



**MELLERS PRIMARY SCHOOL
ATTENDANCE AND PUNCTUALITY POLICY
November 2025**

Don't miss a Mellers' minute!

Introduction

We are committed to providing an education of the highest quality for all our pupils. The governors and staff recognise that good attendance and punctuality have a huge impact on children's achievements and progress in school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly. Sometimes a pupil's absence or lateness may not be their fault and in these circumstances, we are supportive of the child and family, not making them feel guilty or inadequate.

Aims

- To ensure that every child is safeguarded and their right to education is protected.
- To create a culture in which good attendance is accepted as the norm.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular, effective communication regarding attendance and punctuality.
- To use data effectively identifying causes of low attendance and punctuality, in order to address and overcome barriers. This includes working with external agencies.

Procedures

School gates open for Foundation Stage 1 children at 8.30 but for the rest of the school at 8.40. Children have ten minutes to get to class and get their present mark in the register. After this, registers are only open for a late mark, (L code), until 9.10. It is parent's responsibility to let school know by phone call or text if their children are not in school before the start of the school day. If we don't know this, colleagues will phone parents at this time to find out reasons for absence. This is marked into the register using the correct code, (appendix 1). Home visits by two staff members may be completed if no contact has been made and the whereabouts and well-being of the child is unknown. If we have no reason for absence after five days, we have no choice but to unauthorise the absence.

We aim for at least 97% attendance and above for all children. Attendance is monitored but when the number of absences reaches 19 days, (90% attendance), the child is considered a persistent absentee and further investigation takes place. This can trigger further sanctions and is in line with Department for Education and Local Authority guidance. To avoid this, we will start to communicate with parents and offer support if the number of missed school days is being to accumulate. We consider children at risk of persistence absence after 12 days of absence, (around 95%).

It is the Head of Federation's responsibility and final decision to authorise any absence.

It is unauthorised absence that could result in further sanctions. Please see appendix 2 legal information for more information on these.

Authorised Absence	Unauthorised absence
Illness Medical appointments – please share letters/ texts to confirm these for our records. Emergency, unavoidable circumstances 2 days for religious observance	Arriving too late, even for a late mark Day trips and holidays in term time* Shopping, even if it is for uniform Birthdays Staying at home because brother/sister is poorly

*Please see appendix 3 for leave of absence information

We celebrate strong attendance, good punctuality and improvements made in a number of ways. These include the use of house points, class targets and treats, certificates, letters, attendance raffles and updates on the newsletter. We use these for individuals, classes, year groups, key stages or whole school, from what the registers (attendance data) tell us.

We ask parents to let us know about any absences as soon as possible and avoid appointments in school time if possible. Children are encouraged to attend school before and after appointments that can't be changed to minimise missing learning time. If help is needed with attendance, we encourage parents to let us know as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet the child's needs and ensure they can benefit from all that school has to offer. Where needed, we can also involve other services to make sure that the child and family gets the right support, at the right time from the right people.

This procedure is applied to children in the Foundation Stage of school as we want to create good habits for the future. As the children are not of statutory school age, legal sanctions do not apply but absences and lateness will be monitored in the same way as the rest of the school. **The responsibility for the children attending the provision is solely that of the parent/carer and the place could be at risk if a child does not access it regularly.**

Responsibilities

The Governing Body will:

- delegate powers and responsibilities to the Heads of Federation to ensure all school personnel are aware of and comply with this policy;
- nominate a link governor to visit the school regularly, to liaise with the Attendance Champion and report back to the Governing Body;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress.

The Heads of Federation and the named Attendance Champion will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy, monitoring its effectiveness;
- meet with office staff and the parent support worker regarding the undertaking of the daily monitoring of school attendance and organising training as required;
- monitor attendance and target intervention and support to those children that have been highlighted as poor attenders and offer incentives / rewards in recognition of positive attendance;
- have in place a system for parents to report a child's absence;
- report the attendance figures and progress to the Governing Body and Local Authority, liaising with the Education Welfare Service as required.

The office personnel and parent support worker are responsible for:

- implementing the policy with the Head of Federation and named Attendance Champion;
- monitoring individual and class attendance on a daily basis;
- contacting parents regarding rewards/ recognition, concerns about their child's attendance, including absence phone calls on the first day of absence, until contact is made, texts and letters;
- ensuring registers are kept up to date
- contacting a member of the safeguarding team if a child is on the child protection register is absent and no reason has been given.

School personnel will:

- comply with and implement this policy
- set an example of punctuality and good attendance, emphasising their importance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;

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- inform the school office of any concerns about attendance;
- discuss individual pupil attendance with parents as soon as possible

Parents will:

- ensure that their children are punctual, collected on time and know the importance of good attendance;
- meet with us as soon as possible if they have any worries about attendance;
- inform the school on the first day of absence, bringing evidence of appointments, etc.;
- inform the school of any changes to their contact details;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Children will

- arrive at school every day, on time;
- know the value of good attendance.

Appendices

Appendix 1 – register codes

Appendix 2 – legal information

Appendix 3 – leave of absence information

Appendix 4 - letter templates

Appendix 5- Attendance Improvement Plan

Appendix 6 – Reasonable Adjustments

Appendix 1- Register codes

Present Codes	
/\	present during registration
B	educated off site and faster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed (within 30 minutes)
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	In a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
E	suspended or permanently excluded
I	Illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed (after 30 minutes)
Administrative Codes/ Not a possible attendance	
D	dual registered
Q	unable to attend because of a lack of access arrangements
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

Appendix 2 legal information

This policy links to the all statutory guidance, with the key documents being:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) ‘Working together to improve school attendance’
- DfE (2023) ‘Keeping children safe in education 2022’
- DfE (2016) ‘Children missing education’

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable to age, ability, and aptitude and to any special educational needs, he/ she may have either at school or otherwise. A child is compulsory school age from the beginning of the next term after their 5th birthday until the last Friday of June in the academic year of their 16th birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

If families move from the area and whereabouts are unknown, the school can legally remove the child / children from the roll after 20 school days of unauthorised absence. This is reported as “Children Missing in Education” and considered as a safeguarding matter.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered for unauthorised absence. **This is for all unknown absences, not just unagreed leave.**

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate.

Per Parent, Per Child	First Offence
Penalty Notice fines will be issued to each parent, for each child that was absent, i.e., 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.	The first time a Penalty Notice is issued for term time leave of irregular attendance the amount will be £160 per parent, per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.
5 consecutive days of term time leave Penalty notice fines will be issued for term time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave. 10 sessions of unauthorised absence in a 10-week period Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.	
Second Offence (Within 3 years) The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days.	
Third Offence and Any Further Offences (within 3 years) The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates’ Court. Magistrates’	

finances can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Appendix 3 – leave of absence

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

Any family experiencing such exceptional circumstances should make any request for leave by completing a leave of absence form. The reasons for the leave are considered. Evidence of leave will be requested, such as tickets, booking forms, family documents and the child / children must return to school on the agreed date. Decisions and consequences regarding the request are made clear and put into writing. **Absence due to leave in term time is at the discretion of the Heads of Federation.** Previous good attendance or your child's education ability are not considered when making the decision. If there are siblings at other schools, permission must be sought from them, and it is possible that one school may grant it, and another may not.

Mellers Primary School



To be completed by the parent/carer and returned to school no less than 2 weeks before the intended leave

I apply for my child to be granted approval for leave in term time during the academic year: _____

Full name of pupil _____ Class: _____

Dates of intended leave: from _____ to _____

My child will return to school on: _____

Reason for leave in term time: _____

Destination / address: _____

Evidence of travel / reason for leave: _____

Signed: _____ parent/carer Date: _____

Please note carefully:

- Only 5 days (one week) may be taken for leave during school time in a school year. We will only authorise if the circumstances are exceptional. Any other requests for more than 5 days for leave will be refused.
- Approval is not granted to pupils in the weeks of their SATs tests or the six weeks before this.
- If a pupil is taken out of school for leave without the school's prior approval the parent/carer may be liable for a penalty notice, the pupil may be taken off the school roll and their school place may be lost
- If the absence is longer than 5 days, or the child does not return to school on the date specified by the school the pupil will be taken off the school roll and their school place may be lost

Office use only:

	Yes	No
Form fully completed		
Verbal reminder of key notes		
Copy of policy given to parent/ carer		
Evidence requested		
Evidence received and copied		
Leave approved		
Confirmation letter sent with copy of form		

Headteacher's signature _____ Date _____

Appendix 4 – letter templates -please note other personalised attendance letters may be used. All school attendance letters are on headed paper and signed by the Heads of Federation.

Unauthorised absence letter 1

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Date

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

At Mellers, each child is expected to attend every session available. However, we appreciate this may not always be possible.

According to our records, **(name of child)** has been absent from school for **X days** so far this academic year.

As you are aware, all parents are expected to notify the school on the first day of any pupil's absence to provide the reason for all absence, along with an expected date of return to school. Please contact school as soon as possible to explain the reason for any absences.

Failure to notify school of any absence that has not been explained within two weeks will be recorded as unauthorised absence. This is when the reason provided does not comply with Government guidelines or no reason has been provided. The decision to authorise any absence is at school's discretion.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker, on 0115 9151796.

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Date

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

Following our previous letter dated {date of letter 1}, {pupil name}'s attendance has failed to improve and they have now missed **X days** so far this academic year. Studies confirm that poor attendance at school directly impacts on a pupil's achievement. It is essential that {name of pupil} improves their attendance in order to increase the chances of academic success.

In order to discuss this matter further, we would like to invite you to attend meeting in school.

Date:

Time:

Venue:

At this meeting an attendance improvement plan will be developed in order to address any barriers your child may be experiencing, and to look at strategies to support their attendance. If you are unable to attend this meeting, please contact the school to rearrange at a date and time that is suitable for you. If you fail to attend, the meeting will go ahead in your absence and an Attendance Improvement Plan will be produced on yours and your child's behalf.

School will continue to monitor your child's attendance. However, should this fail to improve, (pupil name)'s attendance may be raised with the Local Authority which could lead to a Penalty Notice or even Legal Action.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker, on 0115 9151796.

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Unauthorised absence outcome of meeting letter 3

PRIVATE AND CONFIDENTIAL

(Parent title) (parent name)

Parent address)

Date

Dear

Re: Attendance concern name of child DOB year group

Did not attend

Following our previous letter on date of letter 2 you were invited to attend a meeting on date to discuss your child's attendance but unfortunately you did not attend.

The meeting went ahead in your absence and an Attendance Improvement Plan (AIP) was devised to support you and name of child in improving their school attendance (in accordance with the DfE Working Together to Improve School Attendance Guidance). A copy of the AIP is enclosed for your information.

Or did attend-

Thank you for attending the meeting on date. We really appreciate your support and hope to see name of child's attendance improve. I have enclosed a copy of the Attendance Improvement Plan that we agreed during the meeting. We will contact you on date in 2 weeks to review the plan and ensure it is working effectively.

We will continue to monitor name of child's attendance and punctuality throughout the academic year. Should there be any further unauthorised absences then a decision will be made in respect of a referral to the Education Welfare and EOTAS Service for legal consideration. Please note that the decision to authorise or unauthorise an absence is at the discretion of the school.

Should you wish to discuss this further, please contact Senga Cannop, parent support worker, on 0115 9151796.

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Date

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

Unfortunately, despite the interventions outlined below, (child name) attendance has failed to improve and they are now classed as a persistent absentee.

(insert attendance interventions/ offers of support)

A request for service has now been made to the Education Welfare Service who will consider any legal intervention. Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term-time leave or irregular attendance, a Penalty Notice will not be issued. A prosecution file will be prepared using the Single Justice Procedure, that will be dealt with by a Magistrate sitting at Southern Derbyshire Magistrates' Court. This is the allocated Court in our region for dealing with these matters.

Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996. Magistrates' fines can be up to £2500 per parent per child, and cases found guilty in Magistrates' Court can show on the parents future DBS certificate due to a 'failure to safeguard a child's education'.

As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker on 0115 9151796

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Declined leave of absence letter 5

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear **(parent/s title and surname)**,

Leave of Absence re: *child name (DOB)*

Thank you for your leave of absence request for **(*child's name*)**. I am writing to inform you that your request has been given consideration in line with Attendance Policy and guidance from the Nottingham City Local Authority and unfortunately, on this occasion, it has been declined. If there are any exceptional circumstances that you wish to be considered, please ensure that the evidence is brought into school for our attention by **(*date*)**.

Should you choose to take your child out of school during the period requested, the absence will be marked as unauthorised on the school register and the matter may be referred to Nottingham City Council (the Local Authority), for consideration of a penalty notice.

The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker on 0115 9151796

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Unagreed leave of absence, (without form) letter 6

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear **(parent/s title and surname)**,

Leave of Absence re: *child name (DOB)*

It has come to our attention that **(*child's name*)** has been missing from school on an un-agreed leave of absence. The current law does not give entitlement to parent to take their child out of school in term time. As a result of this unauthorised absence, a penalty notice is being requested from the Local Authority. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

If there are any exceptional circumstances that you wish to be considered, please ensure that the evidence is brought **into school** for our attention by **(*date*)**.

As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker on 0115 9151796

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Approved leave of absence letter 7

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear (parent/s title and surname),

Leave of Absence re: child name (DOB)

Thank you for your application for leave, which has been approved. On this occasion, your request for leave has been approved as the circumstances for the leave are considered to be very exceptional.

The dates you asked for are as follows:

Your child **must** return to school on:

Please note however, that if your child does not return on the agreed date, **all the leave and any consecutive absences** will be recorded as unauthorised and a penalty notice may be requested from the Local Authority. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days. The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction. The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

It is very important that your child attends regularly on return so that they do not fall further behind with their work. As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Senga Cannop, parent support worker on 0115 9151796.

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Request for service letter 8

PRIVATE AND CONFIDENTIAL

[Parent title] [Parent name]

[Parent address]

Dear **(parent/s title and surname)**,

Leave of Absence re: *child name (DOB)*

Following our previous letter on **(date)**, we believe that **(child's name)** was taken out of school between the following dates; **(insert dates)**.

Any application for leave must be for exceptional circumstances and agreed by the Head Teacher prior to travel, in accordance with Mellers' attendance policy and at the Head of Federation's discretion. No satisfactory evidence has been provided to authorise the absence and therefore the matter will be referred to Nottingham City Council (the Local Authority) for consideration of the issuing of a penalty notice.

The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996. Magistrates' fines can be up to £2500 per parent per child, and cases found guilty in Magistrates' Court can show on the parents future DBS certificate due to a 'failure to safeguard a child's education'.

Yours sincerely,

Joy Buttress and Lorna Dermody

Heads of Federation

Mellers Primary School

Appendix 5 Attendance Improvement Plan

Date, Time, and Venue of Meeting			
Who Attended the Meeting	- - - -		
Name of child		Date of Birth	
School		Year Group	
Name of Parent/Carer			
Agency involvement			
Attendance	Current year / Previous year /		
What's Working Well			
Parents View			
Childs View			
Schools View			
Date of Review			

Parent/Carer

I/we confirm that I/we have parental responsibility and agree to the above attendance improvement plan

I agree that I will...

- Ensure my child will attend school regularly
- Ensure they are wearing the correct uniform
- Ensure my child arrives to school on time
- Contact school at the earliest opportunity should my child be too ill to attend
- Ensure I update the relevant member of staff if there are any changes to my contact details
- Try where possible to make appointments outside of school hours or provide proof of the appointment when this is not possible and ensure my child attends before/after the appointment where possible.
- Contact the Attendance Officer if there are any problems or concerns
- Understand that my child's attendance will be monitored closely and reviewed regularly
- Understand that failure to comply with the above may result in a referral to the Education Welfare Service which could lead to the issuing of a Penalty Notice or prosecution

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. Penalty Notices are set at £80 if paid by 21 days and £160 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Signed (Parent(s)/Carer(s)) Date

School

Staff member.....

1. I/we agree to the above attendance improvement plan
2. I/we will monitor attendance, which will be reviewed regularly
3. If I/we have any concerns, I or someone on my behalf will contact you, the parent/carers immediately
4. I/we will keep you informed of the result of any attendance reviews

Pupil (if appropriate)

I confirm that I agree to the above attendance improvement plan and will:

1. Attend school regularly in the correct uniform
2. Arrive to school on time
3. Attend and arrive on time to every lesson ready to learn
4. Not leave the classroom or school premises without the permission a member of staff
5. Complete all homework to the expected level and hand in on time
6. Speak to a member of staff if I have any problems

Signed (Pupil) Date.....

	Parent	Child	School
What's not working well. Factors contributing to non-attendance			
Agreed Actions and Targets (what we want to see happen)
Date of Review			

Review of Actions and Targets	
<div>Date / /</div> <div>How was the Review conducted i.e.,</div> <div></div> <div>Meeting/Telephone/Other?</div>	<div>Who Attended the Meeting</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>
<div>Outcomes</div> <div>Current Attendance<div>%</div></div> <div>No' of days absence<div></div></div>	

<p>Current Support in place</p> <p>Any Further agreed Support/Interventions</p>	<hr/>
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Completed by: [NAME]
[ROLE]

Signature:

Date:

Appendix 6 Reasonable Adjustments

6.1 Children absent due to complex barriers to attendance

For children facing complex barriers to attendance, our approach focuses on collaboration with families and implementing strategies to address in-school barriers effectively. This includes:

- **Family Collaboration:** We engage proactively with families to understand the underlying issues affecting attendance and to develop tailored support plans.
- **Multi-agency Approach:** Working closely with external agencies such as social services, educational psychologists, and healthcare professionals to provide comprehensive support.
- **Individual Support Plans:** Creating personalised attendance improvement plans that outline specific actions and interventions to overcome barriers (Attend Framework).
- **Monitoring and Review:** Regularly reviewing progress and adjusting support strategies as necessary to ensure sustained improvement in attendance.

6.2 Children absent due to mental or physical ill health or SEND

When children are absent due to mental or physical ill health or their Special Educational Needs and Disabilities (SEND), our approach focuses on providing holistic support to facilitate their wellbeing and successful reintegration:

- **Family and Professional Collaboration:** Collaborating closely with families, healthcare providers, and specialists to understand and address the specific needs impacting attendance.
- **Flexible Provision:** Making adjustments as necessary, such as flexible attendance arrangements, or individualised timetables.
- **Additional Support:** Offering additional pastoral care, and access to specialised support staff to assist with emotional, physical, or academic needs.
- **Monitoring and Reporting:** Monitoring attendance closely and reporting concerns to appropriate authorities, including informing the local authority if attendance issues relate to a pupil's Education Health and Care (EHC) plan.