

Attendance Policy

Policy initially created by: Stacey O'Connor - February 2019

Reviewed: June 2022 by Stacey O'Connor (Director of Safeguarding, Personal Development & Wellbeing)

Date for review: June 2023

Attendance Policy

Regular school attendance is essential if children are to achieve their full potential

Introduction

At Essa we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We value all of our pupils and will work with families to identify the reasons for poor attendance and try and resolve any difficulties.

At Essa we recognise that attendance is a matter for the whole school community. Our attendance policy should be read in conjunction with our policies on safeguarding, bullying and behaviour. The policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.



Missing days of learning in succession (or over a period of time) makes catching up more of a challenge for the pupil, and often they can find themselves falling behind. Absence from school, whether authorised (valid reason) or unauthorised (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school. Regular attendance at the Academy is also a legal requirement.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

Legal Framework

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

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) Regulations 2006, require 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
- Absent
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

Categorising absence

The Academy aims to prevent students from becoming severely absent by 8am. Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received. However even if evidence is provided the Academy may still choose to unauthorise a period if we don't agree an absence was needed or your child's attendance is already concerning. Multiple illnesses may also be unauthorised without medical documentation.

Parents must advise the school by telephone on the first day of the absence, provide the school with an expected date of return and continue to contact school daily for absences unless a medical note is provided. Another student who is a relative or family friend cannot report an absence on behalf of another student. This must be followed up in the form of a written note from the parent/carer. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness – Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of prescription/letter. However it is down to the Academy if an absence is authorised or unauthorised.

Medical/Dental Appointments – Parents are advised where possible to make medical and dental appointments outside of the school day. If parents insist on taking their children to appointments during the school day, the child may be given an unauthorised absence. Parents/carers must show the appointment card to school at least a day before the appointment to avoid waiting for the child when they are collected. Students are also expected to still attend school before and after appointments if possible. All students must be collected for any appointments and cannot leave on their own for safeguarding reasons.

Other Authorised Circumstances – This relates to occasions where there is cause for absence due to exceptional circumstances e.g. visiting a parent in prison or social worker contact time.

Excluded (No alternative provision made) – Exclusion from school is counted as an authorised absence. For exclusions of more than a day, all students must complete work online via Essa Live. The Academy will make arrangements for alternative work if the student does not have access to online. All parents/carers MUST attend a return meeting at the Academy following any exclusions to ensure a smooth transition back into the Academy.

School refusers (students who refuse to attend school without a valid reason) – Students who miss a period of school are at risk of becoming school refusers/non-attenders. Essa will provide pastoral support and interventions for children who have barriers to their lessons. Essa Academy

may also offer Ivy Cottage support learning centre as a smaller and more nurtured learning environment for them to be in. We wouldn't provide work at home for students who are refusing to attend as this will may encourage them to remain at home and create further barriers for them returning into mainstream. Part-time timetables may be offered as a last resort to students. These options would only be considered on an individual student basis by the SLT link and DSL Stacey O'Connor. This should only be in place temporarily and will be reviewed frequently with the aim for the student to increase their time in school.

Family holidays and extended leave – Parents are strongly advised to avoid taking their children on holiday during term time. The Academy full term dates and holidays can be found here: [School Day Timings and Term Dates | Essa Academy](#). Parents do not have an automatic right to remove their child from school for the purpose of a holiday and are made aware that if their child is absent for 5 school days they will miss 5% of their education during the academic year, which none of our children can afford to do. **Holidays during term time will be unauthorised.**

Parents wishing to take their child on a family holiday during term time must complete a 'Request for leave of absence' form **before** travel arrangements are made. The Principal will request to see the return tickets alongside the form. Requests will be considered individually and will take the following into account:

- The pupil's general attendance record
- Pupil's educational needs
- Proximity of assessments and national testing

If the permission to take leave is not granted and the absence still occurs, the absence will be unauthorised. A Penalty Notice will be issued if absence extends to 5 days or more in a term. If a pupil fails to return following a holiday and contact with the parents has not been received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. The Academy will seek guidance from Bolton Local Authority regarding this and could mean that the child will lose their school place.

Religious Observance – Essa acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration for authorised absence. Due to the cultural nature of our school, the school promises to make every reasonable effort to close in celebration of Eid al Adha/Eid al Fitr, for example in accordance with the diary dates specified by the Muslim Council of Britain, ensuring that children are still accessing 190 days of education during the academic year. Parents must request permission in writing at least a day in advance. In the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day to be designated for any religious observance. Any further absence will be categorised as unauthorised.

Late Arrival – Doors open at 8:30am-8:40am when registration begins. Pupils arriving after this time will be marked as late but present for the session (L). The number of minutes late will be logged. The register will close at 10:00am. Pupils arriving after the close of register will be recorded as late (U), but the partial absence will not be authorised. Any child arriving from 8:40am must be brought to the school office by a parent/carer to be signed in. Children at Essa Academy will be given a punctuality detention the same day which will be between 15-45 minutes depending on how late they were and if this is a persistent issue. Students with more than one

late in a week will also receive an after-school DT. We do not inform parents if their child has a detention that day.

Persistent Absence and Severe Absent

Absences should be reduced unless absolutely necessary. If a student drops to 90% attendance they hit persistent absence and will be unable to achieve their full progress academically. If a student reaches 50% attendance they are classed as severely absent. Students who fall into these categories are at risk of failing their GCSE's. The Academy target for attendance is 97% which all students should aim to fulfil.

The Academy persistently works hard to maintain high standards of attendance. Where possible a home visit may be complete on the first day of absence. The Academy will continue to complete home visits whilst your child is absent to monitor this and ensure there are no safeguarding concerns. Where barriers are outside of the school's control, all partners and carers should work together to support pupils and parents to access any support they may need voluntarily. As a minimum, this should include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with pupils and families. The Academy expects parents and carers to work together by keeping us updated with ongoing issues that may impact on your child's attendance. The Academy also expects that parents and carers support any interventions and referrals internally or externally to support their child's needs.

Unauthorised Absence

Absences will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Examples of unsatisfactory explanations include:

- A pupils/family members birthday
- Shopping for uniforms/shoes
- Had a late night/got up late
- Illness where the child is considered well enough to attend
- Illness of a parent/carer/sibling
- Holidays
- Passport renewals

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- Transfer between schools
- Failure to return from extended leave after both the school and the Local Authority have tried to locate the pupil
- 20 days continuous unauthorised absence and both the school and the Local Authority have tried to locate the pupil
- Left the school but not known where they have gone after both school and the Local Authority have tried to locate the pupil
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Pupil withdrawn to be educated outside the school system

Essa Academy will follow Bolton Local Authority Children Missing Education protocol when a pupil's whereabouts is unknown.

Roles and Responsibilities

At Essa Academy we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

As such the **Governing Body** will:

- Ensure that the importance of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and where appropriate link these to the Performance Management of Senior Leaders within the school.
- Monitor the school's attendance and related issues through termly reporting at Local Governing Body meetings
- Ensure that there is a named senior leader to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off site
- Ensure that there are procedures for collecting and analysing attendance frequently to identify causes and patterns for absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The **School Attendance Team** will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed every year
- Ensure all staff are aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior leader for attendance and allocate sufficient time and resources
- Report the school's attendance and related issues through termly reporting to the Local Governing Body and on a half termly basis for the lead governor on attendance
- Ensure systems to monitor, record and report the attendance of all pupils, including those who are educated off site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Where necessary employ a multi-agency response to improve attendance and support pupils and their families
- Complete regular home visits if a child has not attended school. Where possible the Wellbeing team should complete a home visit on the first day of absence.

- The Designated Safeguarding Lead must be informed if a child has not attended school or been seen for 3 days.
- Students who cannot attend due to medical reason should be spoken to weekly and review what work they can access / complete. These students should also be seen once every two weeks.

All school staff will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to monitor, record and report the attendance of all pupils, including those who are educated off-site
- Contribute to the evaluation of school strategies and interventions
- Where necessary, work with the school's Attendance Team and other agencies to improve attendance and support pupils and their families

The school requests that **Parents and Carers** will:

- Talk to their child about school and what goes on there, taking a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this up with a note/medical evidence
- Try to avoid unnecessary absences (make appointments for doctors, dentists etc. outside of school hours)
- Ask the school for help in their child is experiencing difficulties
- Inform the school of any changes in circumstance that may impact on their child's attendance
- Support the school: take every opportunity to get involved in their child's education, form a positive relationship with the school and acknowledge the importance of children receiving the same messages from both home and school
- Encourage routine at home, for example, bedtimes, homework, preparing school bags and uniform the night before
- Avoid taking their child on family visits during term time.

Using Attendance Data

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if pupil's attendance is a cause for concern. This level of data will be used to trigger school action as set out in the escalation of intervention. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. This will be discussed with students/parents in attendance panels, meeting which they are expected to attend. Essa Academy will share attendance data with the Department for Education and the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998 and in keeping with GDPR guidance.

Support Systems

At Essa we recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any

difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children. The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Reward systems
- Discussions with parents and pupils
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Pupil voice activities
- Family learning
- Behaviour support

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Essa Academy will consider and use legal sanctions.

Legal Interventions

Prosecution – where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 44 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is in a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be **fined up to £2500** and/or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Penalty Notices (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school for the purposes of a holiday or family visit in term time and the absence has not been authorised by school
- A pupil has accumulated at least ten sessions of unauthorised absence

A Penalty Notice gives the parents the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued. A penalty notice will be requested for each parent and for each child within a family unit. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be used in accordance with Bolton Local Authorities Penalty Notice protocol.

Punctuality

Punctual arrival at Academy registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the Academy. It also portrays a serious approach to studying and making the greatest use of opportunities available to them. Pupils are expected to arrive before 8:35 a.m. every day to begin with a prompt start and arrive promptly (and register) to all lessons to enable maximum learning.

The following actions will be taken if a pupil is late:

- Form Tutors will be aware of latecomers and will inform the Head of Year/Pastoral Manager/Attendance Lead who has lead responsibility for attendance.
- The Attendance Lead with lead responsibility for attendance will monitor and follow up absences, including appropriate support and sanctions.
- Possible external agency involvement (Early Help, health professionals) will be triggered when support and sanctions have made no significant improvement
- Subject teachers and subject leaders will take appropriate action with persistent latecomers to lessons
- Parents/carers will be informed by Attendance Team, Form Tutors, Head of Year of students arriving persistently late to lessons.

Sanctions for lack of punctuality

Sanctions for repeatedly lateness include:

- After school detention (up to 1 hour)
- Weekday detentions by pastoral staff
- Detentions during social times
- Pupils accruing 5 unauthorised late marks (U code) may receive a penalty-warning fine
- Sanctions for repeat lateness to class include:
 - Subject area detention in the first instance;
 - Weekday detentions by the pastoral staff if persistently late to class.
 - Social time detentions

Attendance Monitoring Group

If a student is severely absent they may be added to a focus group known as the 'Attendance Monitoring Group' which will be led by Mrs Sue Sinker the Attendance Officer. During this parents / carer will be invited to a meeting where an attendance contract will be completed, this will be reviewed after four weeks. If attendance does not improve the Academy will inform the Attendance Enforcement Officer at the Local Authority. During this process the Academy is in an agreement with the Local Authority that if a child's attendance does not improve a fine will be implemented once five days absence occurs over two half terms. Please see Appendix 1, 2 and 3 for letters regarding this process.

If your child's attendance is a concern the Academy may put together an attendance action plan. This could involve additional support and involvement from parent / carers e.g. Weekly meetings. This will be reviewed based on an individual child basis.

Attendance Codes

The following codes are taken from DfE's guidance on school attendance

/	Present (am)
\	Present (pm)
L	Late arrival
B	Off-site educational activity
D	Dual registered
J	Interview
P	Sporting activity
V	Educational trip or visit
W	Work experience
C	Authorized leave of absence
E	excluded
H	Authorized holiday
I	Illness
M	Medical appointment / dental
R	Religious observance
S	Study leave
T	Gypsy, Roma and traveller absence
G	Unauthorised holiday
N	Reason not provided
O	Unauthorised absence
U	Arrival after registration
X	Not required to be in school
Y	Unable to attend due to exceptional circumstance
Z	Pupil not on admission register
#	Planned school closure

Supporting Students with Medical Needs

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Staff

Any member of staff may be asked to provide support to pupils with medical conditions. This Wellbeing team and The Bridge department are all trained to administration medication as well as first aiders. Students with specific medical need there will be additional training put in place which is sufficient and suitable to support the student's needs. Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will be informed what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Additional spotlight sessions will be held to train staff if needed.

Parents, Carers and Students

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs and continuous changes
- Be involved in the development and review of their child's IHCP or risk assessments and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g., provide medicines and equipment
- Students with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute.

School Nurses and Other Healthcare Professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

Equal Opportunities

The Academy will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out if needed so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

The Principal has overall responsibility for the development of IHCPs for pupils with medical conditions. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents/carers when appropriate based on evidence provided. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. This will include:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Where confidentiality issues are raised by the parent/carer and student, the designated individuals to be entrusted with information about the condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing Medication

Prescription and non-prescription medicines will only be administered at school. The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parent/carers and a trained member of staff made a judgment call that it would cause further harm to a student by them not receiving this medication. If the Academy does not have a consent form for medication then a trained first aider may ring the parent / carer for consent over the phone in the meantime so that the student can access the medication they need. The Academy will only accept medicines that are in-date and labelled.

All medicines will be stored safely in a central location in Ivy Cottage and locked.. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be advised for the students to carry on them independently to support their needs. Students are not permitted to take medication home on their own due to safeguarding reasons. Exceptional circumstances would be made if we spoke to parents/carers, they gave consent and professionals make a decision that it would cause harm to the student if they did not receive this medication. [Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#).

Pupils Managing Their Own Needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow procedure and raise this if it is a concern. In emergency staff will follow the school's normal emergency procedures (for example, calling 999). If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance. If students or parents / carers are not managing their medication appropriately a safeguarding member of staff would make a referral to social care.

Record Keeping, Liability and Indemnity

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school and first aid incidents are logged on CPOMs. The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

GREEN Letter

Dear Parent / Carer

We write to inform you of your child’s poor attendance which has fallen below 90%. This is of grave concern to Essa Academy. We would like to draw your attention to the fact that research shows that poor attendance equates to poor attainment. Clearly you as a parent/carer want your child to achieve the best possible grades, therefore we would appreciate your support in ensuring that they attend school on a regular basis.

Here at Essa Academy we work hard to ensure that every one of our students reaches their full educational and social potential. To ensure that you understand the importance of good attendance we have enclosed a copy of your child’s attendance certificate. We are colour coding the letters and an explanation of the colour coding is given in the table printed below.

CATEGORY	ATTENDANCE	EXPLANATION
RED	89.9% or below	<ul style="list-style-type: none"> • Your child’s attendance is of grave concern • A referral could be made to the Early Intervention Team Legal which may result in a file being submitted to the Magistrates Court (This could result upon conviction of a fine up to £2500 and/or up to 3 months in prison)
AMBER	90% 95.9%	<ul style="list-style-type: none"> • Your child’s attendance is being closely monitored • You should consider contacting school to discuss your child’s attendance. • You should take steps to reduce any further absences which could put your child into the red category • Your child may be placed on a pupil profile

GREEN	Above 96%	<ul style="list-style-type: none"> • Your child’s attendance is not a cause for concern. We aim for all children to fall into this category • Your child should be making good progress • Your child’s attendance should be celebrated and rewarded
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We are aware that occasionally it may be necessary for children to be absent from school, but we do ask for your support in ensuring your child’s regular attendance at school.

We would remind you that school opens at 8.00am for free breakfast and 8.30am for free Bagels. Doors open at 8.30am so that students can make their way to form time which starts at 8.40am. Your child should not be arriving after 8.40am. Please look at the enclosed attendance certificate to check for any late marks. Punctuality to school is of key importance

Yours sincerely

S Sinker
Attendance Officer

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GREEN	Above 96%	<ul style="list-style-type: none"> • Your child’s attendance is not a cause for concern. We aim for all children to fall into this category • Your child should be making good progress • Your child’s attendance should be celebrated and rewarded
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We are aware that occasionally it may be necessary for children to be absent from school, but we do ask for your support in ensuring your child’s regular attendance at school.

We would remind you that school opens at 8.00am for free breakfast and 8.30am for free Bagels. Doors open at 8.30am so that students can make their way to form time which starts at 8.40am. Your child should not be arriving after 8.40am. Please look at the enclosed attendance certificate to check for any late marks. Punctuality to school is of key importance

Yours sincerely

S Sinker
Attendance Officer

Appendix 4 –

Dear Parent/Carer

RE: Penalty notice warning letter

I have recently checked through the attendance and punctuality records and I am writing to inform you that «Forename» has had «**Number**» unauthorised absences and/or unauthorised lates after the register has closed.

NB. If a child arrives in school after the attendance register has closed this is classed as unauthorised absence.

I must warn you that «Forename» must have no further unauthorised absences from school. If there is no improvement this matter will be reported to the Local Authority (LA), with a request that you are served with a Penalty Notice.

A Penalty Notice will require each parent to pay a penalty of £60 within **21 days** or £120 after that. If you fail to pay the penalty within **28 days** the Local Authority may prosecute you in the Magistrates' Court where you could face a maximum fine of £1,000 per parent. The enclosed leaflet from the LA gives you more details about Penalty Notices.

If you wish to discuss this matter please contact Mrs Sinker the Academy Attendance Officer on the academy number or email susan.sinker@efatrust.org

Yours sincerely
M Knowles
Principal

Action Plan/Parenting Contract

Date: _____ Review Date 4 week _____

Parent Details

Name (Include Title)	Address: (Include postcode)	Relationship	D o B	Tel No:	Attended Y/N

Child's Legal Name		Address:	
Date of Birth:		Gender:	
Ethnicity		Home language (record/amend as required)	
School: Essa Academy Lever Edge Lane Bolton BL3 3HH			

Notes	
1. Introduction	Introduce all participants in the meeting to each other
2. Attendance Issues	
2A. Provide parent with a copy of child's current attendance	
2B Between _____ and _____ School was open on 40 Occasions (half days) your child attended on _____ Occasions which is equal to a percentage figure of _____ %	
3. Reasons stated by Parents for poor attendance;	

Concerns expressed by school

4. ACTION PLAN/PARENTING CONTRACT

School Provision/measures to be taken to help attendance improve

1. Parent/carer measures to be taken to ensure child's regular school attendance

2. Is Parenting Support required?

3. Objectives/targets/Action Plan/What happens next

TARGETS TO BE SET FOR NEXT 4 WEEKS.

1. % Attendance Target

From _____ to _____ which is a period of 20 days your child must achieve an attendance figure equal to _____ %

This means that between the two dates above must attend school on at least _____ out of a possible 40 sessions (half days)

If the targets are met another meeting will be arranged to review the parenting contract and set new targets.

2. WARNING.

If the conditions of the parenting contract and the attendance targets that have been agreed have not met The Local Authority will consider whether or not to report you for prosecution under section 4441 or s.4441(A) of the Education Act 1996. Currently the potential penalties for a failure to ensure regular school attendance of a child include a fine of up to £2500 and/or up to 3 months imprisonment

Signatures

Date:			
Parent 1			
Parent 2		School Representative:	