



# Attendance Policy

## Lord Grey Academy

**Approved by:**

LGB

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**Policy Owner:** R Page

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## 1. Aims

Lord Grey Academy aims to meet its obligations with regards to school attendance by:

- Promoting good attendance, setting all students a minimum target of 96%
- Reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

## 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 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](#)

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students 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 second session. It will mark whether every student is:

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

Any amendment to the attendance register will include:

- 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.

Students must arrive in school by **08.40** on each school day.

The register for the first session will be taken at **08.45** and will be kept open until **09.10**. The register for the second session will be taken at **14.00** and will be kept open until **14.30**.

## 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 **08.00** or as soon as practically possible (see also section 6) by calling the absence line on 01908 626167 stating the students name, form group and reason for absence. **For each day of absence the absence line must be called.**

Where a student's absence is cause for concern, even on the first day of absence, the school may complete a home visit welfare check.

If no reason for absence is given by **09.30** an automated absence notification will be sent signifying that the student is not in school and requesting a reason for absence to be given.

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.

A 'special register' list for historic poor attending students, and students considered to be vulnerable will be monitored by Student Services. Where a student on this list is absent, student services or the Hub team will contact home on the first day of absence, unless the student has been flagged as needing to be called by the Head or Assistant Head of Year.

## 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 student should be out of school for the minimum amount of time necessary.

If it has been impossible to make a medical or dental appointment out of term time hours Student Services need to be notified by calling 01908 626176 or emailing [student.services@lordgrey.org.uk](mailto:student.services@lordgrey.org.uk)

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.

***See appendix 3 Graphical representation of attendance percentage***

## 3.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as absent, using the appropriate code.

Students who are late on 3 occasions will complete a lunchtime late detention. Students who are persistently late will be seen by the Head of Year and further lateness will lead to a lateness panel with parents and the Head of Year.

## 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.

There is a graduated process for monitoring attendance and the action taken.

**See appendix 2: Attendance process**

### **3.6 Reporting to parents**

Go 4 Schools shows a student's live attendance and is accessible to parents online. This will show a student's overall attendance, and also attendance to each individual lesson.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

The Principal may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. We define 'exceptional circumstances' as an incident out of the control of the student or parent.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Genuine Illness
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students 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 student is attending educational provision
- Medical or dental appointments, where it is not possible for the appointment to take place outside of school hours and the appointments has been set outside of the parents control

Reasons for absence not to be authorised include:

- Looking after younger siblings
- Waiting in for deliveries
- Holidays during term time
- Selecting medical or dental appointments during school hours when this is not an emergency

### **4.2 Legal sanctions**

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 Principal, 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 student 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

Students are encouraged to attend school and all their classes regularly by the setting of a minimum 96% attendance target and adherence to the schools rewards and sanctions procedures.

Form Tutors will discuss attendance regularly with tutees during tutor time. Attendance monitoring forms a core daily role of the Form Tutor. Using Go4Schools Form Tutors discuss attendance with students addressing attendance concerns and praising good and improving attendance.

Assistant Heads of Year will meet fortnightly with the Attendance Officer to discuss specific students rewarding students for good attendance as appropriate.

Subject staff will set a good example for attendance and punctuality by being in the classroom waiting for students to arrive, allowing for a quick and orderly start to lessons.

Through assemblies including the media of virtual assemblies Heads of Year reinforce the importance of good attendance, praising students with good and improving attendance.

The Careers and Futures Advisor regularly presents to students through presentations and through 1:1 meetings emphasising the importance of good attendance and punctuality in the workplace.

## 6. Attendance monitoring

The attendance officer monitors student absence on a daily, weekly and monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

**Parents are expected to call the school absence line for each day of absence on 01908 626167 by 08.00 each day**

### Attendance falls below 95%

Parents will be contacted to discuss the reasons for this. Attendance letter 1, (Appendix 4.1) will be sent home unless there is a genuine reason for absence and attendance will be monitored for up to two weeks. Improved attendance will lead to a praise phone call home from the Form Tutor. If attendance does not improve the attendance process will be followed.

### Attendance fall below 90%

Attendance letter 3 (Appendix 4.3) will be sent home, meeting with the Head of Year and Attendance Officer at an Attendance Panel, and attendance will be monitored for up to two weeks.

### Attendance falls below 85%

Attendance letter 4 (Appendix 4.4) will be sent home and referral will be made to the Vice Principal and Attendance Officer, and a formal legal attendance interview will be convened, if appropriate.

### Attendance does not improve

Attendance letter 5 (Appendix 4.5) will be sent home to commence the prosecution process. This will involve the Senior Attendance Officer (Legal Interventions)

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-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. We compare our attendance data to the national average, and share this with governors.

Lord Grey Academy collects attendance information using Go4Schools. This data is live and available for parents to access online at any time. Go4Schools will show all attendance information, including individual lessons.

***Attendance 2 letter requesting medical evidence for any future absence can be sent out at any point in this process.***

## **7. Roles and responsibilities**

### **7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

The link governor meets with the Vice Principal during the school year to discuss the attendance procedures.

### **7.2 The Principal**

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

### **7.3 The Vice Principal**

The Vice Principal (Pastoral and Inclusion) is responsible for the strategic leadership of attendance and punctuality and will meet with the Attendance Officer weekly. The Vice Principal (Pastoral and Inclusion) will also chair Attendance Panels with the Attendance Officer and parents, and line manager the Attendance Officer role and present attendance data to the Leadership team and Governors at regular intervals.

### **7.4 The Attendance Officer**

The Attendance Officer:

- Monitors attendance data at the school and individual student level
- Meets the Assistant Head of Year fortnightly to discuss attendance data
- Reports concerns about attendance to the Vice Principal
- Works with external agencies to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Vice Principal when to issue fixed-penalty notices

### **7.5 Heads of Year**

Heads of Year will meet with the Assistant Vice Principal (Behaviour and Inclusion) fortnightly. Students with significant attendance concerns will be discussed and strategies evaluated for attendance to improve

## **7.6 Assistant Heads of Year**

Assistant Heads of Year will meet with the Attendance Officer fortnightly to discuss attendance concerns and decide on the best course of action.

- Attendance letters will be sent home via ParentMail and the Central Admin Team
- Home visits will be arranged
- Attendance panels will be arranged
- The attendance tracker will be updated to show what action has been taken and when any attendance letter was sent home

## **7.7 Form Tutors**

Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Form Tutors are the first point of contact to discuss attendance concerns, and will liaise with parents concerning the initial decline in attendance and after monitoring for two weeks, improvement in attendance, should this be the case.

## **7.8 Class subject teachers**

Subject teachers are responsible for the completion of accurate lesson registers every lesson within 15 minutes of the lesson start, to allow lesson absence to be picked up quickly and reported to Student Services.

## **7.9 Student Services**

Student Services staff are expected to take calls from parents about absence and record it on the school system and monitor the completion of registers highlighting any concerns to the Vice Principal (Behaviour and Inclusion)

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Vice Principal (Pastoral). At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy

# Covid-19 Addendum

## 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

## 2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the DfE

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

## 3. Attendance expectations

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with section 4.1 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

## 4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission.
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus.

## 4.1 Student develops symptoms or lives with someone who does

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the person the student lives with tests negative:** the student will stop self-isolating and return to school

**If the student's test result is negative:** the student will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

## 4.2 Student or a 'close contact' of theirs receives a positive test result

The student's parent/carer must notify the school about the positive test result as soon as possible by calling the absence line on 01908 626167

Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the student's household or 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

## 4.3. Student has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The student must quarantine for 10 days on their arrival to the UK and return to school thereafter.

## 4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to [student.services@lordgrey.org.uk](mailto:student.services@lordgrey.org.uk) or a photocopy to the school address.

The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school.

## 4.5 Remote learning provision

If a student is not attending school because of circumstances related to coronavirus, but where the student is not ill, the school will provide the student access to remote education through the use of the LGA Virtual School.

- Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy.
- Curriculum continuity occurs via our LG Virtual School with 100% of the curriculum covered through online resources, lesson materials or pre-recorded lessons and online platforms utilised such as Oak National Academy or GCSEPOD.
- We will keep a record of, and monitor, student engagement with remote learning, but we will not track this information in the attendance register

- We will provide students with access to relevant ICT or photocopied work packs where they do not have access to this at home.

## **5. Recording attendance**

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in section 4.1 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Students must arrive in school at their designated time slot on each school day.

## **6. Following up absence**

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by calling home and/or completing home visits
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will meet with the parents to address these issues face to face, at the students home or via a phone call/video meeting/in-school between the parent/carer and a member of the Leadership Team to explain the protective measures the school is taking to keep students safe and minimise risk.

### **6.1 Legal sanctions**

Normal rules on legal sanctions apply, but exceptions may be made on a case by case basis.

## **7. Monitoring arrangements**

This policy will be reviewed as guidance from the Department for Education is updated, and as a minimum every 2 months during term time by the Vice Principal (Behaviour and Inclusion). At every review, it will be approved by the full governing board.

## 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 organized, or approved, by the school
W	Work experience	Pupil is on a work experience placement

### Authorised absence

Code	Definition	Scenario
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

## Unauthorised absence

<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	School is not satisfied with reason for pupil's 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>X01</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

## Covid codes

<b>Code</b>	<b>Definition</b>
X02	Pupils who are required to self-isolate with coronavirus symptoms
X03	Pupil has to self-isolate because they are a potential contact of someone with a confirmed case of coronavirus inside the school setting
X04	Pupil has to self-isolate because they are a potential contact of someone with a confirmed case of coronavirus outside the school setting
X05	Pupil has to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend.
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice.
I01	Illness
I02	Illness Confirmed case of coronavirus (COVID-19)

## Appendix 2: Attendance process

Attendance monitored for all students by Form Tutor	
Attendance concern raised	Monitored for up to two weeks
Attendance falls below  <h1 style="text-align: center;">95%</h1>	<ol style="list-style-type: none"> <li>1. Assistant Head of Year contacts parent/carer.</li> <li>2. Attendance letter 1 sent (if no appropriate reason given – with proof).</li> <li>3. Attendance monitored for two weeks.</li> </ol>
Attendance falls below  <h1 style="text-align: center;">90%</h1>	<ol style="list-style-type: none"> <li>1. Attendance Officer/Assistant Head of Year home visit on day of absence for identified students</li> <li>2. Attendance Letter 3 sent (if no appropriate reason given – with proof).</li> <li>3. Meeting with Head of Year and Attendance Officer</li> <li>4. Attendance monitored for two weeks.</li> </ol>
Attendance falls below  <h1 style="text-align: center;">85%</h1>	<ol style="list-style-type: none"> <li>1. Attendance Letter 4 sent (if no appropriate reason given – with proof)</li> <li>2. Refer to Vice Principal and Attendance Officer</li> <li>3. Attendance Panel convened.</li> <li>4. Attendance monitored for two weeks.</li> </ol>
Attendance does not improve	<ol style="list-style-type: none"> <li>1. Attendance letter 5 sent to commence prosecution process</li> </ol>

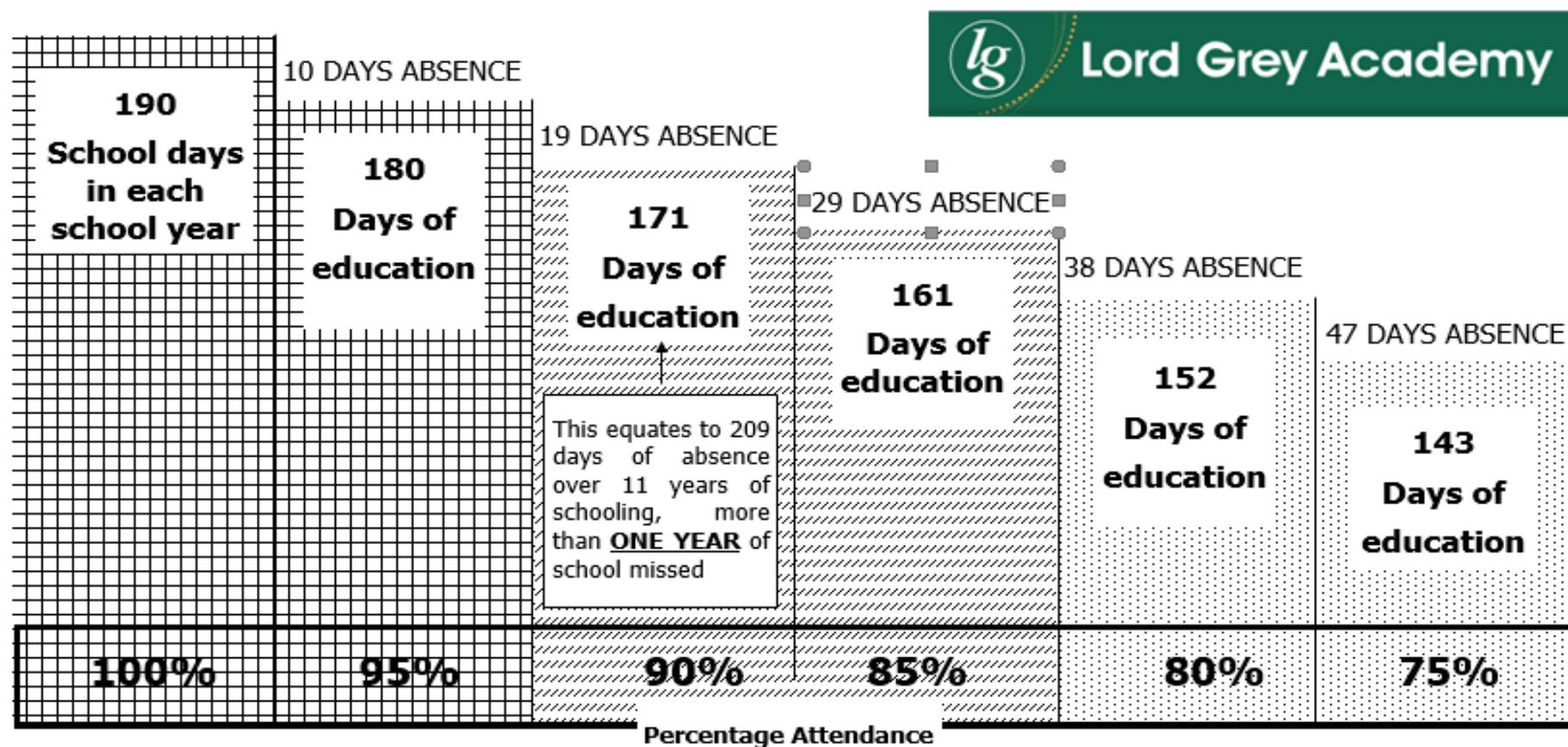
***Attendance letters can be sent out at any point if a student has a period of absence during the school year.***

***Attendance 2 letter requesting medical evidence for any future absence can be sent out at any point in this process.***

### Appendix 3: Graphical representation of attendance percentage

175 |  
**Non-school days**  
each year

→ **175 days to use for family time, visits, holidays, shopping, household jobs and other appointments**



## Appendix 4.1 – Attendance letter one

Dear

There is a very strong correlation between student achievement and student attendance. Consequently Lord Grey Academy takes student absence very seriously, and any absence below 95% is scrutinised.

Unfortunately \_\_\_\_\_ attendance is currently XX% and as a result attendance will be monitored over a period of 2 weeks.

In two weeks' time the attendance level will be reviewed and if it has not risen I will write to you again.

If a student is *genuinely* ill it is understandable that they remain at home. The school must be contacted on the first day and when the student returns to school a note should be sent with them. However situations of this nature should be rare. Ultimately it is the school that authorises absences.

A graph representing attendance is enclosed.

Thank you for your support in this matter.

Yours sincerely

AO

## **Appendix 4.2 – Attendance letter two - Medical evidence request**

20 October 2021

«salutation»

«address\_block»

Dear «salutation»

### **Re: «forename» «surname» «year» - «reg» - Absences due to sickness**

I am writing to express our serious concern about «forename»'s absences from school this year. At present this is recorded as authorised absences. All future absences will not be authorised without medical evidence, i.e. appointment cards or letters from the doctor.

I enclose a copy of «forename»'s registration certificate so that you can see how these absences have been recorded on the school registration system.

If you would like to discuss this further, we could arrange a meeting with the Health Advisor. It is important that we know about any issues affecting attendance so we can work together to help «forename»'s attendance.

Please note that failure to ensure regular attendance can lead to a Fixed Penalty Notice of £60 or prosecution in the local magistrates' court. This could result in a fine of up to £1000 per parent, and a criminal record.

Yours sincerely,

AO

#### Appendix 4.3 – Attendance letter three - Head of Year and Attendance Officer Panel

Dear

As stated in a previous letter there is a very strong correlation between student achievement and student attendance. Consequently Lord Grey Academy takes student absence very seriously.

Unfortunately \_\_\_\_\_ attendance has continued to fall and is now XX%. This means that there has been, on average, one day of absence for every ten school days. Average attendance of 95% over 11 school years equates to 209 school days of absence over this period, which is more than one whole school year. You are therefore invited to attend a meeting with the Head of Year and Attendance Officer to discuss this concern. The Head of Year will contact you to arrange a mutually convenient time to come in to school.

If a student is *genuinely* ill it is understandable that they remain at home. The school must be contacted on the first day and when the student returns to school a note should be sent with them. Due to your child's low attendance we are now seeking GP or other medical evidence every time your child is off sick – if we do not receive it unfortunately the absence will be unauthorised. If you have difficulty in obtaining this information we have enclosed a GP stamp form which the receptionist of the practice can stamp when you attend the surgery. However situations of this nature should be rare. Ultimately it is the school that authorises absences.

A graph representing attendance is enclosed.

Thank you for your support in this matter.

Yours sincerely

AO

#### Appendix 4.4 – Attendance letter four – Attendance Officer and Vice Principal Panel

Dear

I have written to you on two previous occasions to discuss the attendance of XXX, and a meeting with the Head of Year and Attendance Officer was held with you to discuss this concern. Unfortunately attendance has not improved and is now XXXX%. There is an expectation that children should attend school regularly, therefore you are required to attend an Attendance Panel meeting to discuss XXXXX attendance at Lord Grey Academy. An appointment has been made at ..... on ..... 2020.

The meeting will be chaired by Sarah McVeigh, the Lord Grey Attendance Officer with Mr Page, Vice Principal.

Failure to attend the panel could lead to further involvement of the Senior Attendance Officer (Legal Interventions)

Yours .....

AO

Appendix 4.5 – Attendance letter five – School warning letter

Dear «salutation»

# 1. SCHOOL ATTENDANCE WARNING LETTER

NAME:«chosen\_forename» «chosen\_surname»  
YEAR:«year»

DOB: «date\_of\_birth»

## Lord Grey Academy

I write to advise you that you could face a legal sanction if you fail to ensure that your child attends school regularly and punctually.

During the period                    to                    the school was open for                    sessions                    and                    «chosen\_forename» attended on                    occasions and/or was late after the register on                    occasions. Your child's overall attendance is «percentage\_attendance» %.

Section 7 of The Education Act, 1996 states that you have a legal duty to ensure your child's regular attendance at school; therefore, if your child's attendance does not improve the matter will be referred to the Local Authority who will commence legal proceedings. This could mean, under the terms of the Anti-Social Behaviour Act, 2003, a Fixed Penalty Notice will be issued to you and a fine of £60 will become payable in 21 days or £120 will be payable after 21 days but within 28 days. A Notice could be issued three weeks after the date of this letter, if there is no improvement in your child's attendance or punctuality. This warning is in place for 12 (twelve) schools weeks as set out in the Milton Keynes Code of Conduct for their issue.

Alternatively, the Local Authority will write to you to invite you to an Attendance Interview at your child's school. If there is no improvement after the interview, legal sanctions will commence and you will be invited to a formal caution interview as required by the PACE Act\* which will lead to a prosecution in the magistrates' court under Section 444 (1) or Section 444 (1a) Education Act, 1996: if convicted you will receive a fine of up to £2,500 and/or 3 months imprisonment for an "aggravated" offence or a fine of up to £1000 and a criminal record for a Level 3 offence.

Yours sincerely,

Mr Rob Page

Vice Principal

\*Police and Criminal Evidence Act, 1984

**Appendix 4.6 – GP Stamp form for proof of absence**

To the GP surgery,

I am supporting \_\_\_\_\_ (name of child) and her/his family with school attendance matters.

Please confirm, by surgery stamp, when \_\_\_\_\_ (name of child) attends the surgery to see a GP/nurse.

Thank you,

Sarah McVeigh

Attendance Office, Lord Grey Academy

**Date and time:**

**Surgery stamp**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ (parent/guardian) give my permission for the surgery to confirm that I visited the surgery with \_\_\_\_\_ (name of child) on the above date(s).

Appendix 4.7 – Parent attendance contract



# Attendance contract

## Lord Grey Academy

Meeting date \_\_\_\_\_

<b>Student details</b>	
Name	
Tutor group	
<b>Parent details</b>	
Name	
Address	

- Current attendance \_\_\_\_\_ % from the start of the year to date
- Attendance for the previous week ( w/b \_\_\_\_\_ ) \_\_\_\_\_ %

*Lord Grey Academy sets a minimum attendance target of 96%*

Actions taken	Date	Relevant notes
<b>Informal meeting/conversation</b>		
<b>Attendance letter 1</b>		
<b>Attendance letter 2</b> Head of Year and Attendance Officer meeting		
<b>Attendance letter 3</b> Formal Attendance panel		
<b>Attendance letter 4</b>		
<b>Other actions</b>		

<b>Reasons for previous absence leading to attendance concerns</b>

<b>Agreed actions by Lord Grey Academy to support improved attendance</b>
1)
2)
3)

Has the legal consequences been explained to the parent/carer **Yes / No**

**Section 7 of the 1996 Education Act, states that you have a duty to ensure your child's regular attendance at school. This legislation will be enforced should this warning be disregarded and, as this would constitute an aggravated offence; the LA would seek a prosecution under Section 444(1A) of the act. The penalty for this higher offence is a fine of up to £2,500 per child and/or up to three months imprisonment.**

Attendance targets over the next 4 weeks	w/b (Insert dates)
%	
%	
%	
%	

I / We understand my / our parental responsibility to ensure regular school attendance and I am / we are aware of the possible legal consequences if I / we fail to do so.	
Parent / carer	
Parent / carer	
Student	
Lord Grey Staff	

Review date (must be within 4 weeks). Depending on the improvement it can either be a meeting with the student, a phone call home or another meeting with the parent where the attendance officer is involved

Date of review: \_\_\_\_\_

Recommended next steps following the review (internal use only)