



St Brendan's RC Primary School

Attendance Policy

**Love life,
Love learning,
Achieve together in God's love.**

Statement of intent

St Brendan's RC Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents/carers.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents/carers.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents/carers follow the framework set in section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The Law

The parent/carer is responsible for:

- Ensuring your children receive full time education
- Their regular and punctual attendance at school

As the parent you are committing an offence if you fail to make sure that your child attends school regularly and the absence is unauthorised by the Headteacher, even if they are missing school without your knowledge.

If you fail to ensure your child's regular attendance at school the Local Authority may issue a penalty notice or instigate legal proceedings for an offence under section 444 of the Education Act 1996.

What is regular attendance?

In April 2017, the Supreme Court held that attending school "*regularly*" means attendance in accordance with the rules prescribed by the school and not "*sufficiently frequent attendance*". This means that a child must attend school on every day that the school requires him or her to do so and failure to do this may lead to the commission of an offence.

Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The Head Teacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents/carers are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents/carers with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the Local Authority of any pupil being deleted from the admission and attendance registers.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents/carers are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed.
- Not attending school for any reason.

Authorised absence:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Unauthorised absence:

- Parents/carers keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason.

Parent

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children's Act (1989)
- Any person who, although not a natural parent, has care of a child or young person

Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents/carers and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:40am, and pupils will be in their classroom, ready to begin lessons at this time.

Registers will be taken as follows throughout the school day:

- The morning register will begin at 8:40am.
- The morning register will close at 8:50am. Pupils attending between 8:51am and 9:20am will receive a mark (L) to show that they were on site, but attended after the register closed.
- Pupils arriving after 9:20am will receive an unauthorised present mark (U).
- All pupils attending school after registration closes must be accompanied by an adult to sign in at the front office.

- The afternoon register will be taken at 13:10pm. Pupils will receive the relevant mark of absence if they are not present.

Absence procedures

Parents/carers are required to contact the school office via telephone before 8:40am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent/carer has not contacted the school by the close of the morning register, a member of the school office will contact the parent/carer by text message to remind them that they need to contact school. If no contact is made, a follow up phone call will be made to enquire further about the child's absence.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If a child is absent for 5 days or more the school reserves the right to request supporting evidence to confirm the authenticity of the illness.

In the case of PA, arrangements will be made for parents/carers to speak to the Head Teacher.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the Local Authority have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Attendance monitoring procedures (Appendix A) will be followed to ensure that pupils' attendance meets the expected standard, and effective intervention are provided where pupils' attendance falls below 96 percent.

Attendance register

The school currently uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. We also use Aspire to analyse and track attendance data.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved appointment
- Attending an educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival
- C = Other authorised circumstances
- E = Excluded but no alternative provision made
- H = Authorised Family holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- C = Other authorised circumstances
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school or Covid-19 related
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Every entry received into the attendance register will be preserved for three years.

Authorising absence requests

Parents/carers will be required to request certain types of absence in advance. All requests for absence will be handled by the Head Teacher – the decision to grant or refuse the request will be at the sole discretion of the Head Teacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The Head Teacher’s decision is not subject to appeal and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents/carers to complete an electronic absence request form (which can be obtained via the school office) at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's current attendance record will be taken into account. Where the absence is granted, the Head Teacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave of absence will automatically not be granted in the following circumstances:

- Immediately before and during statutory assessment periods.
- Where a pupil's current attendance is 90 percent or below (current academic year).

If a term-time leave of absence is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

More information regarding penalty notices can be found in the Local Authority's ***Code of Conduct – Education Fixed Penalty Notices*** the Local Authority ***School Attendance and Penalty Notices Information for parents and carers*** which can be found on the policy section of our school website.

Illness and healthcare appointments

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the Local Authority which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the Local Authority who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the Local Authority issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and

- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the Local Authority; and
- For not more than five hours on any such day.

Where a licence has been granted by the Local Authority and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the Local Authority, it is at the discretion of the Head Teacher to authorise the leave of absence for each day. The Head Teacher will not authorise any absences which would mean that a pupil's attendance would fall below 90 percent. Where a licence has not been obtained, the Head Teacher will not authorise any absence for a performance or activity.

Religious observance

Parents/carers will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents/carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents/carers would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Sporting events, music/dance/drama exams and competitions

Parents can request leave absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the Head Teacher's discretion and the length and frequency of absence(s) will be taken into account.

Permission for your child to arrive late or leave early in order to attend coaching or an event is also at the discretion of the Head Teacher and is unlikely to be approved if it would occur regularly.

Where a pupil's current attendance is 90 percent or below (current academic year) leave of absence will automatically not be granted.

Gypsy, Roma and Traveller absence

Where a pupil's parent/carer belongs to a community covered by this code and is travelling for occupational purposes, the parent/carer will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans that have been implemented. The school will secure additional support from external partners to help where appropriate.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the Local Authority if a pupil is likely to be away from the school for more than 15 school days.
- Provide the Local Authority with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Using an external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the Head Teacher, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.

- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents/carers when attendance hits 90 percent or below. This will be attached to CPOMS.
 - Having a weekly review.
 - Engaging with Local Authority attendance team.
 - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with parents/carers to improve attendance

The school will work to cultivate strong, respectful relationships with parents/carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents/carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education. Parents/carers will be made aware that this means their child must attend school every day.

The school will regularly inform parents/carers about their child's levels of attendance, absence and punctuality, and will ensure that parents/carers are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Head Teacher will work collaboratively with the parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, school work the Head Teacher will work with relevant school staff to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Head Teacher will liaise with any relevant external agencies or authorities, e.g. children's social care or the Local Authority, and will encourage parents/carers to access support that they may need.

Persistent Absence (PA)

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will work with the Local Authority and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the Head Teacher will consider:

- Holding a formal meeting with parents/carers and the school's point of contact in the School Attendance Support Team.
- Working with the Local Authority to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Head Teacher will issue a fixed penalty notice in line with the Local Authority's code of conduct – Education Fixed Penalty Notices.

Where attendance still does not improve following a fixed penalty notice, the school will work with the Local Authority to take forward attendance prosecution as a last resort.

A copy of the Local Authority's **Code of Conduct – Education Fixed Penalty Notices** the Local Authority **School Attendance and Penalty Notices Information for parents and carers** can be found on the policy section of our school website.

Monitoring and analysing absence

The Head Teacher will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

St Brendan's RC Primary will collect data regarding punctuality, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The Head Teacher will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The School Administrators will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Head Teacher will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, and will support the Head Teacher in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance

- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the Head Teacher and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 to 100 percent.

Attendance Rewards

We celebrate 100% attendance each term and at the end of the academic year by awarding every child a certificate.

Appendix A

Attendance Monitoring Procedures

St Brendan's RC Primary has the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

The office administrator generates an up-to-date detailed half termly report (this can be generated weekly if required).

Attendance is discussed by classroom teachers in the weekly briefing meeting.

Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the Head Teacher.

Contact is made with parents/carers on the first day of absence for any pupil's absence not reported. If school staff are unable to contact by the family then a member of the SLT/Head Teacher will conduct a home visit. If there is no contact, then safeguarding procedures will be followed.

'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the office administrator daily.

Contact is made to the parents/carers of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.

1. If a pupil's attendance falls below 96 percent, a letter (Appendix B) is sent home raising concerns that their attendance has fallen below the school's expected standard. Their attendance will then be monitored.
2. If a pupil's attendance falls below 90 percent, a letter (Appendix C) is sent home explaining that the pupil's attendance is now being formally monitored and if it does not improve they will be invited to attend a Family Attendance Meeting with the Head Teacher.
3. If a pupil's attendance fails to improve, the Head Teacher will invite the parent/carer to attend a meeting to discuss how best we can support the child's lost learning time and how we can work together to support them with improving their child's attendance. A Family Attendance Agreement (Appendix D) is completed.
4. After the monitoring period, if targets are met, a letter is sent home from the Head Teacher to recognise the pupil and their parents/carers on the improving attendance. Monitoring and communication with the parents/carers continues until attendance stabilises to 96 percent or above.
5. If targets are not met, the Head Teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established
6. If there are no improvements/ non-engagement, this may progress to a legally binding Education Supervision Order in the Family Court. The case could be considered for attendance prosecution in the Magistrates Court (or a FPN for irregular attendance).
7. Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful, the case will be considered for S17 or S47 statutory social care involvement.



Child's name:

Attendance: %

Sessions missed:

Cause for concern about your child's attendance

Dear Parent/Carer,

I am writing to advise you that _____'s school attendance is beginning to cause concern as it has fallen to _____. This is now below 96%, the school's expected standard, and as a result, we are becoming concerned that _____ is missing a significant part of their learning. Good attendance is also an important part of building friendships. I have enclosed a copy of the attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware is a legal requirement.

I will continue to monitor _____'s attendance.

If there are any particular circumstances that the school may not be aware of which is having an influence on _____ attending school regularly, please do not hesitate to contact me.

If you would like to discuss this matter, please do not hesitate to contact the school office to arrange an appointment.

Yours sincerely,

Mrs Brindley
Head Teacher

Descriptor	Threshold Attendance	Actual Attendance	Whole Days of Absence	Learning Lost Hours
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85

Significant Cause for Concern	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190



Child's name:

Attendance: %

Sessions missed:

Dear Parent/Carer,

Significant/serious/critical concern about your child's attendance

Each year, we set high standards and expectations for the attendance and punctuality of all our pupils in order to ensure all pupils have the best chance to develop, build friendships and progress academically. Poor attendance rates are known to have an impact on academic achievement.

I am writing to express my concern regarding _____ high levels of absence from school. Your child has so far been present for only % of school days this academic year. While these absences were authorised, they still have the same consequence of your child missing education.

I have enclosed a copy of the attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

The wellbeing and educational progress of our pupils is our priority, and we believe that your child's regular attendance is hugely important in enabling them to succeed at school.

Should _____'s attendance not improve, you will be required to attend a Family Attendance Meeting with myself to discuss how best we can support your child's lost learning time and how we can work together to support you with improving your child's attendance .

Yours sincerely,

Mrs Brindley
Head Teacher

Descriptor	Threshold Attendance	Actual Attendance	Whole Days of Absence	Learning Lost Hours
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75

	91%	173 days	17	85
Significant Cause for Concern	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190



Family Attendance Agreement

Date/time of meeting:	
Venue:	St Brendan's R.C. Primary School

Pupil name/s:	
Date of birth:	
School:	
Year Group:	
Current Attendance:	

Present at meeting:	
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Action agreed
EXAMPLES OF ACTION AGREED: • Pupil will arrive at school by 8.45 a.m. every day. • Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return. • Parent will provide medical evidence for every sickness absence pupil may incur. • Are any issues preventing pupil from attending regularly, school staff will be informed? • Daily reward system in place

Attendance target:	96%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Family Attendance Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative

..... Other Agency

Document History

Date	Amendments
July 2023	Original Document
August 2024	Updated in accordance with the National Framework from 19 August 2024
September 2025	To be reviewed