TEAGUES BRIDGE PRIMARY SCHOOL

Attendance and Absence Policy

September 2026

ATTENDANCE MATTERS
every student, every day

www.teaguesbridgeprimary.org

Teagues Bridge Primary

Attendance Policy

Written on:	June 2024
Reviewed on:	September 2026
Next Review:	September 2027
Staff Responsibility	Mrs S. Abdulla Mrs N. Woods
Governor responsibility	Kevin Evans Sharron Jones

Statement of Intent

At Teagues Bridge Primary School we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We are committed to:

- Supporting children and their Parents/Carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensuring that all children have full and equal access to the best education that we can offer in order to increase learning.
- Enable children to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of the legal responsibilities;
- Ensure attendance meets Government and Local Authority targets.
- Promote good attendance.
- Ensure parents/carers are aware of the processes in place to support good attendance and what to expect should attendance dip.

Pupils cannot achieve their full potential if they do not regularly attend school. Every day counts!

At Teagues Bridge Primary school the attendance team consists of the following staff:

- School Attendance Lead: Mrs Sarah Abdulla
- School Attendance Lead Mrs Nicola Smith
- School Attendance Champion: Mrs Natalie Woods
- Education Welfare Officer: Mrs Alison Pike.
- School administrator Mrs Maria Johnson

Teagues Bridge will:

- Provide a welcoming atmosphere for all.
- Provide a safer and secure learning environment for all children.
- Provide a sympathetic response to any child's or parents/carers concerns.
- Promote and model high attendance and its benefits.
- Ensure equality and fairness for all.
- Build good relationships with families to overcome barriers to attendance.
- Ensure our attendance policy is clear and easily understood by all staff, parents, and pupils.
- Reward good and improved attendance for all pupils.
- Send regular newsletters to parents and pupils informing them of attendance rates.
- Work towards ensuring all pupils feel supported and valued. We will send a clear message that if a pupil is absent, She/He will be missed.
- Have in place procedures which allow absentees to catch-up on missed work without disrupting the learning of other class members.
- Deploy attendance incentives for all class attendance and individuals.
- Offer early intervention before attendance gets to 90%.

Legal Framework

This policy has due regards to all relevant legislation and statutory guidance, including the **following:**

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE) 2026'
- DfE (2016) 'Children missing in education'

- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Pupils with Additional Health Needs Attendance Policy

Roles and Responsibilities

The Governing Body has overall responsibility for:

- Monitoring and implementation of this policy and all relevant procedures across the school.
- Ensure all staff receive adequate training.
- Promoting the importance of good attendance through the school's ethos and policies
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any ground, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regards to KCSIE when making arrangements to safeguarding and promote the welfare of children.

The headteacher is responsible for:

- The day-to-day implementation of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the Attendance Champion role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Monitor school attendance data and report to governors.
- Support staff with monitoring the attendance of groups of children and individual children.
- Communicate the policy with all staff.

- Offer supportive meetings for all parents.
- Liaise with the Education Welfare Officer regarding issuing fixed-penalty notices, where necessary.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.

The Attendance Champion (Mrs Woods) is responsible for:

- Working with the headteacher to develop a strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on persistent absence.
- Meeting regularly with the Education Welfare Officer (EWO) to review attendance.
- Liaising daily with the Administrator with responsibility for attendance.
- Arrange supportive meetings with parents to discuss attendance.
- Support parents with attendance as part of the Early Help Assessment process.

The Education Welfare Officer is responsible for:

- Monitoring and analysing data.
- Work with the school to improve Persistent absence and Severe absence.
- Offer advice regarding holiday in term time and issuing fixed penalty notices.
- Make home visits when absence is unexplained.
- Make well-being checks to the home when children have persistent absence or severe absence. This may be on a weekly basis and is part of the KCSIE 2026.

The School Business Manager is responsible for:

- Collate data for persistent absence for threshold groups and specific groups and pass to the head teacher every week.
- Produce reports for traffic light zones for whole school and individual year groups.
- Work with the head teacher and Attendance champion to monitor attendance and lates every month.
- Provide reports for the Headteacher report to governors.
- Run weekly reports for lateness.

The Administrator is responsible for:

- Recording reasons for absence daily and contacting parents who have not informed the school of a reason for their child's absence.
- Liaise with the Attendance Champion and the EWO.
- Check attendance registers and attendance codes.

- Produce attendance letters for all parents' half termly.
- Inform the headteacher of requests for holiday in term time.

The class teacher is responsible for:

- Recording attendance on a twice daily basis, using the correct codes, and submitting this information within the agreed time. Class registers will be completed morning and afternoon.
- Completing the register by 9.00am and afternoon registers by 12.50pm (EYFS/KS1) and 1.40 (KS2).
- Meeting with parents when attendance is between 91% and 95% (Amber Zone)
- Ensuring parents sign the attendance agreement following their meeting.

Pupils are responsible for:

- Attending their lessons and agreed activities when at school.
- Arriving punctually to school.
- Attend school every day as long as they are fit and healthy enough to do so.
- Discuss promptly with their class teacher any problems that may affect their attendance.

Parents are responsible for:

- Contacting school before the start of the school day if their child is unwell and unable to attend school.
- Attending any school meetings scheduled to support improving attendance.
- Promote good attendance and punctuality with their children.
- The attendance of their children at school.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Definitions

The following definitions apply for the purpose of this policy:

Absence:

- Arrival at school after the register has closed.
- Not attending the registered school for any reason.

Authorised Absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.

- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Unauthorised Absence:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained

Persistent Absence (PA):

- Missing 10% or more of schooling across the year for any reason.

Severely Absent (SA):

- Missing 50% or more of schooling across the year for any reason.

Children Out of School (COOS):

- These are children who have been absent from school for 10 or more consecutive school days and the absence is unauthorised. Schools are required by law to notify the Local Authority (LA) of such children. It is acknowledged that the majority of these children return to school within a short timeframe.

Children Not Receiving Education (CNRE):

- These are principally children have not attended school for 1-3 months. These children are on a school roll but have been absent for more than 28 days and are not receiving education, or their whereabouts is known about but they do not currently have a school place.

Children who are Missing from Education (CME):

- These are children who are not on a school roll, have been out of education for 6+ months or have moved out of the borough/abroad and who are missing from education as their whereabouts is not known and consequently nor is their provision.

Attendance expectations

At Teagues Bridge we:

- Expect children to be on time for school. School gates open at 8.43 and the classroom door is open at 8.45am.
- Expect children to be collected on time. At the end of the day School gates open at 3.12pm and close at 3.30pm.
- Teachers will take the register from 8.50-9.00am. Registers close at 9.00am.

- Teachers will take the afternoon register after lunch. 12.45 for EYFS and KS1 and 1.30 for KS2.
- Expect parents to inform the school on the child's first day of absence and each day they are off. If we have no contact the office administrator will telephone, if we have no response an email will be sent, if there is still no response the EWO may well make a home visit, this is part of the Safeguarding agenda.

Attendance Registers

At Teagues Bridge we use Bromcom to keep attendance registers, these are completed electronically by teachers twice a day. They are accurate and can easily be analysed with appropriate information and authorities.

The register will be marked at the start of each school day and at the start of the afternoon session.

This register will record whether pupils are:

- Present
- Absent

The office administrator will check the class registers once completed and apply accurate attendance code for each child.

The register will be amended to record whether pupils are:

- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are **monitored and recorded in a consistent way. The following codes will be used:**

~~Attendance Codes~~:

Code	Definition	Scenario
/	Present (am)	Pupil is present at the morning registration
\	Present (pm)	Pupil is present at the afternoon registration
L	Late arrival	Pupil arrives late before register has closed

B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual Registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
Q	Unable to attend	Pupil is unable to attend the school because of a lack of access arrangement, an avoidable cause
K	Alternative education provision	Attending education provision arranged by the LA
V	Educational visit	Pupil is on an educational visit organised or approved, by the school
W	Work experience	Pupil is on a work placement
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
I	Illness	School 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
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling as agreed with the school
Unauthorised Absence		
G	Unauthorised holiday	Pupil is on holiday that was not approved by the school

N	Reason for absence not provided	Pupil is absent for an unknown reason (this code must be amended when the reason emerges, or replaced with O code if no reason for absence has been provided after 5 days)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrive at school after the register closed
Other		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a location/national emergency, or pupil is in custody.
Z	Pupil not on admission register Register set up but pupil has not yet joined the school	
#	Planned school closure	Whole or partial school closure due to half term, bank holiday, INSET day

Procedures

~~Absence procedures~~:

Our expectation is for parents to phone the office by 9.00 if their child is absent.

If no contact is received from the parents/carers of an absent pupil on the first morning of **absence we will:**

- Follow 'First day contact' procedures and contact the parent by telephone. If after several attempts to gain a reason for absence no contact is made, the office administrator will then send an e-mail requesting you contact school immediately to give a reason for absence, until a reason is given the absence is unauthorised.
- Request the school's Education Welfare Officer (EWO) and or the inclusion mentor, to conduct a home visit if no response is received after 3 days of absence (this could be sooner depending on the circumstances, especially where there are safeguarding concerns, a history of absence for holiday, attendance action having been taken or extended and

illness absence that is undocumented) and consider a referral to the local authority attendance team or contact 'family connect', (T&W policy is 5 days but as a school we believe it is necessary to make authorities aware sooner).

- A home visit may also be requested despite contact from a parent if the circumstances above are applicable.
- If a child is absent for 10 days, school will initiate the Missing Child in Education Protocol as advised by Telford and Wrekin Council.
- Invite parents into school for an Attendance Support Meeting after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent, EWO, and pupil if appropriate. The aim of this meeting will be to identify and resolve difficulties which are preventing the pupil from attending school. The parent/carers will be made aware of the legal requirements regarding school attendance.
- Help the pupil's reintegration where a pupil returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a reintegration programme will be implemented. The programme will include all relevant members of staff and be designed to be as supportive of pupils as possible.

In order to ensure the success of this policy every member of staff will make attendance a priority and convey to the pupils the importance of their education.

When to report Absence to the school:

All absences must be reported on a daily basis. In all cases of absence the parents/carers **should:**

- Only keep your child away from school if really necessary. The school will always call and send home an unwell child;
- Telephone the school on 01952388450 at the earliest opportunity to let them know why your child is going to be absent. Please try and phone by 9.00 or 9.10am at the very latest (as phone lines may be busy).
- Please call daily and keep the school informed if more than one day's absence is necessary;
- If no telephone contact has been made the office staff will send an e-mail, please respond to the e-mail.
- Send a note to school explaining the reason for the absence;
- If medical appointments are absolutely necessary, please bring your child to school for the rest of the school day and ensure the administrator has seen the appointment card.

Teagues Bridge uses a 1st day calling system. If your child fails to register or is absent and we have not received notification by 9.10am a call or text will be made to you. This only applies on the first day of absence. It is the parent's responsibility to call the school each day their child is off school and explain the reason why.

If a child is absent from school with no explanation offered by the parents/carers within 5 days, it becomes an unauthorised absence.

~~Unexplained Absence~~:

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

- Call the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- Send an e-mail if there is no response via telephone. The e-mail asks parents to contact the school giving a reason for the absence.
- If the school cannot reach any of the child's emergency contacts by telephone or e-mail, the school may contact the Attendance Officer to make a home visit or contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input this as soon as the reason for the absence is ascertained ~ this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the school will ask the Attendance Officer to carry out a well-being check and make a visit to the home to see the children. The school will contact family connect if this is deemed as Educational Neglect.

Authorised absence	Unauthorised absence
• Genuine illness of the pupil; • Hospital/dental/doctor's appointment for the pupil; • Major religious observances; • Visits to prospective new schools; • External exams or educational assessments.	• Shopping/daytrip/visit to a theme park; • A birthday treat; • Oversleeping due to a late night; • Looking after other children/other family members; • Appointments for other family members;

	o Holidays which have not been agreed and are not deemed exceptional circumstances.

Each child's attendance can be summarised using the new traffic light system outlined **below:**

Attendance	Rating	Action
96-100%	**Safe Zone**	Outstanding ~ this will help all aspects of your child's progress and life in school. This will give them a good start in life and supports a positive work ethic. Your child's attendance is at, or above, the school target. Keep up the good work.
91-95%	**Sliding Zone**	Strive to build on this ~ Your child's attendance is below expected and will be monitored. A letter will be sent to inform you of your child's attendance percentage to date. The teacher will be writing to invite you to meet with them. Informal meeting to discuss any concerns.
90% and below	**Danger Zone**	Low absence ~ Absence is now significantly affecting your child's attainment and progress. This is a cause for concern and will be monitored closely by the EWO and attendance team You will receive a letter to confirm this. If attendance doesn't improve you may be asked to attend an attendance support meeting with the EWO and attendance support team.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in

every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

Attendance will be reported to parents regularly using the traffic light system, this will allow parents to see the bigger picture. Children will receive a letter which will be colour coded according to their level of attendance. GOLD for 100%, Green for 96%+, Amber for 91%-95% and Red for 90% and below.

Procedures for monitoring attendance:

- The attendance team will monitor all attendance every month and the business manager will monitor persistent absence weekly and report data to the head.
- The attendance team with look at different groups of children across the school (SEND, PPG, EAL, girls, boys etc), we will monitor year groups, where we will identify which children are in the different zones (Green, Amber, Red).
- We will also look at the impact of persistent absence on attainment.
- Attendance is EVERYONE's responsibility.

What can Parents expect:

- If your child's attendance is in the Amber zone 91%-95%, the class teacher will send out a letter inviting parents to attend an informal meeting to share your child's attendance and to agree to work together to ensure this doesn't slip into the Red zone 90% and below.
- At the meeting we will ask you to sign an attendance agreement.
- If following monitoring your child' attendance has dipped, you will receive a second letter and invited to attend a second meeting.
- At this meeting an attendance support plan will be put in place to ensure your child's attendance improves.
- When the attendance team (Mrs Abdulla, Mrs Woods and Mrs Smith) monitor attendance, any parent whose child is at 90% or below will be sent a RED attendance letter from the headteacher. This is to make you aware of the persistent absence and inform you of the regularly monitoring process.
- If at the next monitoring your child's attendance is still 90% and below, parents will receive a SAL 1.
- If at the next monitoring your child's attendance remains in the RED zone, parents will be sent a letter to invite them to attend a 'Attendance support meeting'. This will be a supportive process and will be with the Headteacher, the attendance champion and the EWO (Education Welfare Officer). A support plan will be written together to ensure that support is in place to improve attendance.
- If at the 4 th monitoring attendance remains low with no improve a SAL 2 will be sent out to parents.

- If at the 5th monitoring ~ parents will be invited to an attendance concern meeting, this will be with the headteacher, EWO and the Chair of governors. AN action plan will be written, and timescales set. If parents do not attend, a referral will be made to attendance support team.

Lateness:

- If a child has 1-4 lates, the class teacher will send a letter to the parent and invite them to meet with them to see if any problems or potential problems can be resolved.
- If a child has 5-8 lates, parents will receive a letter from the headteacher, outlining the number of lates and the amount of time lost, which impact on their learning.
- If a child has 8+ lates, the headteacher will invite parents to attend a punctuality support meeting. At this meeting a PAP will be written (PAP ~ Punctuality Action Plan)

Awards will be in place to encourage good attendance and punctuality. Punctual Panda will reward children for being in school on time and each week a name will be drawn for each base and a certificate awarded in awards assembly. For the best attendance each base is rewarded with the attendance trophy each week and each half-term the class with the overall best attendance will be allowed a non-uniform day.

We reward children for the best attendance (100%), they are awarded with an attendance badge and certificate in awards assembly.

Children who have persistent absence will be rewarded for every 10% they increase their attendance.

~~Registers, Punctuality and Lateness~~:

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other children in the class. It is paramount therefore that all children arrive at school on time. For school children the gates open at 8.43am and the doors at 8.45 am. Registration closes promptly at 9.00am. If you arrive after this time, you must enter via the school office where you will need to be signed in by a Parent/Carer. Your child will receive a late mark in the register. If your child arrives after 9.30, your child will receive a U code, this does affect attendance.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 9.00am and pupils who arrive after this time will be recorded as late to school.
- Registers close at 9.00am and after this lateness may be recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken between 12.45-12.55pm for EYFS and KS1 and 1.30-1.40 for KS2

- Persistent lateness by a pupil will be dealt with by meetings with parents/carers. Prior to this, letters will be sent out outlining the number of lates and the next steps if this does not improve.
- Children's attendance and punctuality is recorded on their report and will be passed into future schools as necessary.

~~Pupils leaving during the school day~~:

During school hours, the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Children are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of the school time.
- If children do have to attend appointments during the school day, a copy of the letter is requested and the parent is asked to take a signed slip to the appointment, this provides evidence they have attended.
- Parents/Carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, and the expected time of return.
- Children must be signed out on leaving the school and be signed back in on their return.
- Where a child is being collected from the school, parents/carers are to report to the school office before the child is allowed to leave the site.
- If a child leaves the school site without permission, their parents/carers will be contacted immediately. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the child as a missing person.

Leave during term time

~~The Law:~~

By law, parents and carers must ensure that all children of compulsory school age (5-16) receive a suitable, full-time education. Telford and Wrekin Council Attendance support both schools and parents/carers to ensure that every child attend school regularly. As a parent/carer you may be committing an offence if you fail to make sure that your child attends school regularly. This may lead to the issuing of a penalty notice, prosecution, or application for an education supervision order.

Leave of absence

- Please be aware that the Education regulations 2013, which came into effect on 1st September 2013, states that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.
- Any absence must be requested as far in advance as possible, and no less than 4 weeks prior to the requested date. A form for application for leave of absence during term time can be found on the website or you can ask for one from the office.
- The guidance from Telford and Wrekin Council states that if a parent/carer takes their child out of school, e.g. on holiday or other unauthorised leave of absence, for 5 days (10 sessions) or more, without the authority of the headteacher, each parent/carer may be liable to receive a penalty notice for each child who is absent.
- If leave is taken without authorisation by the school, it may be recorded as an unauthorised absence and Telford and Wrekin attendance support team will be notified. A penalty notice will probably be issued.

Any leave of absence during term time can be disruptive both to the child's learning and to the school whether for a family holiday or for any other reason. Schools will only consider **the leave in term time where both:**

- The application is made to the headteacher in advance of the leave by a parent/carer the child normally lives with,
- There are exceptional circumstances, as agreed by the headteacher for the leave.

Application should be made as far in advance of the leave as possible (at least four weeks prior to leave). Teagues Bridge Primary School will only agree absence in exceptional circumstances. The following factors will be considered when assessing requests – no one factor should be regarded as conclusive. School staff should investigate each request **individually and consider:**

- The time of the year of proposed leave of absence
- The length and purpose of the leave of absence
- The duration of the leave of absence and its impact on continuity of learning
- The circumstances of the family and the wishes of parents
- The overall attendance pattern of the child

Schools should carefully explore with parents why leave of absence is necessary if they do not accept the unauthorised notification. Where absences are sanctioned, they should be counted as an authorised absence.

When parents fail to abide by the agreement reached with the school and keep a child away from school in excess of the period agreed or, where parents fail to apply permission, the extra time taken should be treated as an unauthorised absence.

What are exceptional circumstances:

- Close Family Funeral
- Religious Observance
- Illness
- Exams, tests, sporting events.
- Medical procedures overseas (evidence must be provided from Doctor)

Where schools are experiencing difficulties with leave of absence in term time, they may **wish to:**

- Focus on the issue at parents' meetings
- Issue a letter in the subject to parents
- Contact the Attendance Support Team for advice and support

All requests for leave of absence should be in writing and the application should be made by a parent with day-to-day care of the child even if they are not actually going on holiday themselves. If the parent with whom the child lives does not give consent to the holiday, leave cannot be given lawfully by the school except by a court order.

The application should be made within 4 weeks of the absence request.

~~Penalty Notices~~:

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2024.

In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issue Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.

It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents will be notified of that decision.

The government introduced changes in legislation from August 2024 that parents need to **be aware of:**

- If your child has 10 sessions of unauthorised absence in a 10 school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.

- If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD day or bank holiday

- Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.

- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160

- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.

- Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).

- In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in school's attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

'Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence)'.

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2024, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance 'Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local

Code of Conduct, students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10 week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed above.

Please follow the links below for more detailed information:

Working together to improve school attendance: July 2026

The Education (Penalty Notices) (England) Regulations 2007

https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

Behaviour and Penalty Notices relating to Exclusions:

- Section 103 of the Education and Inspectors Act 2006 places a duty on parents/carers to ensure their child is not in a public place without justifiable cause during school hours when they are excluded from school. Failure to do so will render the parent/carer liable to a Penalty Notice.
- The amount payable is £120 reduced to £60 if paid within 21 days. If the penalty notice is not paid, the recipient
- may be prosecuted for the offence under section 103.Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

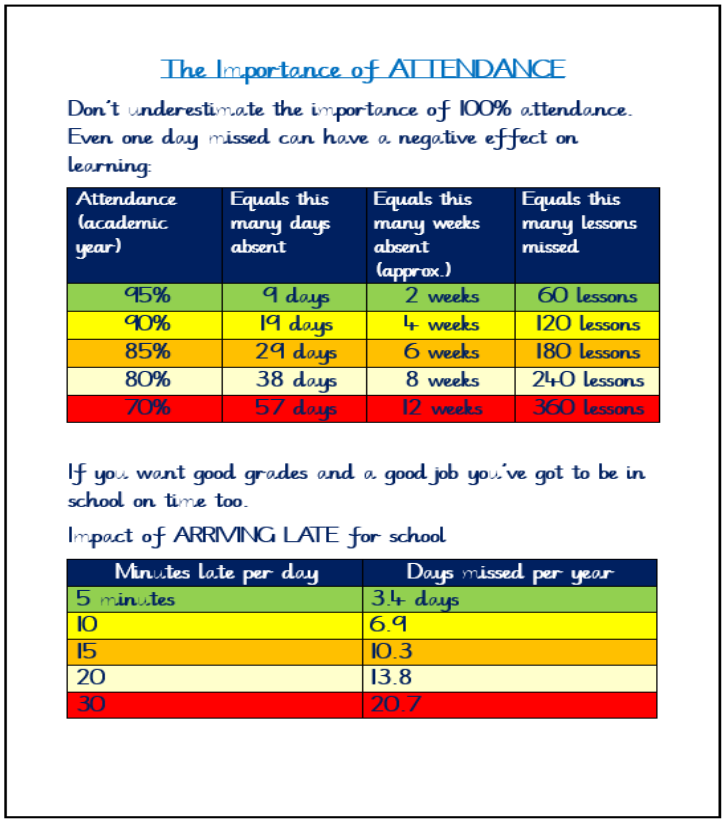
Circumstances where an Exclusion Penalty Notice (EPN) may be issued:

For a child of compulsory school age who is a registered pupil at a school and is excluded from that school, either for a fixed period, or permanently, his/her parent/carer is guilty **of an offence under Section 103 of the Edu-cation and Inspections Act 2006 if:**

a. the child in question is present in a public place during school hours without reasonable justification during the first five days of each and every period of exclusion.

b. the parent must have been notified by the school at the time of the exclusion of their duty and the dates it relates to.

c. If all criteria are met, a Penalty Notice will be issued, and payment options are in line with 1st issue Penalty Notices. A 'Notice to Improve' will not be issued.



The Importance of ATTENDANCE

Don't underestimate the importance of 100% attendance. Even one day missed can have a negative effect on learning:

Attendance (academic year)	Equals this many days absent	Equals this many weeks absent (approx.)	Equals this many lessons missed
95%	9 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
70%	57 days	12 weeks	360 lessons

If you want good grades and a good job you've got to be in school on time too.

Impact of ARRIVING LATE for school

Minutes late per day	Days missed per year
5 minutes	3.4 days
10	6.9
15	10.3
20	13.8
30	20.7

Pupils leaving the school building without permission

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school and are collected by a specified adult. The following **procedures will be taken in the event of a pupil going missing whilst at school:**

- In the event of a pupil leaving the building, a member of staff will alert the headteacher/Senior leadership team, whilst another member of staff will keep a watchful eye over the pupil.
- The member of staff will attempt to encourage the pupil to return back into the building.
- In the event of the pupil moving further away from the member of staff, the staff member will stand back and observe movement of the pupil – moving closer may encourage the pupil to move further away.
- A co-ordinated response will be organised by senior leaders with the aim of preventing the pupil leaving the school site.
- The office staff will also be informed as they will act as a point of contact for receiving information in the event of a site search if the pupil cannot be located.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a search of the school premises as directed by the headteacher.
- In the event of a pupil leaving the school site, the school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, or in the event of school being unable to contact any of the emergency contacts, the police will be contacted.
- When the pupil has been located, member of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

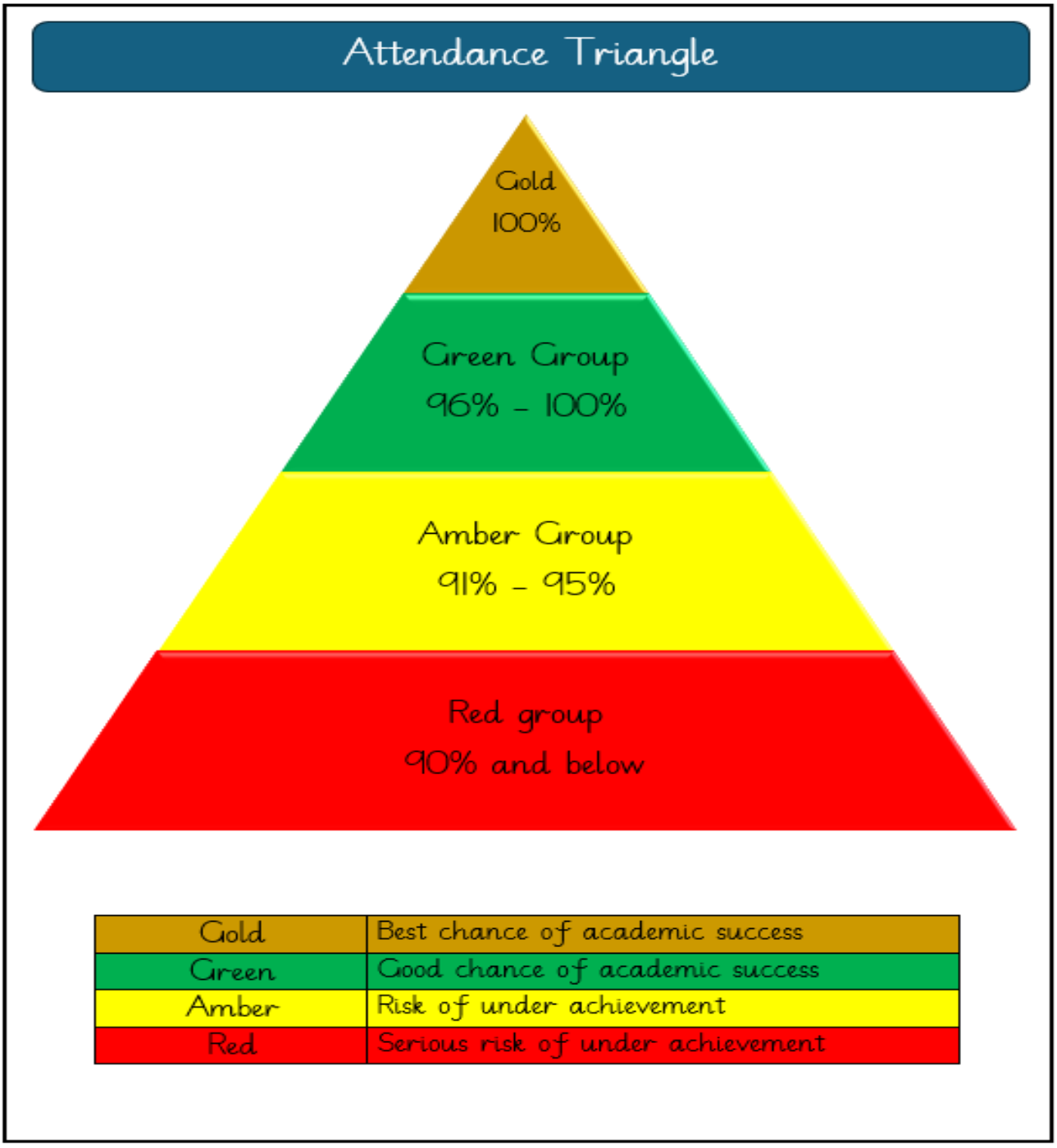
Attendance Intervention

The headteacher, attendance champion and EWO will meet regularly to review and monitor attendance.

Actions taken will include but are not exhaustive of:

- Inviting parents into school for an 'Attendance Support Meeting' to look at how the school can support the family to improve attendance.
- Meeting with the class teacher to address any concerns before attendance dips.
- Establish a range of interventions to address any barriers to attendance.
- Make referrals to external agencies if this is deemed necessary.
- Complete Early help assessments

Letters will be sent home half termly to parents outlining their child's attendance, these letters will be colour coded with the attendance logo symbol.



Gold	Best chance of academic success
Green	Good chance of academic success
Amber	Risk of under achievement
Red	Serious risk of under achievement

letters will be sent to parents outlining any concerns with attendance. These are sent from the school administrator.

- Late letters for concerns relating to punctuality.
- School letter from the teacher when attendance is between 91%-95%.
- Attendance agreement
- School Attendance letter 1 (SAL 1)
- School Attendance letter 2 (SAL 2)

The school will use attendance data, in line with the monitoring and analysing absence section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the needs of the pupils whom the intervention is designed to support.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them. The school will, on occasions, liaise with other agencies working with pupils and their families to support attendance.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absence that have been authorised by the headteacher in advance.

If a pattern of absence becomes problematic, the attendance team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly.

Where these barriers are related to the pupil's experience in school, the attendance champion will work with the Headteacher and any relevant school staff, to address this. Where barriers are outside of school's control, e.g. they are related to issues within the pupil's family, the attendance champion will liaise with any relevant external agencies or authorities and will encourage parents to access support that they may need.

Training of staff

The school recognises that early intervention can prevent poor attendance. As such, staff will receive regular updates on school attendance.

All staff will be required to read this policy and sign to acknowledge they have done so.

Staff in school understand that:

- Securing good attendance is the key to securing future academic success.
- Absence is almost invariably a result of wider circumstances.

- The legal requirements on schools, e.g. the keeping of registers and completing these in a timely manner.
- The school's strategies and procedures for monitoring and improving attendance and the role they all play.
- The school's procedures for multi-agency working to provide support for pupils who need it.
- Absence from school could indicate a safeguarding concern.
- Attendance is the responsibility of the whole community.

Staff involved in leading attendance will attend regular CPD and briefings to ensure they are up to date with any new developments.

Incentives for good attendance

Rewards
Schools and AST can play an important role in encouraging attendance by providing rewards for good and improved attendance and punctuality, both for individuals and classes or groups. Care should be taken to acknowledge individuals who are making an effort to attend but who nonetheless, and for acceptable reasons, may have poor attendance overall. Such rewards may include:-

- Letters of congratulations, certificates for good attendance which may be taken home,
- A mention in assembly,
- Whole class attendance award ~ receive a certificate and a trophy.
- Punctual panda award
- Best attendance award
- Most improved attendance
- 100 club
- Non-uniform day for best class attendance each half term.
- Attendance agreement plan
- Raffle tickets for every day a child attends if their attendance falls into persistent absence.

Other strategies which might be considered:

- Record attendance on reports sent home, with positive comments for effort.
- Send home termly letters with traffic light colour system to all parents to inform them of their child's attendance.

- Facilitate attendance support meetings and attendance panels in schools to invite parents to attend for a discussion specifically about school attendance. This panel may include the community nurse and the school governor.

We reward children for the best attendance (100%), they are awarded with an attendance badge and certificate in awards assembly.

Children who have persistent absence will be rewarded for every 10% they increase their attendance.

Legal Intervention/Penalty Notices

~~Penalty Notices~~:

Under existing legislation, each parent/carer commits an offence if a child fails to attend school regularly and the absences are classed as unauthorised. Depending on circumstances, such cases may result in prosecution under section 444 of the Education Act 1996.

Telford and Wrekin Council considers that regular attendance at school is of such importance that penalty notices may be used in the following circumstances where **unauthorised absence occurs:**

- Children identified by police or Education welfare officers engaged on truancy patrols and who have incurred unauthorised absences.
- Unauthorised leave of absence during term time.
- Where it is judged that a parent/carer is failing to engage with any supportive measures proposed by the school. This may be considered if a child has 10 or more sessions of unauthorised absence during the previous 6 school weeks. Unauthorised absence may include arriving late after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents/carers will be sent a formal warning of their liability to receive such a notice before it is issued.

The amount payable on issue of a penalty notice is £80 (issued to each parent/carer, for each child) if paid within 21 days. Penalty notices will increase to £160 after 21 days but within 28 days. After 28 days, the LA may prosecute under section 444 Education Act 1996.

Behaviour and Penalty Notices relating to Exclusions:

- Section 103 of the Education and Inspectors Act 2006 places a duty on parents/carers to ensure their child is not in a public place without justifiable cause during school

hours when they are excluded from school. Failure to do so will render the parent/carer liable to a Penalty Notice.

- The amount payable is £80 if paid within 21 days, rising to £160 if paid after 21 days but within 28 days. If the penalty notice is not paid, the recipient may be prosecuted for the offence under section 103.
- Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Illness procedures

NHS information about when your child is too ill to come to school. Please click **link below:**

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

When to report Absence to the school:

All absences must be reported on a daily basis. In all cases of absence the parents/carers **should:**

- Only keep your child away from school if necessary. The school will always call and send home an unwell child;
- Telephone the school on 01952388450 at the earliest opportunity to let them know why your child is going to be absent. Please try and phone by 9.10am at the very latest
- Please call daily and keep the school informed if more than one day's absence is necessary;
- Send a note to school explaining the reason for the absence;
- If medical appointments are absolutely necessary, please bring your child to school for the rest of the school day and ensure the administrator has seen the appointment card.

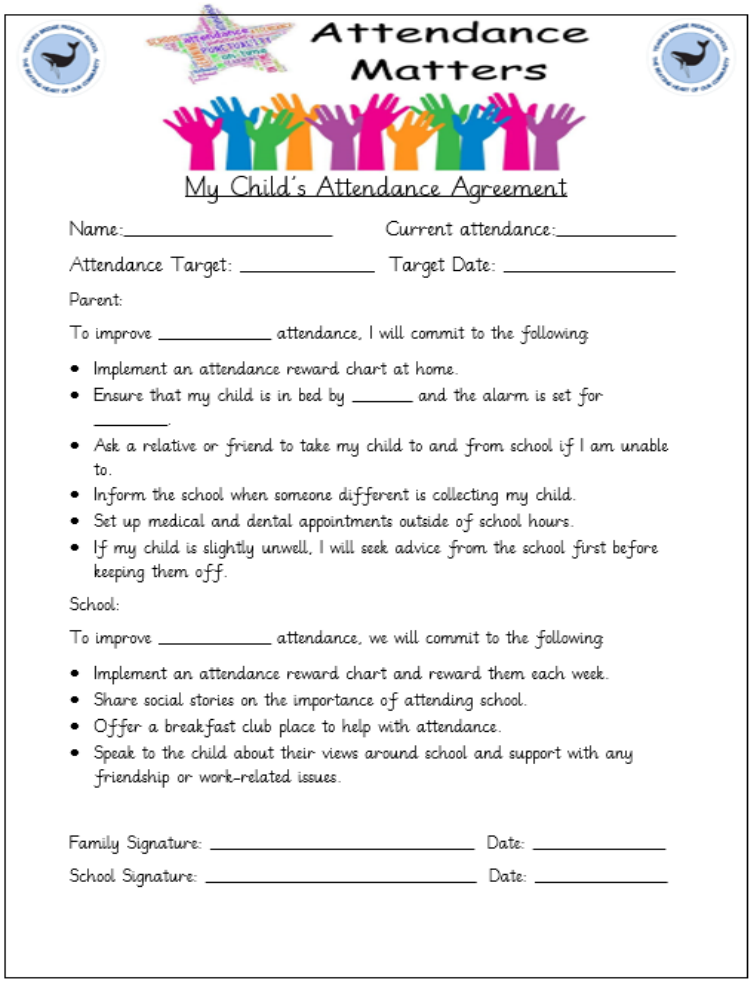
Monitoring and Analysing attendance

The Education Welfare Officer monitors and analyses attendance every three weeks. The EWO meets with the head teacher and the attendance champion every three weeks to discuss the absence of each child.
Daily attendance is monitored by the administrator who records the reason for absence and looks for any patterns/reasons and sends these to the headteacher.

What happens as a result of monitoring?

Every 3-4 weeks the headteacher and assistant head will monitor all attendance. They will monitor against the attendance triangle colour codes.

All children coded amber will be passed on to the class teacher and the teacher will meet with the parent to find a supportive way to increase their child's attendance. This will be an informal meeting and is intended to help and support. At this meeting an attendance **agreement will be signed, please see an example below:**



Attendance Matters

My Child's Attendance Agreement

Name:_____ Current attendance:_____

Attendance Target: _____ Target Date: _____

Parent:

To improve _____ attendance, I will commit to the following:

- Implement an attendance reward chart at home.
- Ensure that my child is in bed by _____ and the alarm is set for _____.
- Ask a relative or friend to take my child to and from school if I am unable to.
- Inform the school when someone different is collecting my child.
- Set up medical and dental appointments outside of school hours.
- If my child is slightly unwell, I will seek advice from the school first before keeping them off.

School:

To improve _____ attendance, we will commit to the following:

- Implement an attendance reward chart and reward them each week.
- Share social stories on the importance of attending school.
- Offer a breakfast club place to help with attendance.
- Speak to the child about their views around school and support with any friendship or work-related issues.

Family Signature: _____ Date: _____

School Signature: _____ Date: _____

If your child's attendance is in the red zone, the headteacher will write to you outlining the concerns and inviting you to an attendance support meeting. This is a meeting where professionals look at ways to support you in improving your child's attendance, so they have the best opportunities during their primary school journey. It is not a judgemental meeting or an opportunity for criticising, it is a supporting process, we want the best for your child and supporting and helping you is our only aim.

APPENDIX A

Requesting leave in Term Time

Fully complete a 'Request for Leave in Term Tim' form, preferably 4 weeks before the request dates. You can request a form from the office or download one from the schools website; www.teaguesbridgeprimary.org

Hand it in to the school reception office with any other documentation that you wish to be considered with the request.

School will respond in writing within 5 working days, advising of the decision made. If no letter is received, please contact the school office.

Leave is authorised.

Absence will be recorded as authorised on the school register.

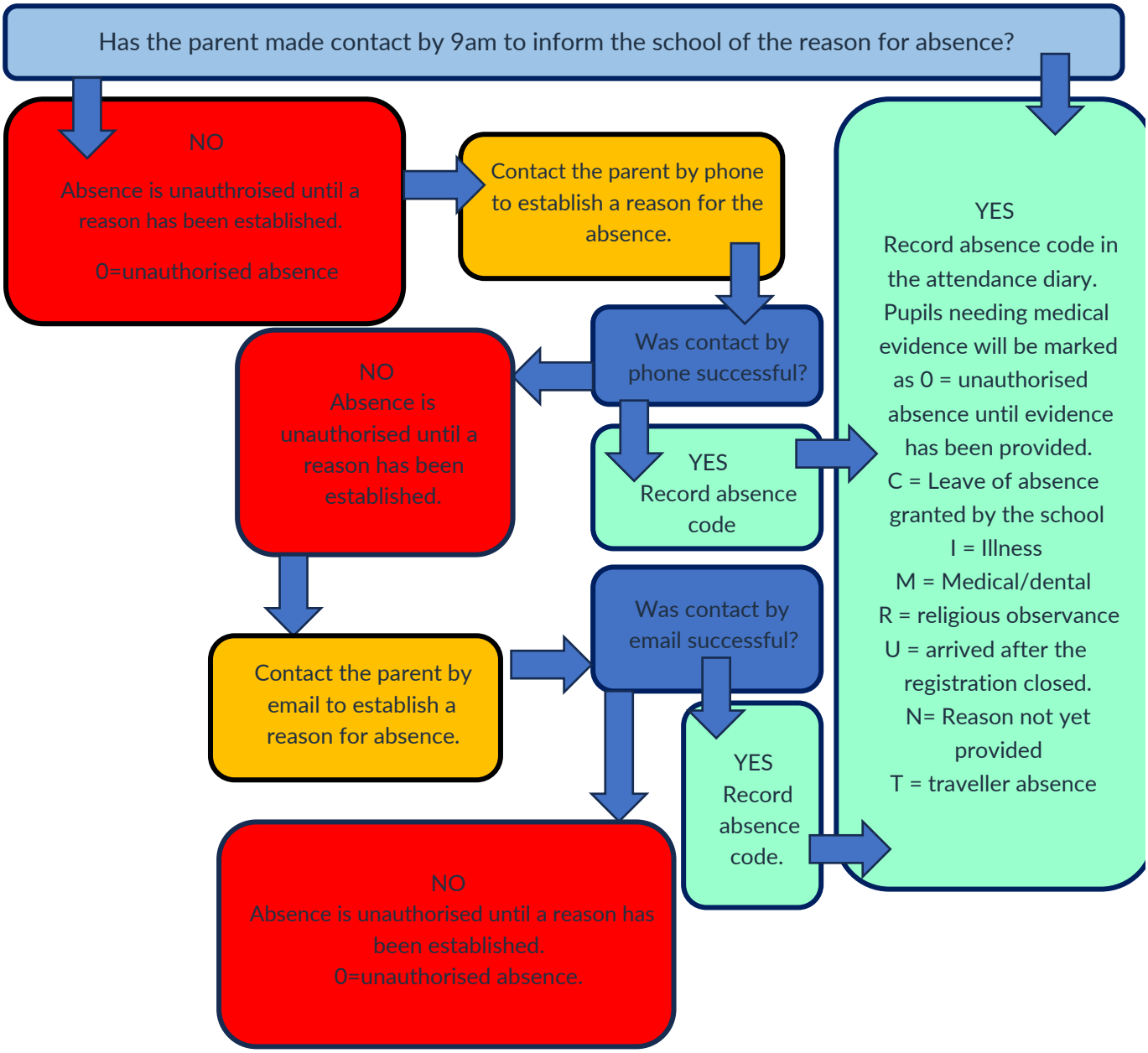
Leave is unauthorised.

If leave is still taken, absence will be un-authorised on the school register.

Penalty notice may be issued by the LA.

APPENDIX B

Attendance Monitoring Procedures



Step 1 ~ Administrator to contact attendance champion (Mrs Woods) and Headteacher (Mrs Abdulla) to discuss the absence.

Step 2 ~ Decide is an EWO home visit required.

Step 3 ~ Headteacher will request a home visit from the EWO.

Step 4 ~ If EWO is unable to make a home visit that day and safeguarding concerns exist, school will carry out a well-being check.

Step 5 ~ if following a home visit, school are unable to contact the family and have serious concerns for the safety of the family, contact will be made with the police.

APPENDIX 3

Email to be sent to parents when telephone contact has been unsuccessful.

Dear Parent,

After completing the class register, we have noticed that your child is absent from school today. We have tried to make telephone contact with you this morning to establish the reason for absence.

Please could you contact the school to make us aware of the reason for absence to avoid the absence being recorded as unauthorised.

In the event of no contact being made with school, the Education Welfare Officer may either make contact with you to discuss the reason for absence or complete a home visit.

Thank-you for your support with this.

Teagues Bridge Primary School.

APPENDIX 4

Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send the request form below to the Headteacher. This form should be sent to the school in time for the request to be considered before the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.

2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) Guidance 'Working Together to Improve School Attendance (Feb 2024)' states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Telford & Wrekin Local Authority (LA) policy supports that view. Where such requests are made, the Headteacher should decide if there are exceptional circumstances before the leave is granted, if the leave is granted the Headteacher has the discretion to agree the duration of that leave.

3. Each case will be considered individually and on its own merits. Parents therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

   - the exceptional circumstances stated that have given rise to the request;
   - whether the child is compulsory school age;
   - the stage of the child's education and progress and the effects of the requested absence on both elements;
   - whether the same trip could be taken during the 13 weeks school is closed to pupils?
   - students/pupils on examination courses or due to take SATS will not normally be granted leave of absence.

4. Where parents have children in more than one school, a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, there is an expectation that all schools involved will communicate and all agree a decision whether to authorise or not. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any leave requests.

5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

6. Should the school decide to grant the leave. but the child does not return to school at the time s/he was expected to (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, his/her place at the school could be lost.

7. Should the School decide not to grant the leave and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice fine of £160 per parent per child. This Penalty Notice fine will be reduced to £80 if paid within the first 21 days. Failure to pay the £160 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

APPENDIX 5

Request for Leave during Term Time

Date.....

To: The Headteacher
of:.....(School)

I request permission for leave in term time from school for my child:

(full name)
.....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer) ..... and
(parent/carer).....
The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) ..... School(s) .....

....

....

Name of 1 st Parent/Carer(s) ..... Signed .....

Current
address.....

Mobile No:.....

Name of 2 nd Parent/Carer(s) ..... Signed .....

Current
address.....

Mobile No:.....

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

For Office Use Only

Date request for leave in term time received by school

.....

Current Attendance.....% Last Year's

Attendance.....%

Number of unauthorised absence sessions during previous 10 school weeks

.....

Re: **Siblings:** other schools confirmed?

.....

What action are other schools taking?

.....

.....

.....

Leave in term time Agreed/Not Agreed

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

This may result in a:

Fine ☐ Warning ☐

Signed ..... Job Title.....

Print Name ..... Date .....

Notification of decision: Date letter sent to parent.

.....

Any notes/reasons for request not being agreed:

APPENDIX 6

~~School letter ~ Leave not Agreed~~

(Parents name and address)

Date

Dear (Parents Name)

(Child's name and date of birth)

Thank-you for your letter dated (Date) requesting permission for (Pupil's name) to be absent from school for (Number of days), (Date).

As you may be aware the government has published a national framework for Penalty Notices and has renewed appeals to parents not to take their children out of school during term time. The Governors of this school support this and agree that students will only be given permission to take leave in term time if there are exceptional circumstances.

Having looked at your request for leave in term time, I feel that on this occasion your request can be supported. Therefore, the absence to include the dates requested will be authorised.

Our key priority is to ensure that (pupil's name) is as successful as possible and can achieve (his/her) full potential. I would hope that, in the future you are able to support this decision in line with the Government and Local Authority policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil's name) attendance for this academic year.

The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.

I hope this letter explains the reason for the decision that has been made.

Yours sincerely

(Name)
(Job Title)

APPENDIX 7

School letter ~ Leave not Agreed.

(Parents name and address)

Date

Dear (Parents name)

(Child's Name and Date of Birth)

Thank you for your letter/form dated (date) requesting permission for (pupil's name) to be absent from school for (number of sessions), between (dates).

As you may be aware the government has published a national framework for Penalty Notices and has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and agree that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance because .... Therefore, if the absence occurs the dates will be unauthorised.

As a school we are asked to inform you that, in line with both the Department for Education and Telford and Wrekin Council Policy, 10 sessions of unauthorised absence within 10 school rolling weeks may be subject to a Penalty Notice fine of £160 payable per parent, per child, which can be reduced to £80 if paid within 21 days, but only if it is the first Penalty Notice issued to you from 1st September 2024. If this fine is not paid within 28 days this may lead to Court proceedings which could ultimately result in a criminal record and a fine of up to £2500 and/or an alternative sentence which can include up to three months imprisonment.

If this absence results in a second Penalty Notice issued to you within three years of the date of the first one, (from 1st September 2024) a flat rate of £160 will apply. A third Penalty Notice will not be issued within a three year rolling period. Therefore, alternative action or legal measures will be utilised when the criteria of 10 sessions of unauthorised absences in a 10 school week rolling period are met.

Our key priority is to ensure that (pupil's name) is as successful as possible and can achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the government and local authority policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

I have attached a copy of (pupil's name) attendance for this academic year.

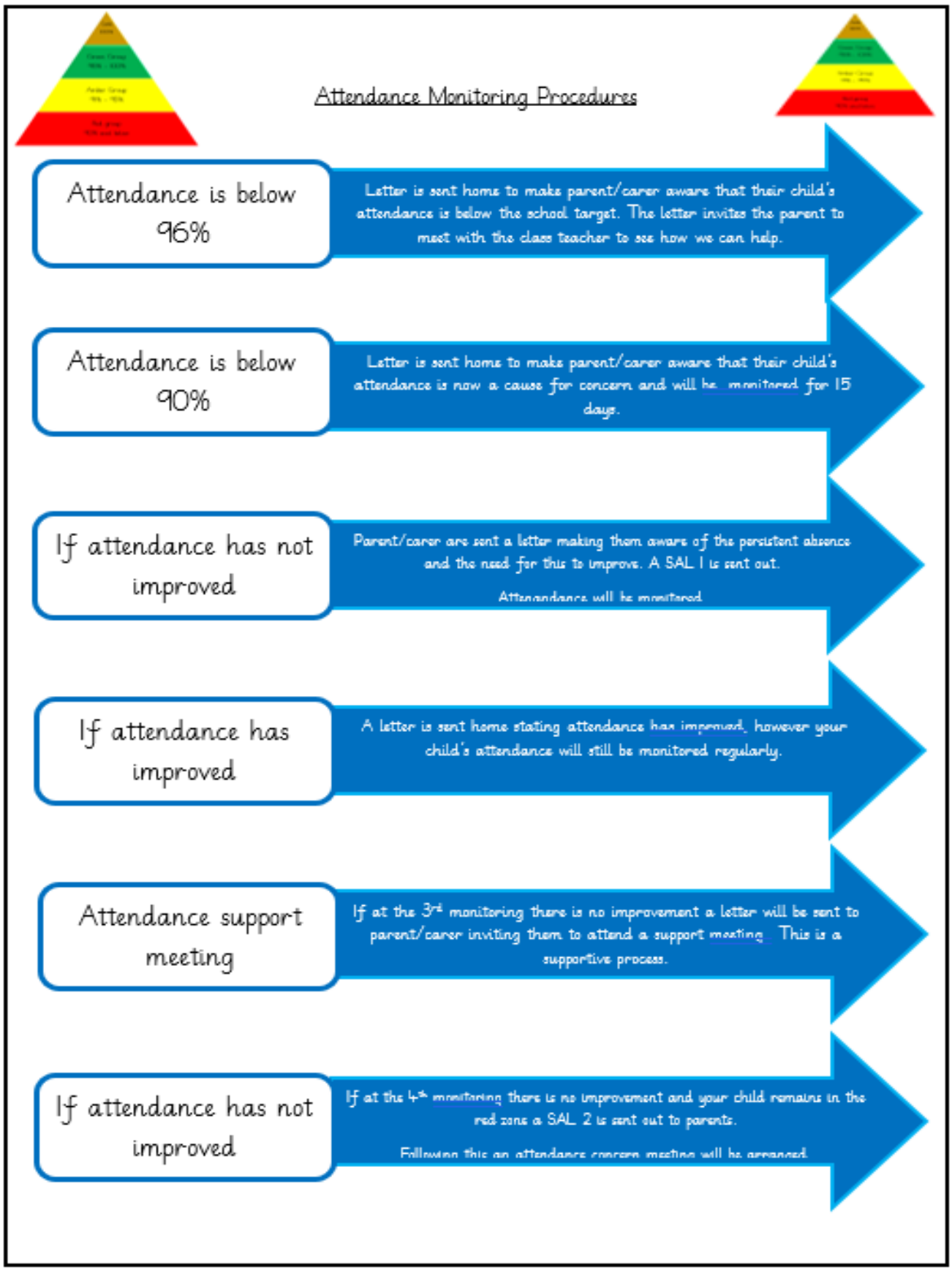
The Headteacher has been fully consulted in relation to this request for leave and fully supportsthedecisionmade.

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

(Name)
(Job Title)

APPENDIX 10:


Attendance Monitoring Procedures
Attendance is below 96%
Letter is sent home to make parent/carer aware that their child's attendance is below the school target. The letter invites the parent to meet with the class teacher to see how we can help.
Attendance is below 90%
Letter is sent home to make parent/carer aware that their child's attendance is now a cause for concern and will be monitored for 15 days.
If attendance has not improved
Parent/carer are sent a letter making them aware of the persistent absence and the need for this to improve. A SAL 1 is sent out.
Attendance will be monitored
If attendance has improved
A letter is sent home stating attendance has improved, however your child's attendance will still be monitored regularly.
Attendance support meeting
If at the 3rd monitoring there is no improvement a letter will be sent to parent/carer inviting them to attend a support meeting. This is a supportive process.
If attendance has not improved
If at the 4th monitoring there is no improvement and your child remains in the red zone a SAL 2 is sent out to parents.
Following this an attendance concern meeting will be arranged

APPENDIX 11

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about health protection and managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

What to do about other conditions?

High temperature

If your child has a high temperature, keep them off school until it goes away.

Feeling anxious or worried

It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them.

If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until it goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over.

This is usually about 5 days after the spots first appeared

Cold sores

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis, unless they are feeling very unwell.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Your child should try to stay at home and avoid contact with other people if **they have symptoms of COVID-19 and they either:**

- have a high temperature
- do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive?

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should

try to stay at home and avoid contact with other people for 3 days after the day they took the test.

Ear infection

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

Hand, foot and mouth disease

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head lice and nits

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

Impetigo

If your child has impetigo, they'll need treatment from a pharmacist or GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

Measles

If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily.

Keep your child off school for at least 4 days from when the rash first appears.

They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

Ringworm

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

Scarlet fever

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.

Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease)

You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious.

But let the school or teacher know if you think your child has slapped cheek syndrome.

Sore throat

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of tonsillitis.

Threadworms

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

Vomiting and diarrhoea

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).