



Linton Heights Junior School Attendance & Punctuality Policy

In school, on time, every single day!

Linton Heights Junior School is committed to achieving excellent levels of attendance for individual children and Linton Heights Junior School as a whole. There is a clear link between high levels of attendance and high levels of progress. We believe that if children attend school regularly and punctually, they will be best able to take full advantage of the educational opportunities available to them.

Every day missed from school is a lost opportunity. Requests for holidays during term time have increased and it is important that parents are aware that these will be refused unless there are exceptional circumstances. If a child is taken away for a two week holiday every year and has the average number of days off for sickness and appointments, by the time they leave secondary school at 16 they will have missed a year of school.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
98-100%	Excellent	0-4	Less than 1
96.2-98%	Good	5-9	1-2
95-96.1%	Satisfactory	10-13	2-3
91-95%	Unsatisfactory	14-18	3-4
90% or below	Persistent Absence	More than 19 Equivalent to 38 sessions	More than 4

The expected attendance at Linton Heights Junior School is 100%.

Linton Heights Junior School expects to work closely together in partnership with parents and carers to achieve excellent levels of school attendance and punctuality for all pupils.

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 pupil is of compulsory school age at the beginning of the term following their 5th birthday. A pupil 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. From September 2015 all 16-year-olds will be required to continue in education or training until their 18th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal

enforcement. The Education (Pupil Registration) (England) Regulations 2006, expect schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was present or absent. Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Responsibilities – Parents and Carers

Parents and Carers whose children are registered at Linton Heights Junior School are responsible by law for ensuring that their children attend and stay at school.

Parents and Carers should:

- Ensure that their children arrive at school on time, properly dressed and ready to learn;
- Instil in their children an appreciation of the importance of attending school regularly;
- Impress upon their children the need to observe the school's code of conduct and Behaviour Policy;
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings;
- Work in partnership with Linton Heights Junior School to resolve issues which may lead to non-attendance;
- Notify Linton Heights Junior School if their child is absent. This should be done as soon as possible on the first day of absence providing an explanation for the absence. This explanation should be confirmed – preferably in writing – when the child returns to school;
- Provide medical evidence when absence is due to sickness; Avoid arranging medical/dental appointments during school hours; Not book holidays during term time.

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Ensure they are punctual and attend regularly.
- Attend all their lessons on time and be ready to learn.
- On those occasions that they return to school from an absence they should preferably bring a written explanation to their class teacher.
- Inform their class teacher if they are experiencing difficulties with their attendance in the first instance.

Responsibilities - Linton Heights Junior School

Linton Heights Junior School is responsible for supporting the attendance of their pupils for dealing with problems that may lead to non-attendance. We believe early intervention is essential in dealing with issues of attendance and punctuality. This includes working with vulnerable groups of pupils to help them overcome barriers to good attendance. Examples of these groups are children who are Young Carers, or children from Military families. We will offer support and inter-agency working to ensure fair attendance access for these children.

Linton Heights Junior School will:

- Work actively to maximise attendance rates – both in relation to individual pupils and for the pupil body as a whole consistently applying this attendance policy across the school;
- Support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance;

- Doors open at 8.20 a.m. (pupils should not arrive earlier than 8.20 a.m. except for Breakfast club which is from 8.00 a.m.)
- Complete attendance registers at the start of the school day and at the start of the afternoon session recording whether pupils are present or absent;
- Close registers at 9:00a.m. and 1:15pm each day. Children who arrive after the register has been taken (but before 9:00am) will be marked late – with an L code in the register. Children who arrive after the register has closed (from 9:00am onwards) will be marked with an unauthorised absence code – U. For fire purposes, we will know that your child has arrived and is onsite, but they will receive an unauthorised absence for that morning (half a day).
- Differentiate in the registers between absence that is authorised and absence that is unauthorised (see below);
- Reward good and improving attendance and punctuality with praise and attendance certificates.
- Work with other agencies and professionals to ensure that our pupils received all the support available to achieve good attendance and will demonstrate a full commitment to integrated working by:
 - Using the Early Help Assessment (EHA)
 - Sharing information
 - Encouraging staff to take on the role of Lead Professional
 - Liaising with the Local Authority Attendance Improvement Officer who will provide advice, guidance and support to the school
 - Working with other agencies and being part of 'teams around the family'. See Appendix A for Governor and Staff responsibilities relating to the management of attendance

Understanding Types of Absence

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED.

Authorised Absence

There may be some exceptional circumstances where the school will authorise absence such as:

- The pupil is absent with leave as authorised by the Headteacher;
- The pupil is ill and medical evidence has been recorded;
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs;
- Linton Heights Junior School at which the child is a registered pupil is not within walking distance of the child's home; and no suitable arrangements have been made by the Local Authority for any of the following:
 - The child's transport to and from school
 - Boarding accommodation for the child at or near the school
 - Enabling the child to become a registered pupil at a school nearer to his/her home;
- The pupil is the child of Traveler parents who temporarily leave the area giving reasonable indication of their intention to return;
- There is a family bereavement (up to a maximum of 2 days).

Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the school on each day of absence. In some cases, the school will require medical evidence such as an appointment card or a prescription paper.

Additionally, the school may wish to refer to the school nursing service where there are health concerns or if there is a view that illness is being used to cover other reasons for absence. The school may also wish to seek the advice of the family GP, having first discussed the matter with parents/carers to seek their permission to do this. If a child is unable to access a full-time education due to medical needs, the school will consult with the local authority to implement a medical needs pathway to overcome the barrier the illness presents to the child's attendance.

Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours.

Where it cannot be avoided, children should attend school for as much of the appointment day as possible.

Religious observance

Linton Heights Junior School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. Parent/carers will be aware of these dates and should give the school written notification in advance.

Unauthorised Absence

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping, birthdays
- Looking after other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Truancy
- Haircut
- To get new shoes or uniform

Persistent Absence

A pupil becomes a 'persistent absentee' at Linton Heights Junior School when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's full support and co-operation to tackle this.

We monitor all absence and the reasons given for absence, thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

Term Time Leave of Absence

Parents should make every effort to ensure that term time and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing using the appropriate form – ask at school office, to the Headteacher (at least 4 weeks in advance of the leave being taken).

Retrospective applications will not be considered and this time taken will be processed as unauthorised absence. The Headteacher may only grant such requests in exceptional circumstances and the Headteacher's decision is final on whether the request is approved and the length of absence approved.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return. If a child fails to return after a period of unauthorised absence, with no return date given, they may be referred to the local authority as a child missing in education, and may be removed from the school roll after 20 days.

It remains the Headteacher's decision whether to authorise any request for absence during term time.

We will not agree any absence during term time under the following circumstances:

- Immediately before and during assessment periods (SATS) for year 6 pupils
- When a pupil's attendance record already includes any level of unauthorised absence

Any period of leave taken without the agreement of the school (this will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice).

Following up Absence and Improving Attendance

Good attendance and punctuality will form part of celebration assemblies and will be promoted by class teachers throughout Linton Heights Junior School daily.

Attendance will be discussed with parents/carers at each parents evening and whenever there is a cause for concern raised from the monitoring of attendance (below 96% attendance).

Linton Heights Junior School will, on the first day of absence of any child (where parents/carers have not already contacted the school) contact parents/carers to ask for the reason their child is not at school.

Medical information will be requested whenever pupil absence is a concern or the school has reason to doubt the validity of illness claim.

Only the Headteacher can authorise an absence. The fact that a parent/carer has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to act upon it.

Holidays will not be authorised.

Linton Heights Junior School will use the LA recommended attendance letters (see Appendix D) which will be sent to parents. If absence persists, the school will work with the attendance improvement officers to schools to enforce regular school attendance. In doing so it enables schools and parents/carers to meet their respective responsibilities.

Linton Heights Junior School is required by the Local Authority, Cambridgeshire County Council, to alert the Attendance Improvement Officer of any pupil of compulsory school age who fails to attend school regularly.

Where staff have identified a pattern of poor attendance (either authorised or unauthorised) and/or punctuality that is causing concern, case dependant, the school may liaise with the local authority (LA) in order to issue a penalty notice or proceed with prosecution.

If a pupil who is registered at Linton Heights Junior School, fails to attend school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action.

In addition, Linton Heights Junior School will make use of Fixed penalty notices for unauthorised absences which equate to 8 sessions or more in 8 weeks:

- The Penalty notice will be issued via the Local Authority on the advice of and at the discretion of the Headteacher;
- The Fixed Penalty Fine will be £60 per parent, per child if paid within 21 days. This will rise to £120 per parent, per child if paid between 21 days but within 28 days. If the penalty is not paid the Local Authority may prosecute at a fine of £1,000.
- The Attendance Improvement Team sees Fixed Penalty Notices as an effective part of Linton Heights Junior School's plan to improve attendance and reduce unauthorised absences.

In school, on time, every single day!

Punctuality

Persistent lateness disadvantages children, as they miss out on valuable teaching and learning time; lateness is also disruptive to pupils already involved in lessons.

Gates open at 8.20a.m and school starts at 8:30 a.m.

If a child arrives between 8.45-9.00am, they are marked on the register with an L code – Late before registers closed

If children arrive after 9:00 a.m, they are marked with a U code – Late after registers closed

Parents/Carers must:

- Go to the office and sign in their child/ren. A note will be made of the time and reason for lateness.
- Children will be given a late note to take to their class to show their teacher that they have been registered.

If a child arrives after the close of registers (9:00 a.m) they are given a mark "U" for health and safety reasons, but are regarded by law as being absent, unless an authorised reason is provided.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

19 days lost a year through being late = 90% attendance = Persistent Absence.

Headteacher: James Puxley

Chair of Governors: Gillian Powell

Date Reviewed: March 2024

Appendix A

Governing Body

As part of our whole-school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff;
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents/carers, and children to implement the policy effectively;
- Nominate or identify a member of the governing body who will take the lead role in monitoring attendance and coordinating provision and policies for attendance;
- Ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents/carers, children, and staff;
- Work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA within an agreed timescale each year;
- Take time at governor's meetings to review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year;
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site;
- Ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff;
- Use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.

School Leadership Team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- Be active in their approach to promoting good attendance to pupils and their parents/carers, which includes forming positive relationships with families;
- Ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement;
- Coordinate with the governing body to monitor the implementation of the attendance policy and its effectiveness, with an annual full policy review;
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues;
- Ensure that government legislation on attendance is complied with and that they (the leadership team) are up to date with any legislation changes and how to implement them;
- Nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job;
- Report to the governing body each term and the lead governor for attendance half-termly on attendance records, data and provision;
- Ensure that systems to record and report attendance data are in place and working effectively;

- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend;
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

Attendance Lead

As part of our whole-school approach to maintaining high attendance, the school has a designated Attendance Lead who has responsibility for the monitoring of pupil absences. The Attendance Lead will:

- Contribute to raising achievement at Linton Heights Junior School by improving school attendance.
- Oversee the school's attendance procedures, ensuring that official registers are accurately maintained and attendance trends monitored.
- In conjunction with the Headteacher, regularly monitor attendance patterns. Pupils causing concern are identified, discussed and strategies for improving attendance are employed.
- Promote positive attitudes by pupils and families towards education and to ensure that parent/carers are made fully aware of their statutory responsibilities.
- Make contact and where necessary meet with families to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision.
- Reduce levels of unauthorised absence, persistent absence and poor punctuality and reflect the policies and values of Linton Heights Junior School.

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information using the correct codes.
- Taking and recording messages from parents regarding absence.
- Ensuring the Absence/Late Book is completed.
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher.
- Sending out standard letters regarding attendance.

Appendix B

Attendance Register Codes

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances

D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend / No mark recorded

Appendix C: Procedure for reporting absence

1. If a child is absent from school the following procedures are required:

1.1. First and subsequent days of absence

- The school office is notified by the parent/ carer using the online absence recording form: <https://forms.office.com/e/gdN0pAh1Ts> Information required includes the reason for absence, pupil name and class.
- Each subsequent day that the child is not in attendance, the school must be informed as above.
- On return to school, the parent provides a note with an explanation for absence, unless the reason has already been provided via school email.

- 1.2. Third day absence
 - If the child is absent for three days, further contact with the school team is required by the parent to provide details about the due date for a return to school by the pupil.
- 1.3. Continued absence
 - In the case of longer-term absence, the school office is to be informed so that appropriate work or support can be provided.
- 1.4. Ten days' absence
 - A pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. This is a legal requirement.
 - For pupils with a medical reason for absence details should be obtained from a qualified medical practitioner. Appropriate work and support should be offered.
2. If a child needs to be absent during the school day the following procedures are required.
 - Parent to contact the school on 01223 892210 or by email to inform of reason for absence during the day, e.g. dental appointment.
 - The pupil must report to the school office on departure and report again to the office on their return.
3. School action in the case of pupil absence
 - On each day of absence, the school office will use telephone contact to confirm absence with the parent if contact has not already been made.
 - A member of the Senior Leadership (SLT) is likely to make a home visit in cases that are deemed 'at risk' of poor attendance.
 - In the case of pupil attendance that is deemed 'at risk', the parent will be invited to school to discuss absence and actions for improving attendance.
 - In the case of a pupil absence moving towards the 90% Persistent Absence (PA) level, the parents of the child will be contacted by the Headteacher or the attendance lead.

Appendix D – LA attendance improvement letter templates:

Initial letter and attached attendance information leaflet:

Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

We have noticed that your child <forename> attendance has declined since the beginning of term, I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school as well as our attendance leaflet.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Headteacher

Enc Record of attendance

Attendance and Punctuality



The Role of Parents/Carers

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Linton Heights is committed to achieving excellent levels of attendance for individual children and the school as a whole. There is a clear link between high levels of attendance and high levels of progress. We believe that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them.

The expected attendance at Linton Heights Junior School is 100%.

What attendance percentages actually mean

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
98-100%	Excellent	0-4	Less than 1
96.2-98%	Good	5-9	1-2
95-96.1%	Satisfactory	10-13	2-3
90-95%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19	More than 4

It's your responsibility

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience.

Unauthorised Absence

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping, birthdays
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Haircut
- To get new shoes or uniform

Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it cannot be avoided, children should attend school for as much of the appointment day as possible.

REMEMBER:

90% Attendance = 4 Weeks of learning missed!

Second letter and teacher/parent meeting template:

Date

Name and Address of parent

Dear Parent,

Re: Child Name: xxx **DOB:** xxx **School:** xxx

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

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

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 the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice Fine being issued against you and/or legal proceedings being considered.

Please note if 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance. Support can be offered through an Early Help Assessment (EHA). Please do not hesitate to contact me.

However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

Yours sincerely

Head teacher



Parent – Teacher Attendance Meeting 1

Child's name:

Class: Date:

Parent will agree to:	School will agree to:

Teacher – Parent Attendance meeting guidance

When sharing the leaflet with the parent, ensure you go through the following points:

- Explain that you understand that children are ill and sick but it is important to try and get them in each day unless they are really poorly
- Explain that the biggest affect to a child's education and attainment is their attendance and if a child doesn't regularly attend school it has a massive impact on their learning
- Explain that this first letter is a reminder about attendance but if the child's attendance doesn't improve it could result in a fine from County – remember we are working with the parent to help them stop this from happening.
- Is there anything we can do to help ensure your child is in school?

The aim of the meeting is to gain support from the parent and not threaten fines!

Third letter and parent/pupil contract

PCM (Parent Contract Meeting) to formally set targets, which if not met, will lead to the school referring the parents to the LA for potential penalty notice or prosecution

Date

Name and address of parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

Dear Parent,

Dear Parent,

I am writing to inform you that «forename»'s attendance is still causing concern. Therefore, we need to meet with you urgently to discuss the situation.

Should «forename»'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider more formal action. This might result in a Penalty Notice Fine and/or prosecution through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**, and a fine of up to **£2500 and/or 3 months in prison**.

Absence due to self-limiting illness can be authorised in the first instance but a child who is absent frequently due to a medical reason, including repeated self-limiting illnesses, medical information will be required.

We will monitor «forename»'s attendance over the next 4 weeks where we would then like to have a catch up meeting to see how things are progressing.

We hope we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for legal proceedings to be initiated. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Headteacher

Encs Record of Attendance
 Attendance Contract

Linton Heights Junior School Attendance Improvement Plan



Pupil's Name:		Year/Class :		Date of Meeting	
Attendees at meeting:					
Pupil:					
Staff:					
Parent/Carer:					
Current attendance:					
The following areas are strengths & interests of the student					
The reasons the student finds it hard to get to school					
Student's attendance goal for the next four weeks					
The student will take the following actions to achieve their goal					
Staff will take the following actions to help the student achieve these goals					
Student's parents will take the following actions to help the student achieve these goals					
Implementation start date:			Review date:		
Parent signature			Staff signature		

Improvement letter

This letter is for your information so you do not need to take any action.

I would like to thank you for following the school procedure regarding Attendance.

We understand that **xxx** has had authorised absence recently and that you called the school every day to keep us informed. We would just like to let you know how this has affected **xxx** attendance which is currently at **«percentage_attendance»%**.

School share a vital part in ensuring that children who are absent from school because of their medical needs maintain their education. If you child is absent from school for over 10 days it may be necessary for school to seek support for your child. Please ensure that school is fully aware of any medical issues that may affect your child's attendance.

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 the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice Fine being issued against you and/or legal proceedings being considered.

Please continue to work with us. You are more than welcome to contact *school* to discuss any queries or concerns you may have.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

Yours sincerely

Head teacher