



Attendance Policy

Lord Grey Academy

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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
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

- This policy meets the requirements of the [working together to improve school attendance](#) 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:
 - Part 6 of [The Education Act 1996](#)
 - Part 3 of [The Education Act 2002](#)
 - Part 7 of [The Education and Inspections Act 2006](#)
 - [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
 - [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.

3. School procedures

3.a 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 10.a 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.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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.b 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 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.c 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. 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 10.c Graphical representation of attendance percentage

3.d 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 to school on any two occasions during the school year will be given a C3 detention. If a student is late to lessons twice in a school day a C3 detention will also be given.

Failure to attend this detention leads to time in ISR – Internal Suspension Room 3.00pm until 4.00pm. Failure to attend this leads to a whole day in ISR until 4.00pm. 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.e Truancy during the school day

Internal truancy is defined as being absent from lessons without authorisation but generally remaining on the school premises. All students are expected to follow their individual timetables and to attend all lessons on time and to be ready for learning.

If a student is found to be truanting an appropriate sanction will be applied and home will be contacted.

Continued truancy will lead to further sanctions.

3.f Following up absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the Multi Agency Safeguarding Hub or the Police directly
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

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

See appendix 2: Attendance process

3.g Reporting to parents

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

Parents will be informed of low attendance through the Academy attendance process letters

4. Authorised and unauthorised absence

4.a 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.

Any request should be submitted as soon as it is anticipated, and in accordance with any leave of absence request form, accessible via Student Services. The Principal may require evidence to support any request for leave of absence.

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 have been set outside of the parents control. Proof of this may be required.

Reasons for absence not to be authorised include:

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

4.b 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:

- The 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 regularly 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. The Academy Ethos Team will work with students who regularly truant to improve attendance to lessons

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 may be contacted to discuss the reasons for this. Attendance letter 1, (*Appendix 10.d.i*) 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 10.d.iii*) 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 10.d.iv*) 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 10.d.v*) 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 (*Appendix 10.d.ii*) requesting medical evidence for any future absence can be sent out at any point in this process.

6.a Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence and regularly call home when a student is absent
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Students with complex attendance concerns will be supported initially for a four week period, and if required, followed by a further four week period prior to decisions being made regarding next steps which could include following the attendance process

7. Roles and responsibilities

7.a The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance

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

7.b The Principal

The Principal is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

7.c The Vice Principal (designated senior leader for attendance)

The Vice Principal (Pastoral and Inclusion) is responsible for:

- The strategic leadership of attendance and punctuality
- Meeting with the Attendance Officer weekly.
- Chairing Attendance Panels with the Attendance Officer and parents
- Line managing the Attendance Officer role
- Presenting attendance data to the Leadership team and Governors at regular intervals.

7.d The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual student level
- Benchmarking attendance data to identify areas of focus for improvement
- 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 notice

7.e Heads of Year

Heads of Year will meet with the Key Stage 3 or 4 Assistant Vice Principal (Behaviour and Inclusion) regularly. Students with significant attendance concerns will be discussed and strategies evaluated for attendance to improve

7.f Assistant Heads of Year

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

- Attendance letters will be sent home
- 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.g 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. Form Tutors will also liaise with home to report good attendance.

7.h 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.i 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)

7.j Parents/carers

Parents/carers are expected to:

- Make sure their child attends all scheduled lesson sessions every day and on time
- Call the school to report their child's absence before 8.00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

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

10. Appendix

10.a: attendance codes

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

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

Code	Definition	Scenario
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
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
X01	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

10.b: Attendance process

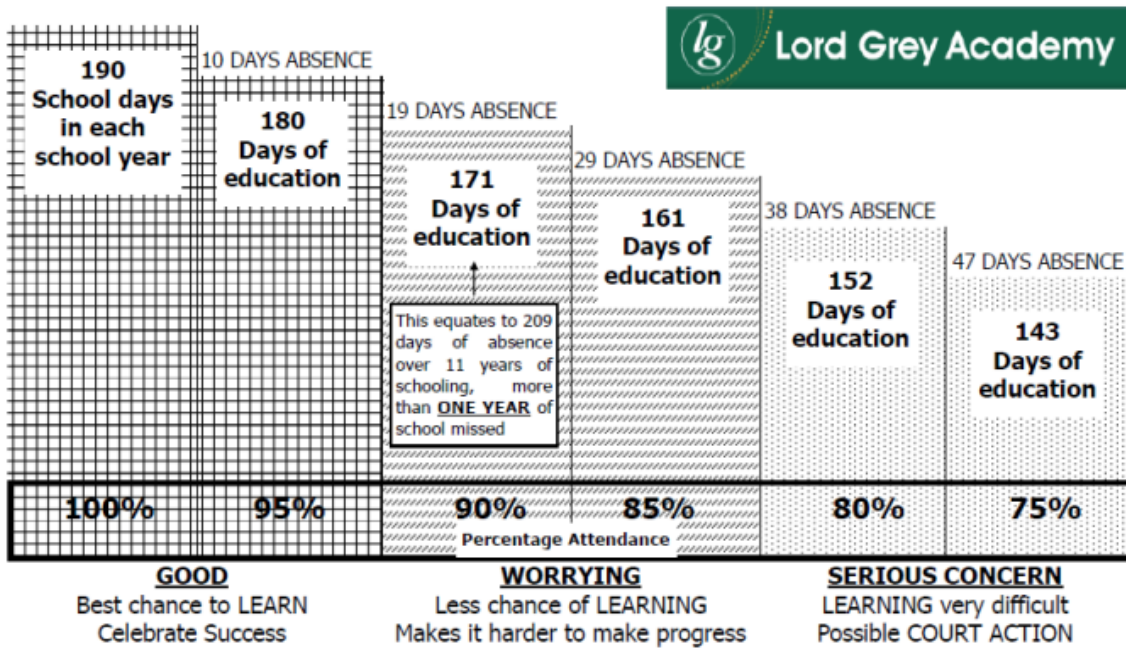
Attendance monitored for all students by Form Tutor	
Attendance concern raised	Monitored for up to two weeks
Attendance falls below <h1 style="text-align: center;">95%</h1>	<ol style="list-style-type: none"> 1. Assistant Head of Year contacts parent/carer. 2. Attendance letter 1 sent (if no appropriate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

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.

10.c 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



10.d Minor Illness and School Attendance Leaflet

Some Common Rules about Illness Absence

Minor illness

If your child is unwell on a school day, please always contact the school in the morning before 9am on 01908 626167 and each following day.

Longer Term Absence

If your child is absent from school for 3 or more days, or is often absent for short spells, the school may ask you to present a doctor's note to verify the reason for absence. A letter from parent is needed when:

- A child has any condition requiring hospital or surgical care.
- The child returns to school with a cast or stitches.
- The child needs restricted PE lessons or playtime activities for more than three consecutive days.

In cases of concern, school or parent can ask for the advice of the school health advisor, who may visit the child either in school or at home.

Good Common Sense

Use good common sense when deciding whether your child needs to stay at home. Work on the basis that sick children belong at home and well children belong in classroom!

Please remember that early morning aches often pass, so don't keep your child at home just in case' when they could be learning in class. If you are not sure, check the guidance in this leaflet. For further advice you could talk to a member of the school staff, on 01908 626110 or your doctor.

Your Contact Details

Please make sure that the contact details the school has are current and up to date. It is important that the school is able to make contact with you during the day if your child is not well enough to stay in school.

Attendance Officers

Attendance.officers@lordgrey.org.uk

Student Services

Student.services@lordgrey.org.uk

Our School Counsellor:

Charlotte.Carron@lordgrey.org.uk

NHS Direct - Tel: 111

(24 hrs for you to find out more about illnesses, operations, tests and treatments)

Website: www.nhs.uk

Minor Illness and School Attendance

A Guide for Parents and Carers



Lord Grey Academy
Rickley Lane
Bletchley
MK3 6EW
Tel: 01908 626110

E-mail: student.services@lordgrey.org.uk



Introduction

In Milton Keynes and Bletchley, all education services work closely together to ensure that children and young people can benefit from all the educational opportunities available to them.

To achieve this aim, we also work in partnership with parents and schools to make sure all our pupils attend as fully as possible.



There has been a steady increase in the number of children missing school due to assumed illness. We need the support of all parents to tackle this trend.

To help avoid unnecessary school absences while promoting child welfare, we have produced this leaflet as a general guide to help parents decide whether your son/daughter is well enough to attend school.

Is My Child Well Enough to Attend School?

Raised Temperature

If your child looks or feels shivery, unusually cold or hot, they may have a raised temperature. This may be due to a variety of reasons. If your child has a high temperature, they should not be in school. A high temperature is 38C or more.

Cold and Cough

A child may attend school with minor cold and cough. But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

Rashes

A rash could be the first sign of one of childhood's many illnesses, such as chicken pox or measles. The rash or 'spots' may cover the entire body or just appear in only one area.

Do not send a child to school with an unexplained rash or skin eruption until you have consulted your doctor.

Minor aches and pains

If your child has a persistent tooth or severe ear ache, they will need to see a dentist or a doctor.

A child whose only complaint is minor headache does not usually need to be kept at home.

Vomiting and Diarrhoea

If you think your child has meningitis, seek help from your doctor or hospital immediately.

If vomiting and /or diarrhea occurs, keep your child at home 48 hours from the last episode.

Consult your doctor if your child does not improve as you expect.

Sore Throat

If your child complains of a slight sore throat and has no other symptoms, they are fit to go to school.

If the sore throat occurs with a high temperature, they need to stay at home.

10.e Attendance Intervention Flow chart

Attendance Intervention Flow chart

- Week 2 Attendance Concerns identified
- Meeting with Parents/ 15 day letter completed sent to LA if appropriate for medical reasons
- 4 Weeks of Attendance Intervention
- Review week 2
- Interim Review 4 and next steps

At Interim review (4 weeks)

- Student has progressed into school full time- NFA
- To commence legal proceedings
- To inform the LA - after exhausting all interventions
- Alternative Education (Central /Bridge west)
- Possible Bespoke Tracker extended for another 4 weeks - maximum
- Review week 6
- Final review week 8 including next steps and a summary letter of interventions

Final review stage, a decision will be made for either of the following

- Student has progressed into school full time- NFA
- To commence legal proceedings
- To inform the LA -after exhausting all interventions
- Alternative Education (Central /Bridge west)

10.f

10.f.i – Attendance letter one

Dear

Re: [name of student] [year] - [reg]

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 [name of student]'s 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

10.f.ii Attendance letter two - Medical evidence request

Dear

Re: [name of student] [year] - [reg] - Absences due to sickness

I am writing to express our serious concern about [name of student]'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 [name of student]'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

10.f.iii Attendance letter three - Head of Year and Attendance Officer Panel

Dear

Re: [name of student] [year] - [reg]

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 [name of student]'s 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 into 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

10.f.iv Attendance letter four – Attendance Officer and Vice Principal Panel

Dear

Re: [name of student] [year] - [reg]

I have written to you on two previous occasions to discuss the attendance of [name of student], 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 XX%. There is an expectation that children should attend school regularly, therefore you are required to attend an Attendance Panel meeting to discuss [name of student]'s attendance at Lord Grey Academy. An appointment has been made at on 2023.

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 sincerely

AO

10.f.v Attendance letter five – School warning letter

Dear

1. SCHOOL ATTENDANCE WARNING LETTER

Re: [name of student] DOB: Year: - 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 [name of student] attended on ... occasions, and/ or was late after the register on ... occasions. Your child's overall attendance is XX%.

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) school weeks as set out in the Milton Keynes Code of Conduct for this 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

10.g GP Stamp form for proof of absence

To the GP surgery,

I am supporting [name of student] and their family with school attendance matters.

Please confirm, by surgery stamp, when [name of student] 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).

10.h Parent attendance contract

Attendance contract - Lord Grey Academy

Meeting date _____

Student Details			
Name			Tutor Group
Parent Details			
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
Informal meeting/ conversation		
Attendance letter 1		
Attendance letter 2 Medical proof		
Attendance letter 3 Head of Year and Attendance Officer meeting		
Attendance letter 4 Formal Attendance interview		
Attendance letter 5 School warning letter		
Other actions		

Reasons for previous absence leading to attendance concerns

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Agreed actions by Lord Grey Academy to support improved attendance

- 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)

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12. Change Log

Date	Change	Made by
9 November 2021	Lateness detention process added	R L Page
14 December 2021	Refocus renamed as ISR – Internal Suspension Room	R L Page
11 January 2022	AHoY to send letters 1-2 home	R L Page
September 2022	Lateness process updated	R L Page
July 2023	Updated relative to new guidance and reviewed LGA processes	R L Page