



Attendance Protocol

Attendance Protocol

- This protocol sets out how we improve and support parents in improving attendance.
- We will have regular monthly attendance team meetings to review the attendance of specific children and to review the processes and protocols we use to improve the attendance of individuals and the whole school.
- The Head Teacher will produce an attendance report every week. This will include the overall, termly and weekly attendance of the school and groups in the school. It will also contain a report on the number of low attendees in the school.
- It is our aim for children to be in school every day, all day. Our target for attendance for every child is 100%.
- The key way to ensure that attendance does not drop below an acceptable level is to contact parents and inform them of any attendance issues in a timely and appropriate way.
- Children with 100% attendance in any term will receive a congratulatory certificate from the Head Teacher.
- The parents of any child whose cumulative attendance drops below 92% will receive a letter from the Headteacher containing the attendance certificate, expressing concern about the level of absence and asking them to ensure that it improves. (*Letter 1*)
- The parents of any child who has an attendance below 92% in any term will receive a letter from the Headteacher containing the attendance certificate, expressing concern about the level of absence and asking them to ensure that it improves. (*Letter 2*)
- Children with persistent or patterned absence will be contacted by the school to ensure that this is addressed and that it improves.
- If children have appointments during school time an appointment card or similar proof of an appointment will be asked for to ensure that as little time as possible is lost for learning.
- The classes with the best attendance in any week in both Key Stages will get five minutes' extra play time; this will be announced in the Friday assembly.
- If the school's cumulative attendance exceeds a given target the whole school will receive five minutes' extra play time; this will be announced in the Friday assembly.

STEP ONE (Yellow)

- Class teachers' will be informed after each attendance meeting of pupils in their class where there are concerns about attendance.

- The class teacher will speak to parents of children at collection/drop off every time a child above returns after an absence. If the parents do not drop off/collect a phone call will be made, or an email sent. A note should be left on the attendance part of sims confirming contact made.

STEP TWO (Amber)

- If a child is on step one and their attendance does not improve they will receive a letter from the Headteacher pointing out the figures from attendance and the possible consequences. (Letter 3)
- A phone call will be made by someone on the attendance team every time a child is absent (rather than a text).

STEP THREE (red)

- If a child is on step 2 and attendance has not improved after a term the parents will be invited to a meeting with the Headteacher and another member of staff as appropriate and asked to sign a parenting contract. (Letter 4)
- Phone calls will continue.

Parenting Contracts

Parenting contracts are voluntary and consist of a written agreement between a parent and the school. These can also be completed with a child/young person where appropriate. These should contain:

- A statement agreed by all parties to address any issues which in turn will support the attendance process for the child and thereby assist the parent in complying with the contract.
- A timeframe within which to improve the attendance.

Parenting contracts are a useful tool in identifying and focusing on the issues behind the pupil's poor school attendance and in developing a productive relationship between parents, children / young people and schools to address the issues.

The parent cannot be compelled to enter into a parenting contract but it should be considered by all parties. It must also be noted that refusal to enter into a parenting contract agreement may be used as evidence in the event any future legal action in relation to attendance.

The parents of children who have agreed a parenting contract will be phoned on their first day of absence and every subsequent day of absence, rather than in the usual text.

STEP FOUR (Dark red)

- If the attendance has not improved the school will make a referral to the Education Welfare Service.

STEP FIVE (Blue)

- Other agencies are involved in attendance as there are issues beyond attendance.

Appendices

Appendix One

Attendance Letter 1: cumulative attendance below 92%

Dear

Re: Attendance below 92%

I would like to bring to your attention that our records show _____'s attendance is currently ____ %

The school target and national average is 96%.

I enclose a copy of {name}'s registration certificate to keep you updated on the recorded absences so far this year. Should you not agree with this record of {name}'s attendance, would you please contact {name of contact} to discuss further.

I do appreciate that some of these absences may be due to illness or other authorised circumstances but I would like to remind you that low attendance could be detrimental to your child's educational progress and attainment.

I am sure you will do your utmost to ensure your child is not absent from school unnecessarily.

If there is any support that I can provide you with, please do not hesitate to contact me.

Yours sincerely

Appendices

Attendance Letter 2: Termly attendance below 92%. Option to include year percentage if Spring/Summer and is below 96%.

Dear

Re: Attendance below 92%: _____ Term

I would like to bring to your attention that our records show _____'s attendance for the _____ term was ____ %.

Additionally, the attendance for the school year since September is currently ____ %.

The school target and national average is 96%.

I enclose a copy of {name}'s registration certificate to keep you updated on the recorded absences so far this year. Should you not agree with this record of {name}'s attendance, would you please contact {name of contact} to discuss further.

I do appreciate that some of these absences may be due to illness or other authorised circumstances but I would like to remind you that low attendance could be detrimental to your child's educational progress and attainment.

I am sure you will do your utmost to ensure your child is not absent from school unnecessarily.

If there is any support that I can provide you with, please do not hesitate to contact me.

Yours sincerely

Attendance Letter 3:

Dear

Re: Attendance below 92%

I regret that it is necessary for me to write once again regarding _____'s continuing poor attendance which is now ____%. This means that he/she has now missed a total of ____ sessions.

The school target and national average is 96.

Any child, no matter what their ability, will struggle to achieve their full potential if they are not able to access the curriculum due to poor attendance. We have a duty to ensure that we do everything we can to help our pupils realise their potential and I do not doubt that you share that goal.

Please note that failure to ensure regular attendance could result in future legal proceedings by the Local Authority under Section 444 of the Education Act 1996.

Yours sincerely

Attendance Letter 4: Letter inviting parent to meeting to discuss parenting contract.

Dear

WARNING of Penalty Notice for your child's unauthorised absence from school - Education Act 1996

I am writing regarding _____ poor attendance at Southborough Primary _____, to discuss a parenting contract with yourselves. We have arranged this meeting for _____ at _____. If you do not attend this meeting or we feel that the meeting has been unsatisfactory, we will apply for a Penalty Notice for Vasil from the Local Authority.

Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are:

- ☐ £60 if paid within 21 days, rising to
- ☐ £120 if paid between 21 and 28 days.

Failure to pay the fine will result in a prosecution in the Magistrates' Court under Section 444(1) of the Education Act 1996.

If the Local Authority decides to proceed, they will issue you with a warning. If any further unauthorised absence occurs within 4 weeks of the warning being issued then a Penalty Notice will be issued by the Local Authority.

Yours sincerely

Appendix Two

EXAMPLE Parenting Contract

This Parenting Contract is a voluntary agreement between the School and the parent(s)/carer(s) and child/young person named below. All parties agree to work together to ensure that the aim of this contract are fulfilled and the outcomes for the child's/young person are successful.

Name of Child/Young Person	Child A
Date of Birth	03/06/2006
Parent/Carer(s) Names	Mr and Mrs A
Relationship to Child/Young person	Mother and Father

Home Address

Home Tel. No

Mobile Tel. No

Contact Details (if different from above)

Name of School:

Date of meeting:

Attendees:

Apologies:

Reason for considering a Parenting Contract (areas of concern)

Attendance percentage ____ % Unauthorised absences ____ sessions

During academic year 2017/18, Child A has been absent for...sessions. During this time, we (the school) have sent Attendance Letters 1 or 2 and 3 but unfortunately we have not seen an improvement in attendance.

Many of the absences have been due to illness but medical evidence has not been provided.

What would the parent/s find helpful?

Walking bus

Improved communication between School and home

Help with parenting

What would the pupil find helpful?

	What are our targets?	How is this going to be achieved?	Who is going to do it and by what date?	How will we know when this has improved?
1	Attendance target of (xx%)	(Childs name) to be in School on time every day.	Parent Be specific on date	Attendance will have improved to xx% by (date)
2	No further unauthorised absence (O codes)	If (childs name) is unwell, medical evidence to be provided to the School. This can be an appointment card/ sight of prescription.	Parent Be specific on date	Medical evidence letters provided by mum. No unauthorised absences recorded since the date of the meeting
3		School to complete a CAF with parent	Parent Pastoral support	Parent feels more confident in setting boundaries and

	Support with parenting at home		Friday 15 th March	morning routine has improved
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This contract will run until the child's attendance is at least 90% (shouldn't this say 92% or 96%)

Date of next review meeting.....

Agreement

We will do what we have agreed in this parenting contract and will work together to help make it work.

Parent/Carer(s)

Signed:

Print name:

Child/Young Person

Signed:.....

Print name:.....

School

Signed:

Print name: