



The Orchards

BRIGHT FUTURES EDUCATIONAL TRUST

Child Attendance Policy

Policy Adopted Date:	8 th December 2023
Issue:	003
Review period:	Annual unless update received
Review Director:	Helen O'Brien
Signed by Chair of Local Governing Body:	Ben Spivey
Signature:	
Policy Suite:	Personal Development, Behaviour and Welfare

At The Orchards we are committed 'Championing Remarkable Children' by meeting our obligations with regards to school attendance through our whole school culture, ethos and values which promote good attendance.

We believe that education and attendance are extremely important. We recognise that regular attendance supports pupils to meet the outcomes of their Education, Health and Care Plans alongside ensuring that learning, therapeutic and social opportunities are not missed.

- Regular attendance ensures that pupils do not miss out on learning, therapeutic and social opportunities.
- The school's organisation relies on routine and structure. Poor punctuality and regular absence impacts on the rest of a child's time at school.
- The Orchards believes and actively supports equal opportunities for all involved with school. Most children have transport provided and consequently this helps to aid attendance to school. Parents who bring their child to school are encouraged to keep within the school's agreed times. Where there are exceptional circumstances and parents are responding to specific needs the school will always endeavour to support the best attendance possible but we will work flexibly with the family.
- The Orchards works collaboratively with parents and carers to share the importance of a child's attendance at school. We will attempt to articulate clearly and transparent impact of lost education in order to support parents to understand our worries.

We will apply this policy fairly and consistently, we will give due consideration to the individual needs of children and their families who have specific barriers to attendance.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, the DfE Keeping Children Safe in Education 2023 guidance, and other relevant legislation.

Child's Voice

What do our Children tell us about why attendance matters?

- Our children tell us that it is important to them to come to school every day of the week and that they like the routines of school.
- Our children tell us they don't like it when they miss one day in the middle of the week as it makes getting back into routine harder for them – sometimes they have big feelings about that.
- Our children tell us that they like it when they are in for every lesson otherwise it is really tricky to make up the missing learning, even with the teachers help and it is embarrassing.
- Our children tell us they feel upset when they miss out on social occasions like going to the park or their soft play session because they are at home.
- Our children tell us they like that the Dr comes to see them at school as it means they don't have to go somewhere scary to be seen.
- Our children tell us they really don't like to miss Friday at school because that is fish fingers for dinner day.
- Our children tell us that they find it hard to come to school after their friends because they might have missed sensory circuits or the daily mile.

- Our children tell us that walking into the classroom when all their friends are there gives them a funny feeling in their tummy that they don't like. Sometimes they might even refuse to go in as it feels too hard.
- Our children tell us that getting picked up before their friends can make them sad as they miss the end of day classroom celebration of learning.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

In line with '[Working together to improve school attendance](#)' the government expects all schools and local authorities to:

- Promote good attendance and reduce absence, particularly severe and persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and punctually.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person.

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Safeguarding

At The Orchards School, we believe every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Safeguarding the interests of each child is everyone's responsibility and within the context of The Orchards; safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, Health and Safety, access to the curriculum and anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

More information on safeguarding and the protection of children can be found in the schools [Safeguarding and Child Protection Policy](#).

In order to allow us to safeguard the children in our care it is important that parents provide the school with their current contact details and provide **at least 3 other contact numbers** in case of emergency.

Roles and Responsibilities

At The Orchards School we believe that improving school attendance is everyone's responsibility, and that the schools shares this responsibility with Bright Futures Education Trust, the LGB, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Helen O'Brien	admin@tos.bright-futures.co.uk
Family Support Team	Hayley Smith / Steph Clemmet / Georgia Marrow	familysupport@tos.bright-futures.co.uk
Named Governor for Attendance	Sophie Fox	admin@tos.bright-futures.co.uk

School will

- Ensure parents / carers are clear about attendance procedures
- Support families to ensure that their children achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly
- Ensure parents are aware of the school guidance for Religious festivals
- Ensure the principles in this policy are applied equally to Nursery and Reception age children in order to promote good attendance from an early age
- Disseminate information to staff, Trustees and Local Governors, to ensure an understanding of the issues and procedures for attendance
- Discuss any issues with attendance with Pupil Absence Team at Trafford
- Adopt a positive and proactive approach towards attendance and encourage parents to take an active role in the schooling of their children and general attendance issues.
- Recognise the crucial importance of early intervention and providing appropriate strategies; setting up appropriate networks with partner agencies such as health and social care, etc

- Create an ethos where pupils want to come to school and engage in exciting and appropriate learning which feel relevant to them
- Recognise the key role of all staff in promoting good attendance
- Promote children’s welfare and safeguarding; ensuring every child has access to the full time education they are entitled to

Rights and Responsibilities

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Parents / carers have a **legal responsibility** to ensure that their child attends regularly and punctually. If a child does not parents / carers may be breaking the law.

It is important to The Orchards that parents view themselves in partners with school in promoting the education of their children, ensuring their child is ready for school if they are transported to school, or ensuring their punctual arrival if transported to school by their parent or carer.

If a concern is raised by The Orchards School with parents regarding a child’s absence or punctuality and the school does not see any improvement, then the school may raise their concern with Trafford’s pupil absence team and / or Trafford social care as this could constitute educational neglect.

Registers are legal records and the school will preserve every entry in the attendance or admission register for 3 years from the date of entry.

Attendance Process

The school follows a ‘First Day of Contact’ procedure to ensure that children are safe and accounted for, once the school day begins and is repeated for the afternoon.

Time	Action	Follow Up Action
Before 9.00am	Parents or carers will contact school on the first day of absence and provide the reason for absence and intended return date	School office will log on internal system as authorised or unauthorised (See Examples of Absence)
9.15am	Morning registration closes	
9.30am	School Office will check for any messages regarding absence	School office to log on internal systems
9.30am	Unauthorised absence – if no reasons for absence have been established a Marvellous Me message will be sent via the school office	Parents or carers should respond ASAP
10.30am	If no contact is made by parents – first and then second contacts are telephoned to find out where child is	School office will log on internal systems alerting DSL via email of all absence for day – <i>if there are concerns with regards to a child’s welfare the DSL will initiate a ‘Safe and Well Check’</i>
1.15pm	Afternoon registration closes 1	
1.30pm	Unauthorised absence – if no reasons for absence have been established a Marvellous Me message will be sent via the school office	Parents or carers should respond ASAP

1.45pm	If no contact is made by parents – first and then second contacts are telephoned to find out where child is	School office will log on internal systems alerting DSL via email of all absence for day – <i>if there are concerns with regards to a child's welfare the DSL will initiate a 'Safe and Well Check'</i>
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Message to Parents / Carer

It is vital that all children are accounted for at the start of the school day – it is the responsibility of the parents / carers to inform the school of any absence planned or otherwise. The Orchards work closely with the Local Authority and have a named attendance lead (Helen O'Brien) who ensures school meet their statutory duties around attendance alongside ensuring that parents / carers are aware of their duty under the Section 444 of the Education Act which states: Parents / Carers commit an offence if their child fails to attend school regularly, and the absences are classed as unauthorised.

The following message will be sent to parents / carers as part of first day contact

'Your child has not arrived at school today and we have not received a notification of their absence. Our school attendance policy requires parents / carers to contact school when a child is unable to attend. Failing to inform school of your child's absence could be a safeguarding concern. To prevent a home visit from either ourselves or other outside agencies, please contact school immediately on 0161 748 0670 to advise of the reasons for your child's non-attendance. We look forward to speaking to you.'

Safe and Well Checks

In situations where we cannot make contact with parents, and there are concerns regarding a child's welfare, the DSL or other designated staff will visit the child's home. If there is still no contact made and there are concerns for the welfare of a child, the DSL may contact the Police to undertake a safe and well check; this may result in a referral to Trafford First Response.

Long Term Absence

- The school office will make weekly keep in touch calls with parents / carers – unless instructed otherwise by the DSL
- All contact will be logged on CPOMs
- The DSL will be notified of any absence over 5 days (via the daily attendance email)
- The DSL will liaise with children's social care, if the child has a social worker
- The Senior Attendance lead will liaise with the Local Authority as required

Leave of Absence

- The school's holiday dates are published in advance and leave of absences can only be authorised by the Head of School if it is deemed as being under exceptional circumstances (The Education (Pupil Registration) (England) Regulation 2006)
- All leave of absence requests must be made in writing to the school office (Appendix 3). If leave (holiday or leave of absence) is taken without prior authorisation by the school it will

be recorded as unauthorised absence and the Local Authority Education Attendance Officer maybe notified

- 'Authorised absence' means that the school has either given approval in advance of a pupil of compulsory school age to be away from school or has accepted an explanation offered afterwards as justification for absence (School Attendance Guidance 2019)

We define exceptional circumstances as:

- When a family needs to spend time together because of an immediate family members bereavement, crisis or serious illness
- Respite care
- Funeral of an immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (permission would be considered as long as the request is accompanied by a letter from the Commanding Officer)
- One day of absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- One off sporting events / performing arts competitions, if the child is participating and is at county standard or above and a letter has been provided for the performing arts / sports regional governing body as evidence
- One day of absence could be authorised for an immediate family members graduation ceremony / passing out parade
- Medical appointments (parents/carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided. School will not authorise a whole days absence for a medical appointment that occurs in the morning – the child would be expected to return to school in the afternoon, and vice versa). If a pupil must attend a medical appointment during the school day, they must be signed out via the school office. No pupil will be allowed to leave the school site without parental confirmation.

Extended Leave of Absence

Where a child has not returned to their school for 10 days after an authorised absence, or is absent from their school without authorisation for 20 consecutive school days, the child can be removed from the admission register when the named school and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the named school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Grounds for deleting a pupils of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended:

In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7 (3), that:

- i. The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which leave was granted
- ii. The proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause
- iii. Both the proprietor and the Local Authority have failed, after reasonable enquiry, to ascertain where the pupil is

That they have been continuously absent from the school for a period of not less than twenty school days and:

- i) At no time was their absence during that period authorised by the proprietor (Head of School) in accordance with regulation 6 (2)
- ii) The proprietor (Head of School) does not have reasonable grounds to believe that the pupils is unable to attend the school by reason of sickness or any unavoidable cause
- iii) Both the proprietor (Head of School) of the school and the Local Authority have failed, after reasonable enquiry, to ascertain where the pupil is

School will take the following steps:

- Request sight of travel and / or accommodation tickets
- Agree a return date
- Inform parents of loss of place at 3.15pm on 20th day of absence – a child will be ‘off rolled’
- Parents are expected to contact school if any circumstances change
- Parents should sign an agreement acknowledging the risk (see appendix 3)

Children Missing from Education

- The Orchards School recognises that children missing education are at risk of underachieving and may be at risk of abuse, neglect or exploitation. We follow the Local Authority guidelines in monitoring such children. If a child is apparently “missing”, we endeavour to find that child as soon as possible, working with partner agencies, including the Police and Social Care if necessary.
- The attendance officer works closely with families to support good attendance. Where there are serious concerns, we work closely with the Pupil Absence Team at Trafford Local Authority and other agencies to ensure that children are safely in school. Where a child goes missing, we make every attempt to contact the family by phone, letter and home visits. Children missing for more than 10 days MUST be referred to the LA (or earlier where there are existing safeguarding concerns), who will attempt to trace the family. Children who do not attend for more that 20 days without notification are removed from the register.

Elective Home Education (EHE)

Where parents / carers express their intentions to remove a child from a school with a view to educating at home, the schools will work closely with the Local Authority key professionals parents / carers ideally before a final decision is made to ensure that parents / carers have considered what is in the best interest of the child and how they will ensure that outcomes of Education, Health and Care Plans will be met.

Children with a Social Worker

The attendance lead who is also Designated Safeguarding Lead will inform the named social worker if there are any unexplained absences, or if the child is to be deleted from the register (see extended leave of absence for further details).

Penalty Notice

Section 444 (A) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any term (where no acceptable reason has been given for the absence) or if the child persistently arrives late for school after the close of registration, then school will need to take further action and report the family to the Trafford’s Pupils Absence Team via the online pupil portal. They will then investigate the absences and this could lead to a penalty charge notice.

Fast Track to Attendance

Under existing legislation, parents and carers commit an offence if their child fails to attend school regularly, and the absences are classed as unauthorised. Such cases may result in prosecution under Section 444 of the Education Act, 1996.

A Penalty Notice is an alternative to prosecution, which does not require appearance in Court, whilst still securing an improvement in the pupil's attendance.

If payment is made within 21 days of receipt of a Notice the fine is £60 per parent per pupil, rising to £120 if paid after 21 days but before 28 days. Failure to pay a penalty notice may result in prosecution.

Parents may also receive a Penalty Notice without a warning letter for the offence of failing to secure regular school attendance under the following circumstances:

- Their child is stopped on a truancy sweep more than once
- They go on holiday in term time without school's permission
- The child fails to return to school following a fixed term exclusion

Examples of Absence

Authorised	Unauthorised
<ul style="list-style-type: none">• Genuine illness of pupil• Hospital / dental / doctors appointment for the child• Major religious observance or festival• Visits to prospective new schools• Approved sporting cultural or competitive activity• Modelling / acting – Appendix 4	<ul style="list-style-type: none">• Holidays in term time – <i>except in exceptional circumstances</i>• Shopping / day visit / visit to a theme park• Birthday treat• Oversleeping• Parental ill health - <i>except for in exceptional circumstances</i>• Appointments for other family members• No means of transportation – <i>except in exceptional circumstances</i>

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 pupils in the class. It is paramount therefore that all the children arrive at school on time. School opens at 8.45am for all children.
- By law, school must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 9am and pupils who arrive after this time must enter via the School's Office to ensure they are accurately recorded as on the premises.
- Children who arrive after registration will receive a late mark
- Children who have been for a medical appointment and have given school prior permission will receive a 'medical' registration mark
- Afternoon registration closes at 1.15pm
- Should a class teacher have any concerns about a child's attendance or punctuality, the school's attendance lead must be informed either in person or via the CPOMs system.
- Persistent lateness by a pupil will result in a referral to Trafford's Pupil Absence Team and could result in a fixed penalty notice. School will inform parents of any concerns about punctuality at the earliest opportunity

Persistent Absentees

Procedures are in place to identify when children's attendance falls below an acceptable level, should this be identified the Attendance Lead will initiate the following process:

Stage 1	Absence data will be monitored weekly, half termly, termly and annually across the school and at individual levels. Where a concern is raised over an individual's attendance, parents / carers will be issued with a letter, setting out concerns and attendance percentages (appendix 1). This is followed by a monitoring period usually ½ term which will include phone calls, text messages, home visits – all contact will be recorded on CPOMs. At Stage 1 pupils will be opened for intensive monitoring for attendance on CPOMs.
Stage 2	Following the review period if there is no significant improvements parents / carers will be invited into school to meet with a family support worker and a school Senior Leader. During this meeting a parental agreement will be drawn up with agreed outcomes and timescales for improvements. This agreement will be uploaded signed to CPOMs. At Stage 2 families should also be offered an Early Help Assessment to consider whether additional support from other agencies would be helpful.
Stage 3	After the agreed timescale parents / carers will again be invited into school to meet with the family support worker to review progress towards improvements.
Stage 4	If all the previous interventions have failed and no improvement have been made, the Attendance Lead will notify parents / carers via letter clearly stating agreed outcome have not been met, and may result in an attendance referral being sent to the Local Authority, and may also result in a referral to Trafford's First Response.

Pupils Leaving During the School Day

During school hours the school staff need to know where the children are.

- Children are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside of school times
- Parents are requested to notify the school office, preferably in writing, if their child needs to leave during the school day and await the schools permission
- Children must be signed out on leaving school and be signed back in on their return
- Where a child is being collected fro the school, within the school hours, parents are to report to the school office before the child is allowed to leave site
- If a child leaves school site without permission their parents will be contacted. 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.

The Role of Parents / Carers

The Orchards believe children are able to achieve their best when

- School and family work together
- Parents / Carers always notify school on the first morning of absence
- Parents / Carers ensure that their child attends school regularly
- Parents / Carers provide their own number plus two emergency contact details
- Parents / Carers try to make health appointments outside of school hours and provide proof of the appointment
- Parents / Carers notify the school of any home circumstances which may impact on behaviours or learning

- Parents / Carers attend any necessary meeting and respond as quickly as possible to any letters / text messages and information about their child's attendance
- Parents / Carers avoid taking their child on holiday or to family occasions during term time and if this is necessary they request this leave in advance via the appropriate form
- Parents / Carers inform school straight away if they or the named emergency contacts have a change of address, phone number or email address.

Staff Roles

Senior Attendance Lead: Helen O'Brien (Head of School & DSL)

- To make certain that parents are aware of their legal duty under the Education Act to ensure their children attend school
- To monitor school-level absence data and report it to governors termly
- To establish clear admin procedures to identify and follow up all absence and lateness from the first day
- To ensure 'first day of contact' procedures are followed and initiate 'Safe and Well Checks' if contact can not be made with the family
- To support staff with monitoring the attendance of individual pupils
- To monitor the impact of any implemented attendance strategies
- To issue fixed-penalty notices, where necessary
- To strategically lead attendance across the school
- To offer a clear vision for attendance improvement
- To evaluating and monitoring expectations and processes
- To have an oversight of data analysis
- To devise specific strategies to address areas of poor attendance identified through data
- To identify the correct code to use before entering it on to the school electronic register, or management information system which is used to download data to the School Census

Assistant Head for Personal Development and Wellbeing: Imogen Bosmith

- Where children have complex or long term health issues patterns of illness and the impact on attendance can be unpredictable. The Assistant Head for Personal development has a role which includes engaging health partner agencies and should lead on a 'Team around' approach to look at the child's needs and consider what support maybe required to sustain attendance considered good for the individual
- Creating bespoke / specialist intervention plans in partnership with pupils and their parents/carers
- Lead cases where Emotionally Based School Refusal is considered to be a presenting factor and engage appropriate multi agency support services where required
- Work with families to ensure a plan is in place to aid transition back into school after a long term absence

Family Support Team

- To liaise with the Local Authority if absences exceed 20 days
- To monitor and feedback individual and whole school trends for absence and punctuality
- To keep accurate records of support and planned intervention for long term or persistent absence
- To conduct home visits where necessary and agreed by DSL
- To inform parents of the % attendance of their child when required and to be available for parents who may wish to discuss specific problems or in-school difficulties which their child is experiencing

- To inform Trafford Pupil Attendance Teams about any children who have been granted leave of two weeks or more during term time and any child exceeding ten days unauthorised absence; in these cases the family will be referred as a 'Child Missing from Education' case for the Local Authority
- To contribute to fortnightly triage meetings, presenting relevant information, around specific children
- Under the direction of the Senior Attendance Lead /DSL to investigate any absence which exceeds more than 5 consecutive days, without prior notification/arrangement
- To work in partnership with parents, staff, children and partner agencies to create 'Parental Agreements' to improve and maintain good attendance

Role of the Local Governing Body

Lead Governor for Attendance: Sophie Fox

The Local Governing Board is responsible, alongside the Trustees, for monitoring attendance figures for the whole school on a termly basis – this will be incorporated within the termly LGB meeting and summarised within the Head of School report to the LGB.

Role of Class Teachers and Associate Classroom Staff

Class teachers are ideally placed, because of their regular daily contact with children, to assess whether the explanations received for a child's absence are reasonable, or the child is at an early stage in developing a pattern of absence.

The Orchards School recognises that building good relationships with children and their parents / carers is vital in promoting good attendance by:

- Using the school's registration system accurately and consistently in accordance with the school guidelines
- Identifying children who are beginning to develop, or have developed a pattern of absence
- Welcoming children back after they have been absent because of illness or other reasons (it is never the child's fault they are absent)
- Taking specific steps to assist children in returning to school after they have been absent
- Providing a positive role model with their own attendance

Role of Office Manager and Admin Support Staff

The administration team provides a great deal of valuable support for teaching staff in promoting attendance by:

- Passing information received from parents to class teachers, family support team, DSL regularly and consistently
- Sending out standard letters to parents about a child's absence, as requested by the attendance lead
- Preparing and publishing statistical data regarding attendance
- Contacting parents when information of absence has not been received following the 'First Day of Contact' procedure
- Ensuring the school keeps daily and accurate records of attendance and punctuality
- Identifying the correct code to use before entering it on to the school electronic register

Role of the Virtual School Heads

Virtual school heads have a non-statutory responsibility for the strategic oversight of the educational attendance, attainment and progress of pupils with a social worker. They should also identify and engage with key professionals e.g. DSL's, social workers, mental health leads and others

Linked Policies

- Positive Behaviour / Relationship Policy
- Safeguarding and Child Protection Policy
- Child Looked After Policy

Appendix 1

Dear Parents / Carers,

Attendance Matters

I am writing to advise you that ...'s school attendance is causing concern as it has fallen to ...%. As a result I am concerned that your child is missing a significant part of his / her learning, supporting therapies and social activities.

School believe that consistent attendance is a key factor in helping your child to achieve the best possible outcomes. I will continue to monitor your child's attendance over the coming weeks and look forward to seeing an improvement.

If there are any particular circumstances that school may not be aware of which are impacting on your child attending school regularly, please do not hesitate to contact me or a member of the family support team to see what help we may be able to offer.

If you have any questions or would like to discuss this matter further please do not hesitate to contact me via the school office.

Kind regards,

Helen O'Brien
Head of School

Appendix 2a

Dear Parents / Carers,

Attendance Matters

I wrote to you last half term to express my concerns regarding XXX attendance which has fallen to %.

Sadly there has been no improvement in your child's attendance. I would therefore like to invite you into school to meet with a member of our Senior Leadership Team and a Family Support Worker to discuss the potential barriers to improved attendance and how we can extend support to you and your family.

Meeting Date:

Meeting Time:

Venue:

If you have any questions or would like to discuss this matter further please do not hesitate to contact me via the school office.

Kind regards,

Helen O'Brien
Head of School

Appendix 2b

Dear Parents / Carers,

Attendance Matters

I wrote to you last half term to express my concerns regarding XXX attendance which has fallen to %.

I have recently reviewed this and I am really pleased to see that your child's attendance has now increased to %. It has been really great to see your child back in school regularly and I thank you for your support with this matter. I will continue to monitor your child attendance and liaise with you should the need arise.

If you have any questions or would like to discuss this matter further please do not hesitate to contact me via the school office.

Kind regards,

Helen O'Brien
Head of School

Appendix 3: Request for Absence during Term Time

Thank you for your request asking for authorisation of absence during term time. Ideally any absence from school should be taken during designated holidays periods, however we do understand that it may be necessary to take your child out of school in exceptional circumstances.

We ask that parents / carers complete this form and return it to the school office, no less than 20 school days (4 weeks) BEFORE commencement of the leave of absence.

Please complete the form below in its entirety and your request will be considered.

Name of Child:

Class:

First date of proposed absence:

Last date of proposed absence:

Expected date of return to school:

Reason for proposed absence:

.....

.....

.....

.....

Total days requested on this occasion:

I intend to notify my Trafford Transport on 0161 912 5050: Yes / No (please circle as appropriate)

Name of Parent / Carer:

Date: Contact Number:

For Office use only:

Date request received	Current / previous years attendance %	Length of absence requested – does this exceed 10 days?	Has a request already been received this academic year Y/N if Y	Is the request before / after a school holiday Y/N if Y how long will absence be?	Current unauthorised attendance %	Number of days granted	Decision letter, dated, sent and logged Y /N

Appendix 4

Leave of Absence for Child Performers

Child performers are protected by a series of legislation, in particular The Children (Performance and Activities) Regulations 2014, which came into force on the 6th February 2015.

The following types of performance will require a child to have either a license or an exemption:

- Theatre
- Modelling (photographic & catwalk)
- TV / Film
- Dance school shows
- Band/orchestra performances (non-education establishment)

Parents/Carers will be required to produce a license in order for the leave of absence to be authorised; for more information see – The Children (Performances and Activities) (England) Regulations 2014