



St. Anne's R.C. Primary School

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Headteacher: *Mr. A. Pierce*

Attendance Policy (Pupils)

Devised by: Andrea O'Toole and Charlotte Fitzpatrick

Date adopted: July 2025

Date for review: July 2027 or earlier

Signed Chair of Governors

Date

Statement of Intent

As a Catholic community, we value every single member as a unique creation made in the image of God. We work together to help everyone to realise their God-given talents and their part in God's plan. Our school is a place of peace, tolerance and fairness where we follow Christ's example of loving God and loving others. Our ultimate aim is to give our community the prospects, belief and hope that every tomorrow can be a better day.

St Anne's seeks to ensure that all its pupils receive their entitlement of a full-time education in order for each pupil to achieve their true potential. We recognise that poor attendance can result in lower attainment, and can impact on the personal, social and emotional development of pupils. Therefore, we strive to provide a welcoming and caring environment in which each member of the school community feels wanted and safe. Staff at St Annes will work alongside family members, and their children, to ensure that pupils at our school want to come to school every day and on time.

1.Aims

We are committed to meeting our obligation with regards to school attendance through:

- > Developing a whole school culture and ethos with regard to promoting good attendance and punctuality
- > 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.

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 board

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
- > 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
- > Offering a clear vision for attendance improvement
- > Evaluating and monitoring expectations and processes
- > Having an oversight of data analysis
- > Devising specific strategies to address areas of poor attendance identified through data
- > Arranging calls and meetings with parents to discuss attendance issues
- > Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Andrea O'Toole with support from Charlotte Fitzpatrick and Gill Adsett.

3.4 The Attendance Lead

The Attendance Lead is responsible for:

- > Monitoring and analysing attendance data (see section 7)
- > Benchmarking attendance data to identify areas of focus for improvement
- > Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- > Working with the Inclusion Officer, and Senior Leader responsible for attendance, to tackle persistent absence
- > Supporting the designated senior leader in leading attendance across school
- > Conduct attendance meetings with parents to improve attendance
- > Completing paperwork relevant to the role such as: Child Missing in Education (CME), in year transfers, deletion from role etc.

The Attendance Leads are Andrea O'Toole and Charlotte Fitzpatrick.

3.5 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. The register for the morning session opens at 8:45am and closes at 8:55am. The register for the afternoon session is at 1.00pm.
- > Promoting good attendance through supporting whole attendance strategies.
- > Report any patterns/ absence concerns to the Attendance Lead.

3.6 School Office staff

School office staff will:

- > Take calls from parents/ listen to voicemails from parents about absence on a day-to-day basis and record it on the school system
- > Transfer calls from parents to the school Attendance Lead to provide them with more detailed support on attendance
- > Conduct first-day call-backs/ send text message to ascertain the whereabouts of a child who is absent
- > Report any absence concerns to the Attendance Leads.

3.7 Parents/carers

Parents/carers are expected to:

- > Make sure their child attends everyday, and on time.
- > Call the school to report their child's absence before 8:30am on the day of the absence, or when reasonably possible, 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
- > Keep school updated with changes to contact details.

3.8 Pupils

Pupils are expected to:

- > Attend everyday, and on time.

3.9 The Inclusion Officer (Blackburn with Darwen)

> The role of the inclusion officer is to work in partnership with school through a termly meetings to monitor impact of attendance strategies. When the final stage of the attendance escalation plan has been reached, it is the responsibility of the inclusion officer to utilise legal powers to enforce school attendance.

10 Day Absence Return

> School report to the local authority when children have 10 days unauthorised absence (non-consecutive) for data collection purposes.

15 Day Alerts

> The DFE's 'Working Together to Improve School attendance' guidance requires all schools to provide a sickness return to the LA for all compulsory school age pupils who have been recorded with code I (illness). This alert should be made either when a pupil has had 15 days of continuous (or cumulative) absence for illness or where the school believes that they will miss 15 days because of this.

> This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs. See appendix 5.

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. See appendix 1 for the DfE attendance codes.

We will also record:

- > Whether the absence is authorised or not
- > The reason for illness
- > 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 8:45am on each school day. The register for the first session will be taken at 8:45am and will be kept open until 8:50am. The register for the second session will be taken at 1:15pm.

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 8:30am or as soon as practically possible by calling the school office (see also section 7).

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, and parents must sign their children out of school and when they return, sign them back in. If the authenticity of an appointment is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as an appointment card or sight of a confirmation text.

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 after 8:50am will be marked as late, using the appropriate code. Pupils who arrive after 9:15am will be marked as an unauthorised late arrival. A

pupil who arrives after 8:50am is required to use the sign-in system at the school office before going to class. The office staff/Attendance Lead will regularly monitor punctuality and conduct phone calls when appropriate. The Attendance Lead will also analyse data termly in relation to children who are persistently late and, alongside the designated Senior Leader for attendance, they will address any ongoing issues.

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/ text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the absence will be unauthorised and school will monitor in the subsequent days
- > 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/ text 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 conducting a home visit and will post a door-step letter asking parents to contact school. Where school have been unsuccessful in ascertaining the whereabouts of a child, the police may be contacted and a welfare check requested.
- > For pupils who have previously had attendance concerns school will consider conducting a home visit from the first day of absence
- > For vulnerable pupils, home visits will be conducted by the safeguarding team on the first day. During the home visit, they will observe anything suspicious, or a cause for concern. If deemed appropriate, these concerns will be passed onto external agencies for support.

Children Missing from Education (CME)

In accordance with Keeping Children Safe in Education 2023, all staff are aware that if children go missing, this can be a warning sign of a range of safeguarding possibilities. St Anne's Roman Catholic Primary School knows that early intervention is key to identifying any risk and to prevent the risk of a child going missing in the future.

School are updated annually on the procedures which are to be taken in the case of a Child Missing in Education. School are required to inform the local authority about the details of:

- All children who are believed to have moved out of the Blackburn with Darwen (BwD) geographical area after the school has undertaken reasonable enquiries (to be completed within 10 school days) and the child's whereabouts have still not been confirmed.

- Children who have been absent without the school's permission for a continued period of 10 days
- Children who have failed to return to school for 10 days beyond the expected return date following a leave of absence period
- Children who have relocated abroad
- All Gypsy Romany Traveller children who school believes have gone travelling without securing prior agreement and/or confirming a return date
- Children who are withdrawn from school, but parents are unwilling or unable to say where or how their child will continue to be educated.

In a case of CME, the school needs to make reasonable enquires and the Attendance Team must:

- Obtain as much information as possible from parents before relocation
- Maintain contact with parents following relocation
- Confirm admission with the receiving school
- Make a home visit if possible
- Make general enquiries amongst friendship groups
- Establish contact with all named people on the child's record.

Relevant CME forms will be completed and sent to the Inclusion and Place Planning Team.

Circumstances when a CME notification is not required:

- Those children who move out of the BwD are and their whereabouts has been confirmed – these children will be reported to the Local Authority using a 'Deletion from School Roll Notification' form
- In 'truancy' cases where a child's unauthorized absence has already been formally referred to the Inclusion Officer
- Children with long-term medical or mental health needs whose absence has been verified by a health professional.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via:

- Half-termly attendance reports
- letters for attendance that meet threshold/ trigger points (see escalation plan)
- letters/texts when attendance has improved;
- informal and formal meetings when a child's attendance continues to drop.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. Fines will be issued in accordance with the National framework for penalty notices and the local code of conduct.

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. If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 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 threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- > 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.
- > A second penalty notice issued to the same parent, for the same child, within a rolling 3- year period will be issued at the rate of £160 to be paid within 28 days, with no option for a discounted rate.
- > A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Education Supervision Order

An education supervision order (ESO) is a formal legal intervention once all voluntary support has been exhausted. ESOs are made through the Family or High Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

Education supervision orders initially last for one year. The local authority will notify parents in writing of the intention to proceed to an ESO, and will set up a meeting to discuss it with the parent. Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

Strategies for promoting attendance

We actively encourage and promote good attendance throughout school. We treat attendance as everyone's responsibility. Some of the strategies we use for rewarding and improving attendance include:

- Celebrating class weekly attendance winners during celebration worship. The winners receive a trophy for the week and the news is shared on the school newsletter, Class Dojo and attendance display.
- Sharing weekly attendance on the school newsletter
- Having a clear display for attendance in the hall celebrating good attendance
- Leaders meet and greet children in the yard at the start of the day, and teachers meet and greet children at classroom doors. We do this to ensure that all children get a positive interaction at the start of the day.
- Planning engaging lessons, and ensuring there are many wider opportunities planned for the children such as a range of trips and visits, special themed days in school and outside agencies such as Made For Stage and MACS Academy.
- Rewarding termly winners of the best attendance with a class party.
- Rewarding children with 100% attendance each term.
- Rewarding children with 100% attendance at the end of the year. This could be a prize such as an amazon voucher.
- Holding special days to celebrate attendance such as 100% attendance day.
- Holding parent workshops/coffee mornings regarding attendance to ensure that we all work together to improve attendance
- Encouraging pupils and parents through messages/conversations
- Sending well done messages/letters when attendance improves.

6. Attendance monitoring

6.1 Monitoring attendance

The school will:

- > Monitor the attendance and absence data monthly at a class and school level.
- > Monitor attendance and absence data half-termly, termly and yearly at an individual pupil level, and group level (Pupil Premium, EAL, SEND, Boys, Girls)
- > Conduct daily/ weekly/ fortnightly/ or monthly checks as appropriate on a pupil who is causing concern and has been escalated.

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 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:

- > Extract regular attendance reports 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
- > Hold regular 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

Please see the Attendance Intervention Escalation Plan for the procedures for dealing with poor attendance (appendix 2)

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and annually by the Senior Leader with responsibility for Attendance.

8. Links with other policies

This policy links to the following policies:

- > Child protection and safeguarding policy
- > Behaviour policy

Appendix 1.

Attendance and absence codes

Mark	Mark Name	Mark Description
C0	Authorised Absence	Absent with leave for exceptional circumstances
C1		Absent with leave for the purpose of participating in a regulated performance
C2		Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
E		Excluded (no alternative provision made)
I		Unable to attend because of sickness
J1		Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
M		Absent with leave for the purpose of attending a medical or dental appointment
R		Day exclusively set apart for religious observance by the religious body to which the parent belongs
S		Absent with leave for the purpose of studying for a public examination
T		Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
#	Cancelled	Planned whole or partial school closure - not counted in possible attendances
D		Attending another school at which they are a registered pupil
Q		Unable to attend because of lack of access arrangements by LA to facilitate their attendance
Z		Pupil's name entered in advance of start date
B	Educational Activity	Attending a place for any other approved educational activity
K		Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA
P		Attending a place for an approved educational activity that is a sporting activity
V		Attending a place for an approved educational activity that is a visit or trip
W		Attending a place for an approved education activity that is work experience
?	Missing Mark	Precreation Mark
L	Present	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
G	Unauthorised Absent	Absent without leave for the purpose of a holiday
N		Absent - circumstances not yet established
O		Absent - other circumstances
U		Absent for registration - arrived in school after registration closed (9.15am)

Appendix 2.

Attendance escalation process

Stage One: Universal Support		
Thresholds/triggers	Strategies to be used	Monitoring procedures
0 - 2.5 days off (0 - 5 sessions)	<p>Communicating expectations:</p> <ul style="list-style-type: none"> • Regular reminders of the importance of good attendance, through the school newsletter, website, class dojo etc. <p>Rewards:</p> <ul style="list-style-type: none"> • Weekly attendance recognition in celebration assembly • Termly attendance award • End of Year 100% attendance award and prize <p>Direct contact with parents/carers:</p> <ul style="list-style-type: none"> • First day of absence phone calls/texts • Half-termly attendance letters sent out to all parents giving attendance percentages • Requests for term-time holidays to be declined, unless there are exceptional circumstances <p>Curriculum/ teaching and learning:</p> <ul style="list-style-type: none"> • Meeting and greeting the children daily for a positive interaction • Planning engaging and exciting lessons • Taking children on trips/visits linked to learning • Having outside agencies e.g. Made For Stage etc in school to encourage children to come to school 	<ul style="list-style-type: none"> • Attendance tracked through BROMCOM weekly at individual, class and school level. • Attendance tracked half-termly and annually at an individual and group level to identify patterns/ concerns . • Class teachers/office staff/ support staff to be on alert for any absence patterns



Stage Two: Initial Support		
Thresholds/triggers	Strategies to be used	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met: 3 days absent (6 sessions) Continued late arrivals despite initial text</p>	<p>Continue to give the universal support offered to all pupils at Stage One In addition to this: Direct contact with parents/carers:</p> <ul style="list-style-type: none"> • First warning letter issued. Parents/carers invited to discuss any concerns if they wish to do so. • Late letter issued <p>Support:</p> <ul style="list-style-type: none"> • Pupil Voice and identify if there is anything needed to be put in place for the child e.g. friendship groups, ELSA, breakfast club etc. 	<ul style="list-style-type: none"> • Attendance tracked through BROMCOM weekly at individual, class and school level. • Class teachers/form tutor to monitor pupil more closely



Stage Three: Targeted Support		
Thresholds/triggers	Strategies to be used	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 6 days absent (12 sessions) • Continued late arrivals despite initial text • Continued unexplained or unauthorised absences 	<p>Continue to give the universal support offered to all pupils at Stage One In addition to this: Direct contact with parents/carers/child/teacher:</p> <ul style="list-style-type: none"> • Second warning letter issued • Parents requested to attend a meeting in school to discuss attendance with Attendance lead/team. • Attendance Lead to liaise with teacher to explore barriers to attendance/ concerns. • Attendance lead to inform Inclusion officer at Termly meeting <p>Support:</p> <ul style="list-style-type: none"> • Individual attendance plan initiated - support will be offered in line with this plan • Consider the external agencies that can address the individual needs of the pupil/family and make referrals as required. Possibilities include: school nurse, FSW, WISH, Food bank, Breakfast club etc. 	<ul style="list-style-type: none"> • Attendance tracked through BROMCOM weekly at individual, class and school level. • Class teachers/office to monitor pupil more closely • Review plan as and when needed.



Stage Four: Enhanced Targeted Support for those at risk of becoming persistently absent		
Thresholds/triggers	Strategies to be used	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 10 days absent (20 sessions) • Strategies introduced at stage three have failed to improve attendance • Continued late arrivals despite support offered at previous tiers • Continued unexplained or unauthorised absences despite support offered at previous tiers 	<p>Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</p> <p>Direct contact with parents/carers:</p> <ul style="list-style-type: none"> • Third warning letter issued and further meeting will be held with SLT and Attendance Lead to discuss the need for a parental contract. <p>Parenting Contract:</p> <ul style="list-style-type: none"> • A parenting contract will be put into place which includes: <ul style="list-style-type: none"> a statement by parents/carers that they agree to comply for a specified period with whatever requirements are set out in the contract; a statement by the school/local authority/academy trust agreeing to provide support to the parents for the purpose of complying with the contract. Medical evidence will need to be provided for any further absences or the absence will be marked as unauthorised. <p>Support:</p> <ul style="list-style-type: none"> • During the review, those involved will identify whether any additional support could be offered by the school or partner agencies • School to liaise with the local authority regularly to support any measures that are being taken 	<ul style="list-style-type: none"> • Attendance tracked through BROMCOM • School Attendance Lead to do daily checks on the pupil's data • Class teachers to offer more direct support as needed • Review monthly (period of 3months)



Stage Five: Use of Parental Responsibility		
Thresholds/triggers	Strategies to be used	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 10 days absent (20 sessions) • Strategies introduced at stage three have failed to improve attendance • Continued late arrivals despite support offered at previous tiers • Continued unexplained or unauthorised absences despite support offered at previous tiers 	<p>Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</p> <p>Enforcement:</p> <ul style="list-style-type: none"> • School will refer the case to the local authority. • Local authority to utilise appropriate legal powers to enforce attendance 	<ul style="list-style-type: none"> • Attendance tracked through BROMCOM • Attendance Lead to do daily checks on the pupil's data • Class teachers to maintain regular individual support as required

Appendix 3. Copies of letters

Letter 1: Trigger 3 days or 6 sessions missed

SCHOOL ATTENDANCE

To the parent/carer of x,

Our Attendance Team monitors school attendance and punctuality daily, as your child's learning and well-being is at the heart of everything we do. We believe that working together with parents/carers is the best way to result in positive attendance outcomes for our children and ask that you support us with ensuring your child regularly attends and is on time.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their potential. The attendance pattern for all children is monitored daily and the school seek to work actively with parents to ensure a regular pattern is maintained.

The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This shows that there will be an impact on your child's education if attendance is not consistently above 96% (no more than 8 days or 16 sessions missed) throughout a pupil's schooling.

We cannot be complacent where there are instances of persistently low attendance, or if children are regularly late to school. Attendance in school is a high priority.

We have noticed that your child has missed x number of sessions which is the same as x days.

We will therefore be monitoring your child's attendance closely. Should your child's attendance continue to drop, we will write to you again and invite you in for a meeting.

We appreciate your support with improving your child's attendance and if we can help in any way by offering you any support, please do not hesitate to contact the school office who will ensure you are supported by the relevant person from the Attendance Team.

Kind Regards,

Letter 2: Trigger 6 days/ 12 sessions missed (IAP)

SCHOOL ATTENDANCE

To the parent/carer of x,

The Attendance Team wrote to you recently informing you that your child's attendance was being monitored as it was a concern.

As mentioned in the previous letter, regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their potential. The attendance pattern for all children is monitored weekly and the school seek to work actively with parents to ensure a regular pattern is maintained.

The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This shows that there will be an impact on your child's education if attendance is not consistently above 96% (no more than 8 days or 16 sessions missed) throughout a pupil's schooling.

This letter serves as a reminder of your legal duty to ensure regular attendance at school. According to school records, your child's attendance has continued to drop. Your child has missed xxx sessions which is xxx days.

As a result of this, we would like to invite you for a meeting to discuss this concern further and offer you some support. We will work together to create an individual attendance plan.

Meeting Date & Time:

We hope to see you at the meeting. If this date and time is not convenient please contact the school office who will endeavour to rearrange. Thank you for your continued support.

Kind Regards,

Letter 3: Trigger 10 days/ 20 sessions (Parental Contract)

SCHOOL ATTENDANCE

To the parent/carer of x,

The Attendance Team wrote to you recently informing you that your child's attendance was being monitored as it was a concern. We have since met with you and offered some support to encourage better attendance, and have created an attendance contract.

Through careful monitoring, we have noticed that your child's attendance has continued to drop.

Your child has missed xxx sessions which is xxx days.

We have a duty of care to meet with you further to discuss small targets and a parental contract in order to improve attendance.

As discussed in our previous meeting, regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their full potential. The attendance pattern for all children is monitored weekly and the school seek to work actively with parents to ensure a regular pattern is maintained.

The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This shows that there will be an impact on your child's education if attendance is not consistently above 96% throughout a pupil's schooling.

This letter serves as a reminder of your legal duty to ensure regular attendance at school.

Due to your child's attendance being a significant concern, the following meeting has been arranged:

Meeting Date & Time:

If this date and time is not convenient, we will endeavour to rearrange. Thank you for your continued support.

Kind Regards,

Letter 4: Trigger 15 days/ 30 sessions (Inclusion Officer referral)

SCHOOL ATTENDANCE

To the parent/carer of x,

The Attendance Team wrote to you informing you that your child's attendance was being monitored as it was a concern.

Furthermore, we invited you to a meeting on _____ to offer support and guidance on this issue, and to put an Individual Attendance Contract in place. As your child's attendance continued to drop, a follow up meeting was held on _____ to implement a parental contract and small targets were set to improve attendance.

You failed to attend/attended these meetings.

As a school, we have continued to monitor your child's attendance and are very concerned that their attendance has not improved and has continued to drop.

Your child has now missed xxx sessions which is xxx days.

Due to this, the case will be referred to our Inclusion Officer, Gillian Ferdowsian.

This letter serves as a reminder of your legal duty to ensure regular attendance at school. School will no longer authorise your child's absences and will require you to supply medical evidence.

Unauthorised absences can result in legal intervention which may consist of Education Supervision Orders, Educational Prosecution, Parenting Orders and a Fixed Penalty Notices.

If you have any questions, please do not hesitate to contact us at school, or please see below the Inclusion Officer's details:

Gillian Ferdowsian
Inclusion Officer
Blackburn with Darwen Borough Council
5th Floor | 10 Duke Street | Blackburn | BB2 1DH
Tel: 01254 222515

Kind Regards,

Letter: Failure to attend meetings

SCHOOL ATTENDANCE

To the parent/carer of x,

You were invited to attend two attendance meetings on [date] and [date] to discuss your child's attendance.

Unfortunately, you failed to attend the meeting and to inform school that you would not be attending. You must contact school to arrange another meeting. Failure to do so may result in a referral into the Inclusion Team at Blackburn with Darwen, and potential legal action.

Please contact school and confirm a meeting date within seven days of receiving this letter.

Kind Regards,

Letter: Late letter

SCHOOL ATTENDANCE

To the parent/carer of x,

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to your child's current number of late sessions:

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year

10 minutes late every day = 6.5 days of school lost a year

15 minutes late every day = 10 days of school lost a year

20 minutes late every day = 13 days of school lost a year

30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence".

If you have any queries or would like to talk to anyone about attendance and the support school can offer, please do not hesitate to contact the school office who will ensure you are able to talk to a member of our Attendance Team.

Kind Regards,

Appendix 4: Fast Track to Attendance Pathway process

Fast Track to Attendance Pathway process (6 - 8 weeks)

What is it?

Fast Track is a time-focussed model of best practice, which concentrates on early intervention in cases of persistent non-attendance. It aims to ensure a fast, effective approach to the implementation of strategies to tackle non-attendance and the underlying causes.

Fast Track involves engaging the parents and specifying what improvements need to be made over a fixed timeframe – usually 6- 8 weeks.

Where no improvement is made within the specified timeframe, legal proceedings may be initiated in the Magistrates Court.

What is the threshold for the pathway?

- Attendance is 80% or above but less than school's expected level of attendance over a 10 -week period, with unauthorised absences of 10 sessions or more. This may fall over 2 terms.
- Family may have previously received an FPN and may have previously been prosecuted for failing to secure their child's regular attendance at school.
- There are no known additional factors or complexities e.g. case is not open to CSC, support services, child has mental health issues, EBSA etc.
- School have made attempts to support the family in improving attendance which have not been successful, or there is persistent and evidential non-engagement.
- School have held/attempted to hold a meeting with parents to discuss their concerns and the possibility of Fast Track Intervention pathway being implemented.

Fast Track to Attendance Pathway process

All cases that school are considering for the Fast Track to Attendance pathway must be discussed with the Inclusion Officer at the termly meeting* and agreed that it is the most appropriate measure to assist in improving attendance. Schools will need to present the Inclusion Officer with the attendance data, evidence of attempts that have been made to resolve the attendance issues and demonstrate that parents have refused to engage with support or have not made any sustained attempt to improve attendance.

*this allows for time to gather evidence of poor attendance before the termly meeting

Case is agreed: school to send 1st letter (fast track pre-referral letter) to parents after school have met, attempted to meet with parents to discuss their attendance, to commence the process and provide parents with the pre-referral information, and supporting leaflet.

OR

Case is not agreed: school need to initiate further support and/or referrals to appropriate agencies.

The school will write to the parents of identified pupils, inviting them to discuss attendance issues and arrange a meeting. At this meeting, or in the letter, school should discuss the reason for the meeting and Fast Track to Attendance Pathway. The letter should also stipulate the legal responsibilities and implications of the pupil's absence from school.

At the meeting, parents will be advised that legal action can be initiated at that time. However, if the pupil and parents agree to address the poor attendance immediately, prosecution can be deferred for up to 8 weeks whilst on the Fast Track to Attendance pathway.

During the meeting, the pupil and parents will have the opportunity to give reasons for poor school attendance – the school will attempt to resolve any school-based issues raised. Before the meeting concludes, parents will be informed that the pupil's attendance must have no unauthorised absences during the 8-week fast track period.

After the initial 10 school days on pathway, the pupil's attendance will be reviewed by school and the Inclusion Officer. If there is sustained improvement the pathway will be continued, and attendance monitored for a further 10 school days.

It will be for schools to agree and authorise any absences in accordance with The Education (Pupil Registration) (England) Regulations 2006

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

If, however, there are continuing unauthorised absences during this time, then the Fast Track to Attendance pathway will continue as below.

Week by week

Week 1

- School to send 2nd letter (introduction) to parents
- School to monitor attendance for 10 school days
- Where improvements have been made; that is no absences or any absences are authorised by the school, monitoring to be continued by school for a further 10 school days.
- IO to discuss case with legal team to inform the family is on the pathway.

If there is no improvement within 10 school days:

Week 3

- School to send 3rd letter (initial warning) to parents
- Further monitoring for 10 school days
- Where improvements have been made; that is no absences or any absences are authorised by the school, case to close to IO and monitoring to be continued by school.

If there is no improvement within 10 school days:

Week 5

- Inclusion Officer to send 4th letter (fast track warning letter) to parents
- Where improvements have been made; that is no absences or any absences are authorised by the school, case to close to IO and monitoring to be continued by school

If there is no improvement within 10 school days:

Week 7

- Inclusion Officer to send 5th letter - notice of intention to prosecute
- IO to discuss case with legal team and prepare documentation.

When and how to close a case

Consideration can be given to issuing an extension letter (7th letter) if attendance is improving but is slower than anticipated/further absences are authorised and/or there are exceptional circumstances for the absences etc.

Where a pupil's attendance improves, and a decision is taken not to proceed to Court then the Inclusion Officer and school will write jointly to the family to inform them that their progress has been successful and the outcome i.e., no legal action will be taken.

Case closure codes

ATI – attendance improves

COURT – case has progressed to court

SCH – closed at the request of school e.g. further information has come to light

What if attendance deteriorates?

If the case is closed and pupil absence subsequently deteriorates, then the school will re-refer the case to the Inclusion Officer to consider next steps.



School to insert logo here

Dear Parent/Carer

FAST TRACK TO IMPROVING ATTENDANCE

Blackburn with Darwen working in partnership with “name of school”

Insert name of school and Inclusion Team are working together to improve school attendance.

Insert name of school will now consider using the Fast Track to Improving Attendance Pathway in partnership with the local authority to assist schools and families in managing and promoting good school attendance.

An indication of a student having difficulties is often visible through their school attendance. Our experience tells us that there are a variety of reasons why children are off school. These may include instances of ill health, feelings of being behind with work creating worry, anxiety, lack of motivation due to being out of routine, financial difficulties, parental separation etc.

If we can identify any of these issues at an early stage, it is our aim to ensure that the appropriate support can be put in place for our children, young people and their families. We know that regular school attendance is vital for children to achieve their full potential both academically and socially.

The Fast Track to Improving Attendance Pathway encourages us to work together to ensure each child's attendance is at an acceptable level and where appropriate enable you to seek support through the school and other services to assist in improving your child's attendance. In essence this is an early intervention strategy aiming to prevent absence becoming entrenched and to enable children to attend school regularly and on time.

The pathway runs for 8 weeks to assist parents in making attendance improvements. Failure to make improvements could lead to prosecution in the Magistrates Court and result in a fine of up to £1000.

Where a family is considered for the Fast Track to Improving Attendance Pathway, we will write to you directly to inform you, and at that point you will receive further information regarding the process.

If you are currently experiencing any difficulties with school attendance, please speak to us at the earliest opportunity to try and resolve the issues.

Yours sincerely



School to insert logo here

Dear Parent/Carer

FAST TRACK TO IMPROVING ATTENDANCE

Blackburn with Darwen working in partnership with “name of school”

Insert name of school and Inclusion Team are working together to improve school attendance.

An indication of a student having difficulties is often visible through their school attendance. Upon speaking to many children and young people and their parents/carers, we are aware that some days off school can be missed through a variety of reasons. These may include ill health, feelings of being behind with work creating worry, anxiety, lack of motivation due to being out of routine, financial difficulties, fall outs with peers, parental separation etc. If we are able to identify any of these issues at an early stage, it is our aim to ensure that the appropriate support can be put in place for our children, young people and their families.

We know that regular school attendance is vital for children to achieve their full potential both academically and socially.

Your child's attendance has been highlighted as a potential concern at % . That is equivalent to X days of absence since X.

It is possible some absences are authorised due to explanations of illness etc. In addition, there may be unauthorised days – all of which would be beneficial to discuss.

School are bringing this to your attention to enable you to have the opportunity to work in partnership with us if there are any difficulties that your child is/has been experiencing.

In the meantime, your child's attendance will be monitored from X until X. If there is no improvement in this time, then school will escalate this case to the local authority's Inclusion Team and the Fast Track to Attendance pathway will commence.

Please see enclosed leaflet regarding Fast Track for your information

If you would like to discuss this matter, or request a meeting, please do not hesitate to contact me using the details contained in this letter.

Many thanks for your support.

Yours sincerely



Insert school logo here

Dear Parent/Carer

FAST TRACK TO IMPROVING ATTENDANCE

Blackburn with Darwen working in partnership with “name of school”

Name of child: (DOB:)

Pupil at:

As you were made aware in the letter sent to you on X, your child's attendance has been highlighted to the Inclusion Officer as a concern and is now at % , equivalent to X days of absence since X.

Following our previous discussion on X , your child has now been placed on the Fast Track to Improving Attendance pathway. *(In addition to the absences, late marks have also been recorded, if appropriate).*

As a parent/carers you have a legal responsibility to ensure that your child attends school regularly. Failure to do so may result in a prosecution in the Magistrates Court under the 1996 Education Act, Section 444(1).

We hope that by working in partnership with you, we can avoid any prosecution and help improve your child's attendance. Regular school attendance is vital for children to achieve their full potential both academically and socially.

Your child's attendance will be monitored and reviewed after 10 school days to give you the opportunity to improve the situation and work with school and/or Inclusion Officer if there are particular issues that you wish to raise.

If there is a clear and sustained improvement during this time, there is 100% attendance, or any absences are authorised by the school, then attendance will be monitored for a further 10 days. Where there is no evidence of a sustained improvement in attendance, the Fast Track pathway will continue, and you will be issued with a warning letter which outlines the legal position.

Further unauthorised absences may result in legal action.

If you would like to discuss this matter, or request a meeting, please do not hesitate to contact me using the details contained in this letter.

Many thanks for your support.

Yours sincerely



Insert school logo here

Dear Parent/Carer

FAST TRACK TO IMPROVING ATTENDANCE

Blackburn with Darwen working in partnership with “name of school”

Name of child: (DOB:)
Pupil at

As you are aware, **name of school** and the Inclusion Team are monitoring your child's school attendance as part of the Fast Track initiative and you have been advised of our concerns. Following a review of your child's attendance, your child's attendance remains unsatisfactory at %, equivalent to X days of absence since X. Please see attached attendance print out for further details.

Please be advised that all future absences that are explained as dental treatment, health appointments or illness must now be covered by medical evidence which will be taken into consideration by the Headteacher. For health and dental appointments, the expectation is that your child attends school either side of that unless advised otherwise and in accordance with school policy. Children and young people should only be absent from school if they are unfit to attend. Most schools can support children's needs with medication and pain relief with parental consent.

Parents/Carers are responsible for ensuring their child's attendance at school under the Education Act 1996 (the Act) Section 7 which states that every child of compulsory school age shall cause him to receive efficient full-time education. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence under s444 of the Act. A prosecution under this section can result in a fine of up to £1000.

You are at risk of legal action if there is no significant improvement in your child's attendance within the next 10 school days.

If you would like to discuss this matter further, or request a meeting, please do not hesitate to contact me using the details in this letter.

Many thanks for your support.

Yours sincerely

Appendix 5. 15 day alert

15 day alert process

