



What we do today, matters tomorrow.

Stokes Wood Primary School

Attendance Policy

This policy should be read in conjunction with the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy
- Exclusions/Suspensions policy

Approved by:	Jane Gadbsy	Date: 19.08.2024
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Last reviewed on:	August 2024
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1. Aims

Stokes Wood Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. Therefore, ensuring all pupils have high attendance is a key priority of ours.

Pupils are entitled to a full-time education, and we know that pupils with good attendance do better at school than those with high absence rates. We also know that absence can be a sign of other risks in a young person's life.

The aim of this document is to set out how we create and maintain a positive culture that supports and values good attendance. It includes how we:

- Promote good attendance and punctuality
- Follow up absences - Communicate and work with families to reduce absence
- Monitor absences and analyse patterns of absence
- Work with local partners to support high attendance and reduce absence

2. Legislation and guidance

This policy follows the DfE [Working Together to Improve School Attendance](#) guidance, 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. Our work on attendance is linked closely to our approaches to safeguarding and behaviour. Therefore this policy also meets the requirements of other DfE guidance '[Children Missing in Education](#)' and '[Keeping children safe in education](#).'

3. How we promote a culture of high expectations in attendance and punctuality

Stokes Wood Primary School aims to work together with parents and carers to ensure that all children achieve excellent levels of attendance and punctuality. The school's current target for pupil attendance is 96% and reflects the importance of regular attendance. The school day begins at 8:50am and ends at 3:20pm. Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that children make the most of the educational opportunities which are available to them. Good attendance is an essential and crucial prerequisite to effective learning.

We will always seek to work alongside parents to overcome any barriers to regular attendance. We will always be understanding of such issues as transport, family issues or other barriers which may impact attendance and work with families to support them to find solutions. This process will be bespoke and tailored to the specific needs of individual families.

4. Roles and responsibilities

We all have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this. At Stokes Wood we will ensure that:

- Pupils are registered accurately and efficiently.
- Attendance targets are set for individual pupils and the whole school.
- Attendance and punctuality data is regularly and robustly monitored and reviewed.
- Pupils with excellent attendance are rewarded.

4.1 Pupils

Pupils are expected to:

- Attend school regularly.
- Attend school on time.

- Attend school prepared for the day.
- Speak to an adult in school if they have any problems which may lead to absences.

4.2 Parents and Carers

Parents/carers are expected to:

- Ensure their child attends school every day.
- Ensure their child arrives at school on time, properly dressed and with the right equipment for the day.
- Notify school each day of their child's absence using the school's phone number (0116 2875305), School email (office@stokeswood.leicester.sch.uk) or reporting to the school office.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

4.3 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 no later than 9:00am for the morning session and 1.20pm for the afternoon session. Class teachers will regularly remind pupils about the importance of good attendance and the school's attendance initiatives (see Section 7).

4.4 School Admin Staff

School admin staff are expected to:

- Take calls from parents/ carers about absence on a day-to-day basis and record it on the school system.
- Send daily texts home when pupils have been registered as absent and no reason has been given.
- Inform the pastoral team of absence of all pupils' with no reason provided by 11am.
- Transfer calls from parents to the Pastoral Team in order to provide them with more detailed support on attendance.
- Not accept an explanation of absence from a child.
- Produce and circulate weekly reports of pupils with attendance below 95%.
- Produce and circulate half termly reports for SEND and Pupil Premium attendance figures.
- Send out the policy to all parents and staff annually.

4.5 The Pastoral Team

The pastoral team are responsible for:

- Phoning parents/carers if a pupil is absent from school with no reason to ensure pupil is safe (see safeguarding policy).
- Conducting safe and well checks if a pupil has been absent for more than 2 days and no reason for the absence has been given.
- Conducting home visits as requested by parents/carers and/or external agencies.
- Being out on the school playground/at the school office at the beginning and end of the school day.

4.6 The SLT member responsible for Attendance

At Stokes Wood the SLT member responsible for attendance is Megan Williams and can be contacted via the school office (0116 2875305). The attendance lead is responsible for:

- Monitoring attendance data across the school and at an individual pupil level weekly.
- Providing regular attendance reports to staff and sharing these with the Headteacher and the Senior Leadership Team.
- Devising specific strategies to address areas of poor attendance identified through data.
- Sending letters to parents/carers regarding attendance.
- Praising pupils who have improved their attendance and pupils with good attendance.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Working with local partners to implement bespoke strategies to improve attendance for those children with persistent absence or severe absence.
- Working with the Education Welfare Officer to tackle persistent and severe absence.
- Working with local partners when formal procedures such as parental contracts, supervision orders and penalty notices are required.

4.7 The Headteacher

The Headteacher is responsible for developing and implementing the attendance policy. In addition, the Headteacher will:

- Monitor school-level absence data and report it to the Governing Body.
- Support staff with monitoring the attendance of individual pupils.
- Work with the Local Authority to issue fixed-penalty notices and pursue court action where necessary.
- Hold the attendance lead to account.

4.8 School governors

The school governors are responsible for monitoring attendance figures for the whole school on at least a termly basis.

5. Recording attendance

5.1 Attendance register

The attendance team completes an attendance register and places all pupils onto this register. Classroom teachers are responsible for completing the attendance registers at the start of each morning and afternoon session.

The class teacher or member of staff taking the class marks the attendance register at the start of the first session of each school day and at the beginning of the afternoon session (after lunch). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Late
- Absent
- Unable to attend due to exceptional circumstances.

The office staff will complete the register using the prescribed DfE codes (See appendix 1). A record is kept of all authorised and unauthorised absence. Every entry on the attendance register is kept for 3 years after the date on which the entry was made.

5.2 When registration takes place

Children should be in their classroom for **8:50am** for registration. The register will be completed promptly at **8:55am** for the morning session and at **1pm** or **1:15pm** for the afternoon session (Year groups start at different times). A mark will be made during the registration period in respect of each child.

5.3 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **9:30am** or as soon as practically possible. If the school has not been notified of an absence by 9.30 am, the school will telephone or text to be reassured that a child is safe with a responsible adult.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or the pupil's attendance percentage is significantly below 96%.

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.

If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised.

5.4 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment. Parents will be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

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.

Regulations state that if the school is not informed by parents of visits to the doctor, dentist, illness etc. then these absences can become unauthorised. It is therefore essential that any reasons for absence (even short absences) be given to the office and preferably via email.

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. Section 6 explains which term-time absences the school can authorise.

5.5 Lateness and punctuality

Poor punctuality is not acceptable. If a child misses the start of the day, they miss learning and miss being given vital information for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child, and this can also further encourage absence.

A pupil who arrives late:

- Before the register has closed (9:00am) will be marked as late, using the appropriate code (L)
- After the register has closed (9:05am) will be marked as absent, using the appropriate code (U)

Pupils who arrive after the registers have closed, will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure.** For the same reason, it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

Lateness across the school is monitored. Pupils who are regularly marked as late are identified. Parents will be contacted by the Pastoral Team, who will work with families in partnership to support with barriers to punctual attendance. A range of strategies may be implemented to support families in these cases, tailored to the specific needs of the family.

A record is also kept in the school office of any children who are collected late at the end of the school day. The school day ends at 3:20pm. After 20 minutes a telephone call is made to parents/carers to determine if everything is ok and how quickly the child can be collected. In the event that a child is regularly late in being collected from school at the end of the school day, the pastoral team will contact parents to request a meeting to discuss the situation. It is a parent/carer's responsibility to ensure that their children are collected promptly from school and is a responsibility which the school will actively promote.

5.6 Following up absence.

Where any child we expect to attend school does not attend, or stops attending, the school will ensure appropriate safeguarding action is taken where necessary. The school will follow these procedures:

- Call 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 school will leave a message where possible asking parents to contact the school. This may then be followed up with a further phone call, home visit, letter or referral to the EWO (Education Welfare Officer).
- 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 the education welfare officer or similar.

5.7 Reporting to parents

The school will regularly inform parents when their child has good attendance as well as when there are concerns about their child's attendance and absence levels. This may be via phone calls, attendance letters, parents' evenings and home visits. Parents/carers may be invited to a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. If cases of persistent or

severe absence the EWO may be involved which may result in parents being invited into school for a panel meeting.

Overall attendance is reported via parents' evenings, newsletters and the annual written report to parents.

6. Authorised and unauthorised absence

By law, every half-day absence from school has to be classified by the school, as either **authorised** or **unauthorised**. This is why information about the reason for any absence is always required.

6.1 Approval for term 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.

Stokes Wood considers each request 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 7 days before the absence. The Headteacher should be notified of any planned absence via email or a face-to-face meeting. Evidence may be required to support any request for leave of absence. You will be informed whether the absence will be authorised or unauthorised via email so this can be added to your child's attendance record.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (if evidence is provided).
- The pupil lives more than three miles and no suitable transport arrangements have been made by the Local Authority.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. In line with DfE guidance, for all religious observance, it is expected that only one day is to be authorised for each religious celebration and then only where it falls on a school day. Parents should inform the school of this absence. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveler pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler 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.

The school is very aware that issues of attendance are sometimes due to factors beyond the control of parents or carers, such as long-term illness or hospitalisation and the school is committed to working with parents to limit the impact of these events on the development of individual children. In certain circumstances, other agencies such as the school doctor/nurse may be called on to support the process.

Holidays should not be taken in term time as they damage progress and continuity of learning. We will not authorise any holidays. Leave of absence may be granted in very exceptional circumstances.

6.2 Legal Sanctions

Where all voluntary support options are unsuccessful or not appropriate (such as an unauthorised holiday in term time), the local authority can take forward legal intervention to formalise support and/or enforce attendance. This includes fines or a penalty notice including court action. The arrangements for these procedures are found on the [Leicester City Council website](#) and in Appendix 4

7. How we monitor attendance

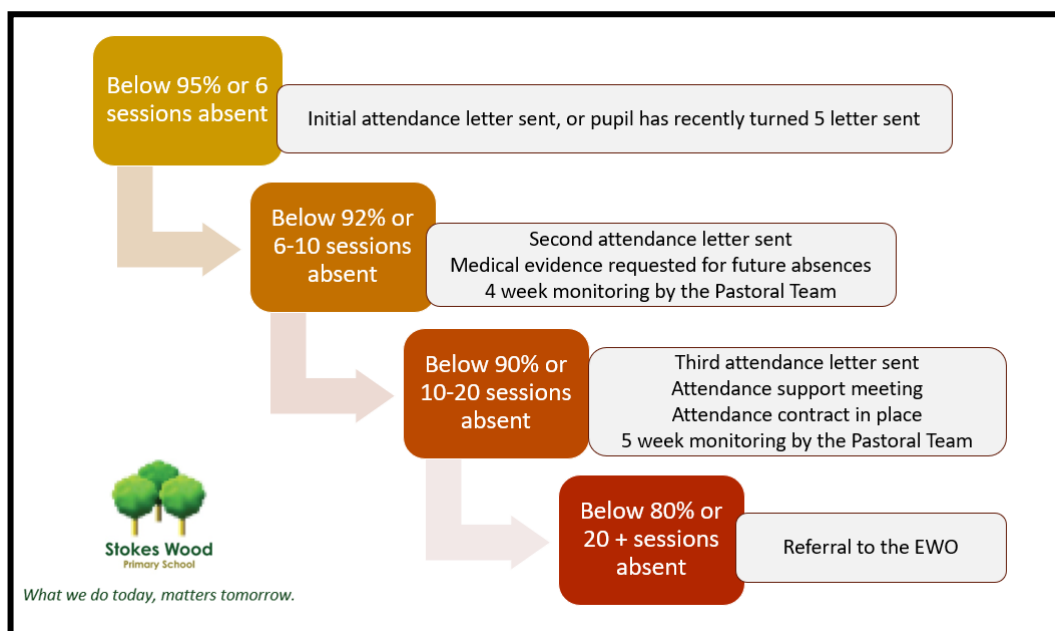
The Attendance Officer will monitor attendance trends on a regular basis and report to the Headteacher and Pastoral Team. Weekly reports are run from SIMS with all pupils and groups of pupils being monitored. Any pupils who fall below 96% attendance are closely monitored for patterns. These patterns are then followed up with children and/or parents.

Pupils who fall below 90% are classed as **Persistent Absentees (PA pupils)**. These pupils are rigorously tracked, and a range of support measures are offered in order to overcome barriers for attendance. Pupils who fall below 50% are classed as **Severely Absent** and the Pastoral Team will be involved.

Monitoring attendance

Stokes Wood will:

- Monitor attendance and absence data weekly, 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.
- If a pupil's absence falls below 96%, the school will follow the monitoring arrangements listed below:



In addition, if a pupil's final attendance fell below 96% for the last academic year, a letter is sent to parents at the start of the new academic year following an absence to remind them of the 96% target.

Pupil-level absence data will be collected each term by the DfE and published at national and local authority level through the DfE's school absence national statistics releases. The school will compare attendance data to local, regional and national average.

Analysing attendance

Stokes Wood 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.

Using data to improve attendance.

Stokes Wood will:

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

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) consider to be vulnerable, at risk of or persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance such as family support, Early Help and health professional referrals.

Promoting Positive Attendance

The school has a range of rewards and celebrations around attendance to encourage pupils to attend school regularly. These include:

- Rewarding good attendance in assemblies for the class with the highest attendance and the most improved class attendance each week with an attendance trophy.
- Celebrating attendance percentages on the website and newsletters.
- An Attendance Racetrack - the winning class at the end of each term receives a £30 prize.
- End of term certificates and badges for all children who have had 100% attendance during the term.
- Attendance improvement letters and stickers.
- Any child with 100% attendance for the term will be entered into the end of term draw for a £50 voucher/cash prize. Children will be entered each time they are present all week.
- End of Year certificates/prizes for 100% attendance all year.
- Individual pupil attendance is recorded on parents' evening record sheets.
- A yearly attendance record for each child will be sent out with the statutory reports in July.

8. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually by the Attendance Lead or sooner if deemed necessary. At every review, the policy will be approved by the school governors.

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

Appendix 1: Attendance codes

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

Attending School (Authorised Absences)

Attending a place other than the school (Authorised Absences)

Absent - leave of absence

Code	Definition	Scenario
Authorised Absence		
C	Leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances.
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil has been granted a leave of absence to participate in a regulated performance.
C2	Part-time timetable	Pupil is on a part-time timetable and not expected to be in school.
E	Suspended	Pupil has been suspended or permanently excluded and no alternative provision made.
Code	Definition	Scenario
I	Illness	School has been notified that a pupil will be absent due to illness
J	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
K	Attending education provision arranged by the local authority	Pupil is at attending an educational provision which has been arranged by the local authority
M	Medical/dental appointment	Pupil is at a medical or dental appointment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
R	Religious observance	Pupil is participating in a supervised religious observance activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
S	Study leave	Year 11 pupil is on study leave during their public examinations
W	Work experience	Pupil is on a work experience placement
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling for occupational purposes, as agreed with the school
Unauthorised absence		
G	Holiday not granted by the school	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code is amended when the reason emerges, or replaced with code O if no reason for absence has been provided)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence or unknown circumstances for the absence

U	Arrival after registration	Pupil arrived at school after the register closed
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Absent from school because of unavoidable cause

These codes do not count towards attendance % but are classified for statistical purposes.

Code	Definition	Scenario
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Q	Lack of access arrangements	Local authority has failed to make access arrangements for the pupil to attend school.
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Transport which is normally provided is not available	Transport e.g. taxi provided by the Local Authority is not available
Y2	Widespread disruption to travel	Widespread disruption to travel caused by a local, national, or international emergency.
Y3	Part of the school premises is closed	Part of the school premises is unavoidably out of use and the school cannot practicably accommodate the pupil in those part of the premises that remain in use
Y4	Whole school site being unexpectedly closed	School is closed unexpectedly (e.g. due to adverse weather).
Y5	Criminal Justice Detention	Unable to attend the school because the pupil is in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Closed due to public health guidance or law	Unable to attend in accordance with public health guidance or law relating to the incidence or transmission of infection or disease.
Y7	Any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

Administrative Codes

Code	Definition	Scenario
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Applications for leave of absence guidelines.



Applications for leave of absence guidelines

Stokes Wood Primary School is very reluctant for a pupil to miss any part of their education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**. **Please note holidays taken in term time will NOT be authorised.**
2. If permission is granted, photocopies of airline or travel tickets will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed, and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their schoolwork before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return.
5. **The decision made by the school is final.**

Where we have reason to believe a child was absent and had been away/on holiday etc., where this information is from a third party (e.g. from the child or other children in the class), we will write to parents to say that we **understand the child was on holiday etc., and therefore, they may be issued with a Penalty Notice (per parent for each child) or, their case may be referred by the Local Authority directly to the Magistrates' Court.** (If parents don't come back at this point to challenge the information and prove the child wasn't taken away, the letter sent will be used in evidence in court.)

For unauthorised absence from August 2024:

Penalty Notices are fines of £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3 year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3 year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

Appendix 3 - Circumstances for Issuing a Penalty Notice

With the introduction of the new National Framework for Penalty Notices, here is the new guidance for the for Penalty Notice fines issued for unauthorised absence.

Per Parent, Per Child

- Penalty Notice fines will be issued to each parent, for each child who was absent.
- For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

5 Consecutive Days Leave during Term Time

- Penalty Notice fines will be issued for term time leave of **5 or more** consecutive days
- Penalty Notices can be issued for fewer days if 5 consecutive days has happened before

10 sessions of Unauthorised Absence in a 10-week period

- Penalty Notice fines will be considered when there have been **10 sessions** of absence **in a 10-week period**.

First Offence

- The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days.
- Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

- The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days.
- No option to pay at £80 level

Third Offence and Any Further Offences (within 3 years)

- The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued.
- The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad.

Court prosecutions:

- Penalty Notices will not automatically be issued.
- Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

Appendix 4 – Traveler Pupil Tracking Form

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the pupil is dual registered with a school outside of the local authority, this information should be confirmed, and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveler families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveler Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, the school anticipates a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveler Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveler Children and Young People.

TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare, the school and parent/s will complete the following information together before pupil(s) travel:

Child's Name:	Child's DOB:
Base 1: Leicestershire address (with post code)	

Parent(s)/Carer(s) Name:
Base 2: Address with post code (other residence)
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

TRAVEL DATES

	Travel Date	Expected Return date
Autumn 1		
Autumn 2		
Spring 1		
Spring 2		
Summer 1		
Summer 2		

School details where the child is dual registered (if applicable):

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Have education packs been provided: Yes/No

Please note: Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing From Education.

Parent/Carer signature Date:

Headteacher signature Date:

Appendix 5 – Attendance letters



What we do today, matters tomorrow.

NAME

ADDRESS

DATE

DEAR

RE: NAME – REG

Attendance Letter 1

As part of our aim to raise standards and improve outcomes we closely monitor the attendance of all our pupils. There is a clear link between attendance and attainment and research shows that pupils with the highest levels of attendance make the most progress and achieve the best results.

We are writing to you because your child's attendance has fallen below the 96% target this term. I have enclosed a copy of your child's attendance certificate for your information. They have been absent for ___ days, and ___ of these were unauthorised. Therefore, their attendance current attendance is ____%.

We know that illness is unavoidable, however you can help keep absence to a minimum by encouraging your child to return to school as soon as they are well enough by arranging medical and dental appointments outside school hours where possible.

In the event of further absences, we require medical evidence in order to authorise the absence. The following medical evidence will be accepted by Stokes Wood:

- Appointment card
- Screenshot of text message confirming appointment
- Photo of prescription
- Photo of prescription medication
- Wrist band – if hospitalised

You can email the evidence to office@stokeswood.leicester.sch.uk

Every day and every lesson in school counts and we will be reviewing your child's attendance at regular intervals, we very much hope to see an improvement in their attendance. If you would like to discuss the matter further, please do not hesitate to contact the Pastoral Team on 0116 287 5305.

Yours sincerely,

Miss M Williams

Assistant Headteacher



Headteacher: Mrs J Gadsby
Stokes Wood Primary School, Blackett Avenue, Leicester LE3 9BX
T: 01162 875305 F: 01162 321032 office@stokeswood.leicester.sch.uk



What we do today, matters tomorrow.

NAME

ADDRESS

DATE

DEAR

RE: NAME - REG
Attendance Letter 2

At Stokes Wood Primary School, we are committed to raising attendance levels to ensure that every pupil achieves their full potential. Research shows that there is a direct relationship between attendance and achievement, and that pupils with the highest levels of attendance make the most progress and achieve the best results. When a pupil has any time off school, their learning is interrupted, and they miss valuable information from their teachers. We therefore encourage pupils to have a minimum attendance of 96% to ensure good progress.

At the start of term, you received a letter regarding my concern about _____'s attendance last academic year. I am writing to inform you that _____'s attendance has fallen to ____%. This means that he/she has been absent for _____ sessions out of a possible _____ and has missed approximately _____ lessons.

Enclosed is a copy of _____'s attendance certificate which shows when they have been absent from school.

Attendance does matter and I ask for your support in encouraging _____ to attend school every day. Missing lessons will mean that learning has been lost and this will have a negative effect attainment over time. If you have any concerns or would like to discuss your child's attendance further, please contact the pastoral team on 0116 287 5305.

Yours sincerely,

Miss M Williams

Assistant Headteacher



What we do today, matters tomorrow.

NAME

ADDRESS

DATE

DEAR

RE: NAME -REG
Attendance Letter 3

At the start of term you received a letter regarding my concern about _____'s attendance. Following a recent review, we have noticed that _____'s attendance has fallen and stands at ____%. This means that they have been absent for ____ sessions out of a possible _____. _____ has lost approximately _____ hours of learning. I have enclosed a copy of _____'s attendance certificate which shows when they have been absent from school.

Due to the attendance of _____ and their level of unauthorised absences being unacceptable, you are now requested to attend an Attendance Support Meeting.

On: DATE

At: approximately time

This meeting will be held in school. Please come to the main office.

The meeting will consist of (INSERT STAFF) and where appropriate other agencies. Your participation is essential. Your child is still expected to attend school as normal on this day. Should you fail to engage in the meeting, the meeting will still take place and decisions will be made in your absence.

We may also speak with your child, regarding their attendance, either during this meeting, or at another time, to see if we are able to support them further.

From the date of the Attendance Support Meeting, any absences will be unauthorised, unless medical evidence is supplied. **I must advise that if this matter is not resolved, you are at risk of being referred to the Education Welfare Officer and receiving a penalty and/or prosecution under the Education Act 1996.**

Yours sincerely,

Miss M Williams

Assistant Headteacher

Headteacher: Mrs J Gadsby

Stokes Wood Primary School, Blackett Avenue, Leicester LE3 9BX

T: 01162 875305 F: 01162 321032 office@stokeswood.leicester.sch.uk





What we do today, matters tomorrow.

NAME

ADDRESS

DATE

DEAR

RE: NAME - REG

Attendance below 90% - Referral to Education Welfare Officer (EWO)

I am writing to advise that the attendance of your child, _____, remains unsatisfactory. Since the meeting on _____ you were informed that we would be monitoring your child's attendance for the next four weeks.

Despite the efforts we have made to work with you to resolve this problem; your child's attendance for this academic year to date _____ sessions out of a possible _____ (___%) with _____ absences coded as unauthorised.

I will now be referring the matter to the Education Welfare Officer, Rash Patel, who will support the school with further investigation and action.

Yours sincerely,

Miss M Williams

Assistant Headteacher



What we do today, matters tomorrow.

NAME
ADDRESS

DATE

DEAR

RE: NAME – REG
Late Letter

I am writing to inform you that your child has been identified as having poor punctuality. _____ has been late ___ times this half term, during the period up to and including _____. This is _____ minutes lost of valuable learning time.

The law treats persistent lateness in the same way as irregular attendance and parents/carers may be prosecuted by the Local Authority if late arrival is not resolved.

Pupils who are late are greatly disadvantaged because they miss the start of the day and as a result can lead to you child:

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Being unsettled and confused about tasks

The school day starts at 8:50am and we expect your child to be in class at that time. Registers are marked by 9am and your child will receive a late mark if they are not in by that time. The registers close at 9:10am in accordance with the regulations, if your child arrives after that time, they will receive a mark (U) that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

Being on time does matter and I ask for your support in encouraging _____ to arrive at school every day on time. If you would like to discuss the matter further, please do not hesitate to contact the Pastoral Team on 0116 287 5305.

Yours sincerely,

Miss M Williams
Assistant Headteacher

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T: 01162 875305 F: 01162 321032 office@stokeswood.leicester.sch.uk





What we do today, matters tomorrow.

NAME

ADDRESS

DATE

DEAR

RE: NAME
Excellent attendance

Your child's attendance is currently ____%. Our current attendance target range for all children is 97%-100% and we are delighted to advise that your child is currently meeting this target. Therefore, we'd like to take this opportunity to commend you on your child's attendance which is currently within our highest standard. Many thanks for your continued support, it is greatly appreciated.

Yours sincerely,

Miss M Williams

Assistant Headteacher



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