



Walthamstow Primary Academy

Attendance and Punctuality Policy

This policy document contains:

- Introduction
- Statutory Framework and other guidance
- Links to other policies
- Key principles
- Roles and responsibilities
- Implementation

Date of last review	March 2026	Review period	2 years
Date of next review	March 2027	Owner	Walthamstow Primary Academy
Type of policy	Non-statutory	Shared with Governors	Yes



1. Introduction

- 1.1 Every minute of learning time at Walthamstow Primary Academy is precious for pupils and staff. At all times, pupils should be 'ready to learn' and enthusiastic about attending school every day.
- 1.2 We have very high expectations for pupil (and staff) attendance and punctuality; 100% attendance and punctuality are expected from everyone in the School community. Pupils need to attend school in order to benefit from the education offered at Walthamstow Primary Academy.
- 1.3 We recognise that this presents a real challenge for some pupils, and we therefore set out in this Policy our approaches to monitor and encourage pupils to meet our high expectations, and to empower them to become independent and responsible young people.
- 1.4 Absence from school whether **authorised** (valid reason) or **unauthorised** (no valid reason) affects an individual's ability to have positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at school. These habits do not develop spontaneously: they need to be requested, encouraged, shaped and rewarded.
- 1.5 Truancy is another way of describing *unauthorised* absence from school. Truants are more likely to do poorly at school, socially and academically. Truants are also more likely to be involved in anti-social or criminal behaviour, and it is harder for them to find and keep work. For these reasons Walthamstow Primary Academy is committed to making explicit the need for excellent attendance and punctuality and will take swift action to prevent long-term truancy developing.
- 1.6 Having an Attendance Policy and system in place enables us to be clear with parents/carers about the importance of regular attendance and good punctuality. It also enables us to challenge pupils and parents/carers who may condone absence from the School for trivial reasons. The reasons our parents/carers give for absence are systematically explored and the effect on their pupil's achievement recorded. In this way we are building an evidence base that improves our knowledge and understanding about which individual and groups of pupils are vulnerable and enable us to take positive swift interventionist action.

2 Statutory framework and other guidance

2.1 The legal duties regarding attendance in Schools are contained in:

- The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016



- 2.2 It is Waltham Forest's Local Authority's responsibility in law to enforce the regular attendance of registered pupils of statutory school age. The Education Welfare Service (EWS) must serve attendance orders on parents and may institute proceedings against parents of a pupil who are in breach of a school attendance order or who are failing to secure the regular attendance of their pupil at school, having first considered whether to apply for an Educational Supervision Order with respect to the pupil (Sections 437, 443 and 444 of the Education Act 1996).
- 2.3 Walthamstow Primary Academy fulfils its legal duty to maintain Admissions and Attendance Registers and to record pupil attendance or absence from school.
- 2.4 Parents/carers have a duty to ensure that their pupil/pupils receive a full-time education and that pupils registered at a school attend regularly and punctually.
- 2.5 This Policy adheres to the non-statutory DFE guidance on School Attendance August 2020.

3 Links to other policies -

<https://www.walthamstowprimaryacademy.org.uk/policies>

- 3.1 The Attendance and Punctuality Policy should be read in conjunction with the following areas of School policy:
- Equal Opportunities Policy
 - Looked After Pupil Policy
 - Safeguarding and safer recruitment (including Pupil Protection) Policy
 - Exclusions Policy

4 Principles

- 4.1 The following framework underpins the approach to Attendance and Punctuality:
- Clear, open and transparent lines of communication between parents/carers and the School at all times
 - Timely, pre-emptive action where necessary
 - Consistency in support and challenge
 - We go beyond our legal requirements to actively encourage excellent attendance and punctuality.

5 Roles and responsibilities for Attendance and Punctuality Policy

Pupils	<input type="checkbox"/> Attend school every day to meet their target of 100% attendance
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Arrive to school on time, arriving by 8:45am each day



Parents and carers	<ul style="list-style-type: none"><input type="checkbox"/> Ensure that their pupil attends school every day and support them in meeting their target of 100% attendance<input type="checkbox"/> Limit their pupil's absences to cases of genuine illness<input type="checkbox"/> Book holidays outside of term time. No pupil will be permitted to take a holiday during term time<input type="checkbox"/> Make appointments for medical appointments outside of school hours<input type="checkbox"/> Contact the school by telephone, by 9:15 a.m. on each and every day of absence<input type="checkbox"/> Give their child a proof of absence to hand in to the main office on the first day of their pupil's return, stating the reason for the absence. If proof of absence is not provided, a Return to School Absence Form will be sent home requesting a written explanation of the absence
	<ul style="list-style-type: none"><input type="checkbox"/> Parents and carers must return the coloured absence form within one week of the pupils return to school following any absence Forms are colour coded as per the pupil's current level of attendance Green – above 97% Orange – 96% - 91% Red – below 91% All reminders are red and sent after one week of not receiving the absence form <p>Please note:</p> <ul style="list-style-type: none">• Absences are authorised by the school, not the parent• The school may conduct home visit if attendance is unsatisfactory
Attendance Officer	<ul style="list-style-type: none"><input type="checkbox"/> Responsible for maintaining the admissions and attendance registers<input type="checkbox"/> Take calls from parents regarding their pupil's absence, checking the validity of the reason<input type="checkbox"/> Follow up all unexplained and unexpected absence promptly through first day calling <p>Inform the Principal of any child who has missed school for 2 consecutive days and there has been no parental response to communications from the School regarding absence.</p>
	<ul style="list-style-type: none"><input type="checkbox"/> Produce weekly attendance reports for the Principal<input type="checkbox"/> To produce accurate attendance data analysis on a half-termly, termly and annual basis. These reports will be a standing item on the SLT agenda.<input type="checkbox"/> Monitor the accuracy of registers and use of absence codes<input type="checkbox"/> Record details from parental absence letters/return to school absence forms<input type="checkbox"/> Inform the LA of any pupil who is going to be deleted from the admissions register for the reasons outlined in Section 6 below



All staff	<ul style="list-style-type: none"><input type="checkbox"/> Act as role models at all times, in modelling perfect attendance and punctuality<input type="checkbox"/> Accurately take registers according to this policy<input type="checkbox"/> Pro-actively identify potential concerns with attendance and punctuality, and refer to line manager or attendance officer<input type="checkbox"/> Ensure absence notes are received by parents/carers and passed on to the Attendance Officer.
SLT responsible for Attendance	<ul style="list-style-type: none"><input type="checkbox"/> Responsible for attendance and punctuality across the School<input type="checkbox"/> Monitor attendance patterns across year groups and produce data for discussion with class teachers, tutors and SLT<input type="checkbox"/> Investigate the underlying cause of any pupils with poor attendance<input type="checkbox"/> Put strategies in place for pupils whose attendance is a cause for concern coordinate independent learning for any pupil who has a long-term absence<input type="checkbox"/> Refer pupils to the Education Welfare Officer (Only applicable if pupil is above statutory age) when:<ul style="list-style-type: none">- there has been no parental response to communications from the School regarding absence- attendance continues to be unsatisfactory following contact with parents/carers- there is a concern about unauthorised absence- a pupil's attendance has fallen below 90% for which there is insufficient medical grounds<input type="checkbox"/> Identify and implement strategies to ensure excellent attendance<input type="checkbox"/> Meet with the EWO for regular updates
Local Governing Body	<ul style="list-style-type: none"><input type="checkbox"/> Regularly Reviews attendance data (preferably termly).<input type="checkbox"/> Available for 'Attendance Panel' for serious concerns (see Appendix)

6 Implementation

Maintaining the Admissions and Attendance Registers

- 6.1 The Admissions Register contains details of the pupil from the date they were first admitted to the school. This must include details of their parents/carers.
- 6.2 The Attendance Register shows whether a pupil is present, engaged in an approved off-site activity, or is absent. In addition, the register must also show whether the absence was authorised by the school **or** remains unauthorised **or** whether the pupil was unable to attend due to one of the exceptional circumstances named in the code.



- 6.3 A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2013.
- 6.4 Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.
- 6.5 The Attendance Officer, will inform the local authority of any pupil who is going to be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system (e.g., home education);
 - Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
 - Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
 - Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
 - Have been permanently excluded.
- 6.6 The Attendance Officer, will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Taking registers

- 6.7 Class teachers take registers at the following times: 8.55am and 1pm daily
- 6.8 Pupils are expected to arrive at School at: 8:45am.
Any pupil who arrives after these times will be marked 'L' for 'late arrival before the registers close.
- 6.9 The registers close at 9:30am and 1:30pm. Any pupil who arrives after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
- 6.10 Once the registers have been taken, the attendance officer will record any absence in the attendance files and prepare the absence forms for the pupil to take home upon their return.

7 Reporting pupil absence

- 7.1 Pupil's must be reported absent before 9:15am, each day the pupil is absent. This can be done by calling the school office or emailing attendance@walthamstowprimary.org.uk
- 7.2 If a pupil is not reported absent, the attendance officer will



- call each person listed on the pupil's profile to obtain a reason for absence
- email the parents/carers, asking them to contact the school office



- 7.3 If no contact is made and no reason for absence is obtained, the attendance officer will record all contact attempts and actions on the Online Child Protection Management System to alert SLT
- 7.4 If no contact is made by parent/carer for two days, on the morning of the third day, a home visit will be conducted by a member of SLT
- 7.5 The school will follow United Learning guidelines whilst managing incidents of absence, the checklist for this can be found at the end of this policy

8 Monitoring pupils' attendance

- 8.1 The attendance officer will produce half termly reports
- 8.2 Any pupil with an attendance level between 95% - 96% will be monitored closely and will be fast tracked to stage one if absence patterns emerge
- 8.3 Any pupil with an attendance level of 95% or below will receive a stage one letter informing the parent of their child's attendance. This pupil's attendance will then be monitored in the coming 4 weeks
- 8.4 Any pupil whose attendance has not improved will receive a stage two letter, inviting the parent/carer in for a meeting to discuss their child's attendance and discuss ways to help improve the attendance
- 8.5 Should the attendance not improve, a referral will be made to the school's Education Welfare Office and a further letter will be sent home, informing the parent/carer that future absences will not be authorised without medical evidence
- 8.6 The school will follow United Learning guidelines to manage pupils with persistent absence, the checklist for this can be found at the end of this policy

9 Unauthorised leave of absence

- 9.1 The Principal will **not** grant any leave of absence during term time, unless there are exceptional circumstances.
- 9.2 Exceptional circumstances are defined as the death of a parent/stepparent, grandparent or sibling. 'Sibling' means:
- full brother or sister;
 - half-brother or half-sister;
 - stepbrother or stepsister; and
 - adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school's nursery).
- It is at the discretion of the Principal as to how long leave may be granted in these circumstances.

G-Codes (Family Holiday Not Agreed)

- 9.3 The Principal will **not** grant any leave of absence for a holiday during term time. If parents still take the pupil out of school the absence is unauthorised. A penalty notice request will be submitted by the school to the Local Education Attendance Officer.



- 9.4 A parent, who has been issued with a penalty notice, must pay up to a maximum of £80 per pupil within 21 days.
- 9.5 The penalty is payable to the Local Authority (details for payment will be contained in the Notice).
- 9.6 The amount of the penalty is:
- £80.00 per pupil per parent, if paid within 21 days of receipt of the Notice
 - £160.00 per pupil per parent if paid within 28 days.
- 9.7 Payment of the Penalty Notices cannot be made by instalments.
- 9.8 Failure to pay the penalty in full within 28 days of issue, the Local Authority is required to start legal proceedings against parents/carers in the Local Magistrates Court for the original offence of failing to ensure their pupil attend school regularly. This may lead to a fine of up to £1,000.00.
- 9.9 Once payment of the penalty notice has been made, parents/carers will no longer be liable for their pupil's absence from school, during this period to which the notice relates. But, if their pupil has further periods of unauthorised absence from school, the local authority may decide to take parents/carers back to court for a further prosecution.

10 Encouraging Excellent Attendance and Punctuality

- 10.1 Pupils receive rewards for 100% attendance and punctuality each half term. Pupils will receive a certificate for 100% attendance per half term. We will also recognise those pupils who have the most improved attendance. The class with the highest attendance and punctuality will receive a trophy to keep in their class for the week ahead.
- 10.2 In order to have 100% attendance pupils must be in school all day, every day. Pupils who miss part of the school day for appointments e.g., medical, dental, speech & language would not be able to achieve 100%. We strongly encourage parents to make appointments outside of the school day.
- 10.3 If a pupil comes to school but is then sent home ill, no absence form will be sent home for completion as the onus is on the school staff recommending that the pupil be sent home for their own wellbeing.
- 10.4 All pupils and parents/carers receive feedback and percentage scores about their attendance record as part of the reporting system every half term.
- 10.5 Parents/carers are encouraged to avoid any absence from the School and they are made aware that they should not arrange holidays or routine medical check-ups during term time.
- 10.6 Systems for concerns about attendance and punctuality are shown in the Appendices.
- 10.7 Attendance and punctuality is tracked and analysed each half term according to:
- Overall attendance figures for the School
 - Attendance by ethnic group/gender/faith group
 - Attendance by Key Stage/year
 - Attendance by subject/lesson/teaching group
 - Attendance by term/week/day
- 10.8 Interventions for specific groups and individuals are implemented according to need



and reviewed regularly.

11 Links with external partners/agencies where relevant



- 11.1 Walthamstow Primary Academy is committed to positive professional working arrangements with Waltham Forest Local Authority. The Local Authority exercise their statutory duties and discretions through the Education Welfare Service working with schools, pupils, young people, families and other agencies.

12 Dropping off and picking up procedures

- 12.1 The School Day starts at:
- 8:45am, the main gate closes at 8.55am promptly.
 - Pupils who arrive after this time must enter the School via the main entrance. They must then be signed in using the In Ventry system located in Reception.
- 12.2 The School day ends at:
- 3:30pm. Teachers will keep the pupil with them until 3:40pm, after this time, pupils are taken to the main office where parents will be called, and their pupil's name entered in to the 'Online Pupil Protection Management System'.
 - If a pupil is repeatedly picked up late, there is a fining system in place. If parents/carers collect their child more than 10 minutes late on three occasions in any term, they are required to pay £20.00. Any further instances of lateness in that term will continue incur a charge of £20.00 per late collection.
- 12.3 School run after school activity clubs run from 3:30pm – 5:00pm:
- Pupils must be collected promptly after their club is over. Pupils not collected 5 minutes after their club is over (4:35pm / 5:05pm) this will be classified as a late collection. The pupil must then be signed out on the InVentry system, and their name will be entered in to the 'Online Pupil Protection Management System'.
 - Any late collections from after school activity club will count towards the late collection charging policy as mentioned above (if parents/carers collect their child more than 5 minutes late on three occasions in any term, they are required to pay £20.00. Any further instances of lateness in that term will continue incur a charge of £20.00 per late collection).
 - In addition, pupils will be removed from after school activity clubs if collected late up to 3 times in a term.

13 Leave of absence

- 13.1 The school does not have to accept the parents/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the reasons parents/carers may wish their pupil to take leave of absence. The school is permitted to ask for sufficient evidence for the absence, i.e., medical evidence, this is something that has the child's name clearly



printed, i.e., prescription. Travel itineraries could also be requested, if the school feels the child was on holiday when the absences occurred.



- 13.2 The school follows the guidelines for authorising absence as list below:
- Illness, emergency medical, dental and hospital appointments. It is expected that routine check-ups, including hospital review appointments should, as far as possible, be made during holiday periods or after school hours.
 - Family bereavements
 - Attending a religious observance
 - Off-site activities (these fall into 2 categories, educational visits or individual activities, i.e., exams)
 - Exclusion

Appendices:

Attendance monitoring process

Return to school forms

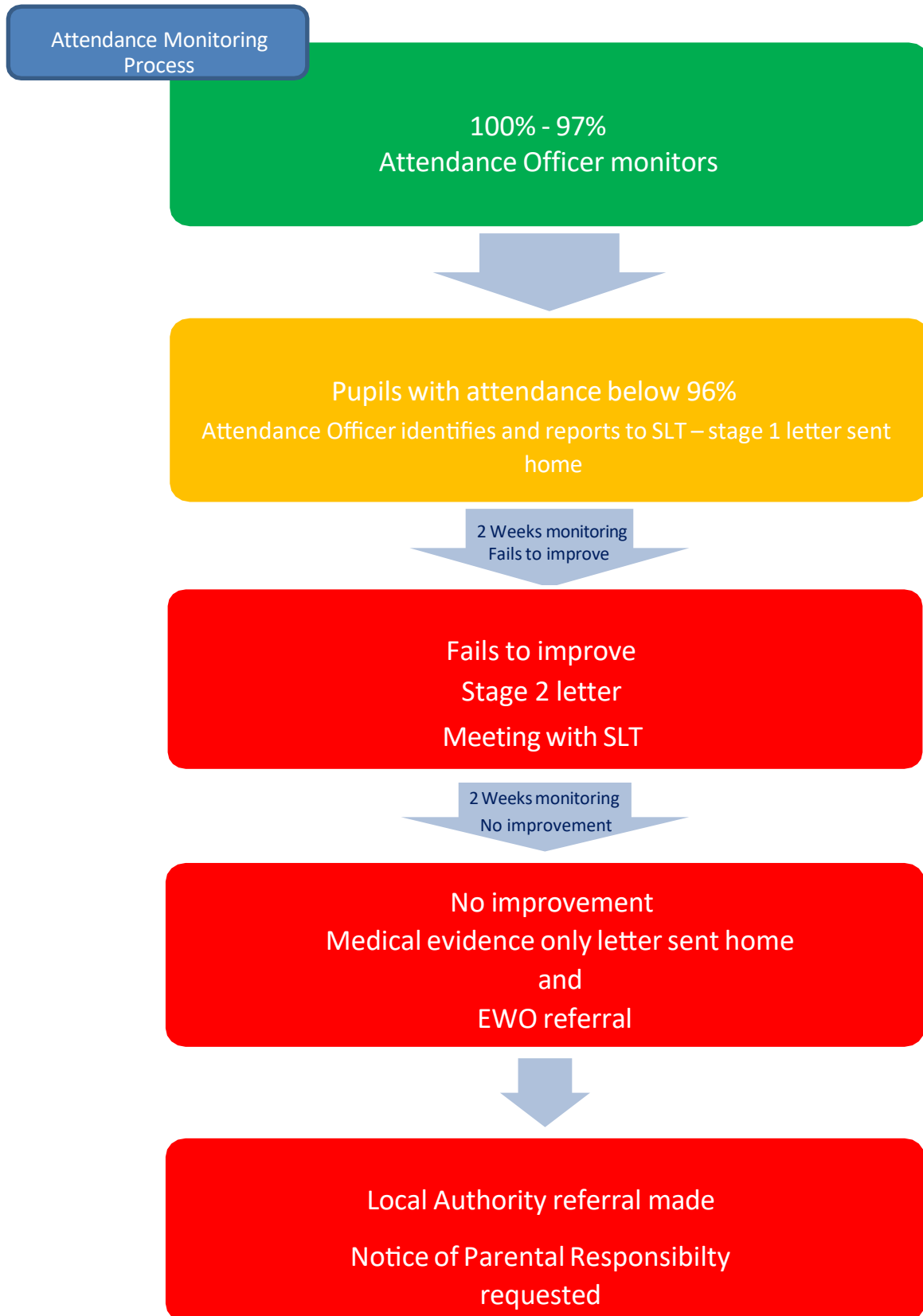
Attendance and Safeguarding Practice Note and management checklists

Absence and Punctuality procedure

Sample Stage 1 attendance letter

Sample stage 1 late letter

Sample unannounced home visit





Attendance return to school forms will be sent using the following method

<u>Percentage</u>	<u>Colour</u>
100% - 97%	Green
96% - 91%	Orange
91% and below	Red
Attach Medical evidence/Above 3 days	Orange
Reminders	Red



**Return to School form – your child’s attendance is below 91%
which is critically low.**

**To be used for all absences not supported by medical
evidence**

My child was absent from
school

On.....

Due to:

(Please provide the reason your child was absent from school – please note; unwell, ill,
illness or poorly are not valid reasons)

I understand that my child’s attendance is extremely important in order for them to benefit
from a full education. I understand my parental duty to limit absence to cases of genuine
illness.

Parent name: _____

Parent signature: _____

Date: _____

**(Please hand this form to the school office. The Senior Leader responsible for attendance
has the right to decide if the reasons provided are valid and can therefore be marked as
authorised.)**



Reminder you have not returned your child's return to school form – please return within 1 week

To be used for all absences not supported by medical evidence

My child was absent from school

On.....

Due to:

(Please provide the reason your child was absent from school – please note; unwell, ill, illness or poorly are not valid reasons)

I understand that my child's attendance is extremely important in order for them to benefit from a full education. I understand my parental duty to limit absence to cases of genuine illness.

Parent name: _____

Parent signature: _____

Date: _____

(Please hand this form to the school office. The Senior Leader responsible for attendance has the right to decide if the reasons provided are valid and can therefore be marked as authorised.)



**Return to School form - your child's attendance is between
96% - 91% and is of concern**

**To be used for all absences not supported by medical
evidence**

My child was absent from school

On.....

Due to:

(Please provide the reason your child was absent from school – please note; unwell, ill, illness or poorly are not valid reasons)

I understand that my child's attendance is extremely important in order for them to benefit from a full education. I understand my parental duty to limit absence to cases of genuine illness.

Parent name: _____

Parent signature: _____

Date: _____

(Please hand this form to the school office. The Senior Leader responsible for attendance has the right to decide if the reasons provided are valid and can therefore be marked as authorised.)



Return to School form – your child’s attendance is above 97%

To be used for all absences not supported by medical evidence

My child was absent from school

On.....

Due to:

(Please provide the reason your child was absent from school – please note; unwell, ill, illness or poorly are not valid reasons)

I understand that my child’s attendance is extremely important in order for them to benefit from a full education. I understand my parental duty to limit absence to cases of genuine illness.

Parent name: _____

Parent signature: _____

Date: _____

(Please hand this form to the school office. The Senior Leader responsible for attendance has the right to decide if the reasons provided are valid and can therefore be marked as authorised.)



Your child was absent for 3 days or more – medical evidence is required.

Please attach medical evidence and provide a reason for your child's absence.

My child was absent from school

On.....

Due to:

(Please provide the reason your child was absent from school – please note; unwell, ill, illness or poorly are not valid reasons)

Should medical evidence not be provided, we may decide not to authorise this absence.

I understand that my child's attendance is extremely important in order for them to benefit from a full education. I understand my parental duty to limit absence to cases of genuine illness.

Parent name: _____

Parent signature: _____

Date: _____

(Please hand this form to the school office. The Senior Leader responsible for attendance has the right to decide if the reasons provided are valid and can therefore be marked as authorised.)



Attendance and Safeguarding – Practice Note

Who is United Learning to inform and at what stage?

- **Advice for schools (specifically DSL's, attendance officers and pastoral staff) on managing potential safeguarding risks because of non-attendance/persistent absence.**

Context

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Furthermore, in some cases, it can be a sign/indicator that there may be wider safeguarding/welfare issues.

Checklist for the management of incidents of absence

Action	Tick
Carry out robust first day calling procedures including priority routine for vulnerable children including children with a social worker (e.g., CP/CIN/LAC/PLAC/Early Help/School view as vulnerable).	
Undertake home visits in line with your policy to engage families and ensure children are safe.	
Ensure there are arrangements in place to inform the allocated worker (e.g., social worker) where the child is subject to a Child Protection Plan/Child in Need Plan/LAC.	
Where contact cannot be made, have a clear escalation process (e.g., contact with key agencies/referral to key agencies/requesting police welfare check)	
Develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND).	
Review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets.	



Ensure that parents/carers fully understand the demands and responsibilities of elective home education (EHE).	
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Checklist for the management of Persistent Absence

Action	Tick
Establish clear and effective service level agreements with external partners to support pupils with persistent absence, including: <ul style="list-style-type: none">○ Local authority education welfare and attendance services○ Independent attendance organisations○ Alternative providers○ Youth services○ School nursing and mental health professionals○ Children's social care staff where appropriate	
Engage with children's social care staff, including Virtual School Heads and social workers where appropriate.	
Have a clear individual and multi-agency (where appropriate) contact arrangements to ensure the child is regularly seen by professionals.	
If this is a long-term absence, the school should ensure they have visual contact (currently this may be remotely e.g., Microsoft Teams) with the child and family at least every 10 working days (unless there is professional advice//evidence that states this should not happen).	
Engage in or led on attendance reviews and clinics in line with escalation procedures.	
Monitor robust arrangements to identify, report and support children missing education (CME), following local procedures.	
Lead daily and weekly check-ins to review progress and the impact of support.	
Make regular contact with families to discuss progress.	
Consider what support for re-engagement might be needed, including for vulnerable groups.	
Liaise with school leaders (designated safeguarding, special educational needs coordinator and pastoral leads) on referral to external agencies and multi-agency assessments.	
Coordinate and contribute to multi-agency meetings to review progress and agree on actions.	



In all cases ensure there is a clear escalation process should the school become concerned about the welfare of a child (e.g., children services referral/request for welfare check by the police), consistent with local procedures.

Ensure all staff are aware of internal processes to escalate concerns of this nature.

Absence	Punctuality
<ul style="list-style-type: none"> Parents must inform the school before 9:15am on each day absence 	<p>Late arrivals</p> <p>↓</p> <ul style="list-style-type: none"> Late arriving pupils must be signed in on the InVentry System in the main reception Late marks registered on the register with minutes late and reason for lateness
<ul style="list-style-type: none"> All absences must be supported by medical evidence e.g., hospital letter, GP appointment card, prescription, prescription packaging 	<p>Pupil receives 5 late marks in an academic year</p> <p>↓</p> <ul style="list-style-type: none"> Stage 1 late letter sent home
<ul style="list-style-type: none"> Parents must complete a return to school absence form for any absences not supported by medical evidence 	<p>Pupil receives 8 late marks in an academic year</p> <p>↓</p> <ul style="list-style-type: none"> Stage 2 late letter sent home, inviting parents to meet with a member of the office team
<p>First day of absence – No contact from parents</p> <p>↓</p> <ul style="list-style-type: none"> Parents will be emailed <p>↓</p> <ul style="list-style-type: none"> Still no contact received – phone call <p>↓</p> <ul style="list-style-type: none"> Record absence and no contact on CPOMS <p>↓</p> <ul style="list-style-type: none"> In all no contact absences, all absences will be recorded on CPOMS (child protection online management system) 	<p>Continued lateness – pupil receives 10 late marks in an academic year</p> <p>↓</p> <ul style="list-style-type: none"> Stage 3 late letter sent, inviting parents to meet with SLT
<p>Second day of absence – No contact from parents</p> <p>↓</p> <ul style="list-style-type: none"> Parents will be emailed <p>↓</p> <ul style="list-style-type: none"> Still no contact received - phone call <p>↓</p> <ul style="list-style-type: none"> Home visit conducted by SLT 	<p>Continued lateness</p> <p>↓</p> <ul style="list-style-type: none"> EWO referral Referral to local authority for an offer of Early Help
<p>Following home visit, parents engaging and still absent – no legitimate reason for absence</p> <p>↓</p> <ul style="list-style-type: none"> School to make a referral to EWO (education welfare officer) 	



<p>Phase 1: If a child's attendance is 96% office Admin will invite parent to school for a 'soft touch meeting.'</p> <p style="text-align: center;">↓</p> <ul style="list-style-type: none">• Office Admin will send a letter to parents to invite them in, ask parent if there's anything the school can help with attaining child's attendance.• Office Admin to log meeting onto CPOMs. <p style="text-align: center;">↓</p> <p>Stage 1: If a child's attendance is between 94% - 96% office Admin will invite parent to school for a meeting with both Admin and Business Support Officer.</p> <ul style="list-style-type: none">• Business Support Office or Office Admin to CPOMs, Office Admin to monitor child's attendance. <p style="text-align: center;">↓</p> <p>Stage 2: If a child's attendance is between 92% - 94% office Admin will invite parent to school for a meeting with both Business Support Officer and EWO.</p> <ul style="list-style-type: none">• Business Support Office and EWO to meet with parents. BSO to log onto CPOMs. <p style="text-align: center;">↓</p> <p>Stage 3: If a child's attendance is below 92% the office Admin will invite the parent to school for a meeting with the Headteacher, Business Support Officer and EWO.</p> <ul style="list-style-type: none">• Plan put to be put in place to support parents in attaining good attendance. School to log onto CPOMs.	
<p>Following home visit, parents not engaging and still absent</p> <p style="text-align: center;">↓</p> <ul style="list-style-type: none">• School to make a referral to the local authority safeguarding team to conduct a welfare check	



Sample Stage 1 attendance letter

REF: LD/1ST

Date

Name

Address 1

Address 2

Post code

Dear Name

Re: Pupil's name

Class:

Current attendance:

Government target: 96%

I am writing to you, to raise my concern regarding Name's current level of attendance. I understand that the occasional absence due to sickness may sometimes be unavoidable, however as I am sure you are aware, attendance is a very important factor in making sure your child reaches their full potential.

Our aim is to support you and to help you improve Name's attendance here at Walthamstow Primary Academy. If there is anything we can do that you think would help, for example, a referral to the School Nurse please let me know.

Name's attendance is now being monitored. If Name's attendance falls lower and does not improve, I will be writing to you again to invite you in for a meeting.

I would appreciate your support in this matter, but in the meantime, if you would like to discuss this further, please feel free to contact the school office on 020 3475 3490.



Sample stage 1 late letter

REF LD/LATE

Date

Name

Address 1

Address 2

Post code

Dear Name

Re: Pupil's name

Class:

Current late marks:

Total of minutes:

I am writing to you to raise our concerns regarding Name's persistent lateness. This is unacceptable and disrupts your child's education and the education of other children in the class. So far, this academic year Name has been late ?? times and missed ??? minutes (? hours and ?? minutes) of his/her learning. Moving forward we request Name arrives promptly to school before 8.55am every day.

I have enclosed a copy of Name's attendance record, to date, for your information.

The school times are very clear, please see below a reminder:

Gates Open	8.45am
Morning registration	8.45am – 8.55am
Afternoon registration	1pm
Dismissal	3.30pm

The beginning of the day is crucial as this is the time the children have their learning objectives set out for the day. If this time is missed, the children may not be clear on what is expected of them, the teacher will be working with the rest of the class, and it is unreasonable to expect the teacher to stop teaching and re-explain when your child has arrived.

If Name's lateness continues, then you will be required to attend a meeting at school with the school attendance officer to discuss your child's poor punctuality. The school may also decide not to authorise the late marks, which may lead to a Fixed Term Penalty Notice being issued, the amount per child per parent is £60, rising to £120 if unpaid.

I would appreciate it if you could support the school in this matter.



Sample unannounced home visit

Date

Name

Address 1

Address 2

Post code

Dear Name

A member of our Senior Leadership Team conducted a home visit today and you were not at home.

This visit was conducted because Name has been absent from school since ??/??/???? and we have not had any contact from you. As a matter of urgency, please contact the school office to update us on Name's reason for absence.

Please call 020 3475 3490 as soon as possible.

Many thanks,