

# BRIGHT FUTURES PUPIL ATTENDANCE POLICY

*(to be read in conjunction with Individual Academy Attendance and Punctuality Guidance)*

**This is an overarching Trust policy and the individual guidance and procedures for each of our schools can be found in the School Policies section of each school website.**

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## Contents

<b>Content</b>	<b>Page No.</b>
Introduction	3
Academy Procedures	4
Authorised and Unauthorised Absence	6
Students leaving the academy and Removal from Roll	7
Responsibilities	8
Monitoring of this policy	11
Training requirements	11
Legislation and guidance	11
Appendix A – Attendance Codes	12
Appendix B – Removal of Pupil from Roll	13
Appendix C – Request to Remove a Pupil from Roll	14
Appendix D-Exemplar letters and messages to parents	15

## Introduction

Bright Futures Educational Trust is a multi-academy trust set up in 2011.

The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.

Therefore, right at the heart of Bright Futures Educational Trust is a fundamental belief in community. This must be core to our delivery of this Attendance Policy.

We recognise that one approach does not fit all and each school has a slightly different context, set of challenges and circumstances that require a bespoke approach to our Attendance and Punctuality Policy however, the fundamental ideologies and belief that through our actions we can enable all of our community to participate and achieve stands strong. Throughout every school within the trust, we have the highest of expectations for attendance and punctuality as we believe this is vital in ensuring that our children are safe and given the best possible opportunities to achieve their potential.

The Trust has a robust, clear strategy in place for:

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

Bright Futures Educational Trust aims to ensure that the attendance of pupils, both in the primary and secondary phase, is at least in line with the national average. It is clear that, for students and young people to reach their full potential, they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' well-being. Academies must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and promote and support punctuality in attending lessons.

## Academy procedures

### Attendance register

By law, all academies are required to keep an attendance register, and all students must be placed on this register. Each Academy will have the register session times for morning/afternoon detailed in Academy Policies (PM register has to be taken during the lesson closest to lunch time - i.e. If lunch is over a split period, it must be counted in this time and not before to truly reflect the afternoon session.

Each register will mark whether every student is:

- Present.
- Attending an approved off-site educational activity.
- Absent.
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry.
- The amended entry.
- The reason for the amendment.
- The date on which the amendment was made.
- The name and position of the person who made the amendment.

See Appendix A for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### Academy procedures

#### Attendance register

In line with Department for Education guidance, The Orchards will take the attendance register at 9am. The morning register will close at *9.15am* meaning any subsequent student arrival will be coded as an unauthorised absence unless there is sufficient reason for this to be authorised.

#### **Unplanned absence**

Parents and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by a time set out by each academy or as soon as practically possible.

Local academy attendance policies will make reporting systems and procedures clear to parents. These will be available on academy websites. <https://theorchards.bright-futures.co.uk/families/absence/>  
Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The academy may ask parents to provide medical evidence, such as a doctor's note or appointment card. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

If a student is absent from the Academy, it is vital that a parent contacts the Academy at the earliest opportunity to provide a reason for absence, and no later than *9am*. Primarily, student absence should be communicated via telephone call into the school office (0161 748 0670). In the event that absence cannot

be communicated via telephone, please email [admin@tos.bright-futures.co.uk](mailto:admin@tos.bright-futures.co.uk).

Absence can only be authorised where there is good cause. If no adequate reason for absence is provided, attendance will be recorded as unauthorised. The decision and authority to authorise an absence lies with the Academy in accordance with The Education (Pupil Registration) Regulations 1996. Parents cannot authorise absence. Where deemed necessary, the Academy reserves the right to request medical evidence to support absence due to illness. After five days of authorised absence across the academic year, or three days of consecutive authorised absence, the Academy will unauthorise all subsequent absence. The process by which the Academy determines authorisation of absence can be found in Appendix A.

### **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. We also encourage parents and carers to ensure that pupils are in the academy to be marked as attending before they leave for a medical or dental appointment.

Students are expected to catch-up with any work missed through absence. Teachers will help students achieve this.

Each academy will have its own processes and systems detailing how parents and carers can notify the academy in advance of a medical or dental appointment.

These will be available on the academy website.

Applications for other types of absence in term time must also be made in advance.

### **Lateness and punctuality**

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Academies will have systems in place for improving student punctuality. Please see individual Academy Attendance Guidance.

### **Following up absence**

Academies will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

### **Vulnerable Students**

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young

offenders had been persistently absent)<sup>3</sup> and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

In addition to the benefits for all pupils, good attendance at school also provides an additional safeguard for vulnerable pupils. Absence for pupils with a social worker, however, has been historically higher, with a quarter of children who have ever needed a social worker persistently absent compared to less than 10% of those who had never been in need. Therefore, our academies have clear processes to inform the families or Social Worker of those students who are vulnerable or at risk, immediately, if a student is absence or attendance is causing concern. A plan will be in place if there are regular barriers to attending. [\(Academy plan for informing families or social workers of students who are vulnerable or at risk linked here\)](#)

If a pupil has an Education, Health & Care plan, the Academy will communicate with the LA EHCP Team at an early stage once they become aware of barriers to attendance that relate to the child's needs and arrange a clear plan of action to support the child's attendance.

### **Children unexpectedly absent**

If a child is unexpectedly absent, all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit. Where a child is vulnerable we should always make a first day home visit and follow the safeguarding policy that confirms the child's whereabouts. Principals must not accept anything short of a definitive confirmation of the child's whereabouts. The DfE guidance, 'Keeping Children Safe in Education' has been updated from September 2023 as follows: Where reasonably possible, academies should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

### **Reporting to parents and carers**

Academies will report student attendance to parents and carers at least once each academic year. This is typically included with the students' annual report.

## **Authorised and Unauthorised Absence**

### **Granting approval for term-time absence**

Principals may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

Each academy will have their own list of exceptional circumstances due to the needs of the community. However, the exceptional circumstances are likely to include the following:

- Acute family trauma.
- Terminal illness or death of a family member.
- If a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Following advice from a certified health professional, working directly to provide care for the child.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement.

The Principal/Head of School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. **A leave of absence is granted entirely at the Principal's discretion.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in Medical or dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision.
- Part-time timetables agreed between the academy and parents or carers. **These may only be used in extremely rare circumstances; supported by medical evidence and be a temporary arrangement, overseen by the Principal.**
- Study leave for Year 11 students.
- Legal sanctions

There are two options:

1. A Penalty Notice.
2. Prosecution Penalty Notice.

Academies will fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal/Head of School, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission.
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

### **Prosecution**

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on School attendance parental responsibility measures for more information.)

### **Students leaving the academy and Removal from Roll**

We are keen to ensure that we track the destinations of pupils who leave each academy.

Academy leaders must ensure that detailed records are kept for students who stop attending the academy and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- The student's reason for leaving.
- Their destination and the destination's educational provision (e.g. name of school, home-schooling arrangements).
- Group (disadvantaged, SEND, EAL, gender).
- Ethnicity.

Where a student moves abroad, leaders must take all reasonable steps to assure themselves that the student is moving to another school. This is to ensure that all students are safe and in full-time education as necessary.

The Principal/Head of School must meet with the student and their family, if removal from role is likely to take place. This is in order to ensure that an effective level of support has been offered to the student and family as well as ensuring that the destination of the student is known.

Leaders must ensure that students are only removed from the academy's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as described in the Department for Education's guidance: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

Leaders should inform their Principal/Head of School and follow their local authority's procedures for removal from roll of a student, which will always involve officially notifying the local authority of the reasoning and intention to do so.

On receipt of written notification to home educate, academies must inform the Principal/Head of School and the student's Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full-time education, but this does not have to be at a school.

See Appendix B for the Removal from Roll form to be used to record and monitor.

When Elective Home Educating, Parents/Carers are expected to comply with the most up to date DFE Guidance [Elective home education: departmental guidance for local authorities \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/elective-home-education-departmental-guidance-for-local-authorities)

## Responsibilities

Bright Futures will:

- Devise and review the Attendance Policy.
- Set and review the level targets for Attendance and Punctuality as part of the academy target setting process.
- Devise and review whole trust attendance strategies.

Governance will:

- Ensure that strategies are in place to promote and implement the Attendance Policy throughout the School and are known by parents and all academy staff.
- Review the effectiveness of the implementation of the policy in light of the academy's termly and



annual reports.

- Monitor attendance figures for the whole academy on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average.
- Hold the Principal/Head of School to account for the implementation of this policy.

The Principal/Head of School will:

- Ensure the academy ethos promotes and celebrates good attendance and punctuality.
- Ensure strategies are in place to promote and implement the Attendance Policy throughout the academy.
- Monitor the academy offer to ensure a delivery of a curriculum which is engaging and personalised to the needs of the pupils.
- Monitor data on attendance and punctuality from the Senior Leader responsible for attendance.
- Determine, in collaboration with the Senior Leader responsible for attendance, whether to authorise any proposed absences requested on the academy's official request form, or absences which have taken place for which no request was made/approved.
- Provide the Bright Futures Executive Team and the Governing Body with half-termly update data on attendance and punctuality, including data about pupils who are persistent absentees and review practice in relation to attendance and punctuality
- Provide an Annual Report on attendance and punctuality.
- Principals/Heads of School must ensure that all attendance codes being used in registers are legal and follow Bright Futures Educational Trust policies.
- Principals/Heads of Schools and senior leaders in academies will need to ensure that attendance remains a priority and that varying needs of the children in each community are met through clear support programmes.

The Senior Leader responsible for attendance will:

- Lead initiatives to promote the profile of attendance throughout the academy.
- With the support of the Pastoral Team, interrogate and analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Pastoral Team, Senior Leadership Team and RD.
- Oversee the arrangements for 'Pastoral Review Meetings' and quality assure the action plans devised.
- Comply with the Department for Education Statutory Guidance on Children Missing Education by informing the Local Authority of the details of children who are regularly absent, missing from academy following a leave of absence and prior to removing a child from the roll of the academy.
- Comply with the requirement set out in the Local Authority's Code of Conduct when requesting issuance of penalty notices.
- Ensure that pupils are given the support that they need including support networks to attend the academy.

The Attendance Officer ( or Pastoral staff/Head of Year /Phase Lead/ Progress Leader etc) will:

- Monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- Ensure data on attendance and punctuality is displayed in prominent places visible to pupils.
- Where appropriate, visit the home and/or make a referral to the Local Authority's Education

Welfare Service.

- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Manage the arrangements for pupils who need to attend appointments during school time.
- Work with the Senior Leader responsible for attendance to maintain an up-to-date Attendance Risk Register and Punctuality Risk Register of high-risk pupils in designated year groups.
- Lead 'Pastoral Review Meetings' and develop an action plan involving the child, parent and, where appropriate, other agencies for pupils whose attendance and/or punctuality falls below the expected level.
- Co-ordinate the support plan for pupils returning to school after a prolonged absence.
- Co-ordinate the collation of all the documentary evidence required by the Local Authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.

Registration Tutor/Mentors/Form Tutors/Class Teachers responsible for registering morning and afternoon sessions will:

- Provide regular advice, encouragement, challenge and support to the class as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Administrative Team.
- Ensure that the attendance register is taken at the start of the first 10 minutes of the session of the school day and during every lesson.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Administration Team/Pastoral Team.

Administrative Staff will:

- Monitor/update registration and lesson registers on lesson-by-lesson approach and escalate to Senior Leaders where appropriate.
- Be the first point of contact for parents and relevant academy staff regarding pupil absence and appointments.
- Collate and issue all attendance and punctuality data on a daily, weekly, half-termly, termly and annual basis to the Attendance Officer/Head of Year and Senior Leader responsible for attendance.
- Maintain a record of all applications for leave of absence during term time and requests for issuing a penalty notice.
- Maintaining CME/EHE and off rolling administration.

Parents will:

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the academy can determine if an absence from school is 'authorised'.
- Ensure their child arrives at the academy on time (before the attendance register is closed for the session), dressed in full uniform and ready and equipped to learn.
- Inform the academy if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form', where possible at least 1 month in advance.
- Be aware that for unauthorised absences, the academy reserves the right to apply to the Local Authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the academy.

- Attends meetings about their child when necessary.

Pupils will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.

### **Monitoring of this policy**

This policy will be reviewed regularly by the Deputy Chief Executive Officer.

### **Training requirements**

This policy is linked to our Child Protection and Safeguarding policy. We have CPD sessions to support leaders to enact this in each academy.

### **Legislation and guidance**

This policy meets the requirements of the school attendance guidance 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 [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

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

This policy complies with the Trust's funding agreement and articles of association.

## Appendix A – Attendance Codes

Mark	Mark Name	Mark Description	Active Subcodes
	Cancelled (C)	Cancelled	0
#	School Closure (C)	Planned whole or partial school closure - not counted in possible attendances	0
/	Present (P)	Present	0
?	Precreated (?)	Precreation Mark	0
B	Ed. Off Site (E)	Educated off site (NOT dual registration)	0
C	Other Auth (A)	Other authorised circumstance	0
D	Dual Reg (C)	Dual registration	0
E	Excluded (A)	Excluded	0
F	Ext. Family Hol (A)	Extended family holiday	0
G	Fam Hol NA (U)	Family holiday (not agreed)	0
H	Fam Hol Agreed (A)	Family holiday (agreed)	0
I	Illness (A)	Illness	0
J	Interview (E)	Interview	0
L	Late (P)	Late before reg. closed	0
M	Med/Dental (A)	Medical/dental	0
N	No Reason (U)	No reason yet provided	0
O	Unauth Abs (U)	Unauthorised absence	0
P	Sporting Act (E)	Approved sporting activity	0
R	Religious Obs (A)	Religious observance	0
S	Study Leave (A)	Study leave	0
T	Trav Absence (A)	Traveller absence	0
U	Late Reg Closed (U)	Late after reg. closed	0
V	Ed Visit (E)	Educational visit	0
W	Work Exp (E)	Work experience	0
X	NCSA Absence (C)	Non-comp school age absence	0
Y	Exceptional Circ (C)	Unable to attend due to exceptional circumstances	0
Z	Not Yet On Roll (C)	Pupil not yet on roll	0

## Appendix B – Removal of Pupil from Roll

The unlawful off rolling of a pupil from an academy is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The Principal must authorise any removal from roll.

If the pupil is missing, please complete an LA CME form.

From September 2017, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the LA.

Detailed DFE guidance: <https://www.gov.uk/government/publications/children-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

See form on next page

## Appendix B – Request to Remove a Pupil from Roll

<b>NAME:</b>	<b>YEAR GROUP:</b>
<b>DATE OF BIRTH:</b>	
<b>ADDRESS:</b>	

This pupil has been removed from the roll because:

<b>The pupil has moved to another school.</b> New school details:	
<b>Other reason for roll removal:</b> Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)	
<b>The pupil has been permanently excluded.</b> Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing):	
<b>The pupil's whereabouts are unknown.</b> Date home visit completed: Date CME completed: Date pupil details uploaded to S2S:	
<b>(If there are safeguarding concerns, date matter referred to the DSL)</b>	

Member of staff requesting removal from the roll: \_\_\_\_\_

Confirmation there are no safeguarding concerns: YES / NO

Permission granted to remove the pupil from the roll: YES / NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (This must be the Principal)

DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY: \_\_\_\_\_

## Appendix D - Exemplar letters and messages to parents

### General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance *Is my child too ill for school?* - NHS ([www.nhs.uk](http://www.nhs.uk)) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At \_\_\_\_\_ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

## **Attendance Guide for Parents/Carers**

Newsletter content to showcase attendance expectations

What YOU must do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.



### **Absence due to exam worries**

Dear Parent/Carer of {Pupil Name}

{Pupil Name} was absent for {#} lessons due to exam worries so far this school year.

We know that parents worry about their children's mental health. Parents and carers must remember that mild anxiety, whilst sometimes a difficult emotion, is normal. In many instances, attendance at school may serve to help with the underlying issue more than being away from school, which might exacerbate it. Rather than keeping {Pupil Name} away from school during this time we would much rather you encourage your child to attend school and you let us know about your worries so that we can work together on supporting your child.

It is important to us that all children feel safe and supported when attending school and we are keen to work with you to ensure that {Pupil Name} feels this way when attending school.

We would love to meet with you to discuss avenues for support. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

### **Absence due to lateness**

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards