

# St Mary's Catholic Primary School



## Attendance Policy



# St Mary's Catholic Primary School

## Attendance Policy 2024-26



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## 1. School Mission

At St Mary's Catholic Primary School our Mission is:

TO LOVE GOD ABOVE ALL THINGS  
BY  
LEARNING TOGETHER  
LOVING OURSELVES  
LOVING EACH OTHER  
LOVING ALL PEOPLE  
LOVING LIFE ITSELF  
AND  
CONSTANTLY STRIVING FOR  
EXCELLENCE  
WORTHY OF OUR GOD GIVEN GIFTS.

## 2. 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.”

## 3. 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
- To provide early intervention and work 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

- To 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 The Education Act 1996 Part V1, Section 444 and contains the details of when an offence is committed if a child fails to attend school.*

#### 4. Legal Framework

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

#### 5. Roles and Responsibilities

##### 5.1 The governing body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents

- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

## 5.2 The headteacher

The headteacher is responsible for:

- The 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, and/or authorising the designated senior leader responsible for attendance to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

## 5.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs A. Davis and can be contacted via 0121 464 2141 or [enquiry@stmaryrc.bham.sch.uk](mailto:enquiry@stmaryrc.bham.sch.uk)

## 5.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs A. Davis and can be contacted via 0121 464 2141 or [enquiry@stmaryrc.bham.sch.uk](mailto:enquiry@stmaryrc.bham.sch.uk)

## 5.5 Class teachers

- Class teachers are responsible for using SIMS to record attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Staff must notify SLT of any emerging attendance concerns.

## 5.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Phone and/or email parents to obtain a reason for absence when a reason has not been provided
- Transfer calls from parents/carers to the senior leader with responsibility for attendance in order to provide them with more detailed support on attendance

## 5.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9am 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
- Seek support, where necessary, for maintaining good attendance, by contacting the designated senior leader responsible for attendance: Mrs A. Davis via 0121 464 2141 or [enquiry@stmaryrc.bham.sch.uk](mailto:enquiry@stmaryrc.bham.sch.uk)

## 5.8 Pupils

Pupils are expected to:

- Attend school every day, on time
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attended breakfast club
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

## 6. Recording attendance

### 6.1 Attendance register

- We keep an attendance register using SIMS.
- We take our attendance register at the start of the school day and after lunch break too.
- Pupils must arrive in school by 8:45am on each school day.
- The register for the first session will be taken at 8:45am and will be kept open until 9:00am.
- In YR/KS1, the register for the second session will be taken at 12:30pm and will be kept open until 12:45pm.
- In KS2, the register for the second session will be taken at 1:30pm and will be kept open until 1:45pm.

*See appendix A for the DfE attendance codes used.*



## 6.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office. Parents are expected to maintain contact with the school throughout the absence.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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/carers will be notified of this in advance.

## 6.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents should show their child's appointment card/confirmation text or email to the office staff who will note on SIMS that evidence of the child's appointment has been seen.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. (Go to section 7 to find out which term-time absences the school can authorise).

## 6.4 Lateness and punctuality

The gates open at 8:30am and close at 8:45am.

Registration is at 8:45am.

School registration closes at 9:00am.

Where a pupil arrives between 8:45am and 9:00am, this will be classed as an authorised late absence (code L as per DFE compulsory attendance codes – see appendix A).

Where a pupil arrives after the register closes (after 9am), this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes – see appendix A).

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 entrance due to the closure of the security gates to the playground.

Parents of children who have a pattern of lateness will meet with the designated senior leader responsible for attendance who will remind them about the importance of their child being on time for school or provide some advice on how to get to school earlier.

Failure to improve attendance patterns will result in the 'Support First' procedure being followed.

### **6.5 Following up unexplained 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 contact is made, staff will:
  - 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 follow the 'Support First' procedure.
- If no contact is made:

Day 1

  - School will continue to attempt to make contact throughout the day.
  - Other emergency contacts will be called as well to ascertain the whereabouts of the pupil.
  - In the case of a child in care (CIC/LAC), the child's social worker will be informed of any unexplained absence on the first day.

Day 2

  - If the child does not attend school the following day and no contact is made, this is then recorded on My Concern and the pastoral team and/or DSLs are informed.

### Day 3

- If by day 3, a child has not attended school and no contact is made, a home visit will be carried out as part of safeguarding procedures.
- If by day 3, parents have left messages giving a reason for absence but no verbal contact has been made, the school office will call to speak to parents in person.

### Day 5

- If no contact has been made with parents by day 5, BCC Children Missing from Education procedures would be followed.
- 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.

## 6.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels:

Autumn term – attendance print out at parents' evening

Spring term - attendance print out at parents' evening

Summer term – attendance print out with school report

## 7. Authorised and unauthorised absence

### 7.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via the school office (see appendix C). The headteacher may require evidence, such as flight tickets, to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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 pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 7.2 Legal sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## 8. Strategies for promoting attendance

The school promotes good attendance in the following ways:

- Ensuring that the school is a warm and welcoming place where children feel valued and excited to attend.
- By sending letters to educate parents on the impact of regular attendance on their child's academic progress and well-being.
- School offers early intervention with parents to help address issues before they escalate.
- Some children miss school due to anxiety, bullying, or physical health issues. School can provide or refer families to health and well-being services, including mental health support.
- We make school fun by offering enriching educational experiences, such as hands-on learning activities, school trips, or extracurricular clubs. Children are more likely to attend if they are excited by the prospect of what they'll be doing each day.

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 weekly Gospel assembly.
- Each term, pupils who have 100% attendance for the term, are given a badge to recognise their excellent attendance.
- Those who achieve 100% attendance for the year, up to and including the last day of term, will be rewarded with a very special certificate.

The school uses a traffic light system to measure the impact of attendance: -

### How Good Is Your Attendance

Attendance %	<u>Missed Education</u>	<u>Impact</u>	Attendance %
	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.



## 9. Supporting pupils who are absent or returning to school

### 9.1 Pupils absent due to complex barriers to attendance

Supporting pupils who are absent or returning to school due to complex barriers to attendance requires a thoughtful and coordinated approach. These barriers might include a combination of factors such as mental health issues, family challenges, social anxiety, bullying, safeguarding concerns, or a lack of engagement with school. Here are some key strategies (not exhaustive) to address these barriers and support these pupils in their return to school:

- Identify and Understand the Barriers
- Create an Individual Support Plan
- Flexible and Phased Return
- Address Emotional and Mental Health Needs
- Foster a Positive School Environment Address Practical Barriers
- Monitor and Track Progress
- Reduce Academic Pressure
- Address Underlying School-Related Issues
- Use External Agencies and Specialist Support
- Empower the Pupil to Give Them a Voice
- Celebrate Progress and Successes

### 9.2 Pupils absent due to mental or physical ill health or SEND

Supporting pupils who are absent from school due to mental or physical ill health or Special Educational Needs and Disabilities (SEND) requires a holistic and flexible approach. Schools must ensure that these students remain engaged with learning, feel supported emotionally, and are provided with appropriate accommodations to address their individual needs.

Here are some strategies used (not exhaustive) at St Mary's to support these pupils:

- Individual Health Care Plans (IHPs)

School work with healthcare providers (GPs, mental health professionals, etc.) to develop an Individual Health Care Plan that outlines the pupil's specific medical needs, how they will be supported in school, and any special accommodations required.

- Maintain Contact During Absence

Regular home visits/check-ins from the Pastoral Team can provide emotional support and help the child manage feelings of isolation. This also helps the child feel connected to school life.

- Flexible Attendance and Phased Returns

For children who are returning after a prolonged absence, a phased return can help ease them back into school. This might involve starting with part-time hours, attending on specific days, or beginning with specific subjects.

- Mental Health and Well-being Support

Provide access to in-school counselling or external mental health services (e.g. FTB). This support is crucial to help them reintegrate into school life.

- Create a Supportive and Inclusive School Environment

School ensure that teachers are trained in inclusive teaching strategies and can differentiate lessons for students with varying needs. This might involve breaking down tasks into manageable steps or using alternative assessment methods.

*Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.*

## **10. Attendance monitoring**

### **10.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing body.

### **10.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 10.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, the pastoral team and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- 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.

### 10.4 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
- Hold regular meetings with the parents/carers 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 e.g. Early Help
- Follow the 'fast track to attendance' procedure

## 11. Safeguarding Procedures

- All staff must be alert to pupils at risk who are absent and/or missing in education. Concerns should be immediately directed to the Designated Safeguarding 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.

## 12. Children Absent from Education including Children Missing from Education (CME)

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues.

Children Missing from Education (CME) are pupils on roll at school, who are absent from school and their whereabouts is unknown. This might be:

- A child who is not at their last known address and:
- has 5 or more days of continuous absence from school without explanation, or:
- has left school suddenly and their destination is unknown.

Schools have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils and they should investigate any unexplained absences.

If a child is absent from school and their whereabouts is unknown, schools have a duty to carry out reasonable enquiries, jointly with the local authority, to ascertain the whereabouts of the child.

In these instances, all schools should ensure the following actions are taken and recorded:

- Consider the likely reason for the absence – has the family been granted leave of absence or is the school aware of an extended trip abroad; has the child been absent due to sickness or unavoidable cause? If not:
- Make a first day of absence call to the parents to establish the reason for the absence and to confirm the child's whereabouts
- Check with all members of staff who the child may have had contact with
- Check with the child's friends, siblings and known relatives at this school or other schools
- Make enquiries with other professionals who have been involved with the child
- Make telephone calls to any numbers held or identified
- Conduct a visit to the last known address of the child within the first five days of the child's absence
- If appropriate, enquire of neighbours about the location of the family
- Send a letter to the last known address and record the outcome
- If required, call the CME Team who will conduct 'background checks' on the family
- Refer the child to the 'CME' team within the first five days of the child's absence

## **12. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum biannually by the designated senior leader for attendance. At every review, the policy will be approved by the full governing body.

## **13. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix A: DfE Attendance Codes



### SCHOOL ATTENDANCE CODES - DESCRIPTIONS AND MEANINGS

#### School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before registers closed)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity
K	LA arranged provision at a place other than a school	Approved educational activity
P	Approved sporting activity	Approved educational activity
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
C2	Part-time timetable	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence



Archdiocese of Birmingham  
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Headteacher: Mrs L. J. Yorke M.Ed.



<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
<b>Q</b>	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y1</b>	Transport normally provided by LA or school not available	Not counted in possible attendances
<b>Y2</b>	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
<b>Y3</b>	School partially closed	Not counted in possible attendances
<b>Y4</b>	Whole school site unexpectedly closed	Not counted in possible attendances
<b>Y5</b>	Pupil in criminal justice detention	Not counted in possible attendances
<b>Y6</b>	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
<b>Y7</b>	Unable to attend due to unavoidable cause	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils (planned closure)	Not counted in possible attendances

**KEY**

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

**Appendix B: Outstanding unexplained absence letter**

Dear parent/carer

**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 the office staff can pick it up, inform the class teacher and record officially.

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

Yours sincerely,

**L. Yorke**

Mrs Louise Yorke

*Headteacher*

.....  
*Please Return to the School Office*

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Reason for absence:

Parent name \_\_\_\_\_ Signature \_\_\_\_\_

**Appendix C: Leave in Term Time Request Form**

**EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST**

**(to be completed by parents/carers only)**



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Pupil's Name ..... D.O.B ..... Class .....

Pupil's Name ..... D.O.B ..... Class .....

Pupil's Name ..... D.O.B ..... Class .....

Pupil's Name ..... D.O.B ..... Class .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....

.....

.....

.....

.....

Dates of absence

From ..... To ..... No of school days .....

Address where we will be staying

.....

.....

.....

Email address .....

Phone Number .....

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I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name .....	Parent/Carer Name .....
DOB.....	DOB.....
Address..... .....	Address..... .....
Signature.....	Signature.....
Date.....	Date.....

*(School staff should not alter the form by adding details once it has been submitted by parents.)*

Request **agreed / denied**

Signed .....

Date .....

Head Teacher

## Appendix D – Leave in Term Time – Approved

### EXCEPTIONAL CIRCUMSTANCES - AUTHORISED

This contract is an agreement between

The Parents/Carer of .....and the school.

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Headteacher: Mrs L. J. Yorke M.Ed.



We have agreed that ..... will be absent from school from (date).....to (date).....

The absence is due to exceptional circumstances and needs to take place at this time because .....

He/she will return to school on or before .....

The address he/she will be staying at whilst on leave is .....

The email address we can be contacted at is enquiry@stmaryrc.bham.sch.uk  
The phone number we can be contacted on is 01214642141

It is understood that if he/she does not return by the agreed date:

- the Local Authority may take legal action/issue a Penalty Notice to each parent for each absent child;
- he/she may be reported to the Local Authority as a missing child and/or removed from the school register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Parent's/Carer's signature: .....

Head teacher's signature: .....

Date: .....

**Appendix F – Leave in Term Time – Denied (LD1 letter – more than 10 sessions of absence)**

LD1

Ref:

**Insert date**

«ParentTitle» «ParentFirstName» «ParentLastName»

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Headteacher: Mrs L. J. Yorke M.Ed.



«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

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

Thank you for your recent leave of absence request.

On this occasion I am not able to authorise your child's leave of 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'.*

If you decide to take the leave the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action taken.

**If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.**

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

Mrs L. Yorke  
Head Teacher  
Enclosure: copy of 'Leave of Absence Request Form'

**Appendix G – Leave in Term Time - Denied (LD2 letter – no absence request made by parents)**

LD2

Ref:



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Headteacher: Mrs L. J. Yorke M.Ed.



Insert date

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

Dear «ParentTitle» «ParentLastName»

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

This letter is sent to parents/carers whose child is/has been absent from school due to a possible unauthorised leave of absence.

Although you may have contacted school after the leave commenced to explain the circumstances, or, asked a friend/relative to notify the school, please be aware that the School Attendance (Pupil Registration) (England) Regulations 2024 do not allow for retrospective authorisation of leave. In addition, if you asked a friend/relative to contact the school on your behalf, their explanation could not be accepted as parents must contact the school directly themselves.

If it was not unauthorised leave but illness which caused your child's absence you will need to provide medical evidence to the school in order for it to be authorised. This could include:

- 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
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Evidence of a positive Covid-19 test

Doctors or GP 'sick' notes are not required unless the child has been treated abroad.



Archdiocese of Birmingham

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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'.* Unauthorised absence may result in a Penalty Notice being issued or legal action being taken against you.

I would also advise that if your child is still currently absent, you must return the child to school with immediate effect unless you have medical evidence that the child is too ill to attend.

If you haven't already done so, please contact the school urgently regarding the circumstances of your child's absence.

Yours sincerely,

Mrs L. Yorke  
Head Teacher

Appendix H – School Attendance Letter BCC

## School Attendance Update

September 2024

*Important - please read!*

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Headteacher: Mrs L. J. Yorke M.Ed.



Insert Date

Dear Parent/Carer,

This is an important update about school attendance for the 2024/25 academic year.

..... Academy/School continues to work in partnership with parents and the Local Authority to improve school attendance.

**A big thank you to the majority of parents who make sure their children attend school regularly, particularly during the current cost of living crisis impacting families.**

Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential careers
- develop work habits such as good punctuality which are essential to thrive in the world of employment

**How does your child compare?**

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

You may be aware of the changes to the law related to school attendance, in particular the new national penalty notice framework which came into force on the 19<sup>th</sup> August 2024. Penalty notice amounts have increased and there is now an escalation process for repeated offences.

The Government has brought in the changes due to concerns about the decline in attendance linking to a deteriorating attainment and progress levels for children over the last few years. There is more information for parents here:

[National changes to education penalty notices - September 2024 | School attendance, advice for parents | Birmingham City Council](#)





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If you are worried about your child/children's attendance 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. If you have concerns about mental health; domestic abuse; parenting; bereavement; finance; problems with drugs and alcohol; you can find help and support from the 'From Birmingham with Love' webpage:

[From Birmingham with Love](#)

*It may be tempting to book a family holiday in term time to save on costs during the cost of living crisis. However, family holidays in term time are not allowed in law and are very unlikely to be authorised. Taking children on leave without applying for authorisation may mean the school has to report your child as 'missing' to the local authority and holidays cannot be authorised retrospectively in law. Adding even more absence to the time children have already missed only means that the children miss even more lessons that will not be repeated.*

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. Notifying the school of leave due to a family emergency does not mean it will be authorised.

*Please note that where parents fail to ensure their child attends school regularly, legal action, including penalty notices, may be considered. New regulations also mean that children on extended period of leave may lose their school place where there is no evidence of a timely return to school or the date provided is too far away.*

We hope this information is helpful to you and we wish you and your child/children all the best for the new academic year.

Kind regards,

Kind regards

Education Legal Intervention Team  
Birmingham City Council

Mrs L. Yorke

Head teacher

## Appendix I – Punctuality Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»



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Headteacher: Mrs L. J. Yorke M.Ed.



«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 unauthorised absence and parents may be prosecuted or receive a penalty notice from the local authority if late arrival is not resolved. This has been further strengthened in new regulations which came into force in September 2024.

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, please contact me immediately. 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. You can also find help and support here:

[From Birmingham with Love](#)



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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 and I will call you back.

Yours sincerely,

**L. Yorke**

Mrs Louise Yorke  
**Headteacher**

**Appendix J – Medical Absence and no Authorisation Letter**

Ref:



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# ST. MARY'S CATHOLIC PRIMARY SCHOOL

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[www.stmaryrc.bham.sch.uk](http://www.stmaryrc.bham.sch.uk)

Headteacher: Mrs L. J. Yorke M.Ed.



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.

You have been advised to take your child to see your GP to rule out any underlying medical conditions that your child may have and have been offered a referral to the school nurse.

Unfortunately, due to the high levels of illness absence from school, **the Headteacher can no longer authorise any absence for medical reasons unless supported by medical evidence.**

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 Headteacher 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
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

**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.**

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Headteacher: Mrs L. J. Yorke M.Ed.



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. You can also find help and support here: [From Birmingham with Love](#)

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 and I will call you back.

Yours sincerely,

**L. Yorke**

Mrs Louise Yorke  
Headteacher

**Appendix K – Head Teacher Concern Letter**

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

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Headteacher: Mrs L. J. Yorke M.Ed.



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 their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here: [From Birmingham with Love](#)

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 and we will call you back.

I hope this is helpful to you and we look forward to seeing «ChildFirstName» in school more regularly from now on.

Yours sincerely,

**L. Yorke**  
Mrs Louise Yorke  
Headteacher

**Appendix L – Invitation to Formal Attendance Meeting (FAM)**

Ref:

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»

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Headteacher: Mrs L. J. Yorke M.Ed.



«AddressLine2»

«City»

«PostCode»

**Invitation to a Formal Attendance 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 Attendance Meeting has been arranged at «SchoolName» on «AppointDate» at «AppointTime».

«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. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.**

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

**I must advise you that it is your legal responsibility to ensure your child attends school regularly.**

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 and I will call you back.

Yours sincerely,

L. Yorke

Mrs Louise Yorke (Headteacher)

**Appendix M – Invitation to Rearranged Formal Attendance Meeting (FAM)**

Ref:

**Insert date**

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»



# ST. MARY'S CATHOLIC PRIMARY SCHOOL

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[www.stmaryrc.bham.sch.uk](http://www.stmaryrc.bham.sch.uk)

Headteacher: Mrs L. J. Yorke M.Ed.



«AddressLine2»  
«City»  
«PostCode»

## Invitation to a Rearranged Formal Attendance Meeting

Dear «ParentTitle» «ParentLastName»

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

In an attempt to resolve issues concerning the attendance of your child «ChildFirstName» «ChildLastName» at «SchoolName», the Formal Attendance Meeting has been rearranged at «SchoolName» on «AppointDate» at «AppointTime».

«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. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.**

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

**I must advise you that it is your legal responsibility to ensure your child attends school regularly.**

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 and I will call you back.

Yours sincerely,

L. Yorke  
Mrs Louise Yorke  
(Headteacher)

### Appendix N – FAM proforma and attendance contract

#### Formal Attendance Meeting Record Sheet (All parents comments must be recorded)

Meeting held on: .....

# ST. MARY'S CATHOLIC PRIMARY SCHOOL

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[www.stmaryrc.bham.sch.uk](http://www.stmaryrc.bham.sch.uk)

Headteacher: Mrs L. J. Yorke M.Ed.



At: .....

Attended by (Please include the names and job titles of staff, the name of parent\carer(s) and any person accompanying them)

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

### Introduction

Thank you for attending this Formal Attendance Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence and for us to agree a parent/school contract at the end to improve their attendance in school. *(If there is more than one child in the family, record information on separate sheets from page 2 onwards).*

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



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<b>Parent/Carer Name</b> ..... ..... <b>DOB</b> ..... <b>Address</b> ..... ..... ..... <b>Relationship to child/ren</b> ..... .	<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... ..... <b>Address</b> ..... . ..... ..... <b>Relationship to child/ren</b> ..... .....
--	---

**If only one person attends the FAM:**

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)

.....

.....

.....

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*“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)

1. What actions have you taken to get your child to attend school?

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

2. Are there any reasons, 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

3. Has your child been too ill to attend school during the period of absence?  
(Show copy of attendance printout)

Y  N

If yes:

What illness has the child had?

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

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Have you taken your child to a GP or Consultant?

Y  N

If yes, 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

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 the refusal to consent?

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

#### 4. Has your child been bullied?

Y  N

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

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

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If this has not been reported, why not?

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

5. 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?

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

6. 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)

Y  N

.....  
.....

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

Y  N

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

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## Attendance Contract

*“We are now going to agree on a parent/school contract to ensure that attendance improves. The contract will be in place for an initial 10 weeks. If you agree to the terms of the contract it must be signed.”*

*(All paperwork must be legible and signed, photocopied and a copy given to each parent at the end of the meeting - all 7 pages of this document. Send a typed copy of the parent/school contract if writing is not easy to read).*

### Agreed 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, and/or a part-time timetable has been agreed for a short period of time to re-integrate the child back into school please record the arrangements here)**

.....

.....

.....

.....

.....

.....

- If your child is going to be absent for any reason, you will contact the 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

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notes or telephone calls from parents are not acceptable when attendance is of serious concern).

- You will 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.
- 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.

Any other actions agreed:

.....

.....

.....

.....

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

### Statement

I must advise you that any further unauthorised absence within the 10 week term of the contract 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 staff .....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.....

**'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 Formal Attendance Meeting Record Sheet been given to the parent at the end of the meeting?    Y     N





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Appendix O: PF1 Post FAM letter and attendance contract

Ref:

insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

**'Support First'**

Dear «ParentTitle» «ParentLastName»

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

Yr «YearGroup» at «SchoolName»

Thank you for coming to the Formal Attendance Meeting on «Date» regarding the poor attendance of your child on «AppointDate» at «SchoolName».

We were very pleased that you came to the meeting and hopefully your child's attendance will now improve. Please find enclosed a copy of the Formal Attendance Meeting notes, a copy of the signed attendance contract and a legal information leaflet.

The contract covers the next 10 weeks and it's really important that during the period outlined there is no further unauthorised absence, including unauthorised leave in term time.

Please contact me immediately if «ChildFirstName» is experiencing any difficulties preventing their attendance during this period which may impact the success of the contract, or if you feel you are unable to comply with what's been agreed.

Please note however that at this stage, there must be no further unauthorised absence if a penalty notice/legal action is to be avoided.

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

Yours sincerely,

*L. Yorke*

Mrs Louise Yorke

**Headteacher**





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## Appendix P: PF2 Post FAM DNA letter

Ref:

insert date

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

### 'Support First'

Dear «ParentTitle» «ParentLastName»

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

Unfortunately, you did not attend the Formal Attendance Meeting, which was to take place on «AppointDate» at «SchoolName». **\*The meeting was rescheduled but unfortunately you did not attend that meeting either (\*delete if the parent informed you that they were refusing to attend the first FAM so it was not rearranged).** This means we were not able to complete a signed attendance contract with you.

You are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff.** You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 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 a:
  - 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
  - Letters concerning hospital appointments
  - Slip with date, pupils name and surgery stamp, signed by Receptionist

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- Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «*ChildFirstName*»'s attendance. If there is any further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker, and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

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

Yours sincerely,

*L. Yorke*

Mrs Louise Yorke

**Headteacher**



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## Appendix Q – PF3 Post FAM contract refused letter

Ref:

insert date

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

**'Support First'**

Dear «ParentTitle» «ParentLastName»

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

Thank you for coming to the Formal Attendance Meeting on «Date» regarding the poor attendance of your child on «AppointDate» at «SchoolName».

Unfortunately, though you attended the meeting, as you refused to sign the attendance contract, we are not able to continue with that option.

This means you are now advised to:

- ensure your child attends school every day it is open, on time, **escorting them into school if necessary and handing them over to a member of staff**. You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 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 a:
  - 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

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- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «*ChildFirstName*»'s attendance. If there is any further unauthorised absence we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.

Please contact me if «*ChildFirstName*» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker and they may be able to offer you some additional support.

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

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

Yours sincerely,

*L. Yorke*

Mrs Louise Yorke

**Headteacher**