



# St. Peter's Catholic Primary School

## ATTENDANCE POLICY

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children Partnership. For more information go to <https://www.gloucestershire.gov.uk/gscp/>*

*This policy must be read in conjunction with the Safeguarding Incorporating Child Protection Policy and the Equal Opportunities Policy.*

This policy links to the following policies:

- Child protection and safeguarding policy
- Equal opportunities policy
- Behaviour policy

Ratified: 13<sup>th</sup> July 2023

Review: July 2024

## Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. Recording attendance.....	5
5. Authorised and unauthorised absence.....	7
6. Attendance monitoring.....	8
7. Links with other policies.....	9
Appendix 1: Attendance Codes.....	10
Appendix 2: Request for a leave of absence during term time.....	12
Appendix 3: Lateness Escalation Process.....	15
Appendix 4: Warning letter in respect of penalty notices for persistent lateness (U code).....	19
Appendix 5: When no request for leave was made by the parents but the Headteacher has deemed the absence to be unauthorised family holiday.....	20
Appendix 6: Letter where attendance is below 95%.....	21

---

### 1. Aims

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](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### 3. Roles and responsibilities

#### 3.1 The governing body

The governing body 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

The Quality & Standards Committee is responsible for monitoring attendance on behalf of the governing body.

#### 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
- Issuing fixed-penalty notices, where necessary

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

The designated senior leader is responsible for:

- Leading attendance across the school
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

The designated senior leader responsible for attendance is Mrs Laura Gill and can be contacted via telephone on 01452 524792.

#### 3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 6)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with the Education and Inclusion Team to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The attendance officer is Mrs Angela Ballard and can be contacted via telephone on 01452 524792.

### **3.5 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, entering comments where appropriate when a child is not in, and submitting this information to the school office each morning and afternoon.

### **3.6 School office staff**

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Pastoral Lead in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every school day on time. It is school's expectation that regular and good attendance is 100% attendance, unless there is an acceptable reason that can be authorised.
- Call the school to report their child's absence before 9am on the day of the absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child, and ensure that all contact numbers are up-to-date
- Ensure that, where possible, appointments for their child are made outside of the school day

Please note that the definition of parent is

- All natural parents, whether married or not;
- Any person who has parental responsibility for a child or young person;
- Any person who has day to day care of a child or young person i.e. lives with and looks after the child.

The definition of parent in education law is broader than the definition in other legislation. The 'parent' does not need to be named on the birth certificate and could be, for example, the birth parent's current partner if they are involved in the day to day care of the child.

### **3.8 Pupils**

Pupils are expected to:

- Respect themselves and others

- Do all they can to attend school regularly and punctually (eg by getting up on time/when they are asked to)
- Be kind and caring to each other in order to create a sense of belonging
- Talk to an adult if they have any worries or concerns over school that make them feel like they don't want to come
- Wear the correct uniform and arrive at school ready to learn

## 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 morning session, and at the start of the afternoon session. We will mark whether every pupil is present or absent, using the DfE attendance codes. Please refer to **Appendix 1** for these codes.

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

We will also record, using the Comments option in SIMS for that pupil/session where appropriate:

- 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 three years after the date on which the entry was made.

Families are encouraged to arrive at school from 8:25am and all pupils should be in class by 8:45am on each school day.

The register for the first session will be taken at 8:45am and will be kept open until 9am.

### 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 8:50am or as soon as practically possible by calling the school (see also section 6).

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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

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.

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

Please refer to **Appendix 2** for a Request for Leave of Absence Form.

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. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

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 unauthorised absence, using the appropriate code

For those children who turn up late for school on a regular basis, letters as per **Appendix 3** will be sent to the parent/carer of the child. If persistent lateness occurs, parents/carers will be contacted to discuss the matter further.

Where there have been ten sessions of unauthorised lateness (marked 'U') within the immediately preceding ten week period, a letter will be sent to each parent warning that if there is further unauthorised absence within the next fifteen school days then a penalty notice will be requested for each parent (**Appendix 4**). The letter will be sent by first class post and formally addressed to each parent. The fifteen day period will start two days after being posted in order to allow for delivery time. If there is no further unauthorised absence within the allotted period no penalty notice will be requested, but if there is a further ten sessions within the twelve month period following the warning letter, a penalty notice may be requested.

### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason, or the pupil's emergency contacts if there is no response from parent/carer.
- 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 five 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 may make a home visit and contact Education & Inclusion Team for further advice.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

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

We define 'exceptional circumstances' as instances such as a family bereavement. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least seven days before the absence, and in accordance with any leave of absence request form, accessible via the school website or on request from the school office. Forms can be found in **Appendix 2**. The headteacher may require evidence to support any request for leave of absence.

If no request for leave of absence is made, and the Headteacher deems that the absence is unauthorised family holiday, then a letter will be sent to each parent (**Appendix 5**).

Valid reasons for **authorised absence** include:

- 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 belong. If necessary, the school will seek advice from the parents' 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.

### 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Parents are reminded that leave of absence taken without authorisation may be referred to the Education Inclusion Service if there have been ten sessions of unauthorised holiday absence within the immediately preceding ten week period. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

## 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 published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### 6.2 Analysing attendance

The school will:

- Analyse data daily to determine lates and unauthorised lates (after registers have closed)
- 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. This is undertaken especially from term 2, twice weekly, where the family is contacted after consultation with the head.
- 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 attendance reports to class teachers and other school leaders on request or where there are concerns, 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:

- Use attendance data to find patterns and trends of persistent and severe absence
- Highlight to parents when their child's attendance falls below 95% using letter in **Appendix 6**, or contact the parent/carer, to enable the family to get attendance back on track.
- Hold regular discussions or meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school



➤ Provide access to wider support services to remove the barriers to attendance

## 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>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

## Appendix 2: Request for a leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons BEFORE the absence. If the absence is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

**In the case of an unauthorised leave of absence the head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates’ Court.**

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the absence. All requests must be made prior to the absence being taken. Absence cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely

Mrs Carol Baron  
Head Teacher

**Request for a leave of absence during term time**

Pupil's Name:		Class:	
Pupil's address:			

First date of absence:		Date of return to school:		Number of school days absent:	
------------------------	--	---------------------------	--	-------------------------------	--

Please give as much detail as possible for the reason why you are requesting leave of absence:

***I understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.***

Parent/Carer <i>please print:</i>		Address:	
Signed:		Date:	

Parent/Carer <i>please print:</i>		Address:	
Signed:		Date:	

For school to complete:    AUTHORISED    UNAUTHORISED (please circle)

**Request for a leave of absence during term time – school response***This response must be sent to each parent*

Dear \_\_\_\_\_

Pupil's Name:		Class:	
---------------	--	--------	--

Your request for absence from the school on the following dates has been considered

First date of absence:		Date of return to school:		Number of school days absent:	
------------------------	--	---------------------------	--	-------------------------------	--

Your request has been

<input type="checkbox"/>	AUTHORISED	<input type="checkbox"/>	UNAUTHORISED
--------------------------	------------	--------------------------	--------------

Your child's attendance is currently: \_\_\_\_\_

The request **does / does not** meet the criteria for 'exceptional circumstances'

Please note:

An **unauthorised** absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning, and is issues to each parent for each child taken out of school.

Signed:		Date:	
Name:	Mrs Baron, Headteacher		

## **St Peter's Catholic Primary School's** **Lateness Escalation Process**

*Arriving late for school can be upsetting for children and is disruptive for the rest of the class. One of the most important things you can do to support your child is to ensure that they attend school regularly and on time. The more work they miss the harder it will be to catch up, and the longer they are away the harder it may be for them to fit back into school life and friendship groups.*

*By law, all children of compulsory school age are entitled to a full-time education. As a parent, you are legally responsible for making sure this happens. As a school we want all children to be in school and partaking fully in school life and will offer help in any way we can to yourselves and your child to ensure they enjoy school and want to come to school every day.*

**Child late into school (arriving after 8.55am) on more than 5 occasions:**



**Letter 1 sent to parent**

**Child late on more than 11 occasions:**



**Phone call to parent, letter 2 sent with Attendance Improvement Plan**

**Child late on more than 17 occasions:**



**Letter 3 sent. Parent/Carer will be requested to attend an Attendance Improvement Meeting with Attendance Officer, Pastoral Lead and Headteacher.**

**Regular contact will continue until lateness concerns have been resolved.**

**Letter 1**

DATE

Dear Parents/Carers,

RE: Your child's punctuality at school (5 days late, including X unauthorised lates after 9.10am)

(First Name Surname Date of Birth)

Attendance is an important life skill and at St Peter's Catholic Primary School we want all children to attend school regularly and on time. We would encourage you to arrive at school from 8:25am and your child/ren need to be in their classroom by 8.55am.

Please see the flow chart attached detailing our school's approach to managing pupil attendance, and your child/ren's registration certificates. I have also enclosed Gloucestershire County Council's attendance advice for parents/carers.

Yours sincerely,

Mrs Ballard  
Attendance Officer



**Letter 2**

DATE

Dear Parents/Carers,

RE: Your child's punctuality at school (11 lates after 8:45am, including X unauthorised lates after 9.10am)

Thank you for speaking with me on the phone earlier today. We discussed the lates your child has had this academic year and the reasons for them.

I would like to take this opportunity to remind you that the school's Attendance Policy is available on the school website, and the lateness escalation process is included for your information.

Thank you for working with us on this important aspect of school life, and we hope these actions will help to improve attendance.

Yours sincerely,

Mrs Ballard  
Attendance Officer

**Letter 3**

DATE

Dear Parents/Carers,

RE: Your child's punctuality at school (17 lates, including X unauthorised lates after 9am)

Name: (First Name Surname Date of Birth Class)

Further to our letters dated [ ] & [ ], we are writing to you because we continue to have concerns about your child's punctuality at school. Your child has now been late 17 times, and this includes X unauthorised lates after 9am.

Remember:

- 5 minutes late every day adds up to 3 days lost a year
- 10 minutes adds up to 6 days lost a year
- 15 minutes adds up to 10 days lost a year
- 20 minutes adds up to 13 days lost a year
- 30 minutes adds up to 19 days lost a year

We would like to discuss this matter with you and an appointment has been made for tomorrow, DATE at TIME at school. We would like your child to attend this meeting too.

Yours sincerely,

Mrs Ballard  
Attendance Officer

Mrs Baron  
Headteacher

## Appendix 4: Warning letter in respect of penalty notices for persistent lateness (U code)

**This will be sent to each parent that the school subsequently names in any request for a penalty notice.**

Date

Name

Address

Dear (Name)

**Re: The Education (Penalty Notices) (England) Regulations 2007  
Warning of penalty notice for persistent lateness after the register has closed**

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for ( ) sessions in the previous ( ) weeks without prior authorisation or an acceptable reason being given to the head teacher. Please note there are normally two sessions in each school day.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely

Mrs Carol Baron  
Headteacher

## Appendix 5: When no request for leave was made by the parents but the Headteacher has deemed the absence to be unauthorised family holiday

**This will be sent to each of the parents the school intends to request a penalty notice for**

Parent's address (formally served)

Date

Dear (parent's name)

**Re: Leave of absence without request**

**Child(ren)'s Name(s):**

**Date(s) of Birth:**

I am aware that your child (ren) was/were absent from school from (date) to (date). I have tried to contact you with regard to these absences but have been unsuccessful and now understand that you were on a family holiday. I believe this to be the case because .....

As you will be aware, as of 1st September 2013 Head Teachers are no longer able to grant any leave of absence in term time unless there are exceptional/unavoidable circumstances. It is also stated in our school policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

As we are unaware of any exceptional circumstances that might apply, the absence has **not been authorised**. However, if you feel that the absence was due to an exceptional circumstance or illness, please provide supporting evidence to this effect no later than (Date – **allow two weeks**) and I may be able to reconsider my decision.

I must warn you that failure to ensure your child's regular attendance at school is an offence under Section 444 of The Education Act 1996. The Supreme Court Judgement from 2017 (Isle of Wight Council v Platt [2017] UKSC 28) has determined that 'regular' means 'in accordance with the rules prescribed by the school'.

If the reasons given for your child (ren)'s absence from school are not considered to be exceptional (and therefore the absence is unauthorised) then I may request, without further warning, that the Local Authority take legal proceedings against you for your failure to comply with the law. This may result in a Penalty Notice requiring the payment of a penalty of up to £120 per parent, per child. Failure to pay the penalty due may result in prosecution before Magistrates Court.

Please refer to the school's attendance policy (available on our website and in hard copy upon request) and Gloucestershire County Council's website for further information.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely,

Mrs Carol Baron  
Headteacher

## Appendix 6: Letter where attendance is below 95%

DATE

Dear Parents/Carers,

**RE: Your child/ren's attendance at school**

(First Name Surname Date of Birth)

Attendance is an important life skill and at St Peter's Catholic Primary School we want all children to attend school regularly and on time. Between September and January your child/ren's attendance has fallen below 95% and I have enclosed their registration certificates for your information. I have also enclosed Gloucestershire County Council's attendance advice for parents/carers.

Obviously absences from school occur for a range of different reasons, some of which are unavoidable, including ongoing medical problems. However, absence from school is a serious issue for us as it directly impacts upon children's progress and can create additional problems such as difficulty maintaining friendships. Although we would not advocate parents sending their children to school when they are in poor health we would encourage parents to avoid allowing their children to miss days unnecessarily for minor complaints. The fundamental message is that children should be in school every single day if possible.

As a school we want to work closely with parents and pupils to reduce absenteeism (whether through authorised or unauthorised absence) and improve attendance levels across the school, and we would hope that your child's attendance for the rest of the academic year can be improved. We are more than happy to assist you with this matter so if you, or your child, require any support then please contact the office.

If you wish to discuss any aspect of this letter please do not hesitate to contact me in the school office.

Yours sincerely,

Mrs Ballard  
Attendance Officer