

# Elkesley Primary & Nursery School



## Attendance Policy

|                           |                |            |
|---------------------------|----------------|------------|
| Compiled by               | C Marsh        | March 2024 |
| Agreed by                 | Staff          | March 2024 |
| Approved by               | Governing Body | March 2024 |
| Signed                    |                |            |
| To be reviewed March 2026 |                |            |

## **Importance Of Attendance**

Elkesley Primary School seeks to ensure that all its pupils receive an education which maximises opportunities for each pupil to realise their potential. The school provides a welcoming and caring environment.

***We believe that the more time a child is absent from school, the more difficult it is for them to achieve their expected rates of progress.***

Although we recognise that there will be situations when absence or lateness is unavoidable (and staff will support pupils to ensure that detriment to progress is minimised) we strive to improve attendance to ensure children are not missing key learning.

It is imperative that children attend school to meet the aims and ethos of Elkesley primary and Nursery School.

**Our Vision:** To inspire a community of life-long learners.

**Our Mission:** At Elkesley Primary and Nursery School we show a passionate commitment to learning and recognise the uniqueness of individual learners: ensuring all of our pupils enjoy their learning and develop the necessary skills to unlock their full potential. We believe that by working in partnership with parents and the local community, we can instill a love of learning that lies within all of our children, preparing them to be happy and successful. Our curriculum is carefully designed to be both challenging and exciting which nurtures our pupil's genuine desire to learn whilst developing confidence and self-esteem - inspiring today's children for tomorrow's future.

**Our Core Values:**

**At Elkesley, we are:**

- Welcoming
- Happy
- Talented
- Compassionate
- Resilient
- Achievers

**Our Aims and Ethos**

**In preparing our children for a happy and successful life, we aim:**

- To prepare our children to be the best that they can be by establishing a life-long love of learning.
- To continually raise standards to ensure all children reach their full potential.
- To create a safe, stimulating environment which creates positive attitudes to learning.
- To support our children in becoming independent, respectful, happy and motivated learners with a belief in themselves.
- To celebrate each child's uniqueness, individuality, talents and achievements.
- To build strong collaborative partnerships with families and the local community.
- To provide enhanced opportunities for learning through visits to places of interest or visitors who come into school to enrich our learning and broaden knowledge.
- To instill the value of community and working and living together productively.

## Aim and principles and objectives of this policy

- To raise levels of achievement by ensuring pupils have the highest possible levels of attendance, punctuality and involvement in the life of Elkesley Primary School.
- To comply with the **Government's legislation and Regulations** and the requirements of **Nottinghamshire LA**
- To comply with Elkesley Primary Schools Governors guidelines
- To encourage and promote full attendance and punctuality
- To promote a positive attitude to attendance in whole school awards and class rewards
- To raise awareness of the importance of attendance through assemblies and promotions
- To monitor and evaluate levels of attendance and punctuality, identifying causes of non-attendance and provide support if necessary
- Being proactive in communicating with parents regarding attendance and punctuality issues/taking action where necessary.

**At Elkesley Primary and Nursery School, our attendance target is 96%.**

## Statement of Expectations:

### **Parental responsibilities - to ensure that their child:**

- Achieves regular school attendance
- Arrives on time and is properly dressed
- Understands the importance of good attendance and punctuality
- Is not taken out of school during term time unless absolutely unavoidable
- Is only missing school when too ill to attend or when the school has authorised absence beforehand
- Inform school of absence reasons and communicate with school if they are experiencing problems.

*Parents can help to prevent their child from missing school by taking an interest in their education and talking to them about what activities they have been doing in school and discussing any problems they may have in school.*

*Elkesley Primary recognises that there can be many issues that affect school attendance e.g. housing or care arrangements, transport to and from school, work or financial limitations. Parents are requested to see support/guidance from the Head of School to help in circumstances that are preventing a child attending regularly.*

## Responsibilities

### **Parent's responsibilities:**

- Pass any letter from parents/carers requesting or explaining absences
- Tell a class teacher if experiencing difficulties/problems attending school
- Return any requests for information regarding missing marks and lateness
- Ring school on the first day of absence so accurate information can be kept and teachers informed
- Give an indication of when a pupil is likely to return to school
- Provide evidence of appointments and absences where the absence is medical and emergency or request for special circumstances

### **Pupil's Responsibilities**

- Arrive on time (**8.45 arrive 8.55 start**).
- Report to the school office when late (number of minutes late are recorded).

## **School's Responsibilities**

- To have a clear attendance policy that is communicated with parents
- To keep accurate records of attendance and monitoring in place
- To offer support and guidance to families by arranging meetings in school or at home to discuss barriers to attendance and punctuality
- Encourage punctuality throughout each day and treating each case with sensitivity.
- Head teacher to visit each family where there is a need is identified
- Give attendance a high profile via assemblies, newsletters and the school website
- Implement reward, sanctions and celebrations
- Report on attendance to governors
- Ensure work is provided for excluded and long term absences
- Give parents opportunity both written and verbal to communicate reason for child's absence.

## **Staff's Responsibilities**

- Being positive role models for attendance and punctuality
- Give attendance a high profile in class
- Praise pupils for arriving on time and improved attendance
- Keep accurate registers as laid out in section Registration Procedures
- Inform the Business Manager and Administration Assistant of any concerns or reasons for absence.

## **Governor Responsibilities**

- To review policies at regular intervals
- To ensure that they receive regular monitoring reports/information and agree the termly/annual attendance school target

## **Local Authority Responsibilities**

- Support families in difficulty
- Provide home tuition for children with long term and recurring illness
- Work with families to overcome any identifies barriers to attendance and punctuality
- Support school with enforcement of penalty notices
- 

## **Legislation and Compliance:**

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996    Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Parents have a duty to ensure that their children receive an education. The Education Acts 1996 and 2005, The Education and Skills Act 2008 and The Education and Inspection Act 2006 (information from the Department of Education, Schools, Attendance, August 2013) places the responsibility for enforcing school attendance on the LA.

***If a compulsory school age child is registered at Elkesley Primary School, parents have the primary legal responsibility for ensuring that their child attends regularly. If the child is under 5 and attends foundation stage it is the parent's responsibility that the child attends regularly.***

Legal action, usually exercised through Targeted Support (Section 444(1) and section 437 of the Education Act 1996) (amendment – The Education (penalty notices) (England) regulations 2007) has the following powers including:

- Penalty notices for irregular attendance
- School attendance orders
- Prosecution for irregular attendance
- Education supervision orders

All of the above can be incorporated within a 'fast track to court' process.

For foundation stage children action will be taken to withdraw the part time place.

In securing a positive attitude towards attendance and punctuality amongst children and their families, the school will be enabled to provide an appropriate and uninterrupted education for all pupils, so that the highest standards of attainment can be reached.

## **Registration Procedures**

The school day is split into 2 sessions, morning and afternoon.

### **Morning Registration**

- Full time pupils should be school by 8.55am, although they can access the playground areas as from 8.45am. The gates are then shut and locked to ensure safeguarding of pupils.
- Foundation stage pupils morning sessions is 8.55am to 12.00pm. They should be collected from the main office reception area.

### **Afternoon Registration**

- Pupils are expected to be in class at 1.00pm for their afternoon sessions mark
- Part time Foundation pupils who have stayed for lunch are to be collected at 1.00pm from the main reception area.
- Foundation pupils who access the additional 15 hours and are collected at 3.00pm, will be dismissed from the school office reception area.
- Any children arriving late into class will be issued with a late mark.

## **Punctuality and Lateness**

- After 8.55am, but before 9.20am, a late mark will be issued. All late children must report to the school office.
- After 9.20am and up to 12 noon an unauthorised mark will be issued.
- Children arriving late will be issued with a green warning letter to take home, if they have been late on more than five occasions that term.
- Should concerns continue, a meeting will be held with parents/carers to identify any difficulties and offer support. This meeting will be held either in school or at the home of the child.

- If concerns continue, a meeting with the governors and Head teacher will be arranged to review the case and parents and carers are invited to attend. An action plan will be completed and agreed. If there is not a significant improvement to attendance then a referral will be made to targeted support who may issue a penalty notice.

## **Absence**

In all instances of absence the first contact for enquires should be the school office from 8.30 am -9.30am on 01777 838615. Mrs Sutherby or Mr Marsh will be happy to help with any informal advice to guide parents/carers through attendance issues. It is vitally important that contact is made with school on the first day of absence this could be for

- Illness or infection
- Domestic emergency
- Medical and dental appointment(children are expected where possible to attend both before and after the appointment)
- Bereavement

## **Authorised Absence**

If you wish to take your child out of school or foundation stage during term time. You must apply for permission in writing using the leave of absence form no more than 4 weeks in advance of the event. ***Permission for authorised leave of absence may be granted for exceptional circumstances.*** It is useful and beneficial to your request for authorised absence is accompanied by written evidence.

## **Guidelines as to what can be defined as exceptional circumstances**

- *Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in the school holidays. This must be supported by documentary evidence from the company/organisation.*
- *Service personnel returning from/scheduled to embark upon a tour of duty abroad*
- *Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided from qualified professionals, such as a Doctor or Consultant.*
- *Where a holiday is exclusively set part for religious observance by the religious body to which the child's parents belong. This must be supported by documentary evidence form the religious body.*

***Even an authorised absence reduces the overall attendance percentage.***

## **An Unauthorised Absence will be:**

- When there is no acceptable explanation for your child's absence e.g. unauthorised family holidays, regular illness where no medical evidence is forthcoming.
- In event of unauthorised absence, the families will be contacted. Only the Head teacher can authorise an absence – not the parent. It is at the Head's discretion following the government guidelines of exceptional circumstance and the evidence presented as to whether the absence will be authorised or not.

Both authorised and unauthorised attendance levels are monitored and targets are set to improve the overall attendance level each year.

## **Foundation (part time)**

Regular attendance is a condition of being offered a Foundation (F1) place. If attendance in the Foundation Stage is unsatisfactory the place could be withdrawn and offered to another child on the waiting list.

## Leave of Absence

The Law states that an absence for holiday(s) in term time due to availability of cheap holidays, desired accommodation, poor weather experienced in the school holidays, overlap with beginning or end of term and day trips will not be authorised.

## Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

## **Penalty notices**

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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

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

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

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

**A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.**

## Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local

authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

**The details above are Government Legislation and can be subject to change. Any questions, please contact the school office. This policy adheres to Nottinghamshire Local Authority procedures, which are subject to the occasional change.**

#### **Absence Procedures when a parent does not inform school of reason for absence:**

**First Day** - if a child is absent on the first day with no communication from parents/carers, a phonecall will be made by school during the morning. This is an alert. If no response is made as to the reasons for absence the child's mark will be recorded as unauthorised. If a reason is given, this will be considered to be authorised or unauthorised dependent on the evidence or reason given.

**Second Day** – the absence will be continued to be marked as unauthorised unless a reason is given. Parents/carers should continue to keep in touch with reasons for absence. If no contact has been made parents and contacts on the school's record will be contacted to confirm location of child and reason for absence.

**Third Day/end of week** – A yellow 'reason for absence' letter will be sent home to ask for an explanation of the absence if no reason is given. This letter should be completed and returned as acceptable reasons for absence could and your child's absence revised to show authorised. If no contact has been made by parent/carer after day 3 the headteacher will visit the child's home to discuss absence with parents and support their return to school.

#### **Strategies for promoting attendance**

Class attendance certificates handed out each Friday in Gold Book assembly, with the highest attendance class being celebrated.

- Half termly assemblies with children who have achieved 100% that term receiving a Gold certificate and those attending for 96%+ receiving a Well Done Certificate.
- Improved attendance letters being sent home at the end of each half term.
- Most improved attendance, in each class, over a school year will receive a reward.



## **Persistent Absence (PA)**

Where absence has become frequent, written contact will be made with the parents. A child has PA when attendance drops below 90%. A panel will request that the parent/carers come into school and discuss the issues that affect their child's attendance. An action plan agreed by school and parent /carers committing to improvement. If the child attends Foundation Stage as a part time pupil then discussion about the place being withdrawn will take place. The panel will consist of the Executive head /Head of School, class teacher where possible and a Governor.

## **School Procedures on Monitoring Attendance**

Individual attendance and punctuality will be monitored via our digital recording system and our new electronic signing in tool. Attendance begins to cause a concern when a child is absent for a number of sessions that would lead to attendance falling below 95% (the national average), has an identifiable pattern of absence (e.g. most Fridays), or changes suddenly without explanation.

The thresholds for our school attendance are:

- ✚ Excellent attendance = 98%
- ✚ Good attendance = 96.5% - 97%
- ✚ Causing concern attendance (initiating procedures) = 95% - 92%
- ✚ Poor attendance (Attend Framework) = below 92%
- ✚ Attendance causing significant concern in relation to persistent absence (a referral to targeted support may be made) = 90% and below

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Each half term, the Headteacher will write to the parent(s) to inform them of their child's attendance with a reminder of expectations. – See Appendix 2.
- If a child's attendance falls below 95%, a letter will be sent to inform parents, attendance is being monitored – See Appendix 3.
- If attendance does not improve the Headteacher will invite parent(s) to a meeting to discuss the situation and ways in which the school can support the family in getting the child(ren) to school every day – See Appendix 4. Attendance targets of 90%+ will be set to show improvement over a set monitoring period. If the child(ren) continue to be absent (unauthorised) during the monitoring period and fail to reach 90%+ attendance, the Headteacher may refer the family to the Local Authority Attendance Officers/Team and this may result in a penalty notice and/or prosecution. After the set monitoring period, attendance will still be carefully monitored and referral could be made if required due to;
  - 8 unauthorised sessions over an 8 week period
  - 90% and below mostly unauthorised over a longer period
  - At least 3 consecutive school days unauthorised over a 4 week period due to termtime leave.

## **Safeguarding**

- Attendance is a safeguarding issue – see the Child Protection policy. It is therefore vital that ALL registers must be marked correctly and up to date.

- If a child is considered to be at risk of being missing in education, the procedure as outlined in the guidance should be followed (appendix C).
- Where a child is known to social care and an absence occurs, then the child’s social worker will be contacted if contact cannot be made with the parent or carer, or a reason is not given for absence.

**APPENDIX 1: ATTENDANCE REGULATIONS 2006**

**ATTENDANCE, ABSENCE AND ADMINISTRATIVE CODES**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting data/statistics through the School Census System and reporting to the DfE. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The following codes are taken from the DfE’s [guidance on school attendance](#).

| <b>Code</b>                                    | <b>Definition</b>   | <b>Scenario</b>  |
|--|---|--|
| /  | 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>Attending a place other than the school</b> |   |  |
| K  | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V  | Attending an educational visit or trip                        | Pupil is on an educational visit/trip organised or approved by the school  |
| P  | Participating in a sporting activity                          | Pupil is participating in a supervised sporting activity approved by the school  |
| W  | Attending work experience                                     | Pupil is on an approved work experience placement  |

|  |   |  |
|--|---|--|
| <b>B</b>   | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |
| <b>D</b>   | Dual registered   | Pupil is attending a session at another setting where they are also registered                                     |
| <b>Absent – leave of absence</b>                                     |   |  |
| <b>C1</b>  | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school                       |
| <b>M</b>   | Medical/dental appointment  | Pupil is at a medical or dental appointment  |
| <b>J1</b>  | Interview   | Pupil has an interview with a prospective employer/educational establishment                                       |
| <b>S</b>   | Study leave   | Pupil has been granted leave of absence to study for a public examination  |
| <b>X</b>   | Not required to be in school  | Pupil of non-compulsory school age is not required to attend   |
| <b>C2</b>  | Part-time timetable   | Pupil is not in school due to having a part-time timetable   |
| <b>C</b>   | Exceptional circumstances   | Pupil has been granted a leave of absence due to exceptional circumstances   |
| <b>Absent – other authorised reasons</b>                             |   |  |
| <b>T</b>   | Parent travelling for occupational purposes   | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes      |
| <b>R</b>   | Religious observance  | Pupil is taking part in a day of religious observance  |
| <b>I</b>   | Illness (not medical or dental appointment)   | Pupil is unable to attend due to illness (either related to physical or mental health)                             |
| <b>E</b>   | Suspended or excluded   | Pupil has been suspended or excluded from school and no alternative provision has been made                        |
| <b>Absent – unable to attend school because of unavoidable cause</b> |   |  |

|                                      |   |   |
|--------------------------------------|---|---|
| <b>Q</b>                             | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school  |
| <b>Y1</b>                            | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available  |
| <b>Y2</b>                            | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency   |
| <b>Y3</b>                            | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open   |
| <b>Y4</b>                            | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)   |
| <b>Y5</b>                            | Criminal justice detention                  | Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |
| <b>Y6</b>                            | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law   |
| <b>Y7</b>                            | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes   |
| <b>Absent – unauthorised absence</b> |   |   |
| <b>G</b>                             | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school  |
| <b>N</b>                             | Reason for absence not yet established      | Reason for absence has not been established before the register closes  |
| <b>O</b>                             | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence   |
| <b>U</b>                             | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session   |
| <b>Administrative codes</b>          |   |   |

|          |  |  |
|----------|--|--|
| <b>z</b> | Prospective pupil not on admissionregister | Pupil has not joined school yet but has beenregistered                                 |
| <b>#</b> | Planned whole-school closure               | Whole-school closures that are known and planned in advance, including school holidays |

**Appendix 2 - Letter to parents informing of Penalty Notice:**

**Elkesley Primary & Nursery School**

**Inspiring a Community of Life-long Learners**

Head Teacher: Mr C Marsh

Headland Avenue, Elkesley, Retford, Notts, DN22 8AQ

Telephone: 01777 838615 Email: office@elkesley.notts.sch.uk

Website: www.elkesley.notts.sch.uk Instagram: @elkesleyprimary

Date

Address

Dear ,

I understand that you applied to take X out of education for X days to go on holiday. Schools are only allowed to agree a level of absence during term time in exceptional circumstances. As discussed prior to the holiday, this holiday was not authorised as it did not meet the criteria for authorisation.

An unauthorised leave of absence of more than 6 session/3 days (over a 6-week period), results in their attending falling below 95%, for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

You decided to remove your child from school from X to X and their absence was marked as unauthorised in the register. As a result, their attendance is currently X%.

I regretfully request that the Local Authority issues a penalty notice.

Yours sincerely,

Mr. Marsh

## **Appendix 2 – Termly Attendance reminder to all parents**

### **Elkesley Primary & Nursery School**

#### **Inspiring a Community of Life-long Learners**

Head Teacher: Mr C Marsh

Headland Avenue, Elkesley, Retford, Notts, DN22 8AQ

Telephone: 01777 838615 Email: office@elkesley.notts.sch.uk

Website: www.elkesley.notts.sch.uk Instagram: @elkesleyprimary

Date

Dear parents/carers,

There are many of you who bring your children to school on time every day and as a result they have excellent attendance. If your child's attendance is between 95% and 100%, thank you.

**Please remember, school starts at 8.55 a.m. every day. Children need to be in their class line at 8.55 a.m. so that they can start their lessons promptly. Arrival after this time will result in a late mark. Arrival after 9:15 will result in an unauthorised attendance mark.**

School attendance is a priority for us and is monitored for all children to ensure excellent attendance and punctuality for all pupils from an early age. If your child's attendance is between 90% and 95%, it is being closely monitored to identify trends and/or reasons for days missed.

Please find attached a breakdown of your child's current attendance. Code meanings can be found on the reverse of this letter. Please note, if your child has been at a school sporting event, which is marked with a P, or a school trip, which is marked with a V, this is classed as a present mark.

It is vital for all children to attend school to minimise the negative impact of poor attendance on their education, wellbeing and wider development. Poor attendance hampers students' progress and leads to gaps in their knowledge. When students are absent, they miss vital explanations, demonstrations, and collaborative activities that enhance understanding.

**Ensuring a child's attendance is a parental responsibility and permitting absence without good reason creates an offense in law (Education Act 2022). If your child's attendance is below 90%, this is considered persistent absence.** You will be notified today and may receive an enforcement warning. If this is the case, a meeting will be required to create an action plan to improve attendance.

**All unauthorised holidays will be passed onto Notts County Council for enforcement.**

Kind regards,

Mr Marsh  
Head teacher

### **Appendix 3 - Letter to parents informing attendance is being monitored:**

**Elkesley Primary & Nursery School**

**Inspiring a Community of Life-long Learners**

Head Teacher: Mr C Marsh

Headland Avenue, Elkesley, Retford, Notts, DN22 8AQ

Telephone: 01777 838615 Email: office@elkesley.notts.sch.uk

Website: www.elkesley.notts.sch.uk Instagram: @elkesleyprimary

Date

Address

Dear,

I am writing to advise you that X's school attendance is causing concern as it has fallen to X% and, as a result, we are becoming concerned that X is missing a significant part of learning. I have enclosed a copy of X's attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

As X's attendance is important to us, you may be contacted to discuss their attendance and may be required to attend a meeting with myself and the class teacher to discuss any concerns and identify ways we can support you to improve your child's attendance.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if they are too ill to attend. Any other reason for absence should be discussed with the school. It is the school's decision whether to authorise any absence that is not covered by medical evidence.

If there are any particular circumstances that the school may not be aware of which is having an influence on X attending school regularly or if you are concerned about attendance, please do not hesitate to contact me. If required, support can be offered through an Early Help Team.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends regularly and punctually. X's attendance is being closely monitored and failure to improve current attendance may result in a referral to the Local Authority to issue a penalty notice.

We want every child at Elkesley Primary and Nursery School to achieve their full potential and therefore continue to strive for good punctuality and attendance to support this.

Thank you for your support in this matter.

Yours sincerely

Mr. Marsh



## **Appendix 4 – Follow Up Letter to parents requesting Attend Meeting:**

### **Elkesley Primary & Nursery School**

#### **Inspiring a Community of Life-long Learners**

Head Teacher: Mr C Marsh

Headland Avenue, Elkesley, Retford, Notts, DN22 8AQ

Telephone: 01777 838615 Email: office@elkesley.notts.sch.uk

Website: www.elkesley.notts.sch.uk Instagram: @elkesleyprimary

Date

Address

I am writing to inform you that X's attendance continues to cause concern; continued poor attendance could affect X's progress and we require an attend meeting. Within the meeting, we will discuss school's views along with the views or yourself and your child to ascertain reasons for persistent absence and to create an action plan to enable improved attendance.

This meeting will give you the opportunity to explain the percentage of attendance and will help the school maintain an accurate picture.

If you are unable to attend please let us know so that an attendance meeting can be rescheduled.

Date:

Time:

Should attendance remain irregular, the Local Authority Attendance Officers/ Team may be requested to take more formal action. This could result in a Penalty Notice and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under Section 444 of the Education Act 1996.

Please make sure that from now on you provide us with medical evidence for any future absences in order for them to be authorised.

We look forward to meeting you to discuss any concerns you may have so we can continue to support our children in making good progress and I hope that you will work with us to improve attendance. If you have any queries please do not hesitate to contact me on the number above.

Thank you for your support in this matter.

Yours sincerely

Mr. Marsh