



Huxlow Academy

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
L Knowles	Pastoral	July 2023	7 July 2023	Annual	July 2024

Attendance Policy

Policy Approver: Academy Improvement Board

Version Control

Version Number	Date of Change	Changes Made
0.1	2-11-22	New template and re-write
0.2	28-06-23	Thresholds, Roles and Responsibilities, Focus 5, Attendance Tracker.
0.3	21-11-23	Attendance Guide, Weekly Draw, letters

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1. Policy Aims

The promotion of positive behaviour and good attendance is the responsibility of the whole school community. Regular school attendance is crucial if Huxlow Academy pupils are to achieve their potential and maximise their life chances.

We are committed to meeting our obligations with regards to academy attendance by:

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

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly and will promote and support punctuality in attending lessons. See Appendix 1 for Parent Guide to Attendance.

2. Legislation and Guidance

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

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the academy census, which explains the persistent absence threshold.

3. Safeguarding

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

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Child on Child abuse

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

4. Roles and Responsibilities

a. The Academy Improvement Board (AIB)

- Monitors attendance figures for the whole academy on at least a termly basis.
 - Holds the Headteacher to account for the implementation of this policy.
- b. The Role of the Headteacher**
- Implements this policy at the academy
 - Monitors academy-level absence data and reporting it to the AIB
 - Supports staff to monitor the attendance of individual pupils and identified groups
- c. The Role of the Senior Assistant Headteacher (SAH)**
- Monitors whole school attendance
 - Ensure all codes are accounted for and are accurate
 - Makes decisions around actions to be taken - penalty fines/ court action
 - Informs the Education & Inclusion Partnership Team where necessary, to issue fixed-penalty notices
- d. The Role of the Assistant Headteacher – Behaviour & Attendance (AH)**
- Meets weekly with the Attendance Administrator (AA) & Head of Year (HOY)
 - Refers concerns to the Attendance Administrator (AA)
 - Supports with parent meetings
 - Ensures rewards are given
 - Analyses attendance data to create Focus 5 lists for tutors, HOY, PP support and SEND support.
- e. The Role of the Attendance Administrator (AA)**
- Monitors attendance data daily across the academy and at an individual pupil level.
 - Receives absence calls & establishes reason for absence & reinforces the importance of good attendance.
 - Initiates calls home if no call is received on day 1.
 - If no contact is made by day 2 may arrange a home visit.
 - Regularly updates the electronic tracker meets on a weekly basis with HOY and AH to discuss interventions & actions.
 - Arranges calls, letters, meetings & visits home with parents/carers to discuss attendance issues in liaison with HOY.
 - Liaises with the Senior Assistant Headteacher to inform the Educational Inclusion Partnership Team (EIPT) of concerns.
- f. The Role of the Head of Year (HOY)**
- Analyses year group attendance & persistent absence & meets with AH, AA to discuss concerns, reasons for absence, interventions & actions to improve attendance weekly.
 - Shares the attendance overview in assembly to year group and tutees making comparisons with each tutor group in specific year group & each year group weekly.
 - Monitors and supports tutors with their Focus 5 pupils to ensure tutors are working with pupils & making contact home and recording their actions on the electronic tracker.
 - Intervenes with pupils whose attendance is below 93%, meets with pupils & contacts home
 - Issues an Attendance/Punctuality Report to pupil if attendance drops below 93%
 - Meets with parents/carers and pupils when attendance drops to 93% & agrees strategies to improve attendance, sets targets and reviews progress towards targets set.
 - Carries out home visits with another member of the team if required.
 - Agrees incentives to improve attendance.
 - Consider what external support is required to improve attendance.
 - Organises and oversees the support for pupils who have been on long-term absence.
 - If pupils' attendance drops below 90% meets with parents & initiates the Parental/Carer Contract to improve attendance.
 - Monitor and review impact of Parental/Carer Contract.

- Attends any necessary legal meetings with regards to attendance.
 - Organises awards assemblies
- g. The Role of the Form Tutor**
- Accurately marks the morning registers.
 - Monitors attendance and punctuality of pupils in the tutor group.
 - Celebrates pupil attendance weekly with tutor group tutees.
 - Suggests pupils worthy of attendance recognition in awards assemblies to HOY.
 - Discusses attendance issues / concerns with the pupils.
 - Focusses on their Focus 5 pupils, contacts home & converses regularly with pupils setting goals.
 - Informs the Head of Year of any attendance concerns.
- h. The Role of the Sixth Form Team**
- Refer to Appendix 2: TENC Agreement
- i. The Role of the Classroom Teachers**
- Start the lesson promptly.
 - Accurately marks a register each lesson within the first 10 minutes of the lesson starting.
 - Informs relevant staff of any pupil missing from the lesson and marking absence in the Go4Schools register.
 - Does not share the register publicly.
 - Updates the register if a pupil arrives late to the lesson.
 - Provides work for absent pupils (where appropriate) & ensures that missed work is caught up.
- j. The Role of the Academy Admin/Data Team/ Inclusion Team**
- The Admin Team will take calls from parents about absence and record it on Go 4 Schools.
 - Parent & pupil meetings will be arranged by the Inclusion Team to improve attendance.
 - The Inclusion Team will help to deliver attendance workshops to help improve attendance
- k. The Role of the Parents / Carers**
- Follow the Home-School Agreement (appendix 3) to ensure high levels of attendance and to ensure pupils arrive on time.
 - Contacts the academy before 8.30 am to explain any absence and an expected date of return. This should be followed up in the tutor group with a written note from the parent/carers, though verbal explanations may be acceptable where this is considered appropriate.
 - Makes medical appointments out of academy time as far as possible.
 - Ensures holidays are taken outside of term time
- l. The Role of the Pupils**
- Attends Huxlow Academy each day, adhering to the core values of **Ambition, Pride and Respect**.
 - It is recognised that there are some instances where pupils are reluctant to attend school. Should issues arise that make it difficult for the young person, it is the responsibility of the pupil to seek help and guidance from their parent/ carer or a member of staff in the academy so that any concerns can quickly be resolved.
 - Unless unavoidable, it is the pupil's responsibility to attend the academy regularly and on time and to attend all lessons punctually. If issues arise, it is the pupil's responsibility to ensure that they attend arranged sanctions and meetings relating to poor punctuality or poor attendance.

5. Recording attendance

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 academy 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 and position of the person who made the amendment

See appendix 4 for the DfE attendance codes.

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

6. Absence Procedures

If a pupil is absent, **parents must:**

1. Contact the academy as soon as possible on the first day of absence; ring the academy on 01933 650496 and leave a clear message that states the pupil's name, their tutor group and reason for absence.
2. Send a note in on the first day the pupil returns with an explanation of the absence – this must be done even if a parent has already telephoned the academy; this can be a letter or a signed and dated note.
3. Medical Evidence will be requested if we have concerns with a pupil's attendance to allow the absence to be authorised or if the pupil has 5 counts of illness within one academic year.
4. If parents are unable to ring or email, they can call into school and report the absence to reception.

If a pupil is absent, **we will:**

1. Send a text message to parents on the first day of absence.
2. Telephone the pupil's parents on the first day of absence if we have not heard from them
3. Telephone the pupil's parents on the second day of absence – if there is no response then school staff may decide to complete a home visit.
4. If no contact can be made with the family via phone or no-one answered when the home visit was conducted, the absence may be referred to the Child Missing in Education Team.
5. If a long-term absence occurs, parents may be invited in to discuss the situation with our Attendance Administrator and/or Head of Year. If absences persist the Assistant Headteacher will arrange a meeting.
6. The Senior Assistant Headteacher may refer the case to the Education Inclusion Partnership Team if attendance falls below 90%.

7. Unplanned & Planned Absence Procedures

a. Unplanned absence

The pupil's parent/carers must notify the academy on the first day of an unplanned absence by 8.30am or as soon as practically possible (see also section 7) to explain any absence and an expected date of return. This should be followed up in the form of a written note from the parent/carers, though verbal explanations may be acceptable where this is considered appropriate.

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

If the authenticity of the illness is in doubt, the academy may ask the pupil's parent/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

Medical evidence will not be requested unnecessarily. If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

b. Planned absence & approval – medical or dental

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the academy in advance of the appointment and in some cases, evidence of the appointment will be requested. However, parents/carers are requested to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary.

c. Planned absence & approval – holiday

Parents/carers do not have an automatic right to remove their son/daughter from the academy during term time for the purpose of a holiday. The Academy no longer authorises any holiday request during term time, the school will code the absence as unauthorised. The Academy reserves the right through the Education Inclusion Partnership to issue Fixed Penalty Notices where a holiday is taken during term time.

The Education Inclusion Partnership Team may issue a penalty notice (£60 per parent per child). Non-payment will rise to £120 after 21 days but within 42 days of receipt. If the penalty has not been paid within 28 days of issue the Local Authority may instigate legal proceedings under section 444 (1) of the Education act 1996. If found guilty of this offence under this act, parents will receive a criminal record and could be fined up to £1000.

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

We define 'exceptional circumstances' where an absence is unavoidable and out of one's control to rearrange. The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

Each request will be considered individually and will take the following factors into account:

1. Length of the proposed leave
2. The pupil's general absence/attendance record
3. Proximity of public examinations
4. Pupil's ability to catch up the work missed
5. Pupil's educational needs
6. General welfare of the pupil
7. Circumstances of the request
8. Purpose of the leave
9. The level of any previous unauthorised absence
10. When the request was made

Proof of bookings, medical evidence or death certificates in the case of funerals may be requested. All requests for leave of absence during term time should be made in writing to the Headteacher. Where a request has been granted the letter will state:

- The expected date of return
- That parents must contact academy should any delays occur
- That the pupil's place may be withdrawn if the family do not return as expected

Only in exceptional circumstances will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified.

To summarise valid reasons for **authorised absence**, include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy 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 academy, but it is not known whether the pupil is attending educational provision

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such a Penalty Notice fine may be issued.

8. Lateness

The school gates open from 8am and pupils must arrive in school no later than 8.45am on each academy day. Pupils must be in class at 8.50am at the latest. Pupils who are late will be marked late on Go 4 Schools and will receive an automatic 10-minute Reset during break on that day. The register will close at 9.45am.

In accordance with The Education (Pupil Registration) (England) Regulations 2006, if your child arrives after that time, they will receive a mark (U code) that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence for the morning. This may mean that you could face the possibility of a Penalty Notice, as set out in the local authority Code of Conduct, if the problem persists.

If a pupil has a persistent late record, parents will be asked to meet with the Head of Year to resolve the problem, but parents can approach the academy at any time if they are having problems getting a pupil to school on time; we are here to support parents and pupils if there are difficulties.

The official attendance register for the afternoon session is taken at 1.20pm at the start of period 4. Pupils who arrive at school after this time must sign in at the Main Reception.

Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment.

As a school, we are aware lateness can severely affect achievement. We monitor punctuality closely and have strategies in place to address lateness such as detentions (Resets) and in the most concerning cases to seek legal action where this is persistent.

Pastoral report

To help support the pupil, if the pattern of lateness persists, the pupil will be closely monitored on a daily report for 10 days and will need to pass the report successfully for this not to escalate further. 3 failed days results in the 10-day period restarting. 2 failed reporting periods with the form tutor will result in escalation to Head of Year/ Assistant Headteacher/ Senior Assistant Headteacher. The pupil is responsible for getting the Report Card signed at the start of every lesson and the tutor period. This will be shown to the person monitoring their report at the end of every day.

Persistent lateness is often a significant indicator of under-achievement. Lateness to school and lateness to lessons will result in a behaviour point and a reset being issued. Parents/carers and pupils will be able to track attendance and punctuality on Go 4 Schools. Where behaviour points accrue tutors will make contact home, if the matter does not improve it will escalate as per Behaviour for life Policy.

9. Long Term Sickness

If a pupil becomes ill and will require a week or more off from school, it is recommended that pupils use Go for Schools and Microsoft Teams as a way of keeping up with their studies. If a pupil is going to be absent from school for a longer period, the parent should book an appointment with the Head of Year or AH to organise a longer-term plan for studying at home.

Where a pupil must be admitted to hospital for a long period of time, the hospital will usually provide education to the pupil. If this is happening, parents should let the academy know so that we can code the attendance appropriately. If a pupil is not receiving support from the hospital, please contact the academy and we will try to organise work for the pupil.

10. Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the academic year (this includes authorised and unauthorised absences) for whatever reason. Absence at this level causes considerable damage to any pupil's educational prospects and we need parents' fullest support and cooperation to tackle this.

We do recognise that some pupils suffer with ongoing health problems and the school will help support in as many ways as possible. To ensure that the pupil receives the right support parents must keep the school informed of appointments, absences, concerns and provide us with up-to-date medical evidence.

Absent pupils are tracked and monitored weekly by the attendance team. When a pupil hits 90%, parents/carers are informed immediately and invited to school to meet the attendance panel, here targets are set and a contract signed (Appendix 5). After the meeting the academy will monitor attendance for a further 5 weeks and will expect to see an improvement.

If no improvement has been made after the 5 weeks, the academy will involve the Education and Inclusion Partnership Team.

Pupils whose attendance is a major concern will be referred to the Inclusion Team and a 'Early Help Application' will be pursued for external intervention. All pupils who are persistent absentees are automatically referred to the Education and Inclusion partnership Team.

Please refer to Appendix 5 for attendance thresholds, actions and responsibilities.

11. Legal Sanctions

The academy or local authority can fine parents for the unauthorised absence of their child from academy, where the pupil is of compulsory academy age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 42 days. The payment must be made directly to the local authority.

The decision on whether to issue a penalty notice may consider:

- 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 an excluded pupil is found in a public place during academy 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.

12. Children Missing from Education (CMFE)

Pupils who have failed to take up an academy place or who have been unexpectedly absent from school for 10 or more consecutive academy days are potential Children Missing from Education.

The academy will attempt to make telephone contact with all family members and make a home visit on the 2nd day having received no contact from parents/carers. The school will seek support from Northamptonshire Police to carry out welfare checks as part of Keeping Children Safe in Education. We will complete a CME referral and notify North Northamptonshire Council.

Where child sexual exploitation or the risk of harm is suspected, frontline practitioners will record on 'My Concern' and notify the Designated Safeguarding Lead (DSL).

If the DSL believes that a pupil has suffered or is likely to suffer significant harm or have any other child protection concerns, they will contact the Multi Agency Safeguarding Hub (MASH) team to discuss concerns.

a. Change of Contact Details

If a family is moving to a new address, parents/carers must provide the academy with their new address and contact numbers. If the family is moving overseas, parents/carers must provide travel documents and a forwarding address. Failure to do this will result in a referral to the 'Children Missing Education' officer at North Northamptonshire Council.

b. Telephone numbers / email addresses

There are times when we need to contact parents/carers. They must provide the academy with at least TWO up-to-date telephone numbers and email addresses for at least 2 contacts. There will be data requests and checks made to verify telephone numbers, email addresses, and contact details throughout the academic year.

13. Transferring to another school

Parents/carers must notify the academy immediately if they are removing their child to start at another school. The parents/carers must provide the name of the new school. If a family is moving to a new address, which requires the child to attend a new school, but the child is not yet registered then parents/carers must provide the academy with their new address. Occasionally children may move away from the academy without notifying us. Every reasonable effort is made to locate the child and their family. Removal from roll may be backdated if we subsequently receive proof of dates of attendance at the new academy. If communication has not been made with the family, the child is kept on roll until we receive confirmation from the new school and then the local authority is notified.

14. Families moving abroad

Parents/carers must notify the academy immediately if they are moving abroad and the parents/carers must provide the new home address and new school address. The parents/carers must provide flight details. Failure to provide this information to the academy will result in a referral to the child/children to Child Missing from Education (CMFE) and will also communicate with 'Home Office' and other child safeguarding agencies.

15. Strategies for Promoting Attendance

Pupils receive termly Attendance Awards to encourage improved attendance

Each term pupils achieving between 96% - 99.9% receive a Gold Certificate for EXCELLENT attendance. Pupils who achieve 100% attendance are rewarded with a Platinum certificate recognising their OUTSTANDING attendance.

Weekly Attendance Draw - Each week in assembly the HOY will draw a number relating to a tutor group. They will then draw a number relating to a student in that tutor group. If the student drawn has had 100% attendance for the two previous weeks, the student receives a £5 gift voucher. If the student drawn did not have 100%

attendance for the previous 2 weeks then the draw will be announced as a rollover, the prize will be rolled over to the following week, where the prize will now be £10. This will continue until the prize is awarded and the prize will resume the following week at £5.

Focus 5 - the school reviews and identifies key students whose attendance is below the school target. Each form tutor and head of Year is given a list of 5 students to closely monitor and support. The focus 5 are indicated and all actions taken by staff to promote good attendance for these students are recorded on the school's internal attendance tracker.

16. Attendance Monitoring

Pupils' attendance will be monitored and may be shared with the Local Authority/Education Inclusion Partnership Team and other agencies if a pupil's attendance is a cause for concern. Data will be used to assess attendance improvement or decline and in determining actions in line with the Attendance Thresholds (Appendix 6). Data will also be used to identify emerging patterns and trends at whole school and individual pupil levels. This will be used to inform whole school/partnership strategies to improve attendance and attainment and will include analysis of attendance of specific groups e.g. Girls/Boys; Special Educational Needs (SEN); Pupil Premium (PP); Children who are Looked After (CLA) and Ethnicity.

Attendance Tracker - The school will also use an internal Attendance Tracker which is accessed by all staff to track patterns of attendance and record actions taken by staff to promote good attendance.

17. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour for Life policy
- Positive Mental Health & Wellbeing Policy

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher & Senior Assistant Headteacher. At every review, the policy will be approved by the Academy Improvement Board.

18. Related documentation

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Signed

Chair, Academy Improvement Board

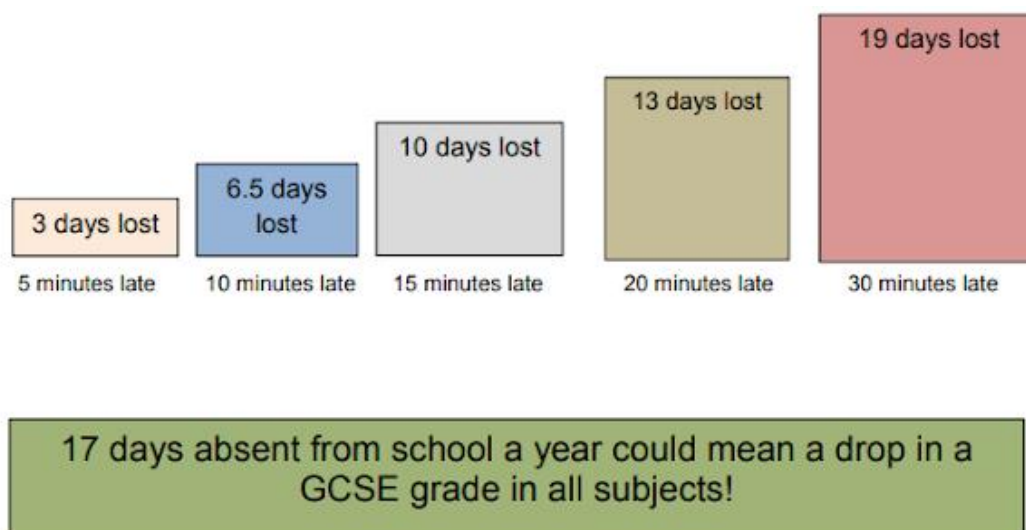
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Appendix 1: Parents' Guide to Attendance

Regular school attendance matters, 100% attendance is the aim and this will give the best possible start in life.

Pupils who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers that a young person is reliable.

Research suggests that pupils who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how children's percentage attendance equates to the amount of school time missed.



Attendance during one school year	Equivalent days	Missed lessons
95%	10	50
90%	20	100
85%	29	145
80%	39	195
75%	49	245
70%	59	295
65%	68	340

It is also important to arrive at school on time. If a child arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time over one academic year.

At Huxlow Academy we want all of our pupils to feel happy, safe and secure at school. We want to make sure our young people receive day to day or additional support to attend school and engage in their learning. Parents and carers are by far the most important influence on children's lives and learning and it is parents and carers who are responsible for making sure their child is educated. This guide explains your responsibilities as a parent when it comes to your child's attendance at school.

Parents are legally responsible for making sure that their child is educated.

What should I do if my child is worried about coming to school?

Your child has a right to an education and to be safe and happy at school. However, we recognise that sometimes young people can be worried about coming to school. This can happen for lots of reasons but can happen when they have a worry about something like homework, or a class test, or if they are worried about being bullied or if they have fallen out with other children.

It's important to talk to us if this kind of problem happens or you have any concerns - the earlier we know of the problem the easier it is for us to support you. Please do contact a member of staff at the school with any worry your child has which is affecting them getting to school.

What personal support can my child expect in school?

At Huxlow Academy, we have a strong Pastoral Team, and Inclusion Team who are here to support your child. We have designated areas to provide a safe and calm environment.

In the first instance it may be a good idea to speak to your child's tutor who can signpost the support required. Your child may also have a preferred member of staff that they have a positive relationship with whom you may wish to contact.

It is vital that we work in partnership. Some young people who are worried about school function very well socially in other aspects of their lives, e.g. mixing with certain friends, or going to specific sport and youth clubs of their choice. This can lead people to believe that perhaps the young person is not really worried at school and maybe it is a case of the parent/carers not insisting that their son/daughter attends.

As a parent/carers it is important that you ensure your child:

- Gets to bed at a reasonable time
- Has the necessary clothes and equipment ready for school the next day
- Gets up in good time
- Washes, dresses for school and eats breakfast
- Is ready by the time they ought to leave home for school
- Encourage your child to take responsibility for this routine, for example by giving your child an alarm clock.

If your child claims to be ill but you believe they are well enough to attend school:

- Be reassuring. Show that you understand how they might be feeling but remain firm about them needing to attend school every day
- If your child mentions a particular problem, agree to look into it as soon as possible but continue to insist they go to school
- Remind them that they are expected to go to school even though they may be late. If necessary, escort your child to school. Make your parting uneventful, i.e. say goodbye and go. Do not hang around.
- When your child goes to school, always make a comment about how well they have done. Take every opportunity to praise their success no matter how small or obvious. Be careful to do this in a sincere and low-key way rather than a way that leads to a rise in your child's excitement level, which he or she may misinterpret as increased anxiety.

If your child point blank refuses to attend, contact the school to inform us and follow these guidelines:

- Expect your child to spend their time at home either on school related work or reading
- Do not let them go out to visit friends or relatives
- Do not take them shopping
- Do not allow them to spend their time watching television, gaming or being on their phone
- Do not offer over the top rewards

- These conditions should last for the duration of the school day.
- Review the situation the next day. If your child refuses school again, then the conditions apply again for the rest of the school day.

If your child claims to feel ill and you decide they are not well enough to go to school:

- Contact the school and try to speak to either their tutor, HOY, someone from the Pastoral Team or Attendance Team.
- Make a doctor's appointment (make sure your GP knows about your child's attendance difficulties). Follow the procedure already described for when a child stays at home (see previous section)
- It is crucial that your child does not develop a cosy, comfortable alternative lifestyle which will prevent them from wanting to attend school regularly

Remember

- Any absence from school often makes the return difficult. If your child can possibly attend school, for example they have a cold or headache, encourage them to do so
- It may be extremely difficult but, whenever possible remain calm and try not to criticise
- Try to praise and encourage your child
- Try to make positive helpful comments
- If it feels like it is all getting too much, don't suffer in silence - contact us for help

Here are some other types of support you may wish to access:

- North Northamptonshire Council Attendance and Behaviour Support for Parents
<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/attendance-and-behaviour-support-for-parents.aspx>
- Parentkind
<https://www.parentkind.org.uk/>
- Childline
<https://www.childline.org.uk/>
- Action for Children
<https://parents.actionforchildren.org.uk/>
- School Anxiety and refusal
<https://www.youngminds.org.uk/parent/a-z-guide/school-anxiety-and-refusal/>

Appendix 2: TENC Agreement: Years 12 and 13 Attendance Policy

Huxlow Academy takes attendance in Years 12 and 13 very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 pupils.

All post 16 courses are intensive, and pupils cannot afford to miss valuable teaching and study time.

As well as timetabled lessons pupils also have non-contact periods on their timetables for private study, homework, social time and enrichment activities.

If pupils are granted the privilege of studying at home in year 13, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a pupil is not meeting his/her work commitments. In such cases pupils will be scheduled to work within school.

Pupils in Years 12 and 13 should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Pupils should therefore aim for at least **95%** attendance for the year. An exemplary record of attendance says a huge amount about the pupil as a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

The academy will strive to provide a welcoming, caring environment, whereby each member of the community feels wanted and secure. All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. To meet these objectives, we will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Years 12 and 13 policy for Attendance

Aims to:

- Improve the overall percentage of pupils to above 95%
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and the AIB
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- Provide support, advice and guidance to parents and pupils
- Develop a systematic approach to gathering and analysing attendance-related data
- Further develop positive and consistent communication between home and school
- Implement a system of rewards and sanctions
- Promote effective partnerships with external services and agencies
- Recognise the needs and support of the individual pupil when planning reintegration following significant periods of absence

Partnership

What the school expects of pupils

- Attend regularly, on time and ready to learn
- Attend registration, tutor time and enrichment/PSHE

- To sign in and out when visiting each site
- To tell a member of staff if there is any problem which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Email to the Headteacher or Director of Sixth Form for permission if they need to leave early or will be absent from school for a full/half day (this is typically for hospital appointment, driving tests and university interviews etc.)

What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason and then on all subsequent days if the pupil is unable to contact school him/herself.
- To avoid taking holidays in term time
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, a copy of a prescription slip with name and date visible or medication packaging with name and date visible. Alternatively, if none of the above are available a note, signed by the parent/carer, school explaining the reason for absence.

What parents/carers and pupils can expect from school

- A Year 12 and 13 education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with pupils and parents/carers

Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The pupil is too ill to leave the house
- The pupil has a hospital appointment
- The pupil has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs
- The pupil is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in years 12 and 13. Pupils should not miss lessons to attend interviews, shifts and inductions for part-time work
- University and Employer Open Days – pupils may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance

Unacceptable reasons for keeping a child away from school are:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school

- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons
- Adverse weather conditions

If a pupil is absent from school longer than a period of 5 days due to illness parents/carers will be asked to provide medical evidence to support the pupil's absence.

Leave of absence may not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged through school.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times.

Pupils must make sure that they sign in and out each time they leave the building throughout the day.

In-school procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, pupils and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below:

Unexplained absence process

If a pupil is absent from school and we have received no communication from either the pupil or a parent/carer we will contact home via phone call or text message to request a reason.

A letter/email detailing any unexplained absences will be sent to the parent/carer if no communication has been received. A reply is requested stating the reason for the pupils' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence.

ATTENDANCE SHOULD BE 96%

Cause for concern process

STAGE 1 - Tutor and Head of Year 12 or Director of Key Stage 5 to monitor

Attendance below 96%

- Should attendance decline between 94% - 90% pupils will be monitored through mentoring meetings by their tutor and Head of Year 12 or Director of Key Stage 5.

STAGE 2 – Meeting with Head of Year 12 or Director of Key Stage 5 and Internal attendance contract

Attendance below 90%

Should attendance decline to 90% or below pupils will be invited to attend a meeting with the Head of Year 12 or Director of Key Stage 5.

- This meeting is an opportunity to discuss in detail the issues/barriers that are impacting attendance to school.
- A letter will be sent to parents/carers informing them that this meeting has taken place.

Attendance will be monitored closely for 5 weeks or termly

STAGE 3 – Parental meeting and External attendance contract

Attendance below 85%

- A letter will be sent to the parents/carers of the pupil informing them of the situation and inviting them into school for a meeting with the Head of Year 12 or Director of Key Stage 5 where we will address the main issues and agree targets and support actions to help improve your child's attendance.
- An Attendance Agreement will be issued and action points put into place that are agreed by the Head of Year 12 or Director of Key Stage 5 and the pupil.
- The pupils will be placed in supervised study to support their progress and improve their attendance. This will be monitored by the Head of Year 12 or the Director of Key Stage 5.

We will monitor and review your child's attendance over the following 2 terms to identify any significant improvement in their attendance. If this has been achieved then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.

STAGE 4

Continued failure to meet requirements of attendance agreement

- Possible request to leave Year 12 or 13 if the pupil is persistently absent from school and refuses to engage in intervention procedures.
- The Head of Year 12 or the Director of Key Stage 5 will decide appropriate disciplinary proceedings.
- The parents/carers of the pupil will be involved in the process.

Holidays

Government legislation does not permit parents/carers to take their child/ren out of school during term time as this can have a detrimental effect on their academic progress.

Holidays **will not be authorised** in school time parents/carers wishing to apply for exceptional circumstances need to complete a *Request for Exceptional Term Time Leave* Tutor Group at least 20 school days prior to the absence and give it to your child's Head of Year. Upon receipt of a *Request for Exceptional Term Time Leave* a decision will be made, (the Head teacher's decision is final), and parents/carers will be notified either in writing/or verbally of our decision, course of action and how the absence will be recorded on our system. If this request is not agreed the absence will be recorded as unauthorised and you may receive an unauthorised Holiday Penalty Notice (fine) from the Local Authority.

Appendix 3: Home-School Agreement

HUXLOW ACADEMY HOME AND ACADEMY AGREEMENT 2023

This home academy agreement is based on our core values of **AMBITION, RESPECT and PRIDE**.

Everyone connected with our academy community has rights. We must all take responsibility for our own actions and show respect to each other and the surrounding environment.

As parents/guardians I/we agree to:

- ensure that my/ our child attends the academy daily during term time, punctually, equipped and dressed in full school uniform
- contact the academy on the first day of absence
- make the academy aware of any concerns or problems that might affect my/ our child's work or emotional state
- support the academy's policies, guidelines for behaviour and values (detailed on the academy website)
- support my/ our child with homework and other opportunities for home-learning
- attend parents' evenings and discussions about my/ our child's progress
- accept financial responsibility for any intentional damage caused by my/ our child or damage caused by inappropriate behaviour

The academy agrees to:-

- care for your child's safety
- ensure that your child has every opportunity to achieve their full potential as a valued and happy member of the academy community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of AMBITION, RESPECT and PRIDE
- keep you informed regularly about general college matters and about your child's progress in particular
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the academy
- ensure that all staff set appropriate homework
- inform parents of pupils' unexpected absence on the first day

As a pupil at Huxlow I agree to:

- uphold the core Academy values of Ambition, Respect and Pride in all I do
- follow the Academy Code of Conduct, Behaviour for Life and Online Safety rules and be responsible for maintaining a safe environment for all
- attend academy daily during term time, arrive punctually and bring all the equipment I need every day
- wear the full college uniform and be tidy in appearance
- engage fully with my learning, adopting appropriate behaviour for learning
- to appropriately use all academy equipment including access to and use of the internet
- not bring inappropriate or banned items to the academy, this includes vapes, illegal substances and dangerous items

By sending your child to Huxlow Academy you agree to, and will abide by, the principles of this Home Academy Agreement.

Appendix 4: Attendance Codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the academy
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the academy
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	Academy is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at academy after the register closed

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

Appendix 5: Parenting Contract 2023 – 2024: Concern: 90% Attendance

The parenting contracts are now located on Edukey. Electronic provision map, the minutes of the meetings, targets and access to the contract will be sent to the parent so they can access and monitor the contract from home. The Parenting Contract will be reviewed after 4 weeks.

Appendix 6: Attendance Thresholds, Actions & Responsibilities

Threshold	Actions	Support
White 100% Attendance	<ul style="list-style-type: none"> End of each Term - Gold Attendance Award (25 House Points, Celebration letter sent home), acknowledgement by HOY in Celebration Assemblies. Praised by Tutor in Tutor time weekly 	<ul style="list-style-type: none"> Weekly Draw –opportunity to win.
Green 96%-99.99%	<ul style="list-style-type: none"> 98-99.99% attendance End of each Term Silver Attendance Award (15 House Points, Celebration letter sent home), 96%-97.99% attendance End of each Term - Bronze Attendance Award (10 House Points, Celebration letters sent home) Acknowledgement by HOY in Celebration Assemblies. 	<ul style="list-style-type: none"> Reasons for absence recorded on tracker Form tutor speaks to student on return to school
Yellow Initial drop below 96%	<ul style="list-style-type: none"> Letter 1 sent home Focus 5 list for Form tutors If continued improvement over the term - Celebration letter sent home and weekly draw (needs to be backup to 100% for 2 previous weeks) 	<ul style="list-style-type: none"> Reasons for absence recorded on tracker Form Tutor contacts home on day of absence Form tutor speaks to student on return to school
Gold No Improvement following Letter 1 or Letter 2 (Typical 93%-85%)	<ul style="list-style-type: none"> Focus 5 list for HOY, SEND, PP. Letter 2 sent home. If continued improvement over the term. Celebration letter sent home. 	<ul style="list-style-type: none"> HOY, SEND, PP to closely monitor for next 4 weeks HOY/SEND/PP speaks to student on return to school (Push and Pull chat)
	<ul style="list-style-type: none"> If no improvement over the next 4 weeks - Letter 3 sent home HOY invites parents in for meeting to set up Parenting Contract 	<ul style="list-style-type: none"> HOY closely monitors attendance over next 4 weeks HOY discusses incentives (home/school) in meeting with parent to improve attendance
	<ul style="list-style-type: none"> If attendance falls below 90% - Letter 4 sent home, informing parents - student now listed as PA (Persistently Absent) 	<ul style="list-style-type: none"> EHA offered Home Visits for 2nd day absence
Pink (Below 85%)	<ul style="list-style-type: none"> Letter 5 sent home - SLT invites parents in for meeting to review Parenting Contract 	<ul style="list-style-type: none"> EHA re-offered Home Visits for each day of absence EIPT referral for support
Red Below (80%)	<ul style="list-style-type: none"> Letter 6 sent home - Possible prosecution 	<ul style="list-style-type: none"> Referral to EIPT

Appendix 7 - Letter 1 - Initial drop below target

Our Ref: KI/LG/ewoattend1
[date sent]

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

I am writing to you in accordance with our attendance policy to update you on your child's current attendance record. Unfortunately, «Forename»'s attendance has fallen below the Academy's target of 96%.

As stated in the government guidance, attendance is "central to raising standards in education and ensuring all pupils can fulfil their potential...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school."

Therefore, I am writing to inform you that «Forename»'s attendance is currently at «M__Present__AEA»%. Although we recognise that there may be valid reasons for this, government guidelines recommend that we inform all parents when their child's attendance falls below the aforementioned benchmark set.

Now that you are aware of the targets that the academy is aiming to achieve, we are asking for your support in ensuring that, whenever possible, «Forename» attends school; this will enable them to meet their full learning potential.

For further information please visit:-

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

If your child is absent, we would ask you to call the student absence line as soon as possible. Do not hesitate to contact your child's form tutor should you require any further support.

Yours sincerely,

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

cc. Pastoral Leader, Pupil File

Appendix 8 - Letter 2 - Lack of improvement following Letter 1

Our Ref: EG/LKN/Attend2
[date sent]

«Parental_addressee»
«AddressBlock

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

Following the previous letter you received and in accordance with our Attendance policy, I am writing to you because «Forename»'s attendance record is now «M__Present__AEA»%. This rate of attendance is lower than the 96% benchmark set by the Academy, in line with government recommendations. All absences are now required to be presented to the Department for Education and Employment.

«Forename»'s attendance has not improved enough since my last letter to you. Now that you are once again aware of the situation, we hope you will discuss this further with «Forename» so that a significant improvement can be made. To support this, we are setting «Forename» a target of 100% over the next four weeks from the date on the letter. «Forename» will be monitored closely by our Attendance Administrator.

Legislation came into force by the Department for Education on 1st September 2013 stating that the local authority may, in some circumstances, issue a fixed penalty notice to parents whose child has excessive unauthorised absences. Should there be any significant problems that impact «Forename»'s attendance from this point onwards then please let «Forename»'s form tutor or head of year know, as we may be able to offer advice or support.

Due to «Forename»'s attendance, we are obliged to inform you that it is the responsibility of parents/carer to ensure their children receive appropriate education at college. If your child is ill or unable to attend for any reason you must always inform the college. Any absence due to medical or dental appointments can only be authorised with a copy of the appointment letter. Any absences from this point onwards will be marked unauthorised, unless appointment letters are provided.

Furthermore, if «Forename» does not meet the target of 100% set over the next 4 weeks, we will invite you to a meeting to discuss this and support you. A Parenting Contract will then be put into place.

For further information please visit:-

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

Please contact your child's form tutor or Head of Year should you require any further support.

Yours sincerely

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

Appendix 9 - Letter 3 - Invite for Parenting Contract

Our Ref: RN/LK/attend3
[date sent]

«Parental_addressee»

«AddressBlock

Dear «Parental_Salutation»

Re: «Forename» «Surname» - «Reg»

Further to my previous letter, dated **DATE**. I am writing to advise you that «Forename»'s attendance is still only «M__Present__AEA»% and is now a cause for concern. Therefore a meeting is required with «Forename»'s head of year who will contact you shortly to arrange a convenient date. In the meeting a parenting contract will be agreed with set targets and support required to enable «Forename» to improve their attendance over the next 4 weeks. If we do not see a significant improvement in their attendance, then we will have no alternative but to call you for a meeting with the Head Teacher followed by involvement of the Academy Improvement Board and the Education and Inclusion Partnership Team.

As stated in previous letters, attendance is “central to raising standards in education and ensuring all pupils can fulfil their potential...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.” New legislation came into force by the Department for Education on 1st September 2013 stating that the local authority may, in some circumstances, issue a fixed penalty notice to parents whose child has excessive unauthorised absences.

Therefore, should there be any significant problems that impact upon «Forename»'s attendance then please let «Forename»'s head of year know, as we may be able to offer advice or support.

Due to «Forename»'s attendance we are obliged to remind you that it is the responsibility of parents/carer to ensure their children attend the academy. If your child is ill or unable to attend for any reason you must always inform the academy. Any absence due to medical or dental appointments can only be authorised with a copy of the appointment letter, all absences without the appropriate letters, from this point on, will be marked as unauthorised. If you have any queries, then please do not hesitate to contact me.

For further information please visit:-

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

Please contact your child's form tutor or Head of Year should you require any further support.

Yours sincerely

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

cc. Head of Year, Pupil File,

Appendix 10 - 100% Celebration letter

Our Ref: EG/LKN/Attend.Celeb100
[date sent]

«Parental_addressee»
«AddressBlock

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

I am writing in accordance with our Attendance policy to congratulate «Forename» and you because «Forename» has maintained a 100% attendance record since starting this academic year.

As stated in the government guidance, attendance is “central to raising standards in education and ensuring all pupils can fulfil their potential...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

I would like to take this opportunity to thank you for your support in ensuring «Forename» each day to give ‘him/her’ the best possible chance to achieve their potential. As a result, «Forename» will be awarded house points in recognition of their continued hard work and determination to attend school every day. I look forward to writing to you again at the end of the next term to once again congratulate both you and «Forename» in maintaining their 100% attendance record. Your efforts are most appreciated, and I am sure will be well rewarded with «Forename» achieving higher and higher grades in the future.

Yours sincerely,

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

cc. Pastoral Leader, Pupil File

Appendix 11 - Celebration above school target letter

Our Ref: EG/LKN/Attend.Celeb96
[date sent]

«Parental_addressee»

«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

I am writing in accordance with our Attendance policy to congratulate «Forename» and you because «Forename» has maintained an attendance record at or above our target of 96%, since starting this academic year.

As stated in the government guidance, attendance is “central to raising standards in education and ensuring all pupils can fulfil their potential...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

I would like to take this opportunity to thank you for your support in ensuring «Forename» each day to give ‘him/her’ the best possible chance to achieve their potential. As a result, «Forename» will be awarded house points in recognition of their continued hard work and determination to attend school every day. I look forward to writing to you again at the end of the next term to once again congratulate both you and «Forename» in maintaining an attendance record above our target of 96%. Your efforts are most appreciated, and I am sure will be well rewarded with «Forename» achieving higher and higher grades in the future.

Yours sincerely,

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

cc. Pastoral Leader, Pupil File

Appendix 12 - Celebration continuous improvement letter

Our Ref: EG/LKN/Attend.Celeb.Improve
[date sent]

«Parental_addressee»
«AddressBlock»

Dear «Parental_Salutation»

Re: «Forename» «Surname» «Reg»

I am writing in accordance with our Attendance policy to congratulate «Forename» and you because «Forename» has maintained continuous improvement throughout the last term. Although «Forename»'s attendance is still not meeting our target of 96% I would like to take this opportunity to thank you for your support in ensuring «Forename» each day to give 'him/her' the best possible chance to achieve their potential. As a result, «Forename» will be awarded house points in recognition of their continued hard work and determination to attend school every day. I look forward to writing to you again at the end of the next term to once again congratulate both you and «Forename» in maintaining an attendance record above our target of 96%. Your efforts are most appreciated, and I am sure will be well rewarded with «Forename» achieving higher and higher grades in the future.

As stated in the government guidance, attendance is “central to raising standards in education and ensuring all pupils can fulfil their potential...pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

I do need to remind you in accordance with our attendance policy that, if «Forename»'s attendance decreases at any point over this coming term, I will need to issue our Letter 1. Letter 1 will be a signal to you that «Forename» has started the first stage of our staged approach to improving attendance. If you are struggling with any aspects of «Forename»'s attendance, please refer to:-

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

Yours sincerely,

Mr L Knowles

Assistant Headteacher – Behaviour and Attendance

cc. Pastoral Leader, Pupil File

