



**Deanery C.E. Primary School**  
**Academy Status**

**Attendance Policy**  
**January 2024**

**The Deanery School Christian Ethos**  
Our School Motto – ‘Ad Majorem Dei Gloriam’  
Translated this simply means ‘To the Greater Glory of God’.

**Vision**

We believe that everything we do is a faithful response to God’s faithfulness, shown to us through Jesus Christ. Our vision is to reflect God’s Glory in every season of life, in all aspects, from the little things, to the big.

**Beliefs and Values**

We believe that God’s heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

**School Culture**

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another.
- Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- Enable each child to value themselves and have aspirations for the future.
- Recognise everyone’s place in the wider community.

## 1. Aims

At Deanery CE Primary School we believe that regular attendance is central to a child's potential success, giving access to opportunity and entitlement to education. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

Promoting good attendance

Reducing absence, including persistent and severe absence

Ensuring every pupil has access to the full-time education to which they are entitled

Acting early to address patterns of absence

Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. Roles and responsibilities

All stakeholders; governors, staff and parents will work together to ensure a high level of attendance, a high level of punctuality and low level of unauthorised absence at our school. Deanery is committed to provide children with the 'tools' they need to confidently attend school.

The school will support families through a number of strategies including:

- The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

### 3.1 The governing board

Attendance is monitored by the nominated governor for attendance and reported to the full governing body termly.

The governing board is responsible for:

Promoting the importance of school attendance across the school's policies and ethos

Making sure school leaders fulfil expectations and statutory duties

- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### **3.2 The headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data (see section 6)
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

### **3.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the beginning of each session (ie am and pm)

### **3.5 School office staff**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

### **3.6 Parents/carers**

It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School and to build and support their children's enthusiasm for attending school.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.15am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.7 Pupils**

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

Present

Attending an approved off-site educational activity

Absent

Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

The original entry

The amended entry

The reason for the amendment

The date on which the amendment was made

The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.20am. The register for the second session will be taken at 1pm in KS1 and 1.15pm in KS2.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.15am or as soon as practically possible by calling the school office or leaving a voice mail. An e-mail may also be sent to [enquiry@deanery.bham.sch.uk](mailto:enquiry@deanery.bham.sch.uk) and marked 'Absence'.

School should be informed on a daily basis, or for a longer absence, the day of expected return.

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

A note or reason for absence from the parents does not necessarily authorise a pupil's absence, this is at the discretion of the head teacher.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

#### **Medical Absences**

All medical absences should be informed as above. If parental endorsed absences or medical reasons become an attendance issue school will make regular contact with parents and may undertake the following course of action:-

1. Refer to School Nurse or ask GP for medical details.
2. Ask parents for sick note from GP for prolonged absence of more than 5 school days. (At head teacher's discretion).

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

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

### **4.4 Lateness and punctuality**

Punctuality is very important. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. It is therefore important for parents to ensure that their child/children arrive at school on time. School doors are opened at 8.45am until 8.55am. Children can go into school during this 10 minutes. Duty staff are on classroom doors to meet and greet and will lock the doors at 8.55am on the school bell. If a child arrives after 8.55am then they should be brought to the main school office by their parent/carer and signed in.

The close of registration is at 9.20am.

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

If a child is late on a number of occasions, a letter is sent to the parents from the head teacher- Late letter 1 (See Appendix 3) requesting them to contact the head teacher if there are reasons for the lateness. If the lateness persists a further letter is sent – Late letter 2 (See Appendix 4).

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, and the school is not made aware of the absence of the pupil the school will:

- Send a text to parents after 9.30 a.m on the morning of the first day of unexplained absence to ascertain the reason. If no reply is received, this will be followed up with a telephone call.
- If the school cannot reach any of the pupil's emergency contacts and have cause for concern, the school may conduct a safe and well check.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving Social Services.
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## 4.6 Reporting to parents/carers

Attendance and punctuality details are reported on each child's 'end of year report'. Details are also passed to the next school on transfer.

## 5. Authorised and unauthorised absence

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### 5.1 Approval for term-time absence

Any request should be made in writing and preferably on the 'Notification for Leave of Absence during Term Time' form (See *Appendix 2*) to the head teacher and submitted as soon as it is anticipated. The head teacher may require evidence to support any request for leave of absence.

A leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for. The head teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

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

Valid reasons for **authorised absence** include:

Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Absences for sporting and drama events that are linked to our curriculum will usually be authorised at the head teacher's discretion. Children should attend school on the day and leave in time to attend the event. Absences that are not curriculum related will not usually be authorised, eg modelling assignments.

### Holiday Requests

Parents are strongly encouraged to ensure that their children attend school for 100% of the year. The Governors of the Deanery are opposed to children taking time off school for holiday purposes and no authorisation will be given for holidays unless they are extenuating circumstances; holiday requests will be marked as 'unauthorised'.

## 6. Attendance monitoring

### 6.1 Monitoring attendance

The school will:

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

Pupil-level absence data will be collected each term and analysed alongside underlying school-level absence data as well as the DfE's school absence national statistics releases. The school will compare attendance data to the national average, and share this with the governing board.

## 6.2 Analysing attendance

The school will:

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

## 6.3 Using data to improve attendance

The school will:

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

## 6.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Inform parents of the importance of attendance and the consequences of absence via the school newsletter
- Inform parents by letter initially if their child's absence falls below 90% (see *Appendix 7*)
- Hold meetings with parents if persistent absence continues.
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## 7. Other attendance arrangements

### 7.1 Collection of pupils during the school day

There are occasions when a parent, grandparent, or authorised adult has to collect a child during the school day e.g. if a child is ill or has medical or dental appointments that could not be made out of school hours. Please inform the teacher or school office in writing, prior to this, if possible. In these cases the adult who collects the child is asked to sign the child out of school on the pupil signing in/out register at the school office. This details the date, name of child, time and reason for collection so that the school has an accurate number of pupils on site at any given time and enables us to monitor pupil attendance. When children return on the same day, the time of return is also noted.

If a child is poorly the teacher will use their initiative and knowledge of the child, to judge whether they are fit to stay in school. A senior manager will be informed and a member of staff will contact a parent or alternative contact from the 'Emergency Contact Form' should the child require to go home.

### 7.2 Dismissing children at the end of the school day & Late Collections

The school day ends at 3.30pm (12.00 noon for Nursery) and it is expected that parents/carers will collect the children from the year group door.

Staff have other duties at the end of a school day and children who are not collected by 3.40 pm will be taken to the school office. Any parents who are late collecting their children on a regular basis will receive a letter (see *Appendices 5 and 6*). On any further late collections the head teacher will speak to the parents. If late



collection continues the child/children may be booked into the Foxes Club (if there is space) and a charge will be incurred. Persistent lates will result in a meeting with the head teacher.

Parents of children in Year 5 or Y6 who are happy for their children to walk home should inform school in writing, stating clear instructions and permission.

### **8.3 Before and After School Club**

Our Before and After School Club (Foxes Club), it is run for the sole purpose of providing wrap around care for those children whose parents are busy at the start and end of the school day. The Club is available from 7.30am in the morning and until 6.00pm in the evening. Sessions should be pre-booked via the Foxes booking forms or by phoning the administrator on 0121 351 5267.

### **8.4 Emergency**

On a rare 'emergency' occasion when a parent may be unavoidably delayed, they should inform the school office as soon as possible so that the teacher and child can be informed. The child will remain with a senior member of staff and wait for the parent to arrive. Regular 'emergencies' will be deemed as a late collection.

### **8.5 Deletion of pupil from school roll**

A pupil is deleted from the school roll when he/she is registered as a pupil of another school or if the pupil has been continuously absent for not less than 20 school days, such absence was not authorised, the school does not have grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, and the school has failed after reasonable enquiry to ascertain where the pupil is.

## **8. Monitoring arrangements**

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

## **9. Links with other policies**

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

Policy reviewed by Anita Morris, Deputy Head Teacher

January 2024

Agreed and accepted by Governing Body

Signed \_\_\_\_\_



Dated 20/03/24

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



**DEANERY C.E. PRIMARY SCHOOL**  
**Academy status**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

Please complete the top section of this form. Your request for absence will be considered by Mrs Luckett and a signed copy of the form returned to you.

**Holiday Requests**

Parents are strongly encouraged to ensure that their children attend school for 100% of the year. The Governors of the Deanery are opposed to children taking time off school for holiday purposes and no authorisation will be given for holidays unless there are extenuating circumstances; holiday requests will be marked as 'unauthorised'.

I wish to request leave of absence for the following reason:

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

**INCLUSIVE DATES**

FROM .....

TO: .....

Name of child .....

Class: .....

Name of child .....

Class: .....

Name of child .....

Class: .....

Following Government guidance and the school 'Attendance Policy', I note all holidays are unauthorised.

**Signed** ..... (Parent/guardian) **Date:** .....

**PLEASE RETURN TO SCHOOL OFFICE**

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**ABSENCE RECORD**

Following Government guidance and our school 'Attendance Policy', the following has been recorded in our register:

..... days Authorised Absence Code \_\_\_\_

..... days Unauthorised Absence Code \_\_\_\_

Signed by: ..... Head Teacher

Date: .....

Arbor updated:

Email sent to parents:

## Appendix 2a Accepting leave of absence request



### DEANERY C.E. PRIMARY SCHOOL Academy status

#### Your request for leave of absence

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your request to take [name(s)] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. At Deanery we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

We consider each request for a leave of absence on its merits and the family's specific circumstances.

Please be aware that that fact that I've agreed to this leave of absence request doesn't mean I'll necessarily be able to agree to any similar request from you, or other parents, in the future.

Yours sincerely

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 2b Declining a request for a holiday in term-time



### DEANERY C.E. PRIMARY SCHOOL Academy status

#### Your request for a holiday absence

Date

Dear (Parent/carer(s) name)

(Child's name and date of birth)

Thank you for your request to take [name(s)] out of school between [date] and [date].

You will be aware that the Department of Education made important changes to the law for families wanting to request leave of absence in term time. The changes made it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Deanery Governing Body support this; therefore children will only be given permission to take leave in term time if there are exceptional circumstances.

I have considered your application very carefully. Although I understand the reason for your request, I am unable to approve leave of absence in this instance, as I believe the circumstances are not exceptional. **Therefore, if your child is away from school during this period it will be recorded as Unauthorised Absence.**

Our key priority is to ensure your child(ren) are as successful as possible, are able to reach his/her full potential and gains maximum benefits from his/her educational experience. taking children out of school during term time disrupts their school routine and learning.

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely

Jayne Luckett (Mrs)  
Head Teacher

**Appendix 3– Late a.m. – Letter 1**



**DEANERY C.E. PRIMARY SCHOOL  
Academy status**

Date:

Dear \_\_\_\_\_

Our records show that your child/children \_\_\_\_\_ has/have recently had several occasions when he/she has arrived late to morning school this term (no. of sessions \_\_\_\_\_).

It is a considerable disruption to the class and teacher when this happens, apart from an embarrassment to the child.

School sessions commence at 8.55 a.m. and therefore pupils need to be in the playground by this time. Please can you make every effort to get them to school on time every day.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher



**DEANERY C.E. PRIMARY SCHOOL**  
**Academy status**

Dear

Our records show that your child/children \_\_\_\_\_ continue to have occasions when they arrive late for school (\_\_\_\_\_). This has already been addressed with you on \_\_\_\_\_.

It is unacceptable and a considerable disruption to the staff and classroom environment. School sessions start at 08.55a.m. and therefore pupils must be in school at this time.

Please make every effort to bring your child to school on time every day. If the frequency of lateness continues I will have no alternative but to inform the relevant authorities who will take up this matter.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher



**Appendix 5 - Late collection – Letter 1**



**DEANERY C.E. PRIMARY SCHOOL  
Academy status**

Dear

Our records show that your children ..... have recently had many occasions since ..... when they have been collected late from school (..... occasions).

It is a considerable disruption to the staff and is preventing them from undertaking other duties. In addition it can upset the children and sets a bad example to them. School sessions end at 3.30pm and therefore pupils need to be collected at this time. Please make every effort to collect your child from school on time every day.

We have a Before and After School Club where you can safely leave your child. Please register your child into this club by contacting the school office or telephoning the Foxes Club on 07804 651096 or 0121 351 5267.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 6 – Late collection – Letter 2



### DEANERY C.E. PRIMARY SCHOOL Academy status

Dear

Our records show that your child/children \_\_\_\_\_ continue to have occasions when they have been collected late from school (\_\_\_\_\_). This has already been addressed with you on \_\_\_\_\_.

It is unacceptable and a considerable disruption to the staff and is preventing them from undertaking other duties. School sessions end at 3.30pm and therefore pupils must be collected at this time.

Please make every effort to collect your child from school on time every day. If the frequency of lateness continues I will have no alternative but to inform the relevant authorities who will take up this matter.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school .

Yours sincerely,

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 7a



### DEANERY C.E. PRIMARY SCHOOL Academy status

Dear

School Attendance – Academic Year

As part of our school practice and Government legislation we have to monitor attendance. The Government has raised the bar and any child with attendance of 90% or less is categorised as a 'persistent absentee'. This is monitored by the Local Authority and the Government.

We have noticed that XXX has missed a lot of school recently. XXX's attendance for this half term is currently at XXX% (X days)

We're concerned that they are missing out on key experiences because of this, and that they risk falling behind. Children who end the year with attendance of 90% or less often do less well than their peers and struggle to keep up with their classmates. I am writing this letter as parents are often unaware that the absence record is so low.

We know that every family's circumstances are different, and want to work with you to provide the best education for your child. We are aware of XXX's absence due to XXX. We want to make sure that we can support XXX's education in the best way possible so please let us know if there's anything else going on at home or at school which might be making it difficult for XXX to attend regularly.

We will continue to monitor your child's attendance over the next school year. Please make an appointment to see me if you have any concerns or there is an issue we need to be aware of.

Yours sincerely

Jayne Lockett (Mrs)  
Head Teacher

## Appendix 7b



### DEANERY C.E. PRIMARY SCHOOL Academy status

Dear

School Attendance – Academic Year

As part of our school practice and Government legislation we have to monitor attendance. The Government has raised the bar and any child with attendance of 90% or less is categorised as a 'persistent absentee'. This is monitored by the Local Authority and the Government.

We have noticed that XXX has missed a lot of school recently. XXX's attendance for this half term is currently at XXX% (X days)

We're concerned that they are missing out on key experiences because of this, and that they risk falling behind. Children who end the year with attendance of 90% or less often do less well than their peers and struggle to keep up with their classmates. I am writing this letter as parents are often unaware that the absence record is so low.

We know that every family's circumstances are different, and want to work with you to provide the best education for your child. We are aware of XXX's absence due to XXX. We want to make sure that we can support XXX's education in the best way possible so please let us know if there's anything else going on at home or at school which might be making it difficult for XXX to attend regularly.

We will continue to monitor your child's attendance over the next school year. Please make an appointment to see me if you have any concerns or there is an issue we need to be aware of.

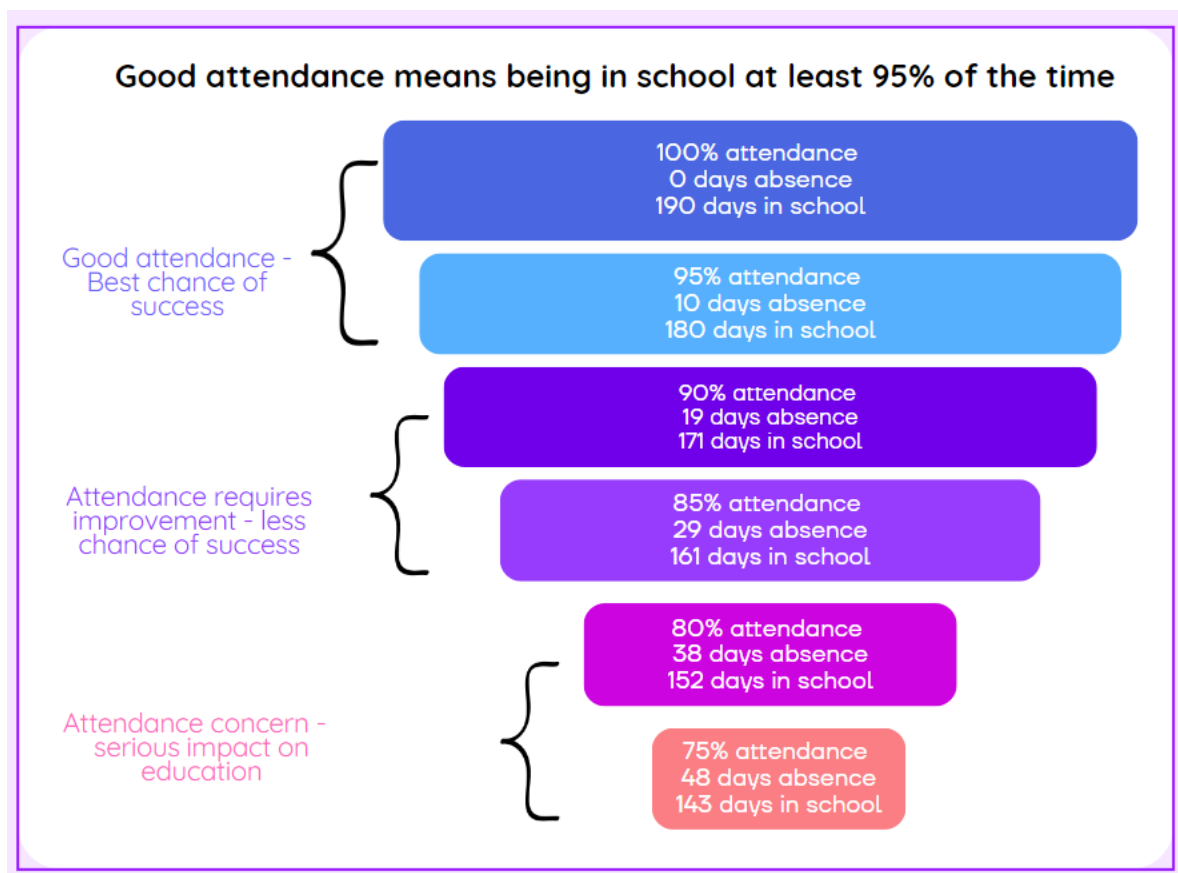
Yours sincerely

Jayne Lockett (Mrs)  
Head Teacher

### **Attendance at Deanery**

Your child is required to attend school for 190 days each year. The government target for attendance in primary schools is at least 95%.

Pupils who miss a lot of school achieve less



ATTENDANCE	DAYS ABSENT	WEEKS ABSENT	KS1 LESSONS MISSED	KS2 LESSONS MISSED
95%	9	2	40 lessons	45 lessons
90%	19	4	76 lessons	95 lessons
85%	29	6	116 lessons	145 lessons
80%	38	8	152 lessons	190 lessons
75%	48	10	192 lessons	240 lessons
70%	57	11.5	228 lessons	285 lessons

### Appendix 7c - Invite parents/carers in to discuss attendance



**DEANERY C.E. PRIMARY SCHOOL**  
**Academy status**

**Invitation for a meeting to discuss attendance**

Dear Parent or Carer

I am writing to invite you to a meeting to discuss your child's attendance, which is continuing to cause us concern. Please see the attached attendance certificate.

The number of days they have missed means it is more difficult for them to achieve in their learning and more likely that they will have significant gaps in their knowledge.

The meeting is your opportunity to tell us anything that may be preventing your child from attending school every day and to see if school can offer support.

By law it is your responsibility to ensure the regular attendance and punctuality of your child. Failure to do so may lead to legal action (1996 Education Act).

It is only by working together that we will be able to ensure the best possible outcome for your child.

Please contact the school office to arrange a meeting.

I thank you for your urgent attention to this matter and we look forward to seeing you.

Yours sincerely

Jayne Lockett (Mrs)  
Head Teacher