



**Astrea Academy Trust**

## **Primary Attendance Policy**

Date	July 2023
Written by	K Godfrey
Adopted by Trust Board	
Review Date	July 2024

## Contents

1. Attendance Policy, Principles and Aims .....	1
2. The Law on School Attendance .....	1
3. Key Attendance Academy Staff .....	2
4. Academy Expectations and Procedures .....	2
5. Authorised and unauthorised absence .....	3
6. Strategies for Promoting Attendance .....	4
7. Safeguarding procedures - Following up absence.....	5
8. Children Missing in Education.....	5
9. Pupils with Medical conditions or Special Educational needs and disabilities .....	6
10. Part Time Timetables .....	6
11. Nursery Education.....	7
12. Monitoring Attendance .....	7
13. Reporting to Parents.....	8
14. Unauthorised Attendance Procedures and Intervention .....	9
15. Legal Sanctions .....	9
16. Roles and Responsibilities .....	9
17. Statutory and Regulatory Framework .....	12
18. Associated Policies.....	13
Appendix 1: Attendance codes .....	14
Appendix 2 – Punctuality Flowchart .....	16
Appendix 3 – Astrea Attendance Tree .....	17
Appendix 4 – First Day Absence Procedures .....	18
Appendix 5 – Children Missing in Education Flowchart.....	19
Appendix 6A – Attendance Monitoring and Intervention .....	20
Attendance 6b - Attendance Monitoring and Intervention .....	21
Appendix 7 LA code of conduct for the use of Fixed penalties.....	22
Appendix 8 – Attendance Letters.....	26



## **1. Attendance Policy, Principles and Aims**

- 1.1. Regular school attendance is the key to enabling children and young people 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.
- 1.2. Promoting excellent attendance is the responsibility of all staff within Astrea Academy Trust. Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the academy gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.
- 1.3. Atlas Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Responding to attendance concerns is a safeguarding matter and will be treated as such.
- 1.4. Atlas Academy aims to meet its obligations with regards to school attendance by:
  - Developing and maintaining a whole academy culture that promotes the benefits of high attendance;
  - Promoting good attendance and reducing absence, including persistent absence;
  - Ensuring every pupil has access to full-time education to which they are entitled;
  - Supporting parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly;
  - Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them;
  - Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence;
  - Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place;
  - Share information and work collaboratively with other academies in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.
  - Building a culture of safeguarding: ensuring all students feel safe, protected and valued;
  - Having clear and swift responses to address concerns including patterns of absence;

## **2. The Law on School Attendance**

- 2.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at school or by education otherwise than at a school.

- 2.2 Where parents / carers decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.
- 2.3 By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.
- 2.4 Any amendment to the attendance register will include:
- The original entry
  - The amended entry
  - The reason for the amendment
  - The date on which the amendment was made
  - The name and position of the person who made the amendment
  - Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 2.5 The attendance register will mark whether every pupil is:
- Present
  - Attending an approved off-site educational activity
  - Absent
  - Unable to attend due to exceptional circumstances

*See Appendix 1 for the DfE attendance codes.*

### **3. Key Attendance Academy Staff**

- 3.1. Helping to create a pattern of regular attendance is everybody's responsibility including parents, carers, pupils and all members of academy staff.
- 3.2. The strategic attendance lead for Atlas Academy is Miss Thackeray, who works with the whole academy team to monitor and improve attendance at individual and whole academy level.
- 3.3. The day to day contact for reporting attendance and attendance queries is Rowena Thackeray
- 3.4. The attendance lead is Rowena Thackeray who monitors attendance and works with parents/carers/ families and pupils to listen to and understand barriers to attendance and works with families to remove them.

### **4. Academy Expectations and Procedures**

#### **4.1. Daily Routines**

- Pupils must arrive at the academy by 08:40 (8:30 for Nursery) on each day.
- Pupils attending Breakfast Club can arrive from 08:10. Breakfast Club is by invitation only and you will receive information if/when your child joins. School staff will take the pupils to their class lines for the start of the day.
- There are several school gates to enter school. These start to open from 08:30 and are locked ten minutes after registration starts. On an afternoon, the gates are open between approximately 15:00 and 15:10.

#### **4.2. Attendance Register**

- Class teachers are required to take an electronic register at the beginning of each morning and afternoon session using Bromcom.

- The register for the first session will be taken at 08:55 and will be kept open until 09:25
- Arrivals after 08:55 will be recorded as 'L'
- Arrivals after 09:25 will be recorded as 'U' – this will affect attendance percentage
- Afternoon registers will be completed by 1:05pm

#### 4.3. Lates & Punctuality

- It is an expectation of the Academy that pupils will arrive on time and be ready to learn. Lateness and punctuality will be monitored daily.
- A pupil who arrives late, after the register has closed, will be marked as 'U,' unless another code is more appropriate due to the reason for lateness after register (such as unplanned medical).
- We may send a letter to parents/carers, by way of notification of our concerns in relation to their child's punctuality and may request a meeting to discuss the concerns in order to work together to resolve any issues.
- Persistent lateness can result in a significant amount of learning time being lost, resulting in gaps in learning and can also indicate a safeguarding concern. All class teachers must be alert to emerging patterns or concerns in relation to punctuality and inform both the Attendance Lead and Designated Safeguarding Lead if they have concerns. *(please refer to punctuality flowchart appendix 2)*

## 5. Authorised and unauthorised absence

### 5.1. Unplanned Absence

- It is an expectation of the academy that parents/ carers will notify the academy on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health by 09:00am
- Parents/ carers must keep in touch every day that their child cannot return to the academy, unless the academy has agreed otherwise. Parents/ carers can contact school in the following ways:
  - My Child at School app
  - telephone 01302 363612
  - in person at the school Office
- The reported absence message may be an answering phone service and as such a message can be left at any time. If a message is left it should include: Pupil's name, reason for absence, anticipated return date
- Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness.
- Only the Principal can authorise absence from the academy. Absence will not be authorised unless the reason you offer is accepted by the academy.
- Absences not reported will be followed up by the academy attendance / pastoral staff.

### 5.2. Planned Absences- Medical and Leave of Absence

#### Medical or dental appointments

- We encourage parents/ carers to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary. It is expected that parents/carers inform the academy of the appointment as soon as possible; failure to do this may result in an unauthorised absence.

## Leave of absence during term time

- By law, Principals cannot grant any leave of absence to pupils during term time unless there are exceptional circumstances.
- **We define exceptional to mean very rare, unusual or unforeseeable circumstances.**
- The academy considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request. A leave of absence is granted entirely at the principal's discretion.
- All parents/carers must complete a leave of absence form at least two weeks in advance and may be invited in the academy to discuss with a member of the attendance team.
- Extended leave of absence is considered to be absences that extend beyond two weeks. Parents/ carers will be invited into the academy for a meeting to discuss these requests.
- Taking leave in term time will affect pupil's education as much as any other absence and we expect parents to support the academy by not taking pupil's away in term time. Fixed Penalty notices may be issued for unauthorised leave of absence, such as holidays.

### 5.3. Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy, but it is not known whether the pupil is attending educational provision

### 5.4. Re-integration following Long-term Absence

- Where a pupil has been absent for a prolonged period, due to illness, the academy will:
  - Welcome the pupil back to the academy and value their return
  - Provide support for the pupil in consultation with parents/carers to enable a successful return to the academy.
  - Ensure that all relevant staff are informed of the circumstances.
  - Work with other agencies, where appropriate, to ensure a successful outcome.
  - Consider a personalised programme of return if appropriate
  - Nominate a key member of staff to monitor and review the pupil's return.

## 6. Strategies for Promoting Attendance

6.1. To promote high levels of attendance and to recognise individual and collective high attendance or improvement, Atlas Academy uses a range of rewards and positive reinforcement strategies.

6.2. These include:

- Attendanceoply
- Reward systems
- Assemblies – weekly class attendance celebrations
- Displaying class attendance winners

- Termly/end of year recognition
  - Additional learning support
- 6.3. The academy runs a breakfast club. This supports parents/ carers in ensuring good attendance and punctuality, by giving the opportunity to drop off pupils before the start of the academy day. Breakfast Club operates from 08:10 to 08:45 and places are offered to pupils who meet the school's breakfast club attendance criteria. (This is currently pupils whose attendance is of significant concern but is subject to change following monitoring of impact.)
- 6.4. The 'Astrea Attendance Tree' **Appendix 3** is used to illustrate our whole academy attendance target and levels/percentages of pupil's attendance. The tree is used and displayed across the academy, by all staff. Pupils should be able to articulate which color level/percentage they are currently at and have opportunities to talk to staff about their attendance.

## 7. Safeguarding procedures - Following up absence

- 7.1. The academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
- 7.2. The academy operates a "first day call" system. This will mean that all parents/carers can expect to be contacted on the first day of any absence if the academy has not been previously informed, via text/ My Child at School APP / telephone message.
- 7.3. First day absence texts/App messages calls are made within an hour of the register closing. If a child/young person is absent and parents/carers/primary contacts are uncontactable, the 1st and 2nd emergency contacts will be used.
- 7.4. If we are unable to establish the reason for absence via the App, voicemail or telephone call by 9:30am, we will follow the steps as set out within **Appendix 4** of this policy.
- 7.5. A Home-visit should always be considered on the first day of absence however if this has not been conducted, then on the second consecutive day of absence a home visit should be conducted (if a reason for absence has still not been established through both the primary and emergency contacts). At least two emergency contacts should be held for each child. The academy may also consult with the Police to request a 'Safe and Well' visit should contact not be made.
- 7.6. If through daily calls or home-visits, concerns arise regarding the need for Early Help support or a possible safeguarding concern is identified, the matter should be passed to the academy's Designated Safeguarding Lead immediately (both verbally and recorded on CPOMS).
- 7.7. Any unexplained absences will be followed up on a weekly basis by way of a letter home.
- 7.8. If at any stage, further concerns are identified, and the attendance lead/DSL is unsure of what action to take, the Astrea Head of Safeguarding should be contacted for consultation.
- 7.9. If a pupil has a social worker or external family support worker that they should be contacted by the DSL on day of absence to inform and to agree actions to be taken to safeguard the pupil.

## 8. Children Missing in Education

- 8.1. The academy will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers/emergency contacts. Parents should remember to update the academy as soon as possible if the numbers change.
- 8.2. All staff are informed of the Children Missing in Education Policy. This procedure is to be used for searching for, and if necessary, reporting, any pupil missing from the academy.
- 8.3. The academy recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from Annex B, 'Keeping Children Safe in Education' 2022 and 'Children Missing Education' 2016 to promote their safety and wellbeing. The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risk of them going missing in the future.
- 8.4. The academy shall inform the applicable Local Authority of any pupil who fails to attend the academy regularly, or has been absent without the academy's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the academy and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State). *(Please refer to Appendix 5 of this policy and Appendix 4 of the Astrea Child Protection and Safeguarding Policy)*

## **9. Pupils with Medical conditions or Special Educational needs and disabilities**

- 9.1. Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have educational needs and disabilities. At Atlas Academy our ambition for good regular attendance applies to all pupils.
- 9.2. To support pupils with medical needs, the academy will:
  - Ensure the pupil has a comprehensive health care (or similar) plan which addresses medical, educational social, emotional and mental health needs, where needed.
  - Consider whether additional support from external agencies (including the Local Authority and health services) would be appropriate and work together with those services to deliver appropriate support.
  - Work with Local Authorities, families and pupils to develop support approaches and strategies for attendance for pupils with special educational needs and disabilities including access to provision outlined in the pupils education, health and care plan.
- 9.3. The academy will contact their Local Authority Education Welfare Service –when it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative due to health needs, to establish additional support which may be required in order for pupils to continue their education.

## **10. Part Time Timetables**



- 10.1. All pupils, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- 10.2. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- 10.3. A part-time timetable will not be treated as a long-term solution. Any individual support programme or other agreement will have a time limit by which point the pupil is expected to attend full-time.
- 10.4. There will be an identified lead person with responsibility for monitoring the part-time timetable
- 10.5. Part-time timetables will last no longer than 6 weeks and formal written reviews will take place at least fortnightly and will include the pupil, parents/carers and other professionals as appropriate.
- 10.6. In agreeing to a part-time timetable, the academy has agreed to a pupil being absent from the academy for part of the week or day and therefore must record it as authorised absence.

## **11. Nursery Education**

- 11.1. Should a parent/carer choose to accept a nursery or reception place for their child, we strongly encourage good attendance. This ensures continuity of education and minimises disruption to learning.
- 11.2. If a child is under five and has been an allocated place in our academy, we expect parents to follow this attendance policy.

## **12. Monitoring Attendance**

- 12.1. Senior Leaders and members of the attendance team regularly analyse attendance data to identify pupils with good and improving attendance and to provide additional support to pupils and pupil cohorts where attendance is causing a concern.

### **12.2. Daily Monitoring**

- The attendance lead- Rowena Thackeray checks registers and contacts any family that has not informed school of their child's absence and follows set procedures. (*Appendix 3*)

### **12.3. Weekly Monitoring**

- Whole school attendance is monitored and analysed on a weekly basis.
- Attendance patterns and trends are monitored through the 'Bromcom Dashboard' and 'Astrea Attendance Tracker' in order to provide intervention and support in a targeted way for individual pupils, families, cohorts and groups (including their punctuality) This data is analysed weekly by the attendance lead and as part of the academy 'Behaviour, Attendance, Safeguarding and Inclusion (BASI) meeting.
- BASI meetings are used to monitor individual pupil attendance and identify pupils who need support and identify staff and targeted actions for those cases.
- BASI meeting attendance data is shared weekly with class teachers to facilitate discussions with pupils.
- Individual pupil attendance is monitored to check on:
  - Improvement in attendance.
  - Patterns of non-attendance.
  - Number of absences.
  - Vulnerable pupils.

- Pupils with low attendance.

#### 12.4. Termly Monitoring

- Attendance Meetings are held each half term with Senior leaders, Attendance leads, Astrea Attendance Lead. Meetings are held weekly with the Local Authority Education Welfare Officer to monitor data and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of attendance codes, days of poor attendance and from this data analysis devise specific interventions to address areas of poor attendance for individual cases / cohorts of pupils.
- The impact of school wide attendance strategies are monitored termly, this analysis is then used to inform future strategies linked to the attendance action plan and Academy Improvement Plan
- Attendance data, patterns and trends are reported to Local Governance Committees and Transition Management boards half termly.

### 13. Reporting to Parents / Carers

- To support parents / carers in meeting their legal requirements and to maximise individual pupil attendance, Atlas Academy seeks to keep parents informed of their child's attendance and to actively involve parents with any attendance issues.
- Methods could include:
  - Weekly texts to celebrate good and improving attendance
  - Active involvement by teaching staff
  - Discussion at Parents' Meetings/Evenings.
  - Weekly newsletters
  - Attendance is reported on annual reports
  - Absence letters asking for reasons for unexplained/unaccounted absences
  - Parent letters where attendance is of concern
  - Home visits
  - Parent meetings
- All parents / carers are encouraged to download the My Child at School App. This enables parents to track their child's attendance daily. The platform also has functionality for parents to report a child's absence and the reason for absence.

## 14. Unauthorised Attendance Procedures and Intervention

- Atlas Academy uses a range of positive strategies and interventions to ensure the highest levels of attendance. However, when normal academy procedures do not result in good attendance, a range of further measures, including legal action, must be considered.
- Where attendance concerns have been identified or pupils are at risk of becoming Persistent Absentees the attendance team will contact any parent whose child's attendance is of concern, particularly where reasons for absence are not clear or are unauthorised.
- Parents / carers will be invited into the academy to meet the attendance team to discuss any problems with getting pupils to school -whether any help or support is needed to improve attendance and whether any multi agency support is needed.
- Pupils with medical or additional needs may need to be discussed further to make sure that the correct support is in place.
- A signed attendance plan may be written with the attendance lead and parent and will be given a period of time for attendance to improve and, if successful, no further involvement is needed.
- If attendance does not improve during this period of time, despite help being offered the academy will escalate to the Local Authority who can decide to take further action against any parent/carer, including legal action which may result in fines or a summons to Magistrates' Court.

*(See appendix 6 for escalation procedures)*

## 15. Legal Sanctions

- The local authority can fine parents for the unauthorised absence of their child from academy, where the child is of compulsory academy age.
- If issued with a penalty notice, parents / carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- The decision on whether to issue a penalty notice rests with the Principal, following the local authority's code of conduct for issuing penalty notices **Appendix 5**. This may take into account:
  - A number of unauthorised absences occurring within a rolling academic year
  - One-off instances of irregular attendance, such as Leave of Absence, for example holidays) taken in term time without permission
  - Where an excluded pupil is found in a public place during academy hours without a justifiable reason
- If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent / carer or withdraw the notice (this is in consultation with the Academy)

## 16. Roles and Responsibilities

### 16.1. The Trust

- The Trust is responsible for monitoring attendance figures for the whole academy on at least a half termly basis. It also holds the principal to account for the implementation of this policy.
- Attendance data is presented at every Transition Management Board (TMB) or Local Governance Committee (LGC) meeting with Trust representatives and local committee members present.
- Trust Attendance Leads – **work** alongside academy attendance leaders to prioritise attendance improvement strategies and whole school cultures.

- Trust Attendance Leads ensure academy regular training on attendance is available for academy staff.

#### **16.2. The Local Education and Consultative Committee / Transition Management Board**

- Identify a member to take responsibility for attendance
- Receive reports from the principal and review the working of the policy
- Regularly review attendance data and help leaders focus support on the pupils who need it.
- Ensure that the policy is promoted and implemented throughout the academy and is known by the parents.

#### **16.3. The Principal**

- The principal is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring school-level absence data, reporting it to the Trust and the TMB/LGC.
- The principal will oversee, direct and co-ordinate the academy's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied.
- The principal will develop and maintain a whole school culture that promotes the benefit of good attendance and maintains this ambition for all pupils.
- The principal supports staff in monitoring the attendance of individual pupils, cohorts and vulnerable groups.
- The principal will set attendance targets as part of the Academy Development Plan and target-setting process and monitor and evaluate progress towards these targets.
- The principal will ensure that there is a dedicated senior leader in the academy with responsibility for championing and improving attendance.
- The principal will ensure that strategies are in place to promote attendance and implement the policy throughout the academy
- The principal will determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested, or absences which have taken place for which no request was made
- The principal will notify parents / carers as appropriate if a pupil fails to attend regularly
- The principal will liaise (in collaboration with relevant staff) with the appropriate multi-agencies (including the Local Authority's agencies) where necessary in order to improve attendance or where support is not working follow the Local Authorities legal intervention procedures.

#### **16.4. The Strategic Attendance Lead will:**

- Work with all attendance staff to ensure this policy is implemented consistently
- Develop and maintain a whole school culture that promotes the benefit of good attendance
- Ensure good attendance is promoted and rewarded
- Form positive relationships with pupils and parents
- Ensure admission and attendance registers are accurately completed
- Proactively use data to identify cohorts with, or at risk of low attendance and develop strategies to support them.
- Monitor and evaluate progress towards attendance targets as part of the Academy Development Plan and target-setting process

- Ensure that weekly attendance is tracked at BASI meetings and appropriate action is taken as a result
- Ensure additional support and adjustments are made where required for pupils with additional needs.
- Make regular checks on absence notes and the reasons for absence
- Arrange appropriate training for staff
- Advise the Principal on any strategies that could be initiated or improved
- Ensure that unaccounted-for absences are followed up appropriately
- Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.
- Hold formal meetings with parents / carers where attendance is not improving.
- Will liaise (in collaboration with relevant staff) with the appropriate bodies (including the Local Authority's agencies) where necessary in order to improve attendance

#### **16.5. The Attendance Lead / Pastoral Support will:**

- Monitor attendance data at academy and individual pupil level on a daily basis
- Form positive relationships with pupils and parents
- Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead
- Ensure good attendance is promoted and rewarded
- Input / check daily attendance figures and follow robustly the daily procedures for following up attendance
- Ensure admission and attendance registers are accurately completed
- Ensure that unaccounted-for absences are followed up appropriately
- Work with staff, identified pupils and families at risk of poor attendance to understand and address reasons for absence, including any in school barriers to attendance.
- Arrange calls and meetings with parents to discuss attendance concerns
- Inform parents/ carers of pupils if attendance is a concern
- Hold informal / formal meetings with parents/ carers where attendance is not improving.
- Monitor the attendance tracker on a weekly basis and input any actions taken
- Contact parents over pupil absence patterns where appropriate
- Liaise with the Attendance Lead over training needs
- Produce attendance data / statistics for the Attendance Lead and Principal
- Signpost and support access to multi agency services where attendance is a concern
- Work with Local Authority Education Welfare Officers to tackle persistent absence
- Work with pupils / parents on attendance plans, strategies and interventions to improve attendance.
- Act as lead practitioner in order to support families where school is best placed lead service
- Take an active part in multi-agency efforts with the Local Authority and other agencies as required.
- Contribute to the evaluation of academy strategies and interventions

#### **16.6. Office / Admin Staff**

- Take calls from parents / carers about absence and record it on Bromcom in a timely manner.
- Retrieve messages from the App and record on Bromcom in a timely manner.
- Inform attendance leads for reasons of pupil absence
- Follow first day absence procedures as outlined in the policy

- Report concerns regarding attendance and safeguarding to SLT/ Designated Safeguarding lead
- Form positive relationships with pupils and parents/ carers

#### 16.7. Class Teachers will:

- Record attendance daily in Bromcom, using the correct codes, and submit this information in a timely manner.
- Reward and promote attendance and maintain a positive culture towards attendance
- Form positive relationships with pupils and parents/ carers
- Hold regular conversations with pupils to promote attendance and identify any barriers to attendance
- Raise any concerns regarding absence and or punctuality with the attendance lead
- Have initial conversations with parents/pupils regarding attendance concerns
- Direct parents / carers to the school office / attendance lead to report absences
- Work with attendance / pastoral staff on interventions / adaptations for individual pupils to improve attendance.
- Liaise with attendance staff regarding information that may affect a pupils attendance and where the authenticity of an illness/ absence is in doubt.

#### 16.8. Parents / carers are required to:

- Ensure their child attends every day the academy is open unless they are too ill to do so or have an authorised absence
- To not arrange leave of absence during term time
- To immediately inform the academy if their child is unable to attend 08:30am including the reason for absence
- Continue to liaise with the academy on each day of absence unless agreed otherwise by the academy
- Wherever possible make medical appointments outside of school hours
- Ask the academy for support if their child is experiencing difficulties
- Attend and meet with academy staff with regards to attendance
- Inform the academy of any change in circumstance that may impact on their child's attendance.
- Ensure that all contact numbers held by the academy are up to date.
- Form a positive relationship with academy staff, recognising the importance of good attendance.

### 17. Statutory and Regulatory Framework

- This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
  - *Keeping Children Safe in Education 2022*
  - [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
  - [Working Together to Safeguard Children 2018](#)
  - [School attendance Guidance: Working together to Improve School Attendance](#)
  - [School attendance parental responsibility measures Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police January 2015 \(update May 2020\)](#)

- [Children Missing Education 2016](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy complies with our funding agreement and articles of association.

## 18. Associated Policies

18.1. This policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying and support for children with medical needs.

18.2. This Policy should be read alongside the Academy's:

- Astrea Child Protection and Safeguarding Policy
- Astrea Inclusion Policy
- Astrea Exclusion Policy
- Academy Behaviour Policy
- Missing Pupils Policy
- Anti-Bullying Policy

### 18.3. Policy Monitoring arrangements

- This policy has been authorised by the Trustees of Astrea Academy Trust, is published on the Academy website and is available in hard copy to parents on request. This policy can be made available in large print or other accessible format if required. This policy and its procedures apply to all Astrea Primary Academy Trust schools, whilst taking account of the local context and Local Authority procedures and code of conduct for attendance escalation such as the the issue of fixed penalties.

This policy will be reviewed annually by the Trust and adapted by the principal. At every review, the policy will be shared with the TMB/LECC.

<b>Authorised by</b>	P Sturgess
<b>Date</b>	06/09/2023

<b>Effective date of the policy</b>	06/09/2023
-------------------------------------	------------

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded / Suspended	Pupil has been suspended/ excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness (not medical or dental appointment)

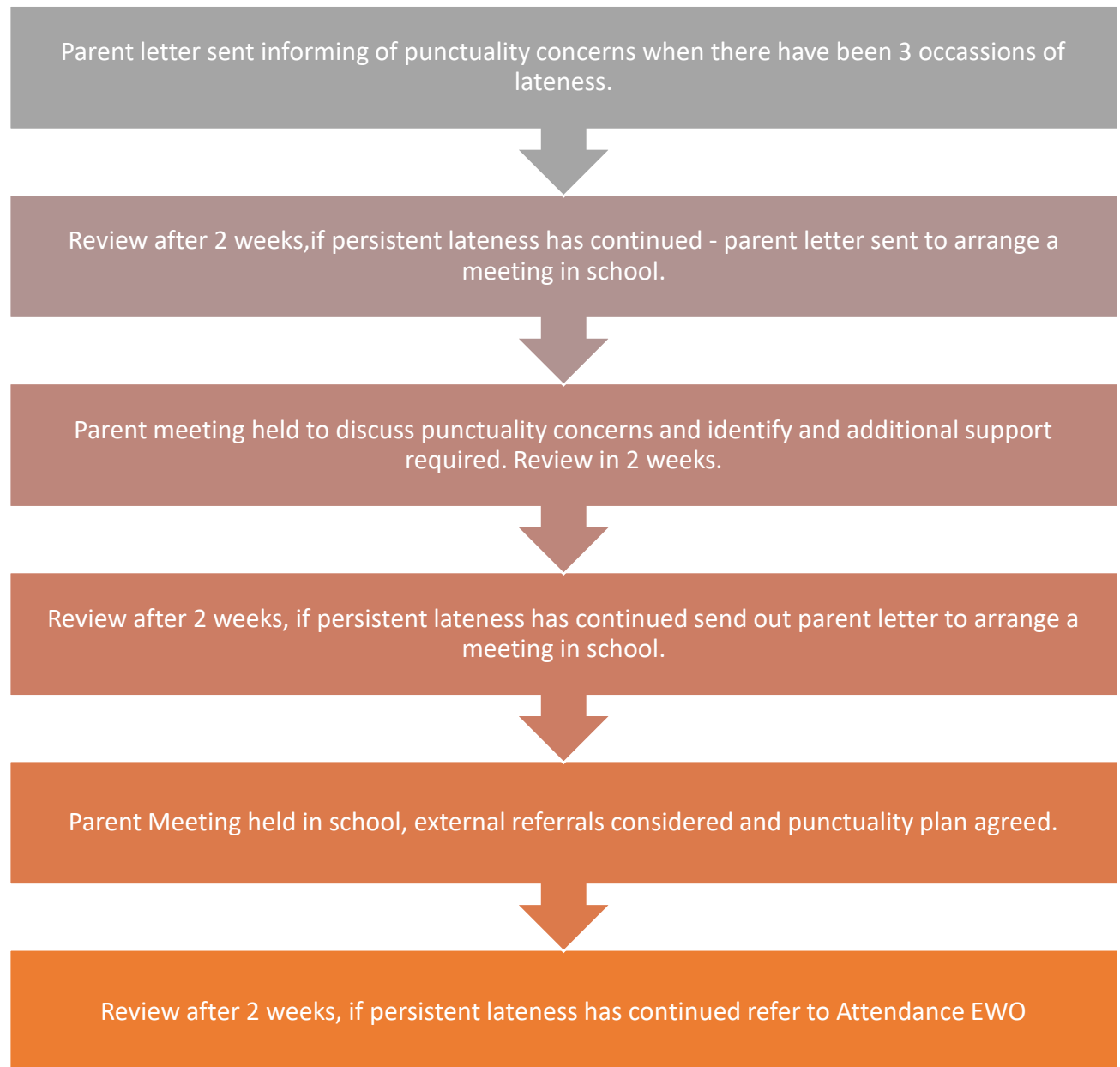


<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	No reason for absence established or the school is not satisfied that the reason is an authorised absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



## Appendix 2 – Punctuality Flowchart



Did not attend the meeting / Refused Support or to engage / Failed to improve punctuality. If still no improvement after this process refer to LA. The LA would require a breakdown of 'U' codes, how much learning lost and how this is impacting on the child academically and socially. What is the number of 'O' and 'U' codes? Has a referral to Social Care been considered?

Appendix 3 – Astrea Attendance Tree

# Astrea Attendance Tree

Whole Academy Attendance   
From.....

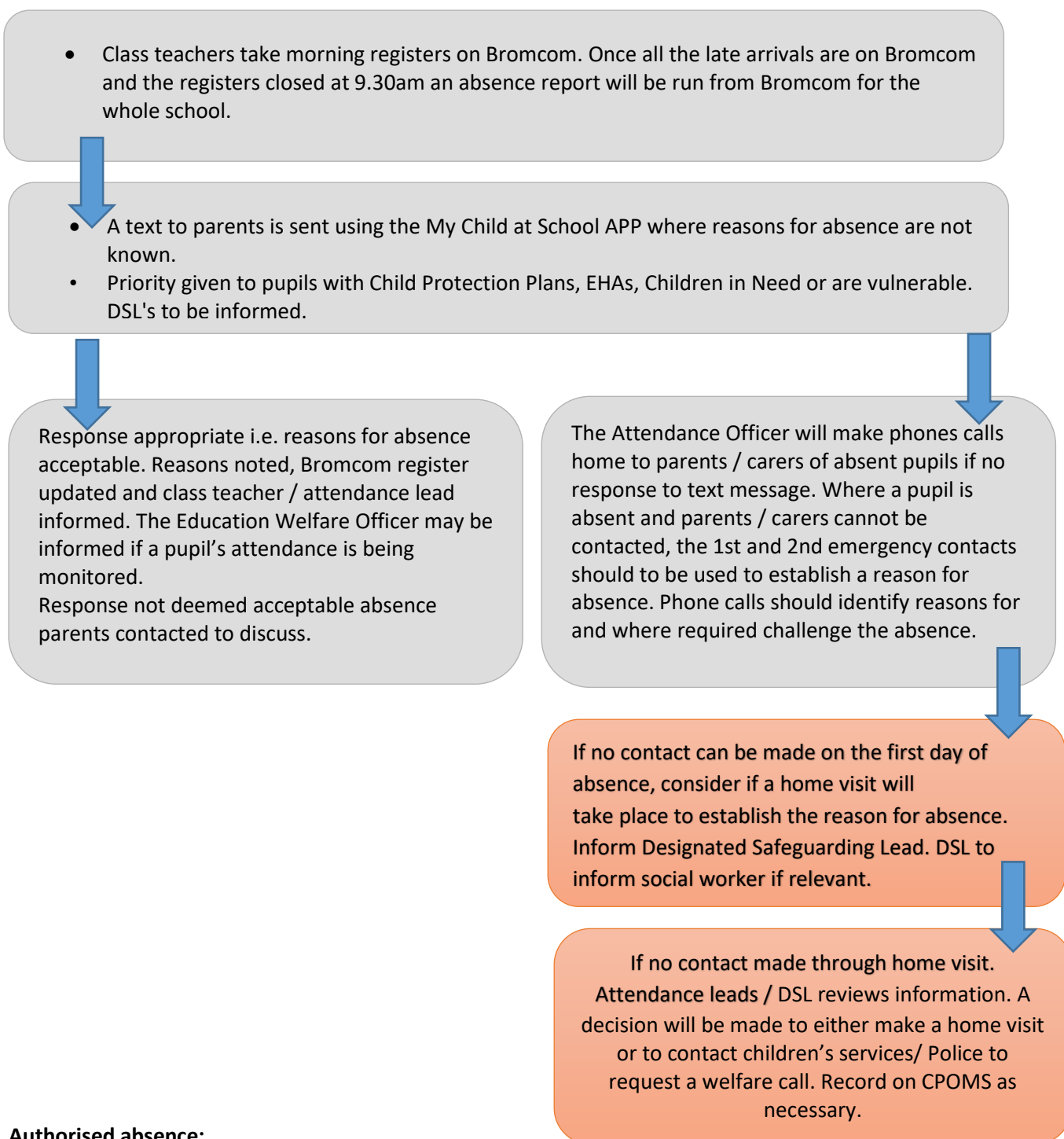
Equates to:



Class.....  
Whole Class Attendance

## Appendix 4 – First Day Calling Procedures

First Day Response: Persons Responsible: Rowena Thackeray



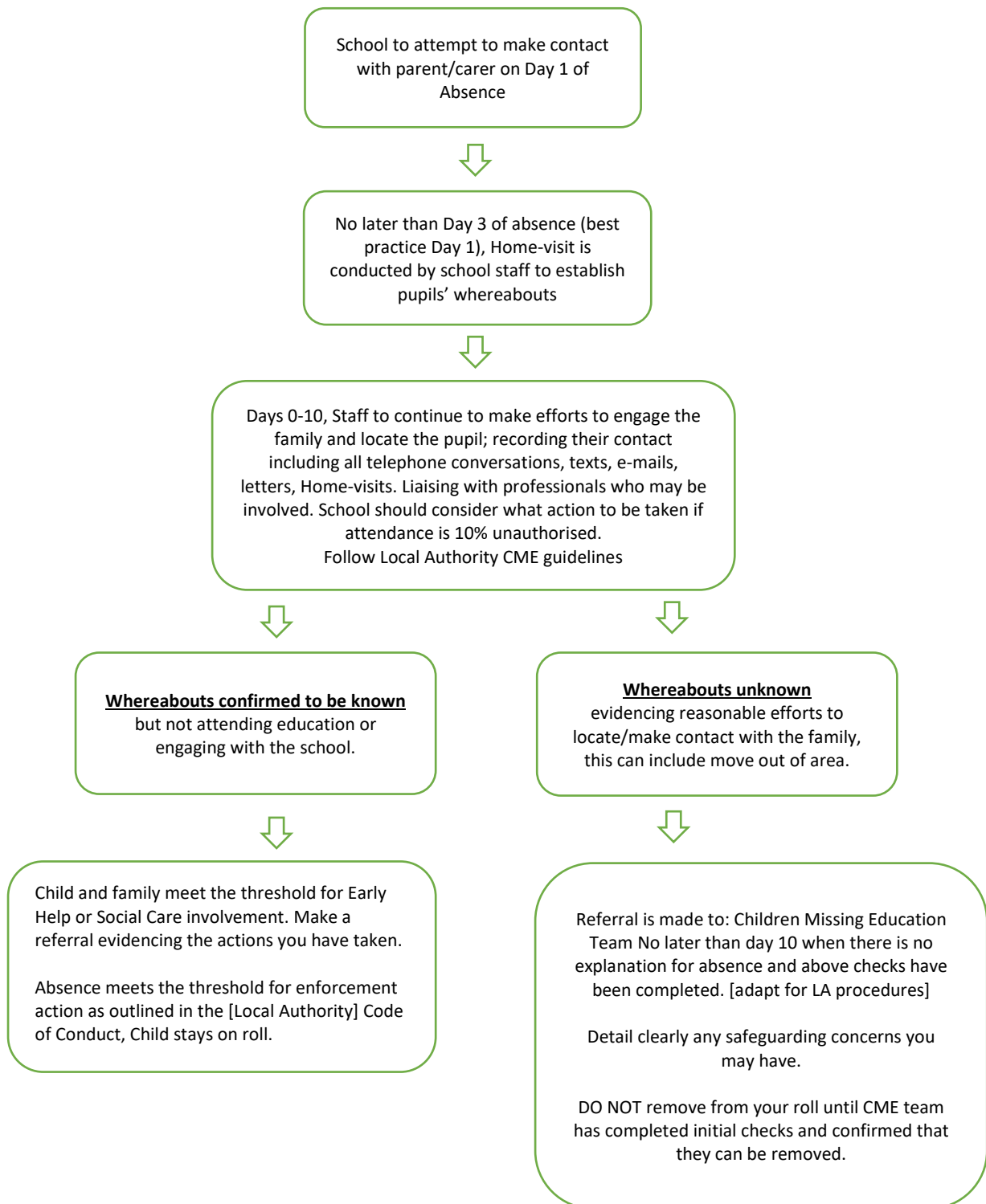
### Authorised absence:

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Only the school can make an absence authorised. Consequently, not all absences supported by parents will be classified as authorised.

### Unauthorised absence:

School have the right to record a child's absence as unauthorised if there has been no contact from the parent or carer or if the reason provided for the absence is not accepted by school. Parents are to be made aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the school's decision.

## Appendix 5 – Children Missing in Education Flowchart





## Appendix 6 – Attendance Monitoring and Intervention

Number of days absence (in full academic year)	Attendance at year end:	Responsible	Actions:
<b>0 days absence</b>	100% –	SLT Class teachers Pastoral Staff	Warm welcome Praise for good attendance Rewards – stickers, acknowledgement Positive text messages Attendance celebrations
<b>3 days absence</b> (6 sessions absent)	98.4%		Request reasons for absences from parents and update Bromcom
<b>4 days absence</b> (8 sessions absent)	97.8 %	Office/ attendance staff  Pastoral staff	4 days absence – Parents informed of pupil attendance (Letter 1) Expressing concerns about attendance in the academy. Informing the parent/carers of current attendance level. Reminding parents/carers of their legal responsibility & the nature of “persistent absence”. Welcoming the parents/carers to arrange contact with the academy if they wish to discuss attendance further. Attendance is monitored. Attendance monitoring Praise for good attendance Attendance rewards (No further day’s absence for rest of year = 98.4% attendance)
<b>7 days absence</b> (14 sessions absent)	96.3%	Attendance Lead	<b>12/14 sessions: 6/7 days absence:</b> Parents invited into the academy Letter 2 meeting to discuss attendance concerns and advise that no further absences to be authorised without medical proof. Additional support for attendance discussed and attendance action plan agreed for a specified time period (4 weeks) Individual attendance target set, praise and rewards for improving attendance. Attendance continues to be monitored. (No further day’s absence for rest of year = 96.8%/ 96.3%) <b>If attendance becomes a concern prior to the 4 week review, continue to the next stage immediately</b>
<b>8 days absence</b> (16 sessions absent)	95.7%	SLT Lead/ LA Representative	<b>18/20 sessions: 9/10 days absence:</b> After 4 week review ( <b>or shorter as appropriate</b> ) attendance remains a concern, parents invited to a formal attendance panel in school. Local Authority representative may be in attendance. Support and external agency support identified, Early Help support offered. Date for review of attendance contract to be agreed. (No further day’s absence for rest of year = 95.2%/ 94.7%) <b>If attendance becomes a concern prior to the 4 week review, continue to the next stage immediately</b>
<b>13 days absence</b> (26 sessions absent)	93.1%		
<b>14 days absence</b> (28 sessions absent)	92.6%		14 days absence Attendance remains a concern at the 4 week review Parents notified that the academy will be referring to the EWO services in the local authority and at risk of legal intervention procedures.
<b>20 days absence</b> (40 sessions absent)	89.4%		
<b>21+ days absence</b>	Under 89%		Consult with Local Authority - legal intervention procedures

## Appendix 6b - Attendance Monitoring and Intervention

### 4 days absence

- Parents are informed that pupil attendance has dropped and invitation to discuss any concerns with school.

### Attendance not improved - 7 days absence

- Parents/ Carers are now invited to a meeting in school with the Attendance Officer (Letter 2)

### Parent Meeting

- Parents invited into the academy Letter 2 meeting to discuss attendance concerns and advise that no further absences to be authorised without supporting evidence
- Additional support for attendance discussed and attendance action plan agreed for a specified time period (4 weeks)
- Individual attendance target set, praise and rewards for improving attendance.

### Attendance Improves

- Attendance has improved, pupils receive praise and rewards for improving attendance, parents notified of improving attendance, however child's attendance will still be monitored.

### Attendance not improved - 10 days absence

- Letter 3 Meeting. After 4 week review attendance remains a concern, parents invited to a formal attendance panel in school with Attendance Officer & Strategic Lead for Attendance and/or principal.
- , Local Authority representative may be in attendance
- Support and external agency support identified, Early Help support offered. Date for review of attendance contract to be agreed.

### Attendance Improves

- Attendance has improved, pupils receive praise and rewards for improving attendance, parents notified of improving attendance, however child's attendance will still be monitored

### Attendance has Not Improved

- Attendance remains a concern at the 4 week review
- Parents notified that the academy will be referring to the Local Authority. Legal process is followed and Penalty Warnings and / or a summons to court may be required.

## Appendix 7 LA code of conduct for the use of Fixed penalties

Doncaster Council Attendance and Pupil Welfare Service Attendance and Pupil Welfare Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2004 and subsection (1) Section 23 Anti-Social Behaviour Act 2003

### RATIONALE

1. Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a legal requirement, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. Compulsory school age is defined

as: Commencing at the start of term commencing on or after a child's fifth birthday and concluding on the last Friday in June of the school year in which the pupil becomes 16. It is also essential for pupils to attend school regularly in order to maximise the opportunities available to them. The Attendance and Pupil Welfare Service in Doncaster will continue to investigate cases of irregular attendance at school and following a strict process of targeted casework delivery, instigate statutory

action where appropriate.

2. Under the provisions of subsection (1) of section 23 of the Anti-social Behaviour Act 2003, it will now be possible that in certain cases of unauthorised absence a fixed penalty notice may be issued to the parent(s)/carer(s) responsible. Under these provisions the penalty is £60 if paid within

21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt.

3. Doncaster Council will ensure the smooth administration of the necessary process and in order to fully comply with legislation on Human Rights will also ensure the consistent, fair and

transparent application of fixed penalty notices throughout Doncaster. This Code of Conduct will govern the issuing of fixed penalty notices across Doncaster.

Section 576 Education Act 1996: Definition of a Parent

The education-related provisions of the Anti-social Behaviour Act 2003 apply to all parents who fall

within the definition set out in this section of the Education Act 1996. This defines 'parent' as:

- All natural parents, whether they are married or not.
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person – having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

Throughout this document, references to 'parent' mean each and every parent coming within the definition, whether acting jointly or separately, and should not be taken to mean that provisions only apply to 'parent' in the singular.

### THE CONTEXT IN DONCASTER

4. Excellent educational attainment for Young People is a key aim of the Children and Young Peoples Plan and improving attendance of all children and young people is a key factor in achieving

this goal. The Local Authority, through the Attendance and Pupil Welfare Service, and in partnership

with schools is establishing a rigorous approach to addressing unauthorised absence from school.

5. It is the Local Authority that has the responsibility for developing the Code of Conduct that will govern the Fixed Penalty Notice Procedures. Although the regulations make provision for a Head teacher, the police and authorised LA staff to issue Penalty Notices relating to unauthorised absence, the responsibility for issuing and managing the arrangements for these Penalty Notices in

24

Doncaster will rest solely with the Head Of Attendance and Pupil Welfare and the staff of this



service. This will ensure that all procedures relating to Penalty Notices are consistently applied, that enforcement action is not duplicated and any subsequent court action that may be necessary can be integrated within existing arrangements.

6. Regular and punctual attendance at school is both a legal requirement and a necessity for pupils to maximise their educational opportunities. In law, an offence is committed if a parent/carer fails to secure a child's regular attendance at a school, at which s/he is a registered pupil, and the absence is not authorised by the Head teacher. A range of supportive measures are in place to ensure that parents and pupils are assisted both by school staff and, where appropriate LA staff, to overcome barriers to regular attendance. This support is provided through a wide continuum of assessment and intervention strategies and sanctions of any nature are used only where parental co-operation is either absent or deemed insufficient. Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that parents can exercise their responsibility more effectively.

#### **CIRCUMSTANCES WHEN A FIXED PENALTY NOTICE MAY BE ISSUED**

7. Unauthorised leave of absence (holidays) taken during term time.

Parents will be expected to complete a holiday application form at least 4 weeks in advance of the proposed holiday. The form will include information about the use of Penalty Notices as a consequence of leave of absence taken in term time without the headteacher's authorisation.

Where a parent/carer has taken a child out of school for a holiday or other leave of absence without

authorisation, there should be evidence on the attendance certificate of unauthorised absence.

The

headteacher will notify the local authority that an unauthorised leave of absence has taken place and will complete the following documents:

- A completed pro-forma witness statement
- A certificate of attendance for the period in question
- A copy of the holiday application form and reply
- A completed referral form

If a holiday form has not been completed but a headteacher has sufficient evidence that the child has been absent from school due to an unauthorised holiday/leave of absence. The headteacher or their representative should provide this evidence in the witness statement and submit the following documents to the Attendance and Pupil Welfare Service:

- A completed referral form
- A certificate of attendance for the period in question
- A copy of the letter to parent advising that the absence will be unauthorised

On receipt of these, the Attendance and Pupil Welfare Service will issue a FPN by first class post to the parent(s). Where a parent fails or refuses to pay a penalty issued in these circumstances, the headteacher will be asked to supply a headteacher's certificate of attendance and a completed witness statement within 2 weeks. The evidence provided by the Head teacher will be the only evidence laid before the court, alongside a Certificate of Confirmation of Non-payment of the Fixed

Penalty. This will be done after 28 days have lapsed since the Notice was received. From that point,

the court hearing will be scheduled for a date within 21 days subject to court availability.

8. Unauthorised absence following a warning letter being issued during an attendance Initiative

- Education Welfare Officer receives a referral for poor attendance. Following home visit parent is sent a warning letter about FPN. This procedure may be implemented as part of an attendance initiative, in which case the letter is handed to the parent or left at the home address.
- If there is any unauthorised absence in the following 15 school days a Fixed Penalty Notice will be issued.

25

- A Head teacher's certificate will be provided as evidence of this absence. This will show the 2 weeks of attendance prior to the warning letter being issued, the week the warning letter was issued and the three weeks following, with a level of attendance of less than 95%.

The EWO has completed a proforma witness statement which will support a prosecution should the penalty not be paid.

The EWO will be required to supply the following documentation to Attendance and Pupil Welfare Support:

- A completed referral form

On receipt of this, the Attendance and Pupil Welfare Service will issue a FPN by first class post to the

parent(s). Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the Headteacher will be laid before the court, alongside a witness statement completed by the EWO and a Certificate of Confirmation of Non-payment of the Fixed Penalty.

This

will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

9. Unauthorised absence following a warning letter being issued during the Enforcement process

- Education Welfare Officer receives a referral for poor attendance. A School Attendance Panel is convened and subsequently a warning letter is issued to the parent via first class post.

- If there is any unauthorised absence in the following 15 school days a Fixed Penalty Notice may be issued.

- A Headteachers Certificate will be provided as evidence of this absence. This will show the 2 weeks of attendance prior to the warning letter being issued, the week the warning letter was issued and the three weeks following, with a level of attendance of less than 95%.

- The EWO has completed a proforma witness statement which will support a prosecution should the penalty not be paid.

The Attendance and Pupil Welfare Service will issue a FPN by first class post to the parent(s).

Where

a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided

by the Head teacher will be laid before the court, alongside a witness statement completed by the EWO, copies of the letters and a Certificate of Confirmation of Non-payment of the Fixed Penalty.

This will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

10. A child is located twice on a truancy patrol during a four month period unless there is a justifiable reason for absence.

- Child is located during a truancy patrol.

- Letter is sent to parent/carer advising them that if the child is located a second time during a truancy patrol a Fixed Penalty Notice will be issued.

- The absence is unauthorised and the headteacher's certificate of attendance is available for the evidential period.

- The evidence has been reported by an Education Welfare Officer, a Neighbourhood Response Team Officer, a Police Officer or a Police Community Support Officer whilst taking part in a LA approved truancy operation.

Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided by the headteacher will be laid before the court, alongside a witness statement completed

by the reporting officer, copies of the letters and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have lapsed since the Notice was received. From that point, the court hearing will be scheduled for a date within 21 days, subject to court availability.

26

11. A parent will not receive more than three Fixed Penalty Notices relating to the absence of

a named child in a 12 month period. In cases where families contain more than one child with unauthorised absence multiple issuing of Notices may be necessary but this will be the subject to careful consideration by the Attendance and Pupil Welfare Service.

Penalty notices will only be issued by post and never as an 'on the spot' action; this is to ensure that

all evidential requirements are in place and to meet Health and Safety requirements.

No flexible payment terms will be agreed.

#### **12. Procedure for withdrawing Penalty Notices**

Guidance only allows a Penalty Notice to be withdrawn in the following circumstances:

- Proof has been established that the Penalty Notice was issued to the wrong person.
  - The use of the Penalty Notice did not conform to the terms of this Code of Conduct.
- Where a Penalty Notice is withdrawn, a notice confirming this will be issued to the recipient.

#### **13. Payment of Penalty Notices**

Arrangements for payment will be detailed on the Penalty Notice. Payment of a Penalty Notice discharges the parent/carer of liability for the period in question and s/he cannot subsequently be prosecuted for the period covered by the Penalty Notice.

Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is

£120. The LA retains any revenue from Penalty Notices to cover enforcement costs. In compliance with auditory regulations, any surplus monies will be paid to the consolidated fund.

#### **14. Non-payment of Penalty Notices**

Non-payment of a Penalty Notice will trigger a prosecution under Section 444 of the Education Act 1996 on the basis that the parent has failed to secure regular school attendance. The non-payment of the Penalty Notice cannot be used as a reason for prosecution.

#### **15. Policy and Publicity**

The utilisation of Penalty notices as a sanction for unauthorised absence from school will be included in the LAs attendance guidance. All policies in schools relating to school attendance will include information on the utilisation of Penalty Notices and this will be brought to the attention of

all parents. The LA will provide information on the use of Penalty Notices in publicity campaigns about the importance of school attendance, and within its range of leaflets which are available to parents.

## Appendix 8 – Attendance Letters

**Atlas Academy**  
Prospect Place, Doncaster  
South Yorkshire, DN1 3QP  
Tel: 01302 363 612  
[www.astreatlas.org](http://www.astreatlas.org)  
Principal: Mr Peter Sturgess

<<LegalFullName>>  
<<Address>>

18 September 2023

Dear <<Prefix>> <<Surname 2>>

**Re: Attendance <<PrefFirstName>> <<PrefLastName>> (Legal Name  
<<FirstName>> <<lastName>>) <<Reg>>**

Following the monitoring of registers, we are writing to let you know that your child's attendance has fallen below the school target. To date, <<PrefFirstName>> has missed <<SessionsAbsence>> **sessions** this academic year.

We realise that absences may be due to genuine reasons such as illness, however, it is important that we inform you and let you know we are able to support you, should you be having problems with your child's attendance. Good attendance at school ensures that your child makes progress across the curriculum and helps to develop your child's self-esteem and confidence.

We will continue to monitor attendance, and hope to see an improvement in the coming month. We may take the opportunity to speak with your child in school should we feel this is appropriate.

Please remember that we are here to support you and your child and therefore, if you are experiencing difficulties with getting your child to school, or you wish to discuss this letter, please do not hesitate to contact the class teacher or the Academy office.

Yours sincerely

Rowena Thackeray  
Attendance Officer

Enc. Registration Certificate Report

**Atlas Academy**  
Prospect Place, Doncaster  
South Yorkshire, DN1 3QP  
Tel: 01302 363 612  
[www.astreatlas.org](http://www.astreatlas.org)  
Principal: Mr Peter Sturgess

<<LegalFullName>>  
<<Address>>  
18 September 2023

Dear <<Prefix>> <<Surname 2>>

**Re: Attendance Support Meeting <<PrefFirstName>> <<PrefLastName>> (Legal Name <<FirstName>> <<LastName>>) <<Reg>>**

As you are aware, we have been closely monitoring <<PrefFirstName>>'s attendance at Atlas Academy. <<PrefFirstName>> has missed <<SessionsAbsence>> **sessions** to date this academic year. This attendance is below our expectations.

Due to the amount of learning that <<PrefFirstName>> has now missed, a meeting has been arranged to discuss the reasons for <<HisHer>> absence and how we can work together to improve <<HisHer>> attendance. A copy of <<PrefFirstName>>'s attendance certificate is enclosed. This will form part of the discussion. If you are unable to attend the meeting, please contact the Academy office so that another mutually convenient time can be arranged.

The meeting is scheduled for: <<Staticvalue>>  
Meeting with: **Rowena Thackeray, Sharon Grant**

We must advise you that it is the decision of the Principal as to whether an absence is authorised, taking into account the reason provided. Due to <<PrefFirstName>>'s level of attendance, we now require supporting evidence (this can be in the form of an appointment card, prescription or letter from the hospital), for any future absences. This will enable us to make an informed decision as to whether we are able to authorise an absence.

**Following this meeting <<PrefFirstName>>'s attendance will be closely monitored. If <<PrefFirstName>>'s attendance does not improve, then further action may be taken which may include the issuing of a Penalty Notice and/or a referral to the Academy's Education Welfare Officer or the Local Authority.**

Yours sincerely

Rowena Thackeray  
Attendance Officer

Enc. Registration Certificate Report

**Atlas Academy**  
Prospect Place, Doncaster  
South Yorkshire, DN1 3QP  
Tel: 01302 363 612  
[www.astreaatlas.org](http://www.astreaatlas.org)  
Principal: Mr Peter Sturgess

<<LegalFullName>>  
<<Address>>

18 September 2023

Dear <<Prefix>> <<Surname 2>>

**Re: Attendance <<PrefFirstName>> <<PrefLastName>> (Legal Name <<FirstName>> <<lastName>>) <<Reg>>**

Following the monitoring of registers, we are writing to let you know that your child's attendance has fallen below the school target. To date, <<PrefFirstName>> has missed <<SessionsAbsence>> **sessions** this academic year.

We realise that absences may be due to genuine reasons such as illness, however, it is important that we inform you and let you know we are able to support you, should you be having problems with your child's attendance. Good attendance at school ensures that your child makes progress across the curriculum and helps to develop your child's self-esteem and confidence.

We will continue to monitor attendance, and hope to see an improvement in the coming month. We may take the opportunity to speak with your child in school should we feel this is appropriate.

Please remember that we are here to support you and your child and therefore, if you are experiencing difficulties with getting your child to school, or you wish to discuss this letter, please do not hesitate to contact the class teacher or the Academy office.

Yours sincerely

Rowena Thackeray  
Attendance Officer

Enc. Registration Certificate Report

