<br/>Level 2</b>                        | Attendance<br>is <b>95% plus</b>            | <u><b>NO ACTION NEEDED</b></u>                                                                                                                                                                            |
| <b>Blue<br/>Level 3</b>                         | Attendance<br>is <b>90-94.9%</b>            | <u><b>ACTION NEEDED</b></u>                                                                                                                                                                               |
| <b>Amber<br/>Level 4</b>                        | Attendance is<br>between<br><b>85-89.9%</b> | <u><b>URGENT ACTION IS NOW NEEDED</b></u><br><br>Missing this much time will make it extremely difficult for your child to keep up in lessons, make progress and reach their expected levels of learning. |
| <b>Red<br/>Attendance<br/>Alert<br/>Level 5</b> | Attendance is<br>below<br><b>85%.</b>       | <u><b>ACTION THAT MAY INCLUDE INVOLVEMENT FROM LOCAL<br/>AUTHORITY</b></u><br><br><b>This amount of absence will seriously affect your child's learning potential and life chances.</b>                   |

## Appendix 11 Leave of Absence letter

Date:

Dear Parents

Child's Name: .....

Class: .....

Following consideration of your letter requesting leave of absence during term time and the following factors:

- The time of year for the proposed leave of absence
- The length and purpose for the leave of absence
- The circumstances of the family
- The overall attendance pattern of the child

I authorise the leave of absence

From ..... to .....

I do not authorise the leave of absence

From ..... to .....

If leave of absence is taken when permission has not been granted or children return later than agreed then a penalty notice will be considered for 10 or more unauthorised sessions in one term.

Yours sincerely

Mrs V Wall  
Headteacher

## Appendix 12 Attendance Agreement

| <b>Parent Agreement (Initial meeting)</b><br><i>In accordance with the <a href="#">Anti-social Behaviour Act 2003</a></i> |                                        |                                                       |         |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------|---------|
| Date of meeting:                                                                                                          | Time of meeting:                       | Face to face or virtual:                              |         |
| Chair of meeting:                                                                                                         | Role of Chair:                         | Lead professional for parenting contract:             |         |
|                                                                                                                           |                                        |                                                       |         |
| Pupil name:                                                                                                               | Pupil DoB:                             | Year Group:                                           | School: |
| Pupil address:                                                                                                            |                                        |                                                       |         |
| Pupil's attendance % (Sep to present):                                                                                    | Authorised absence % (Sep to present): | Unauthorised absence % (Sep to present):              |         |
| Parent / carer (1) full name:                                                                                             |                                        | Parent / carer (2) full name:                         |         |
| Parent / carer (1) address (if different from pupil):                                                                     |                                        | Parent / carer (2) address (if different from pupil): |         |

|                                                                                                                              |                                  |                                           |                                           |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------|-------------------------------------------|
| Parent / carer (1) Date of birth:                                                                                            |                                  | Parent / carer (1) Date of birth:         |                                           |
| <b>MEETING PARTICIPANTS</b>                                                                                                  |                                  |                                           |                                           |
| <b>Full name</b>                                                                                                             | <b>Role (School, Parent etc)</b> | <b>Present (Y / N)</b>                    | <b>Contact number and email address</b>   |
|                                                                                                                              |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
| <b>BARRIERS TO ATTENDANCE: What are the reasons for the pupil's absences?</b>                                                |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
| <b>REQUIREMENTS FOR PARENT(S): What do/does parent(s) need to do to help unblock the barriers to the pupil's attendance?</b> |                                  |                                           |                                           |
|                                                                                                                              |                                  |                                           |                                           |
| <b>Action point</b>                                                                                                          | <b>Action to be taken</b>        | <b>Who may be able to help with this?</b> | <b>When will this need to be done by?</b> |

|                                                                                                                                                                                         |                                                   |                                                                                    |                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |
| 2                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |
| 3                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |
| 4                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |
| 5                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |
| <b>VOICE OF THE PUPIL: What does the pupil feel they can do to help?</b> <i>(If the pupil attended the meeting and they are age and ability appropriate to be able to participate).</i> |                                                   |                                                                                    |                                                     |
|                                                                                                                                                                                         |                                                   |                                                                                    |                                                     |
| <b>SUPPORT FROM SCHOOL</b>                                                                                                                                                              |                                                   |                                                                                    |                                                     |
| <b>Action point</b>                                                                                                                                                                     | <b>Support to be provided and for whom is it?</b> | <b>Which action in the requirements for parent(s) section does this relate to?</b> | <b>When will this be put in place or completed?</b> |
| 1                                                                                                                                                                                       |                                                   |                                                                                    |                                                     |

|                                                                                              |                                                  |                                                                                    |                                                     |
|----------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>2</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>3</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>4</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>5</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>SUPPORT FROM SERVICES OUTSIDE OF SCHOOL (I.e., multi-agency teams such as Early Help)</b> |                                                  |                                                                                    |                                                     |
| <b>Action point</b>                                                                          | <b>Support to be provided and for whom is it</b> | <b>Which action in the requirements for parent(s) section does this relate to?</b> | <b>When will this be put in place or completed?</b> |
| <b>1</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>2</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>3</b>                                                                                     |                                                  |                                                                                    |                                                     |
| <b>4</b>                                                                                     |                                                  |                                                                                    |                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|--|
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |                                       |  |
| <p><b>ANY OTHER COMMENTS FROM PARTICIPANTS PRESENT:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |                                       |  |
| <p><b>Parental consent to information sharing:</b> I/we understand that information about me/us has been and will continue to be collected by schools and local authority services (where relevant) to assess and provide appropriate support. I understand the school and/or local authority may also use this information for monitoring and safeguarding purposes and information could be shared with external agencies and service providers, without parental consent.</p> <p>A copy of this parenting contract will be circulated to all participants present as well as any relevant professionals unable to attend the meeting. As stated in part (7), section 19 of the <a href="#">Anti-social Behaviour Act 2003</a> a parenting contract must be signed by parent(s) and signed on behalf of the governing body, therefore this contract may be viewed by the chair of governors.</p> <p>Additional information for schools parents and local authorities about parenting contracts can be found in Department for Education guidance, including <a href="#">Working together to improve school attendance</a> and <a href="#">School attendance parental responsibility measures</a>.</p> |                                       |                                       |  |
| <p><b>PARENT DECLARATION</b></p> <p>By signing this contract, I agree to comply with the requirements for parent(s) specified within it for the duration the contract runs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>PARENT (1)</b></p>              | <p><b>PARENT (2)</b></p>              |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>SIGNATURE:</b></p> <p>.....</p> | <p><b>SIGNATURE:</b></p> <p>.....</p> |  |

|                                                                                                                                                                                                                                                                                                                                                                                       |                               |                              |                               |                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|-------------------------------|----------------------------------|
| I am aware that refusal to commit to meeting the expectations set out in this contract may result in its termination and other routes being pursued by the school, including a referral to the local authority which could subsequently lead to prosecution in accordance with the Education Act 1996 444(1), 444(1A); or 444(ZA) in the case of an alternative curriculum provision. | <b>PRINT NAME:</b>            |                              | <b>PRINT NAME:</b>            |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                       | <b>RELATIONSHIP TO PUPIL:</b> |                              | <b>RELATIONSHIP TO PUPIL:</b> |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                       | <b>DATE:</b>                  |                              | <b>DATE:</b>                  |                                  |
| <b>SCHOOL DECLARATION</b><br><br>By signing this contract, I agree to provide support to the parent(s) to help achieve the requirements as outlined above and that a signature by a member of school staff is made on behalf of the governing body as set out in section 19 of the <a href="#">Anti-social Behaviour Act 2003</a> part (7).                                           |                               |                              |                               |                                  |
| <b>NAME</b>                                                                                                                                                                                                                                                                                                                                                                           | <b>JOB TITLE</b>              | <b>SIGNATURE</b>             |                               | <b>DATE</b>                      |
|                                                                                                                                                                                                                                                                                                                                                                                       |                               |                              |                               |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                       |                               |                              |                               |                                  |
|                                                                                                                                                                                                                                                                                                                                                                                       |                               |                              |                               |                                  |
| <b>Date of next meeting:</b>                                                                                                                                                                                                                                                                                                                                                          |                               | <b>Time of next meeting:</b> |                               | <b>Location of next meeting:</b> |
|                                                                                                                                                                                                                                                                                                                                                                                       |                               |                              |                               |                                  |