

# St Catherine's Catholic Primary School



## Attendance Policy

### MISSION STATEMENT

#### *GROWING IN FAITH*

*Our vision at St Catherine's Catholic Primary School  
and all we do, and aspire to be,  
is centred on the love, life and teaching of Jesus,  
and rooted in the faith of the Catholic Church.*

#### *AIMING FOR EXCELLENCE*

*Our aim is to build a loving, happy, safe and welcoming school where  
everyone has the opportunity and support to recognise, celebrate and  
develop  
their God given gifts and talents, learning in a creative and friendly school  
family.*

#### *LEARNING FOR LIFE*

*Journeying together with each other,  
we work in harmony  
to provide outstanding Catholic Education  
for all our pupils preparing them to fulfil their mission  
to the world in which we live.*

**Policy Adopted: September 2025**

**To be reviewed: September 2027**

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## 1. Aims and Objectives

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. At St Catherine’s, we aspire to create a belief throughout our school community that every day in school counts.

### Pupils

We want our pupils to love coming to school. We want them to have a wide breadth of experiences and feel that they play an important role in school life. We want them to be excited every morning about the possible learning opportunities that lie in the day ahead. We want them to feel that if they were missing school then they would be missing out. We want to reward individual pupils and groups of pupils for excellent attendance and their efforts in getting to school every day. We want to praise pupils and families for improvements in attendance.

### Parents/Carers

We want parents/carers to understand the importance of excellent attendance. We want parents/carers to be open and honest with us in regards to matters affecting attendance. We want parents/carers to feel supported if they are having difficulties in getting their children to school.

### School Staff

We want our staff to create a warm, nurturing and inviting school environment for pupils. We want them to communicate clearly with parents/carers on our expectations in regards to attendance and how we prioritise attendance at our school. We want them to follow our attendance policy closely, provide support to parents/carers where needed and be prompt in carrying out any necessary actions. We want our front line staff to challenge parents/carers on the reasoning behind absence and ensure parents/carers are aware of the repercussions of continued poor attendance.

## 2. Expectations

Our attendance policy is underpinned by clear expectations, procedures and responsibilities which we make clear to all stakeholders. Every half-day absence has to be classified by the school as either authorised or unauthorised. **Authorised absences** are mornings or afternoons away from the school for a reason such as genuine illness or other unavoidable cause. **Unauthorised absences** are those which the school does not consider reasonable and for which no leave of absence has been given. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-

compulsory school age) whose name is listed in the admission register at the time. These codes are explained in detail in the DfE's '[Working together to improve school attendance](#)' document.

### Timings

Gates to the school open at 8.40am. At 8.45am the bell is rung to signify the start of the school day for all pupils and pupils make their way to their classrooms. At 8.55am, the school gates are closed and registers are closed in class. Pupils should already be in class by this time. Any pupils arriving to school after this time must be brought to the school office and signed in on the electronic screen by parents/carers, giving reasons for lateness.

At 3.05pm the school gates open for pick-up. At 3.10pm the school day finishes for pupils in Reception and at 3.15pm the school day finishes for all other pupils. Early pick up of children is not authorised, unless for certain medical appointments or other unique circumstances which have been agreed with the school. Late pick up of children will be monitored and if this becomes regular, the school may have to consider it a safeguarding issue and refer it to West Sussex Children's Services.

### Requesting leaves of absence

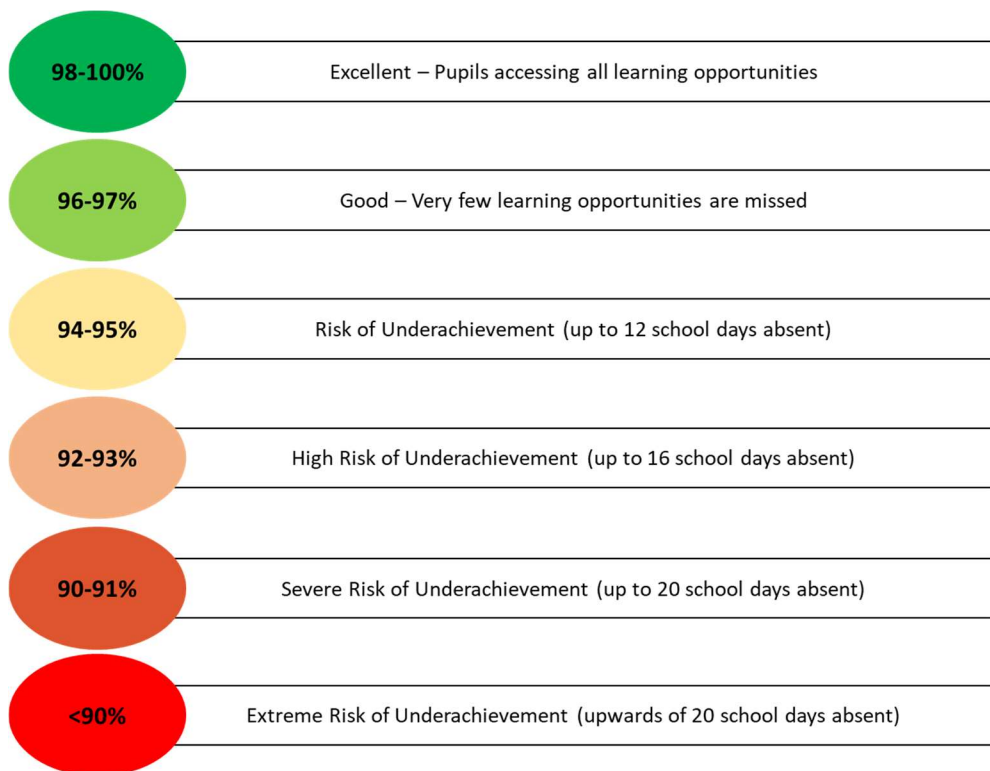
To request a leave of absence for a pupil for whatever reason, a form (appendix 1) must be filled in and handed in at the office at least two weeks before the initial date of absence requested. These will be considered in a fair and consistent manner by the Headteacher, taking the reasoning behind the absence, whether or not the request was submitted at least two weeks in advance and the current attendance data for each pupil into account. These requests will be responded to within 3 working days. Medical appointments, where possible, should be booked for outside of school hours. If a medical appointment is booked within school time, evidence of this appointment will need to be provided. The school can provide a letter to be given to medical practitioners (appendix 2) to inform them of our policy if parents/carers are having difficulty booking appointments outside of school hours.

### Informing the School of Unexpected Absence

If a pupil cannot come to school for whatever reasons, parents/carers must inform the school by phone (01903 716039), parentmail or email ([office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)) before 9.30am, stating clearly what those reasons are. The school may make a follow up call to find out more about the reasoning behind the absence.

### Levels of Attendance

In line with national expectations, we expect pupils' attendance to be at or above 96%. Attendance below this figure has the potential to impact on achievement, as detailed in the diagram below. Attendance below 90% is regarded as persistent absence and leads to more formalised support.



### 3. Responsibilities

All members of the school community play an important part in supporting the school, by helping it reach its attendance objectives. We believe in the importance of working in partnership with families to find solutions to improving attendance. Within the school community there are certain groups which hold specific responsibilities in relation to this.

#### Governing Body

- Taking an active role in attendance improvement, supporting the school to prioritise attendance, and working together with leaders to set whole school cultures
- Ensuring school leaders fulfil expectations and statutory duties
- Using data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed
- Ensuring school staff receive training on attendance
- Ensuring that regular attendance figures are shared with Bosco CET and the DfE
- Positively promoting good attendance within the school
- Requesting regular information from the Headteacher on any aspect of the school, including attendance
- Identifying and attending relevant training regarding attendance matters
- Monitoring attendance patterns with the Headteacher
- Reviewing and developing the attendance policy

#### Headteacher (School Attendance Champion) and SLT

- Positively promoting good attendance within the school
- Developing and maintaining a whole school culture that promotes the benefits of good attendance
- Ensuring attendance is seen as a high profile across the school and is a regular topic for discussion at SLT and staff meetings

- Overseeing the implementation of attendance policy and procedure
- Ensuring the collection of accurate statistical data
- Developing efficient monitoring and evaluation systems
- Regularly monitoring data to identify patterns and trends and understand which pupils and pupil cohort to focus on
- Proactively using data to identify pupils at risk of persistent absence and work with pupils and their parents/carers to understand and address the reasons for absence, including any in-school barriers to attendance
- Where absence becomes persistent, putting additional targeted support in place to remove any barriers, working with external partners where necessary
- Where there is a lack of engagement in support, holding more formal conversations with parents/carers and be clear about the potential need for legal intervention in future
- Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention
- Reporting to Governing Body
- Developing a clear school attendance policy which all staff and parents/carers understand
- Maintaining the same ambition for attendance for all pupils, including those with SEND
- Ensuring all school based staff complete their attendance responsibilities in line with the school's policies and procedures

### Class Teachers

- Accurate recording of the daily electronic registration list
- Communicating concerns to the Headteacher/DSL as appropriate
- Promoting good attendance and punctuality within the class
- Maintaining positive links with parents/carers whilst communicating concerns

### Administrative staff

- Maintaining the electronic registration system
- Following the processes set out in this policy to follow up on absence
- Receiving and recording telephone communication from parents/carers
- Assisting in the collection of data and presentation of data to aid analysis and evaluation

### Parents/Carers

- Positively promoting good attendance within the school for their child/children
- Notifying the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness)
- Ensuring their children have good attendance, are punctual and keep school informed of any absence
- Only requesting leave of absence in exceptional circumstances and within the appropriate time frame
- Responding positively and promptly to school requests for any further information on absence
- Booking medical appointments outside of the school day where possible
- Keeping school informed of any issues or medical condition that may affect their child's absence
- Ensuring school has up to date contact details
- Proactively engaging with the school and other bodies to improve attendance when necessary, including on attendance action plans or early help plans

## 4. Processes

To allow us to manage attendance effectively and to ensure we are striving towards our aims and objectives through a transparent and fair approach, the school carries out regular attendance processes.

### First Day Contact

If a pupil is absent and the school has not been contacted by parents/carers with a reason, the school will contact parents/carers on the first day of absence. The reasoning behind this is to ensure first of all that the pupil is safe. If contact cannot be made via phone or email, the school may take other actions to establish that the pupil is safe. This could mean contacting any external agencies who are involved with the pupil or family. It could also mean a member of staff making a house call or making contact with the police to carry out a welfare check at the home. This is one of the important reasons why the school must have the most up to date contact details for all parents/carers.

### Attendance Tracker

For pupils whose level of attendance is a cause for concern, the office team maintain an attendance tracker which keeps SLT up to date on a daily basis of the attendance of these key individuals. When these pupils are absent, the office team make contact with the family in the afternoon to encourage attendance on the following day, reminding them of expectations and offering guidance and support where needed.

### Attendance Data Analysis

On a monthly basis, the Headteacher carries out a more formal analysis of attendance data. This helps inform any changes to the attendance tracker that need to be made or if any pupils have crossed the thresholds for further action to be taken (e.g. meetings, letters and referrals). Analysis is carried out on both an individual and group basis, allowing the school to identify any trends which need to be addressed.

## 5. Promoting and Incentivising Excellent Attendance

It is important for the school to praise and reward both good attendance and improving attendance by individual pupils and groups of pupils.

### Class Attendance Trophy

The class with the best attendance each month keeps the attendance trophy on display in their classroom. This award is given out by SLT in assembly and details of the winning class are shared with the school community.

### House Points Attendance

When the class attendance trophy is announced, SLT also share the name of the house team with the best attendance for the month and they are awarded 50 house points to be added to their running total for the year.

### Individual Attendance Awards

At the end of each term, certificates are awarded to pupils for excellent attendance of 98% or over, up to that point in the school year. For those pupils with legitimate and school authorised reasons why

they cannot attend school (e.g. serious illness, ongoing serious medical treatment, reduced timetable, etc.), their attendance percentage will be calculated so as to not include these authorised absences.

### Improved Attendance Postcard

If a sustained improvement in attendance has been made by a pupil, a postcard is sent to the pupil from the Headteacher, commending them on their achievement.

## 6. Formalised Support and Referrals

If attendance for a pupil is falling below our expectations, we will communicate with parents/carers accordingly. We will provide appropriate support, drawing on a wide range of strategies and involving wider support services where necessary (e.g. Early Help). If the support put in place does not yield the necessary improvements, the school may decide to make a referral to West Sussex. Whilst the school will take a consistent approach to implementing the following series of actions, the school will always consider the individual needs of pupils and their families who have specific barriers to attendance.

### Meetings

When attendance falls below our expectations for a pupil, without any valid reasoning, we will invite parents/carers to school to discuss how we might all work together to ensure that the pupil's attendance improves.

### Letters

Once the following attendance thresholds are met, appropriate letters will be sent to parents/carers notifying them of their pupil's current attendance figures and explaining what will happen next if this trend continues. These are all personalised for each pupil based on their barriers and circumstances.

Threshold	Letter Template
Attendance below 95%	Appendix 3
Attendance below 90%	Appendix 4
Attendance is below 95% mostly due to illness for which medical evidence has not been provided	Appendix 5
Evidence Request to Medical Practitioner	Appendix 6
Referral – Unauthorised absence	Appendix 7
Referral – Fixed Penalty Notice	Appendix 8
Lateness Letter	Appendix 9

### Attendance Action Plans

If the pupil's attendance falls under the category of persistent (when a pupil misses 10% or more of school) or severe (where a pupil misses 50% or more of school) and initial meetings and letters have not yielded an improvement in attendance, the school may choose to meet again with parents/carers to come to an agreement on an 'Attendance Action Plan'. An attendance action plan (Appendix 11) is not legally binding but allows a more formal route to secure engagement with support. An attendance action plan is intended to provide support and offer an alternative to prosecution.



The attendance action plan will include:

- Parents/carers view on what the current barriers to attendance are and what actions they have already taken to improve this
- Details of actions the parents/carers will take to improve attendance
- Details of support the school will provide the family to help improve attendance

### Medical Evidence

If a pupil has an attendance rate of 85% or lower, absence due to illness will only be authorised with medical evidence.

### Notice to Improve

A Notice to Improve is a final opportunity for a parent/carer to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent/carer or have not worked, a Notice to Improve should usually be sent to give parents/carers a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent/carer has already received one for a similar offence).

The Notice to Improve includes:

- Details of the pupil's attendance record and details of the offences
- The benefits of regular attendance and parents'/carers' duty under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support and the option to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period
- A clear timeframe for the improvement period of between 3 and 6 weeks
- Details of what sufficient improvement within that timeframe will look like
- The grounds on which a penalty notice may be issued before the end of the improvement period

The Notice to Improve will be created from the template created by West Sussex (Appendix 10) and will be personalised to the individual pupil.

### Non-attendance Referral

If attendance is not improving following support from the school, then a non-attendance referral to West Sussex Pupil Entitlement will be made where appropriate. This referral is suitable for pupils who have had a minimum of 20 unauthorised absences (10 days) within the past 1-2 academic school terms, where absence is entrenched and on-going. By making this referral, the school are asking the Pupil Entitlement Investigation team to investigate attendance issues and consider legal action.

## Fixed Penalty Notice (FPN) Referral

The Education Act 1996 places a legal duty upon parents to ensure if their child is on roll at a school, they attend the school as required. Failure to do so amounts to an offence under S.444 Education Act 1996. One way of addressing this offence is to offer the parents a time limited opportunity (28 days) in which to accept their liability/guilt for this offence by way of paying a Fixed Penalty Notice. If a pupil has accrued 10 unauthorised absences (5 days) in a 10 school week period including unauthorised holiday in term time, late after the register closes and other unauthorised absences, then where appropriate, the school will make a FPN. If a child is absent for a holiday for 8 or 9 sessions (1 day is equivalent to two sessions) without authority, the school may also make a referral to the Local Authority for consideration of an FPN.

If the Local Authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. This might apply for example, where parents take several term time holidays below threshold, or a 4-day absence during an inset week or following a bank holiday. The West Sussex Code of Conduct allows the Local Authority to use this discretion under point 16 as follows:

*16. If in an individual case the Local Authority (or other authorised officer) believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the National threshold is met.*

There is no right of appeal to a FPN, and it remains a parent's decision whether to accept the offer and pay the FPN or not. Unpaid FPNs may lead to court action being instigated at the Magistrates Court.

In addition, a FPN can be offered if a pupil who is suspended or excluded from school is seen in public during school hours and there is no reasonable justification to do so. In these circumstances there is no threshold level. It remains the decision of the Local Authority whether a FPN is offered or not.

## Escalation process and Cost of FPNs

The current legislation on the escalation process for Fixed Penalty Notices for school absence is as follows:

- **First Referral** - the first time unauthorised absence is referred and leads to a FPN being issued, the amount will be £160 per parent, per child if paid within 28 days. Reduced to £80 if paid within 21 days.
- **Second Referral** – the second time unauthorised absence is referred and leads to a FPN being issued the amount will be for £160 per parent, per child, with no reduction offered for early payment.
- **Third Referral** – the third time unauthorised absence is referred a FPN will not be issued and instead either result in the:
  - Matter being presented directly to the Magistrates Court. A prosecution can result in the parent receiving a criminal record and fines of up to £2,500.
  - Matter being addressed via an alternative pathway with an Investigating Officer being allocated.

Please note, for repeat offences of holidays in term time, court action will be the likely outcome. In addition, for absences in respect of 15 school days or more for the purposes of a holiday/travel abroad, a FPN will not be offered and instead the matter will be referred directly to the Courts.

Please note, both parents are held accountable for the offence of a holiday in term time. In cases with separated parents, FPNs may be issued to a parent who did not go on the holiday and also to a step parent, or parent's partner who lives in the family home with the child and was involved in the holiday.

## 7. Contact

If you wish to discuss this policy or any attendance related matters, please contact the School Attendance Champion, Mr Croghan, via the office (01903 716039 or [office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)).

Appendix 1 – Request for Leave of Absence Form

To be copied and pasted onto headed paper

REQUEST FOR LEAVE OF ABSENCE

School attendance is compulsory. The Department for Education has directed that Headteachers can authorise a child’s absence from school, but only in exceptional circumstances. It is not possible to authorise absence for a family holiday. If your child is absent from school without authority this will be marked as unauthorised which is recorded on the child’s annual report and contributes to the schools’ statistics published by the DfE. If certain thresholds are met (see Attendance Policy), it may be necessary to refer unauthorised absence for further action which could result in a fine being issued.

Child’s Name: : Class:

Date(s) of absence for which permission is requested:

Number of school days when child will be absent:

Reason for Absence:

Signed: Date:

Parent/Guardian

Except in cases of emergency, please return this form to school at least two weeks before the dates detailed above.

Dear Parent

Your request for ..... (Child’s name) to be absent from school on the following date(s) ..... has been approved / refused.

Yours sincerely

Signed: Date:

Mr Croghan, Headteacher

All personal data/special category data herein are processed in accordance with UK data protection legislation.

## Appendix 2 – Letter to medical practitioner

To be copied and pasted onto headed paper

Dear Practitioner,

At St Catherine's we are committed to inclusion and equal opportunities for all. We see high standards of attendance and punctuality as being the first step to a child accessing a broad and balanced education.

There can be a direct link between poor progress and attainment and below expected attendance and punctuality. Pupils with more than one medical condition are at greater risk.

We are therefore asking all parents and carers to make medical appointments in the afternoon or even better after school to minimise the disruption to learning and allow pupils to access core maths and English lessons in our morning sessions.

**We would very much appreciate your support for our pupils by endeavouring to give them appointments later in the day or before school for any non-emergency, where possible.**

Thank you in anticipation of your support in this matter.

Yours sincerely,

Mr Croghan

Headteacher

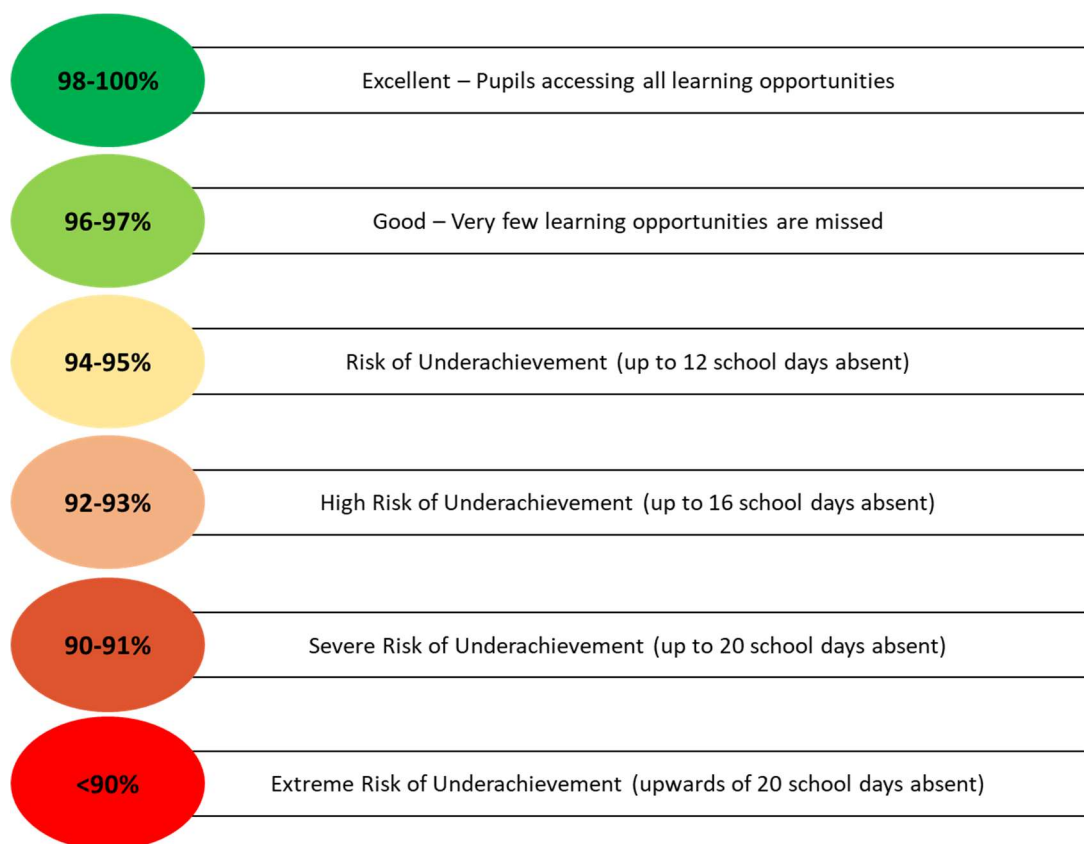
## Appendix 3 – Attendance below 95%

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

We have carried out an analysis of pupil absence and to date your child has had \_\_\_\_ sessions (\_\_\_\_ days) of absence since the beginning of the school year, with their overall figure for attendance currently standing at \_\_\_\_%. This equates to approximately \_\_\_\_ lessons missed and falls below our school wide expectation that all pupils have attendance of 96% or better.

It is important that pupils maintain a good level of attendance to ensure that they reach their full potential. Please see the diagram below from our attendance policy that details the impact continued absence can have.



**If you feel you would like support to improve the attendance of your child, please do get in touch with the school office who will pass you on to the relevant member of staff. If attendance for your child continues to deteriorate, we will be in touch again to inform you of the next steps that will be taken.**

If you have any queries regarding this letter or you would like further support from the school, please do not hesitate to contact the School Office.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 4 – Attendance below 90%

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

We have carried out an analysis of pupil absence and to date your child has had \_\_\_\_ sessions (\_\_\_\_ days) of absence since the beginning of the school year, with the overall figure for attendance currently standing at \_\_\_\_%. This equates to approximately \_\_\_\_ lessons missed, a **significant amount of missed learning time** already this academic year. We have attached a copy of your child's current attendance certificate for your information.

It is important that pupils maintain a good level of attendance to ensure that they achieve the best they can and reach their full potential. As a school we work closely with the Pupil Entitlement Team from West Sussex and as part of our responsibilities for pupil attendance, we make a referral when the following thresholds are met.

### Referral for Fixed Penalty Notice

This referral is where a child has accrued 10 unauthorised absences (or fewer in certain circumstances) in a 10 school week period including unauthorised holiday in term time, late after the register closes and other unauthorised absences. A fixed penalty notice is a time limited opportunity for the parent/carers to accept their liability for an offence under S.444 Education Act 1996 rather than the matter being referred to the court immediately.

### Referral for Non-attendance

This referral is suitable for pupils who have had a minimum of 20 unauthorised absences within the past 1-2 academic school terms, where absence is entrenched and on-going. The Pupil Entitlement Team will investigate attendance issues and consider legal action.

**The school has decided not to make a referral at this point in time, but will be left with no other choice if attendance figures do not improve and the threshold for referral is once again met.**

If you have any queries regarding this letter or you would like further support from the school, please do not hesitate to contact the School Office.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 5 – Attendance is below 95% mostly due to illness for which medical evidence has not been provided

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

We have carried out an analysis of pupil absence and to date your child has had \_\_\_\_ sessions (\_\_\_\_ days) authorised sickness absence since the beginning of the school year. This equates to approximately \_\_\_\_ lessons missed, a **significant amount of missed learning time** already this academic year. We have attached a copy of your child's current attendance certificate for your information.

To date, any sickness absence for your child has been marked as authorised absence. However, due to the high number of sickness absences, **we will be marking further absence on health grounds as unauthorised unless there is supporting medical evidence** which indicates that your child is unfit to attend school due to a health issue, e.g. doctor's appointment card, medical prescription, etc. From \_\_\_\_\_, should your child have any sickness absence without medical evidence, it will be marked as "Unauthorised absence" in the school register. If there are **10 or more sessions (5 days) which are unauthorised in a 10 school week period, it may result in a referral to the Pupil Entitlement: Investigation Team**. Dependant on the circumstances, the PEI Team may decide to issue a Fixed Penalty Notice.

It is important that pupils maintain a good level of attendance to ensure that they reach their full potential. Please see the school's attendance policy on our website for further details on the impact of continued absence.

If you have any queries regarding this decision or you would like further support from the school, please do not hesitate to contact the School Office.

Yours sincerely,

Mr Croghan

Headteacher



## Appendix 6 – Evidence Request to Medical Practitioner

To be copied and pasted onto headed paper

Dear Practitioner,

At St Catherine's we are committed to inclusion and equal opportunities for all. We are dedicated to high standards of attendance and punctuality as being the first step to a child accessing a broad and balanced education.

We provide this letter to parents/carers when we have concerns about the amount of illness related absence a pupil is accumulating without any accompanying medical evidence.

We therefore ask you to provide this parent/carer with evidence (signed and dated) that this pupil has had valid medical reasoning for any absence in question.

We greatly appreciate your co-operation.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 7 – Unauthorised Absence Referral

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

I am writing to you to confirm that due to the attendance record of \_\_\_\_\_ this academic year which currently stands at \_\_\_\_\_ as a result of \_\_\_\_ missed sessions (\_\_\_\_ days), the school will be making a non-attendance referral to the Pupil Entitlement Team from West Sussex.

### Referral for Non-attendance

This referral is suitable for pupils who have had a minimum of 20 unauthorised absences within the past 1-2 academic school terms, where absence is entrenched and on-going. The Pupil Entitlement: Investigation Team will investigate attendance issues and consider legal action.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 8 – Fixed Penalty Notice Referral

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

Following your request for authorisation to take \_\_\_\_\_ out of school during term time, I am writing to notify you that the school has made a referral to West Sussex Council due to \_\_\_\_\_ accruing \_\_\_\_\_ sessions of unauthorised absence within a 10 school week period.

If the Council are satisfied that an offence has been committed, then you may be issued with a Fixed Penalty Notice (FPN) which could be issued per child, per parent, or alternatively you may not be offered a FPN and instead prosecuted in the Magistrates court. Whether you are offered a fine or prosecuted is at the discretion of the County Council.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 9 – Lateness Letter

To be copied and pasted onto headed paper

Dear Parent/Carer of \_\_\_\_\_,

Your child has been late arriving at school at least two days in the week beginning \_\_\_\_\_.

Overall, they have missed what equates to \_\_\_\_\_ lessons this academic year, due to being late.

Children who arrive late at school miss out on important morning work which starts at 8.45am, and disrupt the work of the class. Please ensure that your child arrives on time for school.

If you have any queries regarding this letter or you would like further support to get your child to school on time, please do not hesitate to contact the School Office.

Yours sincerely,

Mr Croghan

Headteacher

## Appendix 10 – Notice to Improve Template (West Sussex)

To be copied and pasted onto headed paper and personalised for the pupil in question

Dear parent/guardian,

**Pupil Name:**

**Pupil DOB:**

**Year Group:**

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is registered pupil at a school fails to attend regularly at the school, the child's parent may be guilty of an offence under S.444 Education Act 1996. The offences under the Education Act 1996 also include when a pupil is accessing alternative provision.

On reviewing our records, it is clear we have raised our concerns with you regarding \_\_\_\_\_'s attendance and this included:

(Outline actions interventions taken/offered to improve the pupil's attendance and/or where information was sought – this should reflect each set of circumstances – below is some examples.)

- **Telephone Calls** – We have contacted you every day your child was absent to understand the reason for this and to offer support with any issues your child may be having.
- **Attendance Concern Letter** – We have written to you, letting you know of our concerns around your child's attendance at school and the impact of their continued absence, inviting you to contact us to discuss the situation further.
- **Attendance Support Meeting Invite** – We have invited you to a meeting to discuss your child's attendance and absence. We notified you of the consequences should your child continue to have unauthorised absence and you did not effectively engage in the support offered.
- **Timetable Amendments** – We introduced an individualised timetable as a method of improving your child's attendance. This has not been engaged with regardless of the adaptations implemented.
- **Attendance Contract** – We proposed an attendance contract and this was implement/declined or failed to be met.

Unfortunately, despite the actions taken attendance remains a cause of concern and your child has been recorded as absent without authority for \_\_\_\_ sessions; each school day is made up of 2 sessions.

You now have 20 school days in which to improve your child's attendance. During this time, you must ensure your child shows significant improvement in attendance and avoid them having any unauthorised absence from school.

Should further unauthorised absence occur, a referral may be made to the Local Authority for consideration of a Fixed Penalty Notice (FPN) and/or Court action including the use of Education Supervision Orders (ESO). It remains the Local Authority's decision on the type of intervention offered or used.

If a FPN is used, they are issued per parent, per child and are charged at £160 if paid within 28 days. In some cases, you may be offered the opportunity to pay a reduced amount of £80 if paid within 21 days.

Please note a referral may be made as soon as any further unauthorised absence is recorded, and we do not have to wait until the end of the 20 day period.

Should you wish to discuss your child's attendance please do make contact at the earliest opportunity.

Yours sincerely,

Mr Croghan  
Headteacher

## Appendix 11 – Attendance Action Plan

To be copied and pasted onto headed paper

### Attendance Action Plan

Pupil Name	
Time/date of meeting	
Present at meeting	
Current Attendance	
Reasons for absence	

This action plan is an agreement between parents/carers and school. It is intended to provide a framework to support the family of (Pupil name) in removing barriers to attendance.

### Parent/Carer View

<b>What barriers are there to (Pupil name) attending school?</b> <ul style="list-style-type: none"><li>• .</li><li>• .</li></ul>
<b>What have parents/carers already done to try and improve (Pupil name)'s attendance?</b> <ul style="list-style-type: none"><li>• .</li><li>• .</li></ul>
<b>Actions Parents/Carers will take after this meeting:</b> <ul style="list-style-type: none"><li>• Parents/Carers will support (Pupil name) in coming to school and to improve his/her attendance to (insert attendance percentage) %.</li><li>• .</li></ul>

### School

<b>School will offer the following support to help meet (Pupil name)'s current barriers to attendance:</b> <ul style="list-style-type: none"><li>• .</li><li>• .</li></ul>
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Attendance Target	
Timescale for improvement	
Date for review meeting	