



## Attendance Policy

Reviewed by the Board of Directors: January 2024

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### *School Mission Statement*

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **Why do we have this policy?**

Regular attendance at school is vital. Absence means missed learning and without good attendance the learning process becomes fragmented and unsatisfactory. It is a legal requirement that students of compulsory school age receive full-time education and this, with the exception of those educated at home or elsewhere, means regular attendance at school. Irregular attendance leads to students missing important lessons and therefore not fulfilling their true potential. Failure to attend can occasionally indicate that all is not well at home so there is a welfare aspect to attendance as well. Absence from school can place children at risk and in some instances may result in their being drawn into patterns of anti-social or criminal behaviour. We therefore take the issue of attendance very seriously and do all we can to obtain very high attendance from all our students.

With this policy we aim to:

- emphasise the importance to all students of maximum attendance at school as an essential pre-requisite for making full use of all educational opportunities and to maximising individual achievement;
- make explicit to all relevant parties (school staff, parents/carers and students) our school’s expectations with regards attendance;
- promote a consistent approach across our school towards all matters relating to attendance;
- clarify the roles and responsibilities of all parties with respect to attendance;
- communicate to all relevant parties the legal position with respect to attendance and the categories of absence which are deemed "authorised";
- stress the need for home and school to work in close partnership to achieve high attendance.

### **What is an acceptable attendance rate?**

Attendance is a national priority. All schools must submit data electronically (both in an aggregated form and on an individual student basis) every term. It is a key indicator of an effective school and, as such, will be scrutinised by Ofsted. National data clearly shows a correlation between high attendance rates and high examination performance.

The vast majority of our students achieve over 98% attendance and this is what we expect from all of our students as a **minimum**.

We understand that occasionally a student may be legitimately absent from school due to illness. Illness usually comes usually in a block of time over a continuous period; what we look for are unbroken weeks (i.e. those where the student is marked present on all ten sessions); students should not have more than one or two broken weeks in the course of an academic year. Regular broken weeks are a cause for concern and will be followed up by the school.

Should a students' attendance fall below 90%, a penalty notice may be issued. Parents/carers will have been contacted and offered a meeting before receiving a penalty notice.

### **Authorised Absences**

Schools cannot legally authorise any leave of absence unless there are exceptional circumstances. The Department for Education (DfE) has issued guidelines to all schools detailing valid reasons for authorised or justified absences, which may include:

- if a child is ill or receiving medical attention;
- days of religious observance, notified in advance;
- absence due to family circumstances (e.g. bereavement, serious illness).

There are other absences, such as approved sporting activities that can be authorised and there will be events affecting families, some unforeseen, which will necessitate absence from school; professional discretion will need to be used in these cases as to whether the absence can be authorised. However, the DfE guidelines make it clear that:

- It is the school who judges whether an absence is authorised or not. A note from home therefore does not automatically make an absence authorised.
- Only truly exceptional occasions should be classified as authorised.

### **Unauthorised Absences**

An absence is unauthorised if:

- no letter or acceptable explanation is provided by parent(s)/carer(s);
- the reason for the absence does not fall into one of the categories of authorised absence as listed on page 8.

For example, DfE guidelines state that the following activities would be classified as unauthorised:

- minding the house;
- caring for relatives;
- awaiting repair people;
- shopping;
- a birthday or family celebration.

Failing to ensure regular school attendance is an offence which might result in a Penalty Notice Fine and/or prosecution through the Magistrates' court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**.

## **Lateness**

Students should be on site by **8.55am** and in their form room for registration by 9.00am. Students who arrive at school late **must** sign in at school reception unless a member of staff signs them in using the late book at the front of school. If it is a known lateness, e.g. for a medical or dental appointment, parents/carers should email [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk) in advance. A message can also be left on the absence line (01223 568816) giving the student's name, form and reason for lateness.

The registers close at 9.30am. Students who arrive after this time will have a U code (unauthorised late) placed against their attendance. A message will be sent to parents/carers to inform them that the student arrived after the registers closed.

Students who are late due to a school coach being late will be registered as they disembark the coach and will not be given a late mark unless they do not arrive to form time or in assembly soon afterwards.

It is the students' responsibility to ensure they are registered, either with the member of staff taking the register, with the member of staff with the late book or at reception; failure to do so will result in a text message / email being sent home to parents/carers, provided we have been provided with the necessary contact details.

Parents/carers can be prosecuted if their child persistently arrives late.

## **Absence due to medical appointments**

We expect absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of school hours wherever possible**. If appointments do take place during the school day parents/carers will be asked to provide the office with the appointment card prior to the child leaving the school site. Students are not permitted to leave the school site without the school being informed in advance of the time and nature of the appointment by the parent/carer.

## **Absence due to illness**

When a student has an illness, parents/carers are asked to **notify the school office as soon as possible on the first day their child is unable to attend and then every subsequent day their child will be absent**. Parents/carers can leave a message on the absence line: **01223 568816 option 1**, or email [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk). Messages should include the student's name, form and reason for absence. The school will authorise this absence unless there is a cause for concern about the veracity of the illness or if the student's attendance has fallen below a certain threshold. In such cases the school will request that parents/carers provide medical evidence to support the reason for absence; this can be in the form of a prescription or appointment card. Students will be required to catch up on work missed upon returning and they or their parents/carers can contact the relevant teachers for support with this as appropriate (either via the Head of Year or using the Head of Faculty email addresses on the curriculum pages of the school website).

## **Extended absence due to a medical condition (more than 14 days)**

Occasionally, a child may suffer from a medical condition which affects their physical or mental health in such a way that it makes it impossible for them to attend school for an extended period. In these circumstances the school and the family will need to work closely together to formulate a plan to support the student to help them return to full time education. Please see the policy on supporting students with medical conditions for more information.

## Holidays

Schools may not grant leave of absence during term time unless there are very exceptional circumstances, and even under these circumstances schools are advised not to authorise any absence of 3 days or more in duration. The school upholds these regulations.

To avoid difficulty or disappointment, parents/carers are asked to refrain from such requests. We strongly discourage holidays from being taken during term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. This might result in a Penalty Notice Fine and/or prosecution through the Magistrates' court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996**.

## Absence due to other exceptional circumstances

Where parents/carers feel it is absolutely unavoidable to take their child/children out of school during term time due to very exceptional circumstances, an application for term time leave must be submitted a minimum of 2 weeks in advance of the proposed date clearly explaining the circumstances. The leave of absence form is available on the school website. A leave of absence will not be authorised retrospectively.

## Home – school partnership

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask you as parents and carers to:

- Do all you can to ensure your child arrives on time for morning and afternoon school sessions; students are expected to be in school by 8.55am for morning registration at 9:00am and afternoon registration is at 1:20pm. We will monitor persistent late comers and action will be taken.
- Follow the following NHS advice when deciding whether your child is too ill for school: <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>
- If your child is ill, notify the school office before 9.00 am on the first day your child is unable to attend and then **every subsequent day** your child is absent.
- Get in touch at an early stage about any concerns you have about your child's attitude towards school.

We ask that students:

- Arrive punctually for registration and to lessons.
- If they arrive after 8.55am, sign in either at reception or with the member of staff with the late book at the school entrance before going promptly to their form room, assembly or lesson as relevant.
- Speak to the office in the first instance if they are feeling unwell. The office will make an initial assessment of the student and decide if the parent/carer should be contacted to collect the student from school or to give their permission for the student to be sent home.

- If leaving school at any point before the end of the school day, sign out at reception.
- Speak to their Tutor, Head of Year or another member of staff if they have concerns including if they are having any problems attending school or being on time if arriving late to school and not on a school bus.

At St Bede's, the following personnel have a key role in supporting good attendance.

**The Assistant Headteacher in charge of attendance will:**

- maintain oversight of whole school attendance including data relating to persistent absenteeism
- maintain oversight of the attendance of key groups of students, e.g. those who are or have been looked after by a local authority, those who are eligible for free school meals, those who speak English as an Additional Language and those who have Special Educational Needs and Disabilities (SEND).
- monitor the implementation of the school's attendance procedures
- report on attendance to Governors
- regularly review attendance procedures.

**Heads of Year will:**

- give attendance and punctuality a high profile at assemblies and school events
- monitor attendance and progress towards attendance targets
- authorise the sending of letters to alert parents/carers of attendance concerns as per the school's attendance procedures
- consider the needs of students who are young carers, disadvantaged or eligible for the services premium
- where attendance falls below certain thresholds, meet with parents/carers to discuss this as soon as possible, offering to provide support as appropriate
- advise parents/carers that absence that is unauthorised and/or below a certain threshold may result in parenting contracts or legal enforcement including Penalty Notices, School Attendance Orders, Education Supervision Orders or prosecution;
- lead on strategies to improve the attendance of individuals
- liaise with colleagues including the Office, Senior Leadership Team (SLT), Form Tutors, Special Educational Needs and Disabilities Coordinator (SENDCo), Inclusion Manager, Heads of Faculty, Chaplain, Local Authority Attendance Officer (LAAO), Education Inclusion Officer (EIO) and other external agencies as appropriate
- work with the relevant colleagues to create individual packages and reintegration plans for excluded students and both short and long-term absentees where appropriate
- follow up promptly any concerns parents/carers pass on to us that may be affecting their child's attitude to or feeling of wellbeing in school
- look for patterns of absence and consider possible causes, working with SLT to help mitigate these as appropriate.

**Our School Office will:**

- oversee the register system;
- contact parents/carers on the first day of absence where no parent/carer contact has yet been made

- contact parents/carers about any unexplained absences before they become unauthorised
- alert Heads of Year when concerns arise
- provide regular attendance information including a monthly report
- send attendance letters as per the school's attendance procedures
- book attendance meetings and send reminders
- keep the Senior Leadership Team informed of any issues with the timely and accurate completion of registers
- provide attendance data on the termly snapshot/report
- pass on attendance data to further education providers and prospective employers as required.

#### Form Tutors will:

- keep accurate and timely registers as per the school's registration procedure
- give attendance a high profile
- take action where students are regularly late, liaising with the Head of Year as appropriate.

#### Class Teachers will:

- keep accurate and timely registers as per the school's registration procedure
- follow internal procedures if a student fails to register for a lesson
- give attendance a high profile
- take action where students are regularly late, liaising with the Head of Faculty as appropriate
- when requested, provide suitable work for students who are absent to complete at home and/or to help them reintegrate
- liaise with the relevant Head of Year over any concerns over a student's attendance.

#### It all adds up – absence and learning hours lost

Attendance of student	Actual attendance over a school year	Equivalent whole days absent	Equivalent learning hours lost	
100%	190	0	0	Excellent
99%	188	2	10	Good
98%	186	4	20	
97%	184	6	30	
96%	182.5	7.5	37.5	
95%	180.5	9.5	47.5	
94%	177	13	65	Cause for concern
92%	175	15	75	
90%	171	19	95	Risk of penalty notice and/or legal proceedings
89%	169	21	105	

#### Attendance Codes

<b>Present at School</b>	
/ = am \ = pm	Present in school during registration.
Code L	Late arrival before the register has closed
Code U	A student arriving after the register has closed (9.30 am; see below)

<b>Present at an Approved Off-Site Educational Activity</b>	
An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.	
Code B	Off-site educational activity
Code D	Dual Registered - at another educational establishment
Code J	At an interview with prospective employers, or another educational establishment
Code P	Participating in a supervised sporting activity
Code V	Educational visit or trip
Code W	Work experience

<b>Authorised Absence from School</b>	
Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.	
Code C	Leave of absence authorised by the school
Code E	Excluded but no alternative provision made
Code H	Holiday authorised by the school
Code I	Illness (not medical or dental appointments)
Code M	Medical or dental appointments
Code R	Religious observance
Code S	Study leave
Code T	Gypsy, Roma and Traveller absence

<b>Unauthorised Absence from School</b>	
Unauthorised absence is where a school is not satisfied with the reasons given for the absence.	
Code G	Holiday not authorised by the school or in excess of the period determined by the head teacher.
Code N	Reason for absence not yet provided
Code O	Absent from school without authorisation
Code U	Arrived in school after registration closed (9.30)
Code X	Not attending in circumstances relating to coronavirus (COVID-19)
Code X	Not required to be in school
Code Y	Unable to attend due to exceptional circumstances
Code Z	Pupil not on admission register
Code #	Planned whole or partial school closure

## Children Missing from Education

We enter students on the admission register at the beginning of the first day on which we have agreed, or been notified, that the student will attend the school. If a student fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. If after three school days, a student has not attended school and it has not been possible to contact a parent or carer, a home visit may be conducted to check on the wellbeing of the child.

Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student can be removed from the admission register when we and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if we do not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

We have a safeguarding duty in respect of our students, and as part of this should investigate any unexplained absences.

### **Elective Home Education**

Local authority guidance on elective home education is available at <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/elective-home-education-ehe>

### **Addition / deletion from roll**

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

### **Example letters and forms**

Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»

I have noticed that «chosen\_forename»'s attendance at school is becoming a cause for concern as it has fallen to «percentage\_attendance»%. I have enclosed a copy of «chosen\_forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school. The record shows attendance, punctuality and whether absences are authorised or unauthorised.

Regular attendance is extremely important as missing school can have a significant impact on learning and as I am sure you are aware, it is a legal requirement. Attendance and punctuality are essential for students to get the most out of their school experience, supporting their attainment, wellbeing and wider life chances.



As a school, we place great emphasis on regular attendance as well as the health and wellbeing of our students. Please see the attached information for more information on attendance at St Bede's Inter-Church School. The full policy is available on our school website.

I will continue to monitor «chosen\_forename»'s attendance and I look forward to seeing an improvement. If your child's absence is due to medical reasons, please ensure we have been informed and relevant evidence such as appointment cards, prescription or doctor's note are provided. If there are any particular circumstances having an influence on «chosen\_forename» attending school regularly that the school may not be aware of, please do let me know.

In the meantime, if there is anything we can do to assist you and «chosen\_forename» in ensuring their attendance remains as high as possible, please do not hesitate to contact me via [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk).

Yours sincerely,

<Head of Year's name>  
<Head of Year Job Title>

Encl. Attendance record  
Attendance information

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Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»

I have noted during a recent attendance review that your child is beginning to show a pattern of persistent lateness.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping while also enabling students to take part in wider aspects of school life such as tutor time and assemblies. As a school, we place great emphasis on regular attendance as well as the health and wellbeing of our students. Please see the attached for more information on attendance at St Bede's Inter-Church School.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

I will continue to monitor «chosen\_forename»'s attendance and punctuality and I look forward to seeing an improvement. If your absence or lateness is due to medical reasons, please ensure we have relevant evidence such as appointment cards.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of speaking with you to discuss this. At St Bede's we value working closely with families to support students with their education, so please do not hesitate to contact us if you have any concerns.

Yours sincerely,

<Head of Year's name>  
<Head of Year Job Title>

Parent / Carer Attendance Telephone Call Record

Reason for call	<input type="checkbox"/> Attendance <input type="checkbox"/> Punctuality	Date of call	Click or tap to enter a date.	Time of call	
Student		Tutor group		Date of birth	Click or tap to enter a date.
Names and roles of all people in the call					
Attendance to date this academic year (%)		Authorised absence (number and %)		Unauthorised absence (number and % O)	
Late before registers closed (number L)		Late before registers closed (number U)		Attendance last academic year (%)	

All sections to be completed	
Any issues at home or school that may affect attendance?	Can school support this further? Person, action, date
Medical / health	
Transport	
Academic	
Home related difficulties	
Responsibilities or commitments outside of school	

Peer relationships		
Possible bullying		
Other		

Attendance targets	<ul style="list-style-type: none"> <li>▪ Parent/carer to share medical evidence for any frequent absence due to a medical reason, including repeated self-limiting illnesses. This can be emailed to <a href="mailto:absence@stbedes.cambs.sch.uk">absence@stbedes.cambs.sch.uk</a> or brought into reception. Absences due to self-limiting illness (illness which resolves on its own and has no long-term harmful effect on a person's health) can be authorised in the first instance.</li> <li>▪ Parent/carer to contact the school before 9am for each day of absence.</li> <li>▪</li> </ul>
Other	

Check of contact details for those with parental responsibilities and day to day care			
Contact priority 1		Contact priority 1	
Contact name		Contact name	
Relationship		Relationship	
Present at meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Present at meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Address	
Email		Email	
Home number		Home number	
Mobile number		Mobile number	
Work number		Work number	

Reminder

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Staff name		Staff signature		Date	Click or tap to enter a date.
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Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»

As you are aware from my previous letter, I am concerned about «chosen\_forename»'s school attendance which has fallen to «percentage\_attendance»%. This means a significant amount of learning time is being lost.

Since I have been unable to contact you by telephone, please could I ask you to email [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk) or telephone Sarah Penny on 01223 568816 by 12pm tomorrow to arrange a time in the next 2 days for us to discuss the situation over the phone, or alternatively in person if you prefer.

Regular attendance is extremely important as missing school can have a significant impact on learning and as I am sure you are aware, it is a legal requirement. Attendance and punctuality are essential for students to get the most out of their school experience, supporting their attainment, wellbeing and wider life chances. As a school, we place great emphasis on regular attendance as well as the health and wellbeing of our students. Please see the attached information for more information on attendance at St Bede's Inter-Church School. The full policy is available on our school website.

Medical evidence will be required for any future absences due to illness to be authorised. Please ensure we have been informed and relevant evidence such as appointment cards, prescription or doctor's note are provided.

I am obliged to inform you that as parent(s)/carer(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

I look forward to discussing with you any concerns you have regarding «chosen\_forename»'s attendance. I hope that you will work with us to support «chosen\_forename»'s school attendance and therefore avoid the need for further proceedings to be implemented.

Yours sincerely,

<Head of Year's name>

<Head of Year Job Title>

Encl. Attendance record  
Attendance information

Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»



Thank you for speaking with me on <date> to discuss «chosen\_forename»'s attendance. In this conversation you were notified that «chosen\_forename»'s attendance was a concern and would need to improve. There has not been an improvement in «chosen\_forename»'s attendance, which is currently «percentage\_attendance»% since the start of the academic year in September. I have enclosed a copy of «chosen\_forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

I would like to meet with you at <HoY's suggested time and date 1> to discuss the situation. Please could I ask you to contact us by emailing [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk) (or by telephoning Sarah Penny on 01223 568816) to either:

- confirm attendance as above, or
- arrange another time and date for us to meet within the next 5 school days.

Should «chosen\_forename»'s attendance remain irregular; we may have to refer this matter to the Local Authority who could consider legal action under Section 444 Education Act 1996.

Schools are advised by the government's Department for Education (DfE) that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee.

I look forward to discussing «chosen\_forename»'s attendance with you and hope that you will work with us to support «chosen\_forename»'s school attendance and therefore avoid the need for further proceedings to be implemented.

Yours sincerely,

<Head of Year's name>

<Head of Year Job Title>

Encl. Attendance record  
Attendance information

#### Parent/Carer Contract Meeting (PCM) record

Reason for call	<input type="checkbox"/> Attendance <input type="checkbox"/> Punctuality	Date of call	Click or tap to enter a date.	Time of call	
Student		Tutor group		Date of birth	Click or tap to enter a date.
Names and roles of all people in the call					
Attendance to date this academic year (%)		Authorised absence (number and %)		Unauthorised absence (number and % O)	

Late before registers closed (number L)		Late before registers closed (number U)		Attendance last academic year (%)	
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All sections to be completed		
Any issues at home or school that may affect attendance?		Can school support this further? Person, action, date
Medical / health		
Transport		
Academic		
Home related difficulties		
Responsibilities or commitments outside of school		
Peer relationships		
Possible bullying		
Other		

Attendance targets	<ul style="list-style-type: none"> <li>▪ Attendance of 90% or above over the next 6 school weeks from ..... to .....</li> <li>▪ Parent/carer to share medical evidence for any frequent absence due to a medical reason, including repeated self-limiting illnesses. This can be emailed to <a href="mailto:absence@stbedes.cambs.sch.uk">absence@stbedes.cambs.sch.uk</a> or brought into reception.</li> <li>▪ Parent/carer to contact the school before 9am for each day of absence.</li> </ul>
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	▪
Other	

Check of contact details for those with parental responsibilities and day to day care			
Contact priority 1		Contact priority 1	
Contact name		Contact name	
Relationship		Relationship	
Present at meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Present at meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address		Address	
Email		Email	
Home number		Home number	
Mobile number		Mobile number	
Work number		Work number	

Reminder
<p>I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.</p>

Staff name		Staff signature		Date	Click or tap to enter a date.
Parent/carer name		Parent/carer signature		Date	Click or tap to enter a date.
Parent/carer name		Parent/carer signature		Date	
Student name		Student signature		Date	Click or tap to enter a date.

Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»

It was disappointing that you did not attend the Parenting Contract Meeting which was due to be held at <time and date of PCM>.

As you did not attend the meeting I am setting a targets for «chosen\_forename» as follows:

- Attendance of 90% or above over the next 6 school weeks from <start date of monitoring period> to <end date of monitoring period>
- Parent/carer to share medical evidence for any frequent absence due to a medical reason, including repeated self-limiting illnesses. This can be emailed to [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk) or brought into reception.
- Parent/carer to contact the school before 9am for each day of absence.

If targets are not met or unlikely to be met within the monitoring period, then the case is likely to be referred to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates' court for failing to ensure regular school attendance of your child under Section 444 Education Act 1996.

If you have any questions or queries please contact me via [absence@stbedes.cambs.sch.uk](mailto:absence@stbedes.cambs.sch.uk) or 01223 568816.

Yours sincerely,

<Head of Year's name>

<Head of Year Job Title>

Encl. Attendance record  
Attendance information

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Dear «salutation»,

Re: «forename» «surname», DOB: «date\_of\_birth»

Thank you for speaking with <HoY name> on <date> to discuss «chosen\_forename»'s attendance. In this conversation you were notified that «chosen\_forename»'s attendance was a concern and would need to improve. We set the following targets:

There has not been an improvement in «chosen\_forename»'s attendance, which was «percentage\_attendance»% during the monitoring period of <date 1> to <date 2>.

A penalty notice will therefore be issued by Cambridgeshire County Council.

I must remind you that as parent(s)/carer(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.



Schools are advised by the government's Department for Education (DfE) that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee.

Yours sincerely,

Alistair Day  
Head Teacher

Encl. Attendance record  
Attendance information

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Dear «salutation»,

Re: «chosen\_forename» «surname», DOB: «date\_of\_birth»

I am writing about «chosen\_forename»'s absence from school from <<date>> to <<date>>.

We believe this was due to term time leave. We appear not to have received a completed 'application for term time leave of absence due to exceptional circumstances' form (available on our website or from the office). Please see the attached information on attendance for further details.

We would be grateful if you could confirm the reason for the absence within 7 days of the date this letter was sent (by <<date>>) so this period can be recorded appropriately on the attendance register. However, if the absence was not due to exceptional circumstances but due to illness, please provide medical evidence to support this.

If we do not hear from you within the next 7 days, we will need to record «forename»'s absence as 'G' denoting unauthorised term time leave.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

We are of course concerned that your child makes good progress through regular school attendance and seek to work with you to support this.

Yours sincerely,

Alistair Day  
Head Teacher

Encl. Attendance record  
Attendance information