

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain “Move from here to there” and it will move. Nothing will be impossible for you
Matthew Chapter 17, Verse 20



Attendance Policy

Author: Elaine Boyd
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Introduction

Our Academy vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our student to transform their lives and to hope for happy and successful futures.

At All Saints Academy, we believe that dignity comes from regular attendance and participation in Academy life and through the opportunities for success which result from that regular attendance. Dignity is afforded to those who achieve economic and academic success in their future lives. By attending regularly, we want our students to have faith in our systems and hope for their futures.

1. Rationale

It is the right of every young person to receive full-time education. Young people who fail to attend Academy regularly cannot receive a coherent education programme, as absence disturbs the continuity of the curriculum and also damages social relationships. Absence from lessons also causes difficulties for teachers who may have to respond by providing individual programmes of work.

Our attendance policy is closely linked to our values, particular those of **trust, resilience, perseverance, determination, courage** and **happiness**. We also fulfill our caring ethos as a Church Academy by ensuring that as many students as possible can attend every day that they are able, supported by our staff who embrace our values and by ensuring that every student is safe on every day that the Academy is open.



Good attendance and punctuality are vital for success at All Saints Academy and to establish positive life habits necessary for future success. They also minimise the risks of students conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance also encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. They will also inevitably miss out on essential learning and on events taking place, such as Academy visits.

The Academy displays a positive and pro-active ethos that places high value on attendance and punctuality, as well as valuing its partnership with parents/carers to promote good attendance. This policy advocates close working relationships with all stakeholders to provide a cohesive approach to tackling attendance.

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2. Aims

- To share the responsibility for promoting Academy attendance amongst everyone at All Saints Academy and to develop and implement an effective attendance policy that touches all aspects of the Academy's life, and relates directly to the Academy's values, ethos and curriculum. Staff particularly strive:
- To encourage all students to reach their true potential and eventually become independent learners who value learning with and from others; to have a positive attitude to life-long learning
- To value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
- This attendance policy is designed to encourage students to attend Academy more regularly by the implementation of specific measures which:
 - Register students accurately and efficiently
 - Set attendance targets for individual students, the Academy and specific year groups (where applicable)
 - Contact parents the same day when reasons for absence are unknown or unauthorised;
 - Monitor (at least fortnightly) student attendance and punctuality;
 - Report Academy attendance statistics to parents, Academy directors and the Department for Education (DfE) as appropriate.

3. Attendance and the Law

It is a legal obligation of all parents/carers to ensure their child attends Academy regularly; by law all children of compulsory Academy age must receive a proper full time education. The 1996 Education Act states:

"The parent of every child of compulsory Academy age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at Academy or otherwise"

The legal framework for this policy is:

- Education Act 1996, section 444
- Anti-social Behaviour Act 2003
- Access to Education for Children and Young People with Medical Needs

4. Responsibilities

Parents

- Parents and Carers have an important role in their child's education, and should be as informed as possible in any communications or discussions with teachers. Parents/carers are requested, and encouraged, to the extent feasible:
- To ensure their child attends Academy regularly and punctually;
- To notify the Academy if their child cannot attend for any reason — this is for the child's safety as well as administrative reasons;
- Provide written confirmation of the reason for an absence on their child's return to Academy;
- To request authorization for all 'leave of absence,' including holidays and appointments in Academy time;
- To work with the Academy and Attendance Officer to resolve/alleviate any attendance problems or protracted absence;
- To attend meetings as required in relation to their child's attendance.

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Students

- Students are expected to attend Academy regularly and to arrive punctually at Academy and to the start of lessons;
- If late, students must sign in at Main Reception
- If students are required to leave the premises during the Academy day they must sign in and out at Main Reception. (This is for their safety as well as administrative purposes);
- Students should inform staff if there is a problem that may lead to their absence e.g. bullying, racism etc.
- Students have a responsibility to pass on absence notes from parents/carers to their Form Tutor and to pass correspondence to their parents/carers;
- If requested, students must attend a return to Academy meeting with the appropriate staff member.
- Students should understand that only 'real' illnesses can be a reason for absence.

The Academy

The Academy's Governing Body is legally responsible for many aspects of Academy management, including the attendance register. It is therefore registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Principal manages the day-to-day running of the Academy and, in doing so, takes responsibility for the implementation of this policy. The Principal will regularly update the Directors about attendance data and issues and the Directors will review this policy annually.

The Academy will:

- Maintain two registers:
- *An Admissions register (known as the Academy roll).*
- *An Attendance register for all students, including those that are not of compulsory age*
- Contact parents/carers if a call is not received by 8.50am on the first day of absence. This will be followed by a home visit if telephone contact cannot be made. If this also fails, a call to the police may be made
- Monitor attendance and punctuality at least on a fortnightly basis
- Submit the details of the level of absence within the Academy through the termly Academy Census;
- Report attendance data to parents/carers and all other appropriate bodies such as the Governors and Academy Attendance Improvement Officer
- Ensure all staff are aware of, and know how to implement care, guidance and support policies, in order to recognise where there may be issues affecting student attendance and to be pro-active in dealing with issues in the appropriate way
- Implement strategies to support students and their families who have difficulties in attending Academy regularly and do not reach the attendance targets set
- Ensure Form Tutors are aware of their Tutor Group's attendance percentage and are pro-active in addressing issues
- Ensure Heads of Year are aware of their Year Group's attendance percentage and are pro-active in addressing issues
- Reward good attendance
- Ensure class and subject teachers contribute to the reduction of absences by delivering interesting and engaging lessons and insist on good attendance and punctuality for themselves, colleagues and students
- Follow the procedures regarding attendance and absence, as outlined in this policy

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5. Taking the register

Registers are treated as legal documents — indeed they may be used as evidence in court cases. For this reason they are retained for a minimum of three years. The Legal register is held on SIMS (our MIS system). The register will be taken twice a day: once at the start of the morning session and again at the end of lunch. For each student, the register must be marked either as present or absent:

- / - is entered to show the student is present in the morning session
- \ - is entered to show the student is present in the afternoon session
- N — is entered to show the students is absent until the reason is known

Once the Academy has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the class teacher or the Academy office (Appendix 1)The register must clearly differentiate between whether the absence is authorised or unauthorised by the Academy. It is the policy of the Academy that no absences are unaccounted for.

6. Understanding Types of Absence

Authorised Absence is absence with permission from the Principal or other authorised representative of the Academy. This includes absences for which a satisfactory explanation has been provided, e.g. ill health. Even when students are engaged in an Approved Educational Activity off-site, they must not be marked as present, as good Health and Safety practice requires that the Academy needs to know who is on the premises in the case of a fire drill or real emergency. The Academy **may** authorise absence in the following circumstances:

- Personal illness (excessive or extended absences **will require medical evidence**)
- Medical Appointment (copy of appointment to be seen and copied)
- Family bereavement
- Conditions rendering attendance impossible or hazardous to a child's health and safety
- Religious observance (limitations apply)
- A travelling child's absence
- Involvement in a public performance
- Approved sporting activity
- Entrance exams

For periods of extended absence because of illness, the Academy will seek the advice of the Academy nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness.

Unauthorised Absence is absence without permission from the Academy Principal or authorized representative of the Academy. This includes all unexplained or unjustified absences. The Academy is unlikely to authorise absence in the following circumstances:

- No explanation is offered by the parent/carer
- The Academy views the explanation offered as unsatisfactory (e.g. shopping, minding the house, refusing to attend etc.)
- Written confirmation of the reason for the absence is not forthcoming
- If a student's attendance percentage is below 96% and no medical evidence has been supplied

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- Leave of absence which is taken without the Academy's prior consent or knowledge and/or is in excess of the time agreed by the Academy
- Special occasions such as birthdays
- Minding siblings
- Parent/carer or sibling illness
- Treatment of head lice
- Family holidays in term time

Unauthorised absence from Academy is considered truancy. This can take the form of absence from Academy for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies for effecting change may need to be different. When parents are unaware of such absences there may be a significant danger to the young person's safety, as it is likely that their whereabouts are unknown by a responsible adult. Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs, it is the duty of the Academy to work with the student and family to change their attitudes towards Academy, thus encouraging full attendance. When a student has 10 sessions of unauthorised absences during a 12 week period (equivalent to five days), the parents/carers can be issued with a Fixed Penalty notice by the Local Authority.

Persistent Absenteeism (PA)

Persistent Absentees are students whose attendance falls below 90%. While discretion may be deployed (e.g. in cases of long term illness), All Saints Academy will refer any individual child whose attendance is 90% or below to the Academy Attendance Improvement Officer. At this point, legal proceedings could follow. No absence below 90% will be authorised unless in extenuating circumstances such as long term illness and all PAs are tracked and reported to the Principal and Governors.

Punctuality and Lateness

The Academy actively discourages late arrival by staff setting a good example and by challenging it whenever it occurs. A child will be registered as late in the morning if they arrive more than 10 minutes later than the scheduled start of the day. Children who arrive late to Academy without an adult will have a note/sticker put in their planner by a member of the Attendance Team. The 'Late' will be recorded on our electronic management system and on the register as a 'L'. Arrival 20 minutes after the register closes, unless for an authorised medical reason, is automatically coded as 'U'. Lateness can be an indication of more serious problems, as well as poor time management. Students who travel to Academy independent of an adult may not be coming here directly. We have a duty to ensure every child's safety and therefore will telephone home after 4 recorded lates. Our level of contact will be increased if lateness continues, until after 10 lates when the Academy Attendance Improvement Officer may be informed.

Temporary Academy Closures

Where the Academy has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately. This will always be notified through our website and by text message to parents.

Reporting Absence — First Day Response

It is the policy of the Academy that no absence should be unaccounted for. For safe-guarding purposes, on the first day of absence parents/carers are expected to contact the Academy, preferably by telephone before 8.50am. The parent/carer reporting the absence should give the reason for the absence and the expected date of return. If the date of the return is unknown, regular

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contact on a daily basis should be kept with the Academy. If the Academy receives no contact a member of the office team will:

- Arrange to check if the child is in the lesson that they should be in. If he/she is present, the register will be marked accordingly.
- If he/she is absent, they will telephone/text the parent/carers;
- If contact cannot be made, the Academy has a duty of care to ensure the child is safe and therefore a home visit will be made
- **If this still fails, the police may be alerted that the child is missing**

When the child returns to the Academy, even if the absence has been reported verbally, the parent/carer is expected to confirm the reason for the absence in writing, within five Academy days. This can be through a signed note in the student's home/Academy book but a separate note or email is preferable.

The written confirmation will be placed on file and if the note is in the planner, the Form Tutor will send the book to Student Reception for it to be copied and then filed. If written confirmation is not received within the expected time frame, a standard letter and form will be sent out for completion. **If this is still not returned within a Academy week, the non-compliance with the Academy policy will be recorded as unauthorised on the register.** Reporting an absence, verbally or in writing, does not guarantee authorization.

7. Leave of Absence

External Appointments within Academy hours

- The Academy recognises that there are occasions when students need to leave Academy for an appointment (e.g. doctor, dentist, optician etc.). If at all possible, all appointments should be made outside of Academy hours or during the lunch break.
- If an appointment is during the Academy day, a request for the absence to be authorised should be made at least **24 hours before** the appointment to allow for authorisation to be considered;
- Evidence for the appointment should be provided with the request (e.g. appointment card/hospital letter);
- The request can be made verbally or in writing through the Academy office or class teacher who will place the request in the register folder which is sent to the office during morning registration;
- If it is through the home/Academy book, the child will be asked to take it to the office to be copied;
- Where this is not possible before the appointment, it should be made available on the child's return to Academy;
- Without this evidence, the absence **will not be authorised**;

The Academy acknowledges that there are occasions when requests cannot always be made in advance, as appointments at doctors and dentists etc. can sometimes only be made on the actual day. Where this is the case, evidence must still be provided when the child returns to Academy or the absence will not be authorised. Safe guarding issues require that we must be certain where a child has been, even if they are with their parent/carer. If the student returns during the Academy day they are also required to sign back in. We require all students leaving for an appointment to be collected by a parent/carer in person. We will not allow a child to leave alone. (Being told that a parent/carer is going to wait in the car park etc. is not sufficient for our safeguarding procedures.)

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Holidays Within Term Time

The latest amendments to education law (September 2013) make it clear that Head teachers may not grant any leave of absence during term time, unless there are **exceptional** circumstances. The purpose of this change in the regulations is doubtless to highlight the crucial link between student's attendance and their success within Academy and to ensure Head teachers take a firmer approach towards parents/carers who remove their children from Academy during term time in order to go on holiday.

The Academy will therefore consider every absence application individually, although our policy will be NOT to grant leave of absence, other than in the most exceptional circumstances. Holidays in term time can only be agreed by the Principal. The Principal will use discretion to grant authorised absence in an Academy year **if both the following apply**:

- The parent/carer the child normally lives with applies to the Academy in writing, with appropriate evidence, at least 4 weeks in advance of the intended holiday;
- There are '**exceptional circumstances**' for the holiday.

Special reasons or exceptional circumstances that may be agreed to are:

- A dying relative in a different country;
- A family funeral in another country/ part of the country;
- Holidays for fostering or adoption purposes;
- Religious observance;
- Service personnel and other employees who are prevented from taking holidays during normal Academy holiday times (evidence must be provided to this effect);
- When a family needs to spend time together to support each other during or after a crisis.

The Academy is therefore unable to authorise absence because of:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in Academy holiday periods;
- Overlap with the beginning or end of term;
- Another sibling in another Academy where the holidays do not coincide;
- A special treat for the child.

Authorisation will not be considered during assessment times. This may also include during the preparation period leading up to the exams. When deciding on the authorisation the following will also be taken into account:

- If the child's attendance is above the Academy's target of 96%;
- If there have been any other holiday requests during the same Academy year. (There must be only one request for the academic year).

Should the application not be authorised and the holiday is taken, **the Education Welfare Service**, in consultation with the Academy, **may** issue a **Fixed Penalty Notice**.

Procedure in Academy

On receipt of a written absence request, the following will occur:

- The request will considered according to the above criteria;

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- If insufficient information is received, further details will be requested from the parent/carer;
- If appropriate, the parent/carer may be requested to attend a meeting to discuss the circumstances;
- If special circumstances are identified, authorisation of the holiday may be granted by the Academy;
- Parents will be notified of the outcome in writing.

8. Education of Students with Medical Needs

In response to the guidance - Access to Education for Children & Young People with Medical Needs, DfES 0732/2001 — All Saints Academy Trust recognises its responsibilities 'for all students unable to attend Academy for medical reasons. Young persons should be able to access education without stigma or exclusion.' The Academy's aim is to ensure students have access to as much education as their medical condition allows. Students covered by this may be recovering from an illness or injury, keeping the student away from Academy during recovery or may have a long term or recurring illness. Students may also have an illness or clinically defined mental health disorder which causes them to be absent for a period in excess of 15 days, where medical opinion states they are still unable to access mainstream education.

The Associate Principal in charge of Attendance, in partnership with the relevant Phase Leader, will be responsible for:

- Ensuring that Medical Needs Referral Forms (Request for Involvement and Request for Medical Information forms) are completed and passed to the relevant agencies as quickly as possible
- Ensuring that the student is transferred to Academy Action Plus of the Inclusion Register, and that, working with the relevant Year Leader and Class teacher, a Personal Education Plan is drawn up
- Ensuring that Individual Education Plans are written, in conjunction with the Inclusion Manager
- Arranging for the relevant member of staff to meet with the Medical Needs Team to plan appropriate work and a programme of action and review
- Ensuring details of whole Academy events and parents' evenings are communicated to parents
- Ensuring that all students covered by this policy have access to guidance on appropriate coursework

The Academy will also be responsible for requesting special arrangements where necessary.

9. Parents/Carers

Parents/carers are expected to be full collaborative partners in the process of ensuring all students maximise their attendance. Where difficulties arise, parents/carers must be able to access information, advice and support during a student's illness. Opportunities to allow the student to be involved in decision making and choices will also be arranged.

10. Monitoring and Protocols for dealing with Absences

The Attendance Officer will monitor absences via electronic registers at least once a fortnight. If a student's attendance falls below our Academy target of 96%, 'Trigger Point 1' will be activated as per our System Protocol.

If the attendance rate continues to deteriorate, the Academy will begin to follow the protocol for subsequent trigger points. All actions will be recorded electronically by the appropriate person, depending on the level of trigger point.

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At the start of the Academic Year, any student whose attendance was below 90% in the previous academic year, will be expected to attend an attendance meeting with their parents/ carers and the Attendance Officer. At this meeting, an Attendance Contract will be completed. If attendance becomes an issue they will be fast tracked to Trigger Point 2 of the protocol. At the start of the Academic Year, any student who had been referred to the local authority Academy Attendance Improvement Officer in the previous academic year, will be expected to attend an attendance meeting with their parents/ carers, the Attendance Officer and the Academy Attendance Improvement Officer. If attendance subsequently becomes an issue they will be contacted further by the SAID.

The All Saints Academy Attendance Policy is related to the following Academy Policies

1. Safeguarding Policy
2. Child Protection Policy

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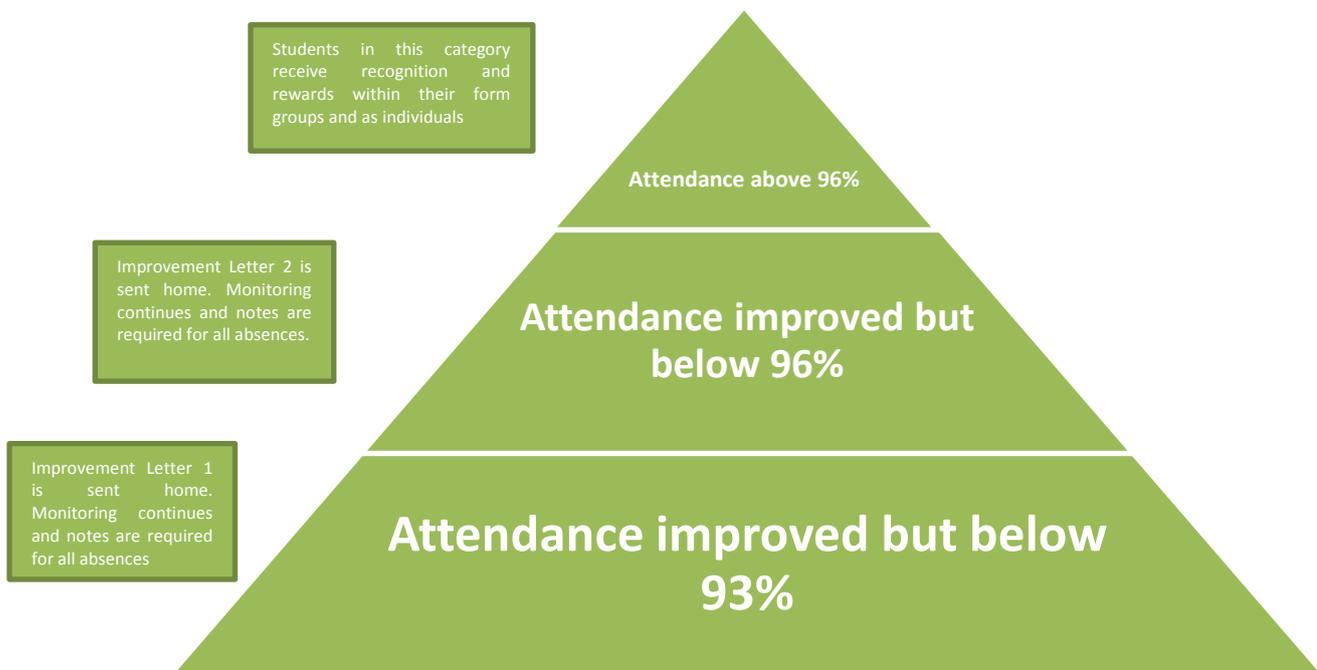
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Appendix 1: Attendance Codes

/	Present (AM)
\	Present (PM)
B	Educated Off Site
C	Other Authorised Circumstances
D	Dual Registration
E	Excluded
G	Holiday (Not Agreed)
H	Holiday (Agreed)
I	Illness (not Medical/Dental)
J	Interview
L	Late (before Register Closed)
M	Medical/Dental
N	No Reason Provided
O	Unauthorised Circumstances
P	Approved Sporting Activity
R	Religious Observance
S	Study Leave
T	Traveller Absence
U	Late (after Register Closed)
V	Educational Visit
W	Work Experience
#	Planned Academy Closure
Y	Unable to Attend – Exceptional Circumstances
X	Non-Compulsory School Age Absence
Z	Student Not on Roll
-	All Should Attend/No Mark Recorded

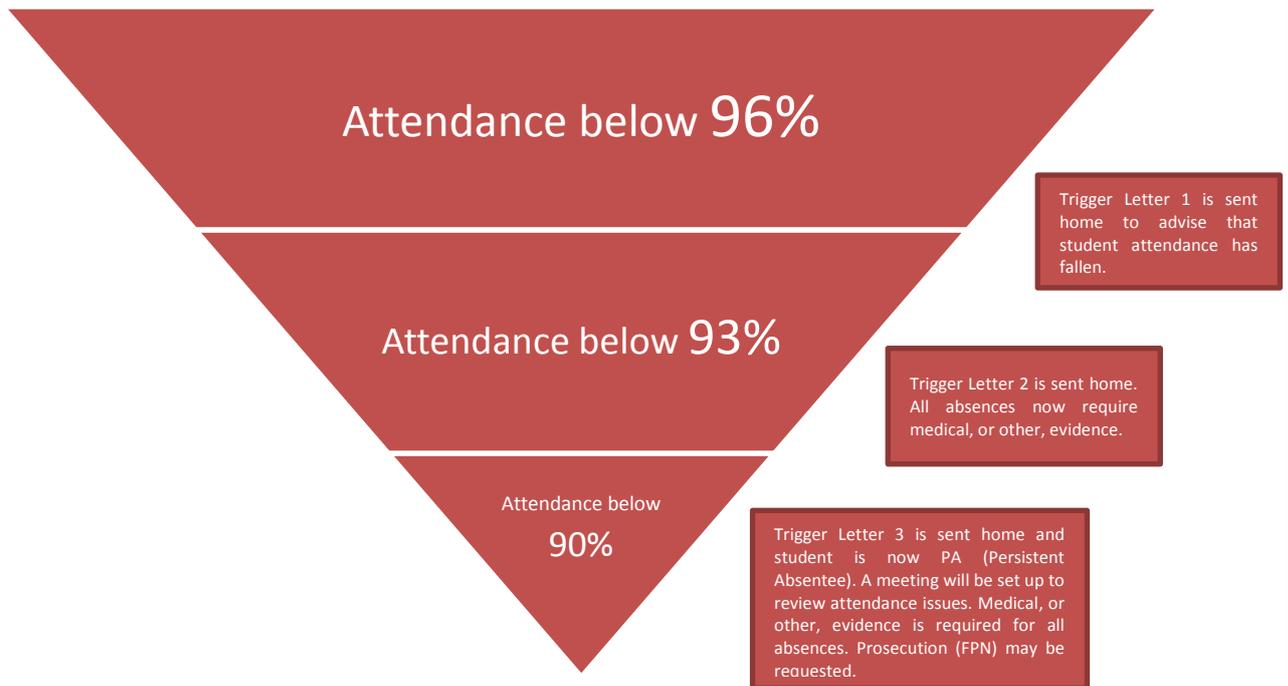
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Appendix 2: Attendance Procedure Visual



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Appendix 3: Trigger Letter 1

Dear Parent Carer

Attendance Review

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week's register check we can see that your son/daughter's attendance has fallen to below 96% and as a result, we are writing to you to make you aware that this is the case. For your reference, we have enclosed a copy of the most recent attendance certificate.

There may be a very simple reason for this and we would like you to give us a call to discuss any particular issues. We will continue to monitor your son/daughter's attendance every week, looking

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for a significant improvement. Should there be no improvement, or even a further drop in attendance, then we will have to take steps, in line with Local Authority procedures, to ensure the situation improves.

You can support your son/daughter’s attendance by

1. making medical and dental appointments outside of the school day.
2. encourage them to attend on every day except when they have a serious illness.
3. ensuring that they attend on every day that the Academy is open.

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 4: Trigger Letter 2

Dear Parent/Carer

Attendance Concern

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week’s register check we can see that your son/daughter’s attendance has fallen to below 93%. For your reference, we have enclosed a copy of the most recent attendance certificate.

There may be a very simple reason for this and we would like you to give us a call to discuss any particular issues. Going forward, however, you will now be required to provide supporting evidence following any absence. This could be an appointment card/letter, a note from your GP or Practice Nurse, a copy of a prescription or any other suitable documentary evidence. We will then decide whether or not we can authorise the absence.

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We will continue to monitor your son/daughter’s attendance every week, looking for a significant improvement. Should there be no improvement, or even a further drop in attendance, then we will have to take steps, in line with Local Authority procedures, to ensure the situation improves.

We are now monitoring your child’s attendance on a daily basis and should there be no further improvement, we will take one, or more, of the following steps:

1. You will be invited to a formal meeting at the Academy with a member of the Attendance Team.
2. We may issue a Fixed Penalty Notice.
3. We may refer your case to the Access and Inclusion Service.

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 5: Trigger Letter 3

Dear Parent/Carer

Persistent Absence Meeting

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week’s register check we can see that your son/daughter’s attendance has now fallen to below 90% and they are classified as a Persistent Absentee (PA). For your reference, we have enclosed a copy of the most recent attendance certificate.

We would now like to invite you to a meeting to discuss your son/daughter’s attendance. The meeting will be led by the Attendance Officer and a member of the Access and Inclusion Team may also be in attendance. The purpose of the meeting is to review the absence, discuss any underlying concerns and set targets for improvement which will be monitored daily.

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Failure to attend this meeting will result in an action plan being made in your absence. Should we fail to see an improvement over the subsequent three weeks, then further action will be taken which may result in one of the following two options being put in place:

1. A Fixed Penalty Notice Referral
2. A formal referral to the Access and Inclusion Service

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 6: Improvement Letter 1

Dear Parent/Carer

Improvement in Attendance

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week's register check we can see that your son/daughter's attendance has now risen to (insert figure). While this is still significantly below our target of 96%, we would like to say how pleased we are with the improvements so far. For your reference, we have enclosed a copy of the most recent attendance certificate.

As attendance is still below 96%, however, you will still be required to provide supporting evidence following any absence. This could be an appointment card/letter, a note from your GP or Practice

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Nurse, a copy of a prescription or any other suitable documentary evidence. We will then decide whether or not we can authorise the absence.

Thank you, in advance, for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on your son/daughter’s progress and achievement.

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 7: Improvement Letter 2

Dear Parent/Carer

Improvement in Attendance

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week’s register check we can see that your son/daughter’s attendance has now risen to (insert figure). While this is still below our target of 96%, we would like to say how pleased we are with the improvements so far. For your reference, we have enclosed a copy of the most recent attendance certificate.

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move. Nothing will be impossible for you.”

Matthew Chapter 17, Verse 20

As attendance is still below 96%, however, you will still be required to provide supporting evidence following any absence. This could be an appointment card/letter, a note from your GP or Practice Nurse, a copy of a prescription or any other suitable documentary evidence. We will then decide whether or not we can authorise the absence.

Thank you, in advance, for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on your son/daughter’s progress and achievement.

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 8: Improvement Letter 3

Dear Parent/Carer

Improvement in Attendance

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this.

During this week’s register check we can see that your son/daughter’s attendance has now risen to (insert figure). This is now above our Academy Target of 96% and we would like to say how pleased we are with this figure.

Thank you, in advance, for your support in continuing to make attendance and punctuality matter and for recognising their positive impact on your son/daughter’s progress and achievement.

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move. Nothing will be impossible for you.”

Matthew Chapter 17, Verse 20

As always, we would prefer to work with you to improve attendance, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 9: Late Letter 1

Dear Parent/Carer

Punctuality Matters

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this. A critical part of good attendance is good punctuality.

At a recent register check it was noted that your son/daughter has now been late on (insert number) of occasions since (insert date). We are very understanding if your child has occasionally been late for a good reason, although we always ask this reason is confirmed by the parent/carer. We are sure, however, that you will agree that excessive lateness is unacceptable. Registration is at 8.30am and a sanction is set for late arrival. Any arrival after 8.50am is recorded as an unauthorised absence and 10 unauthorised absences can lead to a Fixed Penalty Notice.

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move. Nothing will be impossible for you.”

Matthew Chapter 17, Verse 20

As you will be aware, arriving late at the Academy can be very disruptive for your child, the teacher and the other children in class. It is also embarrassing for your son/daughter if they are arriving late to the Academy and to lessons. We must ask you to ensure that your son/daughter maintains a punctual attendance pattern going forward and hope to see a swift improvement in this situation.

As always, we would prefer to work with you to improve attendance and punctuality, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 10: Late Letter 2

Dear Parent/Carer

Punctuality Matters

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this. A critical part of good attendance is good punctuality.

At a recent register check it was noted that your son/daughter has now been late on more than 10 occasions. As you will be aware, arriving late at the Academy can be very disruptive for your child, the teacher and the other children in class. If your child arrives at the Academy after the registers have closed and does not provide a good reason for this, we will have to record this as an

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move. Nothing will be impossible for you.”

Matthew Chapter 17, Verse 20

“unauthorised absence”. Once a student has 10 unauthorised absences, you are liable for a Fixed Penalty Notice of £60.00.

We would now like to invite you to a meeting with our Attendance Officer and our Local Authority Attendance Improvement Office may also be in attendance. The meeting is scheduled for (insert date and time). If this is not convenient, we would be grateful if you could contact us promptly to arrange an alternative.

As always, we would prefer to work with you to improve attendance and punctuality, so please do not hesitate to give us a call to discuss any concerns or particular issues.

Yours sincerely

Robert Swain
Attendance Officer

Elaine Boyd
Vice Principal (Personal Development, Behaviour and Welfare)

Appendix 11: Attendance Contract

Student/Parent Attendance Contract

At All Saints Academy, we know that there is a clear link between high attendance and success in learning. Success in learning has an impact on future education, future earnings and future security. Our Academy target for attendance for all students is 96% and we work very hard to support students and their families in achieving this. This contract is designed to set out the support and actions needed to address Academy attendance problems.

Forename	Surname	Date of Birth	Form Group
Attendance 2016-17	Unauthorised %	Current Attendance %	

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, “Move from here to there”, and it will move. Nothing will be impossible for you.”

Matthew Chapter 17, Verse 20

Commentary on Previous Attendance Issues			
Agreed Targets/Actions			
1		Date	
2		Date	
3		Date	
Signed			
Review Date			