

Attendance Policy

Forest Skies Federation



Approved by:

Governing Body
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1. Aims

- To emphasise the importance to all pupils and their families that maximum attendance at school is vital for achieving their full potential.
- Parents of all new children arriving to the school will be given a copy of the Attendance Policy and will be asked to sign to confirm that they have read it and will support the school in promoting good attendance.
- To reinforce the notion that every child has a right to access the education to which they are entitled and that parents are responsible in law for the regular and punctual attendance of their child.
- To make explicit to all (pupils, parents/carers, teachers) the school's expectations on attendance levels and support strategies to help pupils maximise their attendance.
- To stress the need for home and school to work in partnership to achieve high attendance.

School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Children need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage. Parents are primarily responsible for ensuring that children attend school.

It is the schools responsibility to support attendance and to take seriously problems which may lead to non-attendance. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time.

Pupils attend for 190 days each year – a total of 38 weeks.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [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 also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

- Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.
- The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session.
- Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carers, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.
- The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will be refused with the possible exception being made to those parents work for the emergency services (Police / Ambulance / Fire only) or the Armed Forces.
- Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code – See Appendix 1) and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).
- At the start of each academic year each parent will receive a letter explaining the Federation's position on taking holiday during term time including an explanation of the fining process. Any new starters throughout the year will also receive this letter.
- If leave of absence is taken without the request having been agreed, the

absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, in accordance with the Local Authority Policy (£120 per parent, per child / £60 if paid within 21 days), where there have been 10 sessions or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carer in the Magistrates Court.

- In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the first session in the afternoon. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

(See Appendix 1 for the DfE attendance codes).

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

Birchwood Junior School

Start time – 8.30

Finish time – 3.30

Register will be taken from 8.30 – 8.50

Late attendance – from 8.50

Unauthorised attendance – from 9.10

Lancaster School

Start time – 8.45

Finish time – 3.15

Register will be taken from 8.45-9.00

Late – from 9.00

Unauthorised - from 9.30

Woodlands Infant and Nursery School

Start time – 8.45

Finish time – 3.15

Register will be taken from 8.45-9.00

Late – from 9.00

Unauthorised - from 9.30

(If a child arrives after the register has been completed then the class teacher must edit their attendance in Scholarpack themselves)

3.2 Unplanned absence

- Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – **by 9:10 am** or as soon as practically possible (see section 6).
- This can be done through Parentmail or leaving a voicemail.
- Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.
- However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- Parents must notify school via Parentmail or a note explaining and asking to take their child out of school for a dental or medical appointment. The office reserves the right to ask for proof of this appointment. E.G: Letter or doctor's slip.
- Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

- A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.
- A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.
- Parents will be notified by letter if their child persistently arrives late. If this continues after the letter then legal advice will be sought by the school which could result in a **£60 fine** per parent per child.

It is important to be on time, as the first few minutes of the school day are often used to give out instructions or organise school work for the rest of the day. If a pupil misses

this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often unsettling for the child.

Children who arrive late must enter through the main Reception doors and either the parent or the child themselves must sign themselves in (either using the electronic register system or speaking to a member of the office staff) providing an accurate reason for the lateness.

Early collection from school will also be monitored closely and the 'Stages of Monitoring' process (Section 6) will also be followed where early collection is leading to a concern regarding missing learning, impacting negatively upon a child's social interactions and academic progress.

3.5 Following up absence

- The school 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.
- The school will use the flowchart to follow accurate absence monitoring procedures (Appendix 2).
- School will make first contact calling for every day the child is absent from school unless parents have informed school.
- If no contact is made by the second day, the Head teacher is informed via CPOMS and the office will contact the emergency contact details on the child's file.
- Where a child is considered to be vulnerable (open to Children's Services, a TAC or EHA) and not been seen by the school for 48 hours a home visit will be carried out by the attendance officer and a DSL
- If by the 5th day no contact has been made and the child is still absent, the DSL (Designated Safeguarding Officer) will contact the police to conduct a safe and well check.

3.6 Reporting to parents

- School will report attendance termly through individual progress reports and through parents' evenings. School will also update their attendance percentage weekly on the school website and inform parents regularly through termly newsletters, parent evenings or phone calls.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

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

We define 'exceptional circumstances' as: DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave may be considered.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3

- 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 school 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 school but it is not known whether the pupil is attending educational provision.
- It is not the policy to authorise holidays in term time. The only exemption to this is where parents serve in the armed forces (this does extend to the emergency services i.e. only Police, Fire, Ambulance). Where authorisation is not granted then subsequent term time holiday absence will be reported as a matter of course to the Education Welfare Service; the Forest Skies Federation are under a duty to do this.
- Where unauthorised leave is taken, the Governing Body has decided that it will support the imposition of a fixed penalty fine. This will apply to any parents/guardians who book holidays in term time.
- Approved Public Performance Where children are invited to perform in a licensed show or concert (e.g. orchestra, pantomime) you are asked to consult with staff about how much time away from school is required. Where possible such requests will be granted provided that the child's education is unlikely to suffer. The school will also be sympathetic towards leave to participate in a recognized city, county or national sporting event.
- Where parents wish to take their child (ren) out of school during term time for purposes other than holidays, they should write a letter and attach any evidence to prove this request.

4.2 Legal sanctions

What is considered as poor attendance?

- Anything below 96% is weak, under 90% is poor and if attendance dips below 85% we will have serious concerns. Below 85% is regarded as persistent absence by the DFE. The Forest Skies Federation, are aiming for every pupil to achieve attendance levels of at least 95%.
- School monitor attendance and provide termly reports on each pupil's attendance. At the end of each half term, school will identify all those pupils whose attendance has fallen below 90% and issue a courtesy letter or make telephone call informing parents. The attendance officer, will then monitor the pupils' attendance on a weekly basis and hope to see a pattern of unbroken weeks developing. If there is no change in improved attendance the following could occur:
- Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices.

This may take into account:

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

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

5. Strategies for promoting attendance

Parents can support regular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parent's evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance

School can support regular attendance by:

- Working with parents / carers with regular communication about attendance.
- Rewards such as certificates and trips E.G: Active Nation climbing wall
- Providing a Breakfast Club that encourages children to start their day in the right manner.
- The use of different strategies such as class incentives and timetabled activities
- Parental workshops to discuss the impact of poor attendance.
- Promoting positive attendance at all times
- Children who maintain 100% attendance for their whole time at the school will receive a special award
- The class with the highest attendance each week will have the 'Best Attendance' plaque on their classroom door (KS2) or the 'Best Attendance Bear' (KS1) join their class for the following week
- Each large term term will be voucher raffle for those children who have had 100% attendance
- The attendance officer, DSL's and SENCo will support families through Early Help Assessments and where necessary the Team Around the Child process to promote positive attendance

6. Attendance monitoring

- The attendance officer monitors pupil absence on a weekly, termly and annually basis.
- Parents are expected to call or send a parentmail to the school in the morning if their child is going to be absent due to ill health (Section 3.2).
- Parents are expected to call school every day their child is absent from school.
- If a pupil's absence (illness) goes above 4 days we will contact the parents to discuss the reasons for this.
- If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- Attendance data is compared to the national average and shared with governors.

All absence data is recorded on the school's MIS system and reports are generated in line with the correct absence monitoring. All absence data is securely stored through encryption via the school server which is securely backed up to the cloud. Only relevant and correct absence data is sent to parents in relation to their child/children. The school publishes overall absence percentages on its website, no formal names are given.

Stages of monitoring

Step 1 – Letter 1

- For those pupils who have been identified for the first time with attendance falling below 90%, a letter will be sent out to the parents / carers. A copy will be held on the child's file on CPOMS.
- Should the pupil's attendance improve, but the improvement fails to be sustained, a further copy of the letter may be sent at a later date.

Step 2 – Telephone call to parents / carers

- If attendance does not improve, parents / carers will be contacted by phone to advise them of this. They will be reminded about the importance of regular school attendance and any immediate issues will be discussed.
- The Headteacher / attendance officer / DSL will discuss barriers to the pupils' regular school attendance and identify any possible solutions.
- A target of 96% attendance over a specified monitoring period will be set and medical evidence will be required for any further absences to be recorded using the 'I' code.
- This call will be documented (Appendix 3) and parents will receive a parentmail documenting what interventions have been agreed, the 96% attendance target and the monitoring period. Parents / carers will be informed that a penalty notice could be issued by county if targets are not met.

Step 3 - Letter requesting formal Parent Contract Meeting

- Following the sending of a letter and the telephone call, should the pupil's attendance fail to improve within a six week period, or should it fall to a lower level, parents / carers will be sent a further letter.
- They will be invited to attend a Formal Parent Contract Meeting with the Headteacher / attendance officer / DSL to discuss issues that may be affecting the pupil's attendance and identify how the school can help address this. This meeting will be formally documented (Appendix 4) and parents / carers will be reminded that it is their, "legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which he/she is registered, regularly and punctually."
- During the meeting, a minimum attendance target over a 6 week monitoring period will be set. The Headteacher / attendance officer / DSL will sign this formal agreement and all parents/carers present at the meeting will be asked to sign that they understand and agree to this.
- Parents/carers will be requested to contact the school within seven days receipt of the letter to arrange a date to attend a formal Parent Contract Meeting with the Headteacher / attendance officer / DSL

Step 4 – Request for second Parent Contract Meeting or Penalty Notice

- Following the formal Parent Contract meeting, should the pupil's attendance fail to improve within the agreed 6 week monitoring period, or should it fall to a lower level and no satisfactory explanation for the absences has been provided, then the school may request:
- A further Parent Contract Meeting (Appendix 4) to discuss extending the monitoring period
- A penalty notice for non-attendance form will be completed and sent to the county's Legal Panel for discussion.
- The Education Welfare Officer will be informed and may write to parents/carers requesting their attendance at a Police and Criminal Evidence (PACE) meeting.

7. Roles and responsibilities

7.1 The governing board

The governing board (Forest Skies Federation Strategic Committee) is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

7.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The school attendance officer

The school attendance officer:

- Monitors the attendance data at the school and at an individual pupil level
- Reports concerns about attendance to the Headteacher and DSL
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

7.4 Class teachers

Class Teachers are responsible for recording and monitoring attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Registers must be completed at 9.10 and 1.30 each day.

Class teachers are responsible for noting patterns in changes in attendance and or lateness and bringing this to the attention of the school attendance officer and the DSL. Class teachers are responsible for making contact with parents to discuss and support positive attendance.

7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system. The office staff are also directed to follow the flowchart with regard to first day calling as per **Appendix 2**.

8. Monitoring arrangements

This policy will be reviewed in 2022 by the Headteacher's of the Forest Skies Federation. At every review, the policy will be shared and approved with the governing board.

9. Links with other policies

This policy is linked to the Forest Skies Federation Child Protection and Safeguarding Policy.

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

X	COVID related absence	Pupil is shielding or self-isolating, due to presenting symptoms or being around someone who has tested positive
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

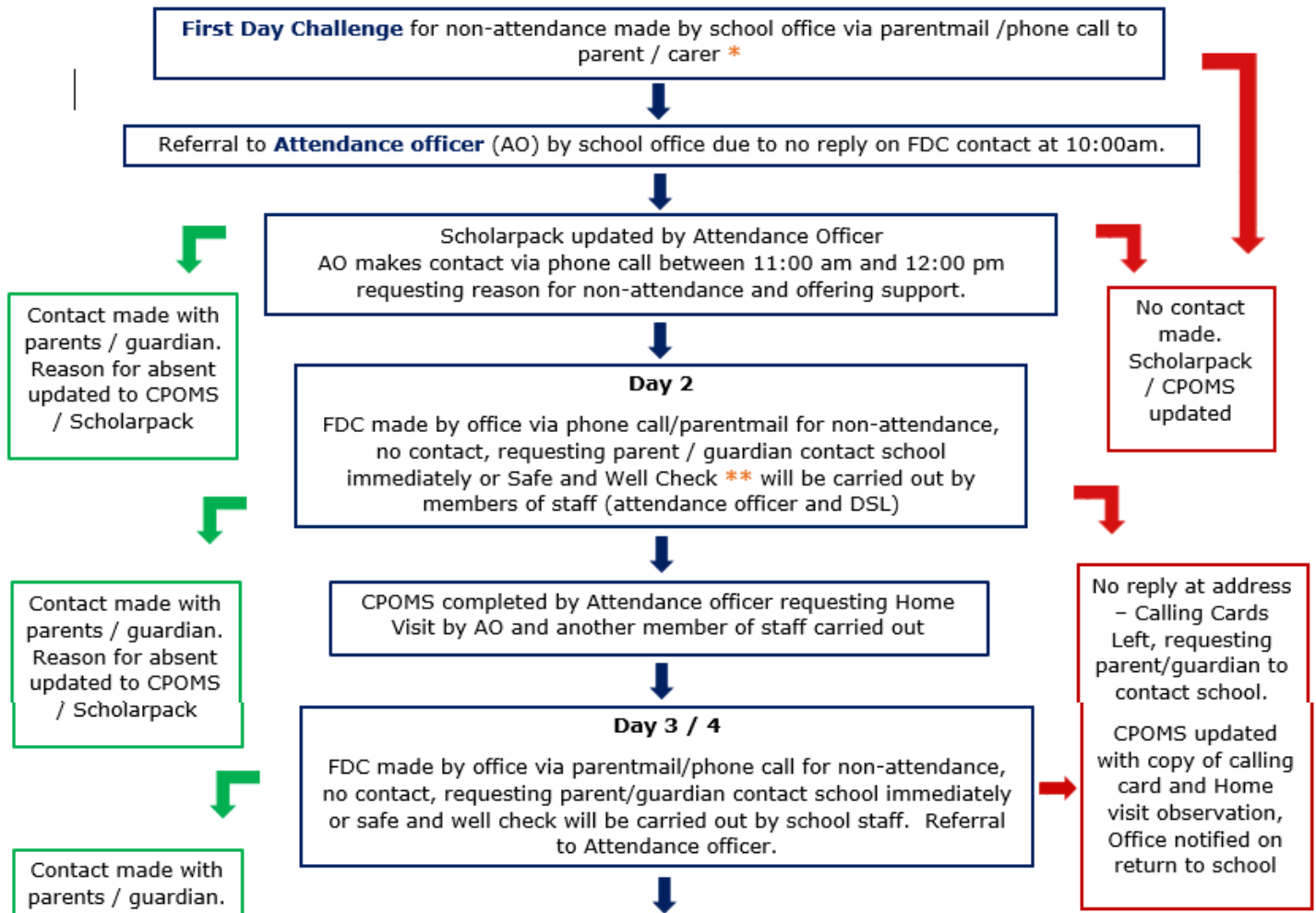
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
X	COVID related absence	School have been notified that the pupil has symptoms or has been around someone who has tested positive
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Attendance Monitoring Procedures

Attendance Monitoring Procedures Forest Skies Federation



**** Safe and Well Check**

Where a child is considered to be vulnerable (open to Children's Services, a TAC or EHA) and not been seen by the school for 48 hours a home visit will be carried out by the attendance officer and a DSL.

*** Separated parents**

When a child is absent FDC to be made to both parents providing there are no contract restrictions highlighted on Scholarpack – check with a DSL if necessary.

Appendix 3: Step 2 - Telephone call to parents / carers

The purpose of this call is to:

- Establish details
- Identify causes for absence and seek possible solutions
- Agree actions that the parent/carer(s) and school should take to support the student
- Set attendance target and discuss monitoring period
- Remind parent/carer(s) of legal responsibilities regarding their child's school attendance

To be completed by the Attendance Officer prior to the meeting:

Student Details					
Student's Name:				Date:	
Time:		Year Group:		DoB:	
Attendance %:		Unauthorised Session:		Authorised Sessions:	

Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology

Soft Letter		Attendance Phone Call	
Letter 1		Attendance Email	

People Present on Call

Name	Role/Relationship to child

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Medical Needs Protocol:

Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?	Yes	No
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Agency/Partnership Intervention

Is there any Social Care / Health Involvement?	Yes	No
Details:		
Has and EHA been completed previously for the student?	Yes	No
Details, including whether it was successful or not:		
Does the student have an EHCP?	Yes	No
Does the student have a part-time timetable?	Yes	No

Planned Absence

Do you have any plans for holiday/leave during term time this academic year?	Yes	No
Details:		

Identifying issues at school or home that may affect attendance and need support

Issue	Yes	No	Issue	Yes	No
1. Alleged Bullying			5. Student / Staff relationships		
2. Medical			6. Academic		
3. Home related difficulties			7. Behaviour / Attitude		
4. Transport			8. Community / Other		

For every issue raised:

Provide details and any actions taken by the parent(s) or school to support with this issue prior to this meeting.

Agree actions to be taken by the parent(s) or school to support with this issue after this meeting.

Details of Issues and Agreed Actions

1. Issue Raised	2. Agreed Action
Include details and any previous actions	Indicate Parent / School responsibility

Summary of Actions Agreed

Parent(s) Actions		
Schools Actions	Date Completed	Evidence with Attendance Officer

EHA Offer		
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No
If declined, please give the reason(s):		

ATTENDANCE TARGET

Attendance should be a minimum of 96% over the 6-week monitoring period.

Should your child have 8 unauthorised sessions or more during the 6-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.

6 SCHOOL WEEK MONITORING PERIOD					
START DATE:		END DATE:		PARENT(S) NOTIFIED	
				Date & Method (e.g. Letter)	
"During this monitoring period, medical evidence will be required in order to authorise absence due to illness."					

Please read both of these statements to the parent(s), before signing the contract:

Legal Responsibility

"I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually."

Attendance Target Review

"If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning."

Staff Signature:		Date:		Print Name:	
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Parent / Carer Signature:		Date:		Print Name:	
Parent / Carer Signature:		Date:		Print Name:	

Appendix 4: Step 3 / 4 – Parent Contract Meeting

The purpose of this meeting is to:

- Establish details
- Identify causes for absence and seek possible solutions
- Agree actions that the parent/carer(s) and school should take to support the student
- Set attendance target and discuss monitoring period
- Remind parent/carer(s) of legal responsibilities regarding their child's school attendance

To be completed by the Attendance Officer prior to the meeting:

Student Details					
Venue:		Date:		Time:	
Student's Name:		Year Group:		DoB:	
Attendance %:		Unauthorised Session:		Authorised Sessions:	

Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology			
Soft Letter		Attendance Phone Call	
Letter 1		Attendance Email	
Letter 2		Student Attendance Support Meeting	
Letter 3		Parent Attendance Meeting	
People Present			
Name		Role/Relationship to child	
Medical Needs Protocol:			
Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?			Yes
			No
Agency/Partnership Intervention			
Is there any Social Care / Health Involvement?			Yes
			No
Details:			
Has and EHA been completed previously for the student?			Yes
			No

EHA Offer			
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No	
If declined, please give the reason(s):			

ATTENDANCE TARGET

Attendance should be a minimum of 96% over the 6-week monitoring period.

Should your child have 8 unauthorised sessions or more during the 6-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.

8 SCHOOL WEEK MONITORING PERIOD				
START DATE:		END DATE:		PARENT(S) NOTIFIED Date & Method (e.g. Letter)
"During this monitoring period, medical evidence will be required in order to authorise absence due to illness."				

Please read both of these statements to the parent(s), before signing the contract:

Legal Responsibility

"I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually."

Attendance Target Review

"If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning."

Staff Signature:		Date:		Print Name:	
Parent/Carer Signature:		Date:		Print Name:	
Parent/Carer Signature:		Date:		Print Name:	

Parent/Carer Signature:		Date:		Print Name:	
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