

St Mary's Catholic Primary School



Attendance Policy



Attendance Policy 2022-23



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1. Principles

St. Mary's Catholic Primary 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.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

The Education Act 1996 Part 1, Section 7 states:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

- (a) to age, ability and aptitude and
- (b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise."

2. Our Rationale

- To demonstrate a strong whole school attendance ethos
- To have a clear known policy on absence
- To have effective systems in place for monitoring attendance
- Use attendance data and other information to improve school and student performance
- To promote the importance and legal requirements of good attendance to pupils and their parents and carers
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- To have support systems in place for vulnerable pupils
- To reward and celebrate good and improved attendance
- Make best use of additional support for pupils and parents with greatest need to have a system in place for registration in the event of an emergency evacuation

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Registration – school begins at 8:45am pupils are electronically registered via SIMS.

3. Lateness

Any student arriving after 8:45 will be recorded as late unless an explanation given is accepted as grounds for authorising the late arrival. Pupils who are late can only enter school via the main door due to the closure of security gates.

All children who have a pattern of lateness will meet with a member of SLT (attendance lead) who will remind them about the importance of being early or provide some advice on how to get to school earlier. Failure to improve attendance patterns will result in the school Attendance Lead meeting with parents – normally during parent consultations.

4. Procedures for Challenging Attendance

Any child who is absent from school must have their absence recorded as being Authorised or Unauthorised. Only the Headteacher or a member of staff acting on their behalf can authorise absence (see attendance registration codes).

5. First Day Absence

For the first day of absence parents are requested to inform the school by telephone or email. If a phone call or email is not received, then the administrative officer responsible for attendance will contact the parents by telephone to request the reason or to verify that they are aware of the absence. The subsequent information is then transferred to the register by the administrative officer. If contact can not be made with the parent(s), the school may phone other contacts listed on the school record to ascertain reason for the absence.

6. Fifth Day Absence

If there has still been no contact from parents, then Mrs Davis (SLT: attendance lead) will alert the Headteacher who will decide a course of action, which may include a 'BCC Headteacher concern letter' (appendix H) and/or a safe and well visit.

7. Ten Days Absence

It is good practice for schools to inform their local authority of patterns of absence where they have concerns or feel it is appropriate regardless of whether the absence is authorised or unauthorised. Regular patterns or long periods of absence can identify that a child has other needs which would benefit from the authority's intervention. For example, schools and local authorities have a duty to provide education for children with medical needs.

Any student who is absent without an explanation for ten consecutive days will be referred to the Local Authority Attendance Team (this is a legal requirement). The school will include details of action that they have taken. They must also inform the authority of every student who fails to attend regularly which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 days continuous absence.

8. Frequent Absence

It is the responsibility of all staff to notify SLT of any emerging attendance concerns. All staff members can access a pupil's attendance data on SIMS.

Attendance data is reported at Full Governing Body meetings as part of our Safeguarding report and is reviewed regularly in pastoral meetings. Data for children's attendance falling below 90% is highlighted. Data may be highlighted, if there is a significant cause for concern, for such groups as: Gender, SEN, 'Looked after Children', Free School Meals, and English as an Additional Language.

The Attendance Lead is responsible for following BCC Missing in Education Procedures.

9. Truancy

Although rare, truancy should be picked up on immediately via electronic registration. If a member of staff has concerns regarding an absent student they need to contact the Attendance Officer. Parents will be informed and if appropriate the Police informed.

10. Medical / Illness

If a child is sent home during the school day (after lunchtime registration) due to illness, that day shall not be counted as a statistical absence; however, if a child leaves before the afternoon registration, that afternoon is recorded as 'I' (illness) as are any consecutive days off following this (which need to be confirmed by the parent daily) and is included in the statistical absence record.

Pupils who are persistently absent may be asked to provide medical evidence when absent through illness. If evidence in form of a doctor's note, an appointment card or a copy of the prescription is not provided then the school will mark all further absence as unauthorised.

11. Holidays in Term Time

Holidays taken during term time are discouraged. They will be unauthorised except in exceptional circumstances. The Headteacher will consider individual requests and check whether pupils are meeting their academic targets and also their attendance record to date. Where absence has been granted, the absence will be recorded as authorised absence – all others will be recorded as unauthorised absence using the registration code 'G'.

12. Attendance Rewards

The school rewards attendance in the following ways: - the winning class for best attendance is highlighted in the school newsletter and rewarded with a trophy in our Gospel assembly. Pupils who have good attendance are given a termly award, and those who achieve 100% attendance, up to and including the last day of term, will be rewarded with a very special certificate. No exceptions will be made for known long term health conditions.

We promote good attendance and share attendance with parents termly during our parent consultation meetings and as part of our end of year reports. The school uses a traffic light system to measure the impact of attendance: -

How Good Is Your Attendance

Attendance %	<u>Missed Education</u>		Impact
	Equivalent Days	Equivalent Weeks	
96 – 100% Green			Your child is taking full advantage of his/her learning!
85 – 95.9 % Amber	9 – 19 days	2 – 4 weeks	Satisfactory. Your child will need to spend time catching up with their work.
	19 – 29 days	4 – 6 weeks	Your child is in danger of underachieving and will need your help and support to keep up with his/her learning.
	29 – 38 days	6 – 8 weeks	Your child's poor attendance will be having a significant impact on his/her learning.
Below 85% Red	38 days plus	8 weeks plus	Your child is not getting a wide and varied education. You are in danger of being prosecuted.

13. Safeguarding Procedures

All staff must be alert to pupils at risk who are missing in education. Concerns should be immediately directed to the Designated Senior Lead (DSL). No child should be removed from the school roll until they are registered with another education establishment OR parents/guardians have officially taken the alternative route of Home Education OR the family are re-locating abroad. Parents are required to meet with the Headteacher stating their intention to re-locate abroad. For children who are going to be educated within the UK the *Pupil Movement Form/In-Year Notification of Pupil Movement* form is completed and sent into the LA – School Admissions Dept.

This policy was adopted by Governors in September 2021. This policy is due to be reviewed in July 2022.

DfE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated Off Site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence
H	Family holiday (agreed)	Authorised Absence
I	Illness (NOT medical or Dental etc appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical / Dental Appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registration closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non- compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

NB: COVID – during the time of the pandemic – additional reasons have been added to the following codes to support those who may be infected or isolating: I = those off due to test (and awaiting results) for C-19; X = those isolating.

Appendix A: Attendance Monitoring and Sanctions

St. Mary's Catholic Primary has adopted the following attendance monitoring & sanctions, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Weekly, termly and annual attendance is monitored by SLT, via the School SIMS system. Any patterns of absence are identified. Lateness (recorded by Office Staff) is also reported and trends identified.
2. Any attendance/punctuality trends noticed by classroom teachers are passed to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the member of SLT responsible for attendance.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls to 90%, the member of SLT responsible for attendance speaks to the parent of the pupil to discuss any issues or problems to ascertain how the school can help to improve their attendance.
6. Consistent lateness is also discussed with the parent.
7. If a pupil's attendance falls below 90%, for reasons other than acute illness (as known by the school) or authorised absence, parents are informed that their child's attendance is being monitored.
8. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the member of SLT responsible for attendance and classroom teacher who set targets for the child.
9. The targets are monitored for a further two-week period and attendance is expected to stabilise at 94%.
10. However, if attendance does not improve, the school is responsible for referring the parents to the Local Authority which may prosecute parents in the Magistrates Court. A Penalty Notice is an alternative to such a prosecution.



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Headteacher: Miss L. J. Price M.Ed.



Appendix B: Outstanding unexplained absence letter

Dear parent/carers

Student name and class

It appears from our records that has been absent from school since . We have not heard from you regarding this absence and have not been successful in contacting you to discover the reason why.

It is very important that parents inform the school by telephone, letter or personal visit, of any absence on the first and each subsequent day that your child is absent.

There is a twenty-four hour answer line available for all pupil absences to be recorded on. Please call the school number and LEAVE A MESSAGE so that Mrs Shepherd can pick it up and inform the class teacher and record officially.

I would also be obliged if you would complete the form below and return it as soon as possible to Mrs Shepherd in the school office.

Yours sincerely

L. Price

Miss Louise Price

Headteacher

.....

Please Return to Mrs Shepherd via the School Office

Child's name _____ Class _____

Reason for absence:

Parent's Signature



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Appendix C: Persistent Lateness



Dear parent/carer

Student name and Form

Our records show that has been late for school on _____ occasions so far this term.

It really is most unacceptable that your child is learning poor habits as well as disrupting his/her own and his/her peers' education. Lateness after registration is marked as unauthorised absence for that session

i.e. morning or afternoon. You should be aware that the LA has the power to prosecute parents for failing to ensure that their child attends school.

Please call the School Office to arrange to meet the member of SLT responsible for attendance, Mrs Davis, to discuss your child's lateness and what you can do to remedy this unacceptable situation.

Yours sincerely

L. Price

Miss Louise Price

Headteacher

Parent's Name(Please Print)

Parent's Signature





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FOR THE PARENTS OF

Thank you for providing the information above. Your request for absence from school for your child has been considered and will be recorded as:

AUTHORISED [] UNAUTHORISED []

Signed *L. Price*

Headteacher



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Appendix E – School Attendance Letter BCC



School Attendance – a very important message for all parents/carers

September 2021

Please Read

Insert Date

Dear Parent/Carer,

This is an important update about school attendance for the 2021/22 academic year. St Mary's Catholic Primary School is working in partnership with parents and Birmingham City Council to ensure all children return to school following a difficult previous year. We would like to thank parents for the work you have done in ensuring your children received education during that time.

It is now vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. We also know that when not in school, children missed being with their friends and the wider social aspects of school.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. ***Therefore, the government has confirmed that school attendance continues to be compulsory.***

This means that (unless parents are formally notified of new lockdown arrangements where schools are closed or a child is required to self-isolate), the usual rules on school attendance apply, including:

- parents' duty to send their child/children to school regularly where they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the option for local authorities to again consider the use of legal sanctions, including penalty notices and prosecution in court.



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If you are worried about your child/children attending school the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with health and council teams who may also be able to help if needed.

Please note that, given the disruption to children's education caused by the pandemic, requests for leave during term time are unlikely to be authorised by the Head Teacher.

Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

No school or local authority wants to take legal action. Every attempt to resolve parents' concerns and improve a child's attendance will be made before any formal legal action, which may include a penalty notice or court action, is instigated.

However, where all efforts fail and parents fail to ensure their child attends school regularly, legal action may be considered.

After so much disruption to children's education over the past year, the most important thing is that the school and parents work together to get children back into school. The school is ready to listen so please contact them if you have any worries and they will try to help you. There is also information for parents and carers on attending school during the pandemic here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Additionally, Birmingham City Council provides online information and guidance to parents on school attendance which you can access here:

https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents

We wish you and your child/children all the best for the new academic year.

Kind regards

Education Legal Intervention Team
Birmingham City Council

L. Price

Miss Louise Price

Headteacher



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Appendix F – Punctuality Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School_name» School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. If you have other concerns about your child or other difficulties you would like support with,



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please contact the school who may be able to assist in the form of an Early Help Assessment.

Your child's punctuality must now improve or the school may have no option but to take further action against you.

If you call and I am not available please leave a message and telephone number.

Yours sincerely,

L. Price

Miss Louise Price
Headteacher



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Appendix G – Medical Absence and no Authorisation Letter

Ref:

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

Your child's poor attendance at school this year is causing serious concern as **he/she** has been absent for **number** of sessions out of a possible **number** of sessions. This will make it much harder for your child to achieve good results in their school work. **Most/All** of the absence has been due to illness or for medical reasons.

Unfortunately, due to the high levels of absence from school, **the Head Teacher can no longer authorise any absence for medical reasons unless supported by medical evidence**. If you have concerns about your child's health and wellbeing, we are able to make a referral to the School Nurse with your consent if we haven't done so already. High levels of illness absence may also warrant a discussion with your GP to rule out any underlying medical conditions and we would urge you to make an appointment at the earliest opportunity.

Should **Pupil's name** have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Head Teacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes



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- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

Doctors or GP 'sick' notes are not required. Please do not request these from your GP as s/he will not be able to provide one.

Please be aware that telephone calls and handwritten notes from a parent/carer are **not** acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an Early Help Assessment.

If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely,

L. Price

Miss Louise Price

Headteacher



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Appendix H – Head Teacher Concern Letter

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently and to inform the school. If your concerns relate to Covid-19 we can provide support and advice. If there are other difficulties affecting your ability to ensure your child attends school regularly that you would like support with, we may be able to help and offer an Early Help Assessment so please contact us urgently to arrange a meeting.

If you wish to discuss the contents of this letter or your child's attendance please contact the school. If you call and there is no one available, please leave a message and contact telephone number.

Yours sincerely,

L. Price

Miss Louise Price

Headteacher



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Appendix I – Attendance Support Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I'm writing to you to express concern about **«ChildFirstName»** attendance in school.

Unfortunately, despite our best efforts to support you, including inviting you to a school attendance review meeting, it appears that **«s/he»** still has unauthorised absence from school.

We have been advised to notify the local authority of our concerns. Therefore, someone from the Education Legal Intervention Team will be in contact with you shortly. I would urge you to use the opportunity to discuss your concerns with the officer in order to resolve matters without the need for legal action to be instigated, and to ensure your child has no further unauthorised absence.

Section 444 of the Education Act 1996 states that: *'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

In the meantime, I look forward to seeing **«ChildFirstName»** in school more regularly from now on.

I hope this is helpful to you.

Yours sincerely,

L. Price

Miss Louise Price

Headteacher



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Appendix J – Invitation to School Attendance Review Meeting

Ref:

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

FAST-track to Attendance Invitation to a School Attendance Review Meeting

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»**

There have been continuing difficulties concerning the attendance of your child «ChildFirstName» «ChildLastName» at «SchoolName».

To assist you, the school have tried to engage with you to offer additional support such as Early Help to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a formal School Attendance Review Meeting has been arranged at «SchoolName» on «AppointDate» at «AppointTime».

Use this paragraph for secondary schools only delete for primary school child. If you feel on an individual basis that a primary school child would benefit from attending the meeting with their parents please leave the paragraph in

«ChildFirstName» should be in school and can join us for the meeting. If «ChildFirstName» is not in school please bring «ChildFirstName» with you.

It is very important that you attend. Your co-operation is essential.

This meeting is an opportunity for you to discuss any matters of concern. If you now require Early Help, you must attend the meeting after which an assessment can be arranged.

Failure to attend this meeting and further unauthorised absence could result in you being prosecuted in court or a penalty notice being issued.



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I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number.

Yours sincerely

L. Price

Miss Louise Price

Headteacher



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Appendix K – School Attendance Review Meeting – Record Sheet

School Attendance Review Meeting Record Sheet

(If the parents/carers do not attend, please go straight to page 7 and complete the sheet)

Meeting held on:

At:

Attended by:

.....
.....
.....

IMPORTANT: Before we start the meeting, do you, your child or any member of your household currently have symptoms of Covid-19?

Y ☐ N ☐

If yes, and the meeting is being held in person, you must end the meeting and check that the family is following the most current advice from Public Health England and the Department for Health and Social Care. The family must be advised to seek an urgent Covid 19 test and provide the school with a copy of the test outcome as soon as it is available.

Introduction

Thank you for attending this School Attendance Review Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence. (if there is more than one child in the family, record information on separate sheets from page 2 onwards).

Child Name.....	Child Name.....
DOB.....	DOB.....
Address.....	Address.....
.....
.....



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Parent/Carer Name DOB Address Relationship to child/ren	Parent/Carer Name DOB Address Relationship to child/ren
--	--

If only one person attends the SARM:

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name

DOB.....

Relationship to child/ren:

.....

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren's education etc)

.....

.....

.....

“You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible.”

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)



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1. Have you or any of your family had Covid 19? If yes what happened?

.....
.....
.....
.....
.....
.....
.....

2. Are there any members of your household who were previously shielding? If so, now that shielding has ended, is that related to your children's non attendance in school?

.....
.....
.....
.....

3. Has your child been too ill to attend school for reasons other than Covid-19 on some or all of these periods of absence? (Show copy of attendance printout)

Y ☐ N ☐

If yes:

What illness has the child had?.....
.....
.....

Have you taken your child to a GP or Consultant?

Y ☐ N ☐

What advice did they give you?.....
.....
.....

Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor's note (not required), medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y ☐ N ☐



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If a doctor has not been consulted, why not?

.....
.....

Do you consent to a school nurse referral if needed?

Y ☐ N ☐

If yes, what is the name of your child's GP and which surgery are they registered with please?

If no, what is the reason for this?

.....
.....
.....

4. Are any other agencies or professionals (involved with) working with your family?

Y ☐ N ☐

If yes, who are they and what work are they doing with your family?

.....
.....
.....

5. Has your child been bullied?

Y ☐ N ☐

If yes, who have you reported this to in School and what action was taken?

.....
.....
.....

If this has not been reported, why not?

.....
.....
.....

Is this matter now resolved?

Y ☐ N ☐



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6. What actions have you taken to get your child to attend School?

.....
.....
.....
.....

7. Are there **any other reasons at all**, such as difficulties at home, housing problems, illness or disability issues, relationship or behaviour difficulties etc., which you think may be affecting your child's ability to attend School regularly?

Y ☐ N ☐

If yes, could you please outline the difficulties the family is experiencing?

.....
.....
.....
.....

Would you like some assistance from relevant services in order to help to resolve these difficulties via an Early Help Assessment?

Y ☐ N ☐

8. Are there **any travel issues affecting your** child attending School regularly?

(Discuss transport arrangements at this point if pupil is in receipt of home / school transport)

.....
.....
.....
.....



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Action Plan

"We are now going to agree on an Action Plan."

(All paperwork must be legible and signed, photocopied and a copy given to each parent at the end of the meeting - all 5 pages of this document. Send a typed copy of the Action Plan if writing is not easy to read).

Actions by parent/carer

- Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. (If the parent is required to hand the child over to a member of staff / School Reception, please record arrangements here:)
.....
.....
- Contact school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a relevant professional, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**
- Contact the school if your child is experiencing any difficulties preventing regular attendance.

Any other actions agreed;

.....
.....

Actions by School

- To respond to parental contact promptly.
- To continue to monitor attendance.



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- To complete Early Help assessment (*delete as appropriate*)
- To complete a school nurse referral (*delete as appropriate*)
- To **only** authorise absence due to illness when provided with medical evidence. (Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).

Any other actions agreed:

.....

.....

"Is there any further support we can offer you?"

Y ☐ N ☐

.....

.....

.....

Statement

I must advise you that any further unauthorised absence is likely to lead to legal action.

The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents' responsibility to ensure their child attends school regularly.

Statement read to the parent(s) Y ☐ N ☐

School representative

Signed.....Dated.....

Parent Statement

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer.....Signed..... Dated.....

Parent/Carer.....Signed..... Dated.....



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'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.

Have copies of the School Attendance Review Meeting Record Sheet been given to the parent at the end of the meeting?

Y ☐ N ☐



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**School Attendance Review Meeting - Record sheet to be used when parents don't attend
the SARM**

Meeting held on:

At:

Child Name DOB Address	Child Name DOB Address
Parent/Carer Name DOB Address Relationship to child/ren	Parent/Carer Name DOB Address Relationship to child/ren

Did the parents notify you that they couldn't attend the SARM? If yes, what was the reason given?.....
.....
.....
.....

Did the parents request the meeting be re-arranged? Y ☐ N ☐

Rearranged date and if the parents attended:

.....
.....
.....
.....



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Appendix L – Formal Warning Notice

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Fast-track to Attendance Formal Warning Notice

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»**

DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

Your child/ren, «ChildFirstName» has/have been identified as having poor attendance at «SchoolName».

To assist you, the school have tried to engage with you to offer additional support such as Early Help etc.; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child's attendance.

Despite this, there is now a significant amount of unauthorised absence. Section 444 of the Education Act 1996 states that: *'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

This is a formal warning notice advising you that the Local Authority may consider issuing a penalty notice/taking legal action against you should there be any further unauthorised absence.

To avoid this you **must** prevent any further unauthorised absence. You are reminded that you need to provide medical evidence in order for the school to authorise any illness absences. Details of the medical evidence required is included on the attached leaflet.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities.



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Most attendance problems can be sorted out by parents. **If your child/ren is/are having any difficulties please contact the school immediately and ask for an Early Help assessment.**

Yours sincerely,

L. Price

Miss Louise Price

Headteacher