



**The Park Federation Academy Trust**

**West Drayton Academy**

**Attendance Policy 2024**

|                                                                                   |                  |
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| <b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b> | Dr. Martin Young |
| Date of approval                                                                  | September 2022   |
| Date of review                                                                    | September 2024   |
| Date of next review                                                               | September 2027   |

## **Approval**

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## Introduction

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

## Why Regular Attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. To help us all to focus on this we will:

- Give you details on attendance in our weekly newsletter;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying individual and class achievements
- Reward good or improving attendance through class rewards and certificates
- Where absence is causing the school concerns, parents will be informed in writing and in some cases asked to attend a meeting with the school's Attendance Officer and the school Principal.

## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

## 2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### 3. Roles and responsibilities

#### 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 Principal to account for the implementation of this policy

#### The Principal:

The Principal 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
- Offering a clear vision for attendance improvement
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

#### The Attendance Officer:

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Arranging calls and meetings with parents to discuss attendance issues
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the principal
- Working with the Local Authority to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices

The attendance officer is Amanda Thorne and can be contacted via [wdaoffice@theparkfederation.org](mailto:wdaoffice@theparkfederation.org)

#### Phase Leaders (SLT)

Members of SLT are responsible for:

- Sharing the vision for attendance improvement

- meetings with parents to discuss attendance issues
- Delivering and monitoring targeted intervention and support to pupils and families

### **Class teachers:**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch.

If teachers are made aware of a pupil absence this is to be communicated to the office.

### **School Office staff:**

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Follow up poor attendance with parents and outside agencies

### **Parents and Carers:**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school using option 1 or email the school on [wdaoffice@theparkfederation.org](mailto:wdaoffice@theparkfederation.org) to report their child's absence before 8:55am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure children are not removed from school for appointments that are not their own.

### **Pupils:**

Pupils are expected to:

- Attend school every day on time

## **Section 4: Understanding types of absence:**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, which unavoidably fall in school time, emergencies or other unavoidable cause or taking part in approved religious observance.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its

Attendance Service (AS) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping or looking after siblings

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

## Do I need to keep my child off school?



|                                                               |                                                                                       |                                                                                    |                                                                                        |                                                                                               |                                                                                                |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Chicken Pox</b><br>Until all spots have crusted over       | <b>Conjunctivitis</b><br>No need to stay off but school or nursery should be informed | <b>Diarrhoea &amp; Vomiting</b><br>48 hours from last episode                      | <b>Glandular Fever</b><br>No need to stay off but school or nursery should be informed | <b>Hand, foot &amp; mouth</b><br>No need to stay off but school or nursery should be informed | <b>Impetigo</b><br>Until lesions are crusted & healed or 48 Hours after commencing antibiotics |
| <b>Measles or German Measles</b><br>4 days from onset of rash | <b>Mumps</b><br>5 days from onset of swelling                                         | <b>Scabies</b><br>Until after first treatment                                      | <b>Scarlet Fever</b><br>24 hours after commencing antibiotics                          | <b>Slapped Cheek</b><br>No need to stay off but school or nursery should be informed          | <b>Whooping Cough</b><br>48 Hours after commencing antibiotics                                 |
| <b>Flu</b><br>Until recovered                                 | <b>Head Lice</b><br>No need to stay off but school or nursery should be informed      | <b>Threadworms</b><br>No need to stay off but school or nursery should be informed | <b>Tonsillitis</b><br>No need to stay off but school or nursery should be informed     |                                                                                               |                                                                                                |

## Persistent Absenteeism (PA):

A pupil is defined by the Department of Education (DfE) as being a persistent absentee is any pupil who has missed 19 days (38 sessions) across the school year for whatever reason. The School Attendance Support Team at the Local Authority (LBH) monitors pupils that are on track to become a PA by the number of sessions (2 sessions = 1 day), the following guidelines are used to help schools identify these pupils at the end of each **half term**.

| Identification at the end of each half | Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism |
|----------------------------------------|------------------------------------------------------------------------------------------------------------|
| Term 1                                 | 3.5 days (7 sessions)                                                                                      |
| Term 2                                 | 7 days (14 sessions)                                                                                       |
| Term 3                                 | 10 days (20 sessions)                                                                                      |
| Term 4                                 | 12.5 days (25 sessions)                                                                                    |
| Term 5                                 | 16 days (32 sessions)                                                                                      |
| Term 6                                 | 19 days (38 sessions)                                                                                      |

## Attendance Ladder



Therefore, a child is a persistent absentee as defined by the DfE once they have reached 19 days (38 sessions) of absence, irrespective of which part of the year we are in at the time, and for whatever reason.

For example, if a child has had a block of illness during half term 1 for 20 days, they would have been absent for 40 sessions which make them a persistent absentee in half term 1 and therefore they will remain a PA for the rest of the academic year.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parent's fullest support and cooperation to tackle this.

All attendance is discussed weekly. If attendance does not improve, WDA will follow the protocol for PA. (Appendix 1)

## **Section 5: Absence Procedures**

### **If your child is absent you must:**

- Contact us by telephone using option 1 or email the school on [wdaoffice@theparkfederation.org](mailto:wdaoffice@theparkfederation.org) as soon as possible on the first day of absence and keep the school regularly informed, preferably daily.
- Or, you can call into school and report to reception

In addition, teachers may want to discuss your child's absence.

### **If your child is absent and you have made contact with the school we will:**

#### Day 1

- The Attendance Officer will note the absence in the register. However, if we have a safeguarding or welfare concern, we will conduct a home visit.

#### Day 2

- The Attendance Officer will note the absence in the register. If we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 3

- If the child is PA, the Attendance Officer will note the absence and parents will be advised to supply medical evidence on their child's return to school. However, if we have a safeguarding or welfare concern we will conduct a home visit.

#### Day 4 & 5

- If medical evidence has not been provided parents are still required to call in every day. However, if we have a safeguarding or welfare concern we will conduct a home visit.



## Day 6

- If no medical evidence has been provided, the Attendance Officer will discuss the absence with the Principal and a welfare home visit will be conducted to see if the school can offer any support in aiding the child's return to school.

## **Further Contact**

If no medical evidence is provided and previous attendance is low a referral will be made to Hillingdon's Attendance Service and a fine may be incurred.

**If your child is absent and you have not made contact with the school we will:**

## Day 1

- Telephone or email you on the first day of absence if we have not heard from you. However, if we have a safeguarding or welfare concern we will conduct a home visit.

## Day 2

- If we still have no contact with you a second telephone call will be made. However, if we have a safeguarding or welfare concern we will conduct a home visit.

## Day 3

- If we still have no contact a home visit will be carried out and SLT informed.

We follow set procedures for when absence falls below the expected level (**Appendix 1**) In addition to these, Hillingdon's Attendance Service will be informed of any child who has attendance below 90%.

## **Telephone numbers:**

Parents are required to provide **three emergency contact details and numbers.**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year. In the rare event that we cannot contact you to determine an absence we will:

- call the two remaining contact numbers to check everything is ok and ask you to make contact with the school
- send two members of staff to the family home if we cannot make contact with all three contact numbers held on the school system
- contact the police immediately for a welfare check if we have failed to make contact via telephone and a home visit has taken place and been unsuccessful

## **The Attendance Officer:**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance Officer (AO) from the Local Authority. He/she will also try to resolve the situation by agreement but, if other ways of trying to improve

the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a.

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Alternatively, parents or children may wish to contact the Attendance Support Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01895 250858 or [attendancesupport@hillingdon.gov.uk](mailto:attendancesupport@hillingdon.gov.uk)

### **Fixed Penalties Notices:**

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. More information from Hillingdon's Attendance support team.

### **Lateness:**

Poor punctuality is not acceptable. When pupils arrive late, they miss out on the essential instructions given at the beginning of the lesson, this can significantly reduce achievement regardless of academic ability. Your child may also feel awkward arriving at the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

### **How we manage lateness:**

The school day starts at 8:50 am and we expect your child to be in class at that time, not walking through the gates at this time. If your child arrives after the start time, you will be required to sign them in at the office. Your child will receive a late mark if they are not in by that time. We operate a 'soft start' to the school day, so the school gates are open from 8:40am every day and the children can enter their classrooms from that time.

At **9.10 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they 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 may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be informed in writing. If persistent lateness continues you will receive a phone call from the Phase Lead and if your child's punctuality still does not improve you could be asked to attend a face-to-face meeting with a member of the Senior Leadership Team (SLT) and Attendance Officer to resolve the problem. Please remember you can approach us at any time if you are having problems getting your child to school on time.

The start time for the **Morning Nursery is 8.30am, Afternoon Nursery is 12.30pm.** Please

ensure you arrive at the start and finish times as lateness can disrupt our young children.

**Persistently late children could be off-rolled and their place offered to a child on the waiting list.**

Children who are picked up late at the end of the school day will be dealt with following the Children Collected Late Protocol (**Appendix 3**). Should lateness continue, a monitoring letter will be sent and advice sought.

**Leave during term time:**

Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking leave in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school to go on leave.

- It is widely known that the link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow through into secondary school and employment.
- Graduates earn an average of £16.91 per hour. Young people that leave school with no qualifications earn an average of £6.40 per hour.
- All Hillingdon schools are encouraged to adopt a policy of not authorising leave. The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You will be asked to provide substantial evidence in support of your request.
- A member of SLT will meet personally with every family applying for extended leave where possible to stress the importance of good school attendance habits and links between attendance and attainment.
- Reasons for leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Attendance Services from LBH will issue Notice to Improve and Fixed Penalty Notices (fine) for any unauthorised absence.
- After consultation with the Local Authority, any child on extended leave may be off rolled after 20 days.
- Notice to Improve or Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

***Any parent wishing to apply for leave is required to submit a request to the Principal using the form found in Appendix 2***

## **Section 6: Recording attendance**

### **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 (after lunchtime). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity

- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

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

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

Pupils in Reception to Year 6 must arrive in school by **8:50am** on each school day.

## Section 7: Monitoring Attendance

The school will:

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

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

### Reporting to parents/carers:

The school will regularly inform parents about their child's attendance and absence levels via half termly and end of year reports. Weekly attendance will be shared with parents via newsletters and school website.

### 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

### **Using data to improve attendance:**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families (every ½ term)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **Children Missing in Education (CME):**

All children, regardless of their circumstances, are entitled to an efficient, full time education that is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing in education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing in education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

At WDA when a child has left the school or not been in school and we have not been able to make contact with parents/carers or received a forwarding address within 10 days, a CME is completed and sent to the Local Authority.

If we have a safeguarding or welfare concern or if they have a high SEND need then a CME could be completed prior to 10 days)

## **Section 8: Academy targets, projects and special initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares (every ½ term). When attendance drops below 95% a warning email will be sent to parents.

Our target is to achieve better than this however because we know that good attendance is one of the keys to successful schooling and we believe our pupils can be amongst the best in Hillingdon.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Weekly meetings are held to analyse and assess all children who are absent to see if there are patterns to note or children to monitor. We look for ways to ensure that high attendance is supported in school. All children and staff are made aware of the attendance figures in weekly briefings/assemblies.

### **Attendance is celebrated weekly, ½ termly, termly and annually.**

- The class with the best weekly attendance will earn a non-school uniform day.
- At the end of each half term, the children with 100% attendance will receive a certificate

- If a child has achieved 100% attendance all year, they will receive a special recognition award
- Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

### **Staff responsible for attendance management in this school are:**

Richard Yates (Principal)  
Amanda Thorne  
(Attendance Officer)  
Carmen Nel (Deputy Principal)  
Nicole Sall, Jo Russell (Vice Principals)  
Nasreen Malik (Family Support Worker)  
Nicole Sall (Designated Safeguarding Lead)

### **Summary**

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend school.

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which contributes to better mental health and wellbeing.

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This policy should be read in conjunction with the below school policies (found on our school website)

Child Protection and Safeguarding Policy  
Relationship and Behaviour Policy  
Anti-Bullying Policy  
Admissions Criteria Policy  
Suspensions & Exclusions Policy

## Appendix 1

### WDA Attendance Protocol for Persistent Absence

| Term            | Actions                                                                                                                                                                                                                                                                                                                                                                                                           | Week   | By who...               |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|
| <b>Autumn 1</b> | Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                          | 4      | Attendance Officer (AO) |
|                 | <ul style="list-style-type: none"> <li>• Children falling under 90% to be sent a monitoring letter and logged on CPOMS (On the Monday before ½ term)</li> <li>• Class teacher &amp; SLT are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> </ul>                                                                  | 5      | AO                      |
|                 | Below 90% children are added to the watch list and discussed at weekly safeguarding meetings.                                                                                                                                                                                                                                                                                                                     | 5      | Safe team, FLO, AO      |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                | Weekly | AO                      |
| <b>Autumn 2</b> | Any <b>new</b> children who are falling under 90% to be sent a letter and logged on CPOMS                                                                                                                                                                                                                                                                                                                         | 1      | AO                      |
|                 | DP/VPs call any children whose attendance is <b>below 90% and has not improved since autumn 1.</b>                                                                                                                                                                                                                                                                                                                | 3      | VP<br>DP                |
|                 | Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                          | 4      | AO                      |
|                 | <ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter and logged on CPOMS</li> <li>• DP/VPs are notified via CPOMS so they are aware</li> <li>• PA referral sent to LBH</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> </ul>                                                                                     | 5      | AO                      |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                | Weekly | AO                      |
| <b>Spring 1</b> | Any <b>new</b> children who are falling under 90% to be sent a letter (Letter b) and logged on CPOMS                                                                                                                                                                                                                                                                                                              | 1      | AO                      |
|                 | <ul style="list-style-type: none"> <li>• P/DP/VPs to meet with any parents where attendance is still below 90% despite phone call in Autumn 2</li> <li>• DP/VPs to phone parents of <b>new</b> children who have dropped below 90% attendance AND <b>any</b> children who may have improved in Autumn 1 but their attendance has since dropped again</li> <li>• All meetings and calls logged on CPOMS</li> </ul> | 3      | P,DP,VP and AO          |
|                 | Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                          | 4      | AO                      |
|                 | <ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter and logged on CPOMS</li> <li>• P/DP/VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> </ul>                                                                                                                      | 5      | AO                      |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                | Weekly | AO                      |
| <b>Spring 2</b> | Any <b>new</b> children who are falling under 90% to be sent a letter and logged on CPOMS                                                                                                                                                                                                                                                                                                                         |        | AO                      |
|                 | Any PA children where attendance has not improved since Autumn 2 attend a meeting with P and be given a letter stating we might ask for support from external agencies. Submit a fine. Logged on CPOMS.                                                                                                                                                                                                           | 1      | P<br>AO                 |
|                 | <ul style="list-style-type: none"> <li>• DP/VPs to meet with any parents where attendance is still below 90% despite phone call in Spring 1</li> <li>• DP/VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> <li>• All meetings and calls logged on CPOMS</li> </ul>                                                                                                         | 3      | DP/VP, and AO           |
|                 | Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                          | 4      | AO                      |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |        |               |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
|                 | <ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter and logged on CPOMS</li> <li>• DP/VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> <li>• DP/VPs to phone parents of children not improved after receiving letters</li> </ul>                                           | 5      | AO            |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                       | Weekly | AO            |
| <b>Summer 1</b> | Any <b>new</b> children who are falling under 90% to be sent a letter and logged on CPOMS                                                                                                                                                                                                                                                                                                                                | 1      | AO            |
|                 | MARF sent for any PA children where attendance has not improved despite previous letters and attendance meetings. Logged on CPOMS                                                                                                                                                                                                                                                                                        | 1      | DSL, AO       |
|                 | <ul style="list-style-type: none"> <li>• DP/VPs to meet with any parents where attendance is still below 90% despite phone call in Spring 2</li> <li>• DP/VPs to phone parents of <b>new</b> children who have dropped below 90% attendance AND <b>any</b> children who may have improved in Autumn and Spring but their attendance has since dropped again</li> <li>• All meetings and calls logged on CPOMS</li> </ul> | 3      | DP,VP, and AO |
|                 | Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                                 | 4      | AO            |
|                 | <ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter and logged on CPOMS</li> <li>• P/DP/VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> <li>• DP/VPs to phone parents of children not improved after receiving letters</li> </ul>                                         | 5      | AO            |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                       | Weekly | AO            |
| <b>Summer 2</b> | Any <b>new</b> children who are falling under 90% to be sent a letter and logged on CPOMS                                                                                                                                                                                                                                                                                                                                | 1      | AO            |
|                 | Follow up MARF/referral to SBC or EWO for any PA children where attendance has not improved despite previous letters and attendance meetings. Logged on CPOMS                                                                                                                                                                                                                                                            | 1      | DSL / AO      |
|                 | <ul style="list-style-type: none"> <li>• DP/VPs to meet with any parents where attendance is still below 90% despite phone call in Summer 1</li> <li>• DP/VPs to phone parents of <b>new</b> children who have dropped below 90% attendance.</li> <li>• All meetings and calls logged on CPOMS</li> </ul>                                                                                                                | 3      | DP/VP, and AO |
|                 | • Any persistently late children, 3+ times equalling 30 mins and over, to receive a letter home indicating learning missed                                                                                                                                                                                                                                                                                               | 4      | AO            |
|                 | <ul style="list-style-type: none"> <li>• New children falling under 90% to be sent a letter and logged on CPOMS</li> <li>• DP/VPs are notified via CPOMS so they are aware</li> <li>• Late pick up letter sent out to all parents whose children were picked up 3 or more times</li> <li>• DP/VPs to phone parents of children not improved after receiving letters</li> </ul>                                           | 5      | AO            |
|                 | Any unexplained absences, parents receive a letter                                                                                                                                                                                                                                                                                                                                                                       | Weekly | AO            |



## Appendix 2 Leave of absence request



### Request for Leave of Absence from School During Term Time

|                                                                         |                                         |                                          |
|-------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|
| Child's Name                                                            |                                         | Class:                                   |
| Siblings & Class<br>(if applicable)                                     |                                         |                                          |
| Date From<br>(1 <sup>st</sup> school day of absence)                    |                                         | Total number of school<br>days' absence: |
| Return Date<br>(1 <sup>st</sup> day back to school)                     |                                         |                                          |
| Reasons for Request:<br><i>Please briefly outline<br/>circumstances</i> |                                         |                                          |
| Supporting evidence /<br>documents attached                             | Yes / No <i>(circle as appropriate)</i> |                                          |

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

#### Notes:

- Parent/Carer should not normally take pupils on holiday during term-time
- This form is to be completed and forwarded to the Principal **before** the period of absence
- Each request for absence will be considered individually and will take into account the time of the year proposed for the trip, its nature, the overall attendance level of the child and the child's stage of education and progress
- If we are unable to agree the absence and the child is taken out of school, the absence is unauthorised
- If parents/carers keep a child away for longer than has been agreed, the extra time will be unauthorised
- It is possible that places may not be kept open for a pupil who fails to return within 10 days of the agreed date, unless there is a good reason for the delay, such as illness (a medical certificate may be requested).
- Absence of more than 10 school days may only be agreed in **exceptional** circumstances
- If a request is **refused** for absence/holiday during term time, the absence will be unauthorised and may lead to a 'Holiday Penalty Notice' from the School Attendance Team at the London Borough of Hillingdon. The fine is £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child.

|                                                                               |                              |                                              |
|-------------------------------------------------------------------------------|------------------------------|----------------------------------------------|
| <p><u>Authorised*</u> / <u>Unauthorised*</u><br/>(*Delete as appropriate)</p> | Principal's Signature / Date | Current attendance level<br>(for office use) |
|-------------------------------------------------------------------------------|------------------------------|----------------------------------------------|

## **Protocol for Dealing with Children Not Collected at the End of the School Day/Activity**

Protocol for dealing with children not collected from school at the end of the school day/activity.

### **Introduction:**

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

This protocol is an example of arrangements which have been agreed by The Local Safeguarding Team, the Police, and Local Authority Children's Services.

West Drayton Academy recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The protocol will be brought to the attention of parents, in writing, when their child starts school.

On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- The emergency contact details of three people who may be called in the event of the parents/carers being unattainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. WDA agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety. The school will continue to try to make contact with the parents and if no contact has been made, after trying all the emergency contacts, the school will contact LBH and the police to seek advice.

All parents will be reminded of this protocol via newsletters and parent mail each term.

The School's Designated Person for Child Protection/Safeguarding will keep a record of incidents where parents/carers do not collect a child from school or are late for no explanation or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

# PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

**1**

## 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 if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

**2**

## 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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

**3**

## 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, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

## 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.  
[www.gov.uk/government/publications/working-together-to-improve-school-attendance](http://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

## Appendix 5



### Letter 1

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE)\*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

Re: Invitation to an Attendance Contract meeting to discuss: <insert>

Name of Child: <insert>

D.O.B: <insert>

Registered pupil at: <insert>

Current Attendance: <insert>

**\*\*Choose the most appropriate option below and delete accordingly\*\***

1. *Did not attend supportive meeting with Attendance Lead:*

*Due to the decline in the regular attendance of your child and the lack of engagement with previous attempts to support with regular attendance, we now require you to attend an attendance contract meeting on <insert> at <insert>.*

2. *Attended supportive meeting with Attendance Lead:*

*Unfortunately, your child's attendance continues to decline and regular attendance at school has not been maintained. At our supportive meeting held on <insert> we created a plan to help you and your child overcome barriers to attending school, however it has not been successful. To further support, we now require you to attend an attendance contract meeting on <insert>*

This meeting will be held at school. If you require the meeting to be held in a different setting such as virtually, via telephone, a home visit, or if this time or day is not convenient, please contact <insert> by <insert> for alternative arrangements to be made.

Your views and those of your child will be sought and taken into consideration during this meeting where we will complete an attendance contract agreement, the terms of which are negotiated.

Please be aware further action from the school will mean we have no alternative but to refer this matter onto the School Attendance Support Team at Hillingdon Council. You may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider other appropriate legal interventions.

Please bring with you any medical evidence such as a GP/Consultant letter or certificate, any prescribed medication (not bought over the counter) for any considerations that may be given to your child's absences being authorised on health grounds.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Attendance Lead

Cc: Principal



Template 3

**\*\* ATTENDANCE CONTRACT TEMPLATE FOR ATTENDANCE MEETING (PLEASE DELETE) \*\***

**Attendance Contract Agreement  
(Formal Support Meeting)**

*The child named in this agreement has been identified as having low attendance; the aim of the attendance contract is to address this by improving the pupil's outcomes, enhancing communication, providing support and ensure a nurturing environment.*

|                     |        |               |        |       |        |
|---------------------|--------|---------------|--------|-------|--------|
| Full name of pupil: |        |               |        |       |        |
| DOB:                |        | Age:          |        |       |        |
| Full address:       |        |               |        |       |        |
| School Name:        |        |               |        |       |        |
| School year:        |        |               |        |       |        |
| CIN/CP:             | Yes/No | SEND support: | Yes/No | EHCP: | Yes/No |
| Date of meeting:    |        |               |        |       |        |

**Persons with Parental Responsibility** *(this includes the birth parent(s) and persons with parental responsibility or who have day to day care of the child)*

| Parental Responsibility | Full name | Address | Telephone Number | Tick to confirm Present |
|-------------------------|-----------|---------|------------------|-------------------------|
| Father                  |           |         |                  |                         |
| Mother                  |           |         |                  |                         |
| Guardian                |           |         |                  |                         |

**All present at meeting**

| Professional                                                                                                                                  | Full Name |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| School senior attendance lead                                                                                                                 |           |
| School attendance officer                                                                                                                     |           |
| Other professionals:                                                                                                                          |           |
| Keyworker/Social worker/Housing officer/SEND Officer/ YOS Officer/ School Nurse/GP or other health professional/ Safer Schools Police Officer |           |

**Reason for Attendance contract**

<insert> attendance is currently <insert> out of a possible <insert> sessions.  
<insert> has only managed to attend <insert> sessions.

**1. Actions taken to date to improve student's school attendance:**

*Please tick all boxes that apply, adding dates, people, outcomes and engagement*

**SCHOOL SUPPORT/ INTERVENTIONS OFFERED**

- |                                                        |                                                                        |                                                          |
|--------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Meeting with Head of Year     | <input type="checkbox"/> Meeting with Attendance Lead                  | <input type="checkbox"/> Phone calls / regular check ins |
| <input type="checkbox"/> Home visits                   | <input type="checkbox"/> In school counselling / pastoral              | <input type="checkbox"/> Educational Interventions       |
| <input type="checkbox"/> Outside school hours sessions | <input type="checkbox"/> Supplemental online learning / learning packs | <input type="checkbox"/> Trusted / safe person assigned  |
| <input type="checkbox"/> Safe / quiet place offered    | <input type="checkbox"/> Time out card / emotion cards                 | <input type="checkbox"/> SENCO involvement               |
| <input type="checkbox"/> Attendance report / rewards   | <input type="checkbox"/> Any other support / interventions             | <input type="checkbox"/> Part-time timetable             |

**Please expand on the above selection, providing further information including plans, dates, professionals, outcomes and engagement**

.....

.....

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.....

**REFERRALS / MULTI AGENCY RESPONSE**

- |                                                 |                                                                  |                                                                                              |
|-------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> CAMHS referral         | <input type="checkbox"/> Stronger Families Key worker referral   | <input type="checkbox"/> Information provided on online resources (Kooth, Knus, Young Minds) |
| <input type="checkbox"/> SEND Advisory referral | <input type="checkbox"/> EHCP application / SENDIASS information | <input type="checkbox"/> Alternative Provision / education                                   |

In year application for other schools

Pupil Support referral

Informal managed move / respite arrangements

School Nurse involved / appropriate NHS teams

Referral to other agencies (P3, Young carers, Targeted youth services, HACS, Brilliant Parents)

Other

**Please expand on the above selection, providing further information including plans, dates, professionals, outcomes and engagement**

.....

.....

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.....

**Any comments from other agencies involved / invited to this meeting**

.....

.....

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**2. Child's comments:**

*(Where appropriate the pupil can attend the attendance contract Meeting, however their views must be sought).*

My School and Me booklet completed prior to meeting and attached for primary age pupils who are not attending the meeting Yes  No

What are the barriers to attending school for the child:

.....

.....

.....

.....

.....

.....



What are the child's aspirations, expectations and goals:

.....

.....

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.....

Tick any of the following that the pupil agrees will be helpful in improving attendance, and that they agree to.

- |                                                                                                            |                                                                      |                                                                                       |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Preparing for school the night before<br>(Bag, uniform, check journey, set alarm) | <input type="checkbox"/> Access online counselling<br>(Kooth, Knus)  | <input type="checkbox"/> Engage with named/trusted person / mentor<br>(name)<br>_____ |
| <input type="checkbox"/> Inform trusted person of any issues, problem or barriers                          | <input type="checkbox"/> Extracurricular activities.<br>School clubs |                                                                                       |
| <input type="checkbox"/> Other                                                                             |                                                                      |                                                                                       |

**3. Parent(s)/carers comments:**

What are the barriers to school attendance for the parent(s)/carer: *(Use this space to capture the comments as to why their child has poor attendance and any barriers they are experiencing)*

.....

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Tick any of the following that the parent(s)/carer agrees will be helpful in improving attendance, and that they agree to.

- |                                                             |                                                                         |                                                   |
|-------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Phone school when there are issues | <input type="checkbox"/> Take child to GP to seek appropriate referrals | <input type="checkbox"/> Attend Brilliant parents |
|-------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------|

- Engage with Key Worker
- Book medical appointments outside of school hours where possible
- Maintain good communication with school
- If unwell send child to school. If necessary, school will send the child home
- Use sanctions for poor attendance and rewards for improvements
- Attend parent's evenings and any other school meeting
- Consider other educational options most suited to your child
- Make use of breakfast / after school clubs
- Implement time limits on phone –ensure appropriate bedtimes
- Other

**4. How is this absence affecting the child's progress at school? What can we as a school do to support the pupil to maximise their potential:**

*Provide details on academic progress and social development, if possible, attach a recent report or class teacher report.*

.....

.....

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**5. What is going well for the child in school**

*Include detail on positive aspects of their school life:*

.....

.....

.....

.....

.....

.....

## 6. What will the school do to help?

*Include any further or ongoing action /intervention by the school*

.....

.....

.....

.....

.....

.....

School will be available for advice and support during the review period. If the child named in the agreement does not attend regularly and punctually, the school may refer to and request the Attendance Support Team at Hillingdon Council to consider:

- Issuing a penalty notice referral from the school of £160.00 to each parent/carer, per child. If paid within 21 days, the penalty notice is reduced to £80.00 to each parent/carer, per child
- Attendance prosecution at the Magistrate's Court
- An Education Supervision Order
- A Parenting Order.

## 7. What can the Local Authority do to Help?

Your school Attendance Support Officer at the Hillingdon Council is <insert> and will be responsible for providing impartial advice to both school and parents on ways to overcome attendance issues/ barriers. Upon request they can attend meetings dependent on availability.

## 8. What should parents/carers do:

- Ensure their child attends every day the school is open and available and is on time for registration
- Provide medical evidence to the school if the child's absence is due to illness. Please bring with you any medical evidence such as a Consultant letter or certificate, any prescribed medication (not bought over the counter) for any considerations that may be given to your child's absences being authorised on health grounds.
- Where possible send your child into school if they are too unwell to let the school decide whether they are well enough to stay in school. If the school feels that he/she is too unwell, then you will not have to provide medical evidence for that absence.
- Contact the school should there be difficulties with the above points

**The pupil's attendance will be monitored over a period of 4 to 6 weeks from <insert>**

I accept the attendance contract agreement is true reflection of what was discussed, decisions made above and agree to comply with the requirements.

\_\_\_\_\_ Signed Parent/Carer (delete where appropriate)

\_\_\_\_\_ Signed Parent/Carer (delete where appropriate)

\_\_\_\_\_ Signed Pupil (where appropriate)

\_\_\_\_\_ Signed School Attendance Lead/Headteacher  
(delete where appropriate)

\_\_\_\_\_ Attendance Officer

\_\_\_\_\_ Other Professional(s)

\_\_\_\_\_ Date



#### Letter 4

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:** <insert>

**D.O.B:** <insert>

**Registered pupil at:** <insert>

**Current Attendance:** <insert>

Thank you for attending the attendance contract meeting on <insert>

Please find attached a copy of the Attendance Contract Agreement signed by you and your child (where appropriate). Your views, opinions and comments and those of your child were taken into consideration at the meeting and have formed part of the agreement.

It was agreed your child's attendance will be monitored over period of 4 to 6 weeks from <insert>.

Please remember to provide the school with medical evidence if your child is absent during the review period as agreed as part of the attendance contract.

If there is no improvement and continued unauthorised absence persists during this time, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention.

Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Further information that you wish the school to consider or if you need advice and support, during the period, please do not hesitate to contact me and advise either in writing or by a phone call.

Yours sincerely

Attendance Lead

Cc: Principal



## Letter 5

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name  
 1st Line of address  
 2nd line of address  
 ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:** <insert>

**D.O.B:** <insert>

**Registered pupil at:** <insert>

**Current Attendance:** <insert>

In my letter dated <insert> you were invited for a second opportunity to attend an attendance contract meeting on <insert> to discuss your child's continued poor attendance. You have failed to attend on two occasions and did not notify the school of this, nor did you request an alternative method to conduct the meeting.

Your child's attendance will be monitored over period of 4 to 6 weeks from <insert>.

Please remember to provide the school with medical evidence if your child is absent during the review period as agreed as part of the attendance contract.

Support agreed at the professionals meeting held has been put in place and will still be available to support your child. The school will continue to attempt to engage you in this process. However, if there is no improvement and continued unauthorised absence persists, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention.

Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions

Further information that you wish the school to consider or if you need advice and support, during the period, please do not hesitate to contact me and advise either in writing or by a phone call.

Yours sincerely

Attendance Lead  
 Cc: Principal



**West Drayton  
Academy**  
BELIEVE • EMPOWER • ACHIEVE

**Letter 6**

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name  
1st Line of address  
2nd line of address  
ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:** <insert>

**D.O.B:** <insert>

**Registered pupil at:** <insert>

**Current Attendance:** <insert>

At the attendance contract meeting held on <insert> an agreement was signed stating that your child should attend school regularly, punctually and every day that the school is open and available. The agreement took into consideration your views and those of your child, where appropriate.

Your child's attendance and punctuality has been reviewed and I am pleased to see that it has improved. The matter will not be progressed from here if improvement is maintained.

I will continue to monitor your child's attendance and should it again become a cause for concern, contact will be made.

Please be aware that should your child's attendance decline and there are unauthorised absences, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention. Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80. If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Should you need further information or assistance, please do not hesitate to contact me.

Yours sincerely

Attendance Lead  
Cc: Principal



**West Drayton  
Academy**  
BELIEVE • EMPOWER • ACHIEVE

**Letter 7a**

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:** <insert>

**D.O.B:** <insert>

**Registered pupil at:** <insert>

**Current Attendance:** <insert>

Following the attendance contract meeting on the <insert> we are disappointed that there has not been sufficient improvement in your child's attendance, or their attendance has not been maintained.

I would like to offer you the opportunity to come in for a meeting on <insert> at <insert> to discuss how the attendance contract can be adjusted and reviewed to help it work. At this meeting we can review any progress or issues and decide whether the contract is still useful or if it requires amendments. If you are unable to attend this meeting, please contact the school so we can offer an alternative date by <insert>.

Failure to attend this meeting may result in the attendance contract being terminated and an alternative intervention being considered.

It is important children attend school regularly and on time every day that the school is open and available for attendance. Here at <insert>, our priority is to ensure our pupils reach their full potential which can only be done when pupils attend school regularly.

Please be aware further action will mean that the school will have no alternative but to refer this matter onto the School Attendance Support Team at Hillingdon Council.

You may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Attendance Lead

Cc: Principal





**Letter 8**

**\*\* PLEASE NOTE THIS LETTER MUST BE EITHER POSTED OUT TO BOTH PARENTS, OR GIVEN IN PERSON AND NOT BE GIVEN TO THE CHILD TO PASS ON (PLEASE DELETE) \*\***

Parent(s)/carers name

1st Line of address

2nd line of address

ABC 2DE

Date: <insert>

Dear <insert>

**Re: Formal Support - Attendance Contract Meeting to discuss:** <insert>

**Name of Child:** <insert>

**D.O.B:** <insert>

**Registered pupil at:** <insert>

**Current Attendance:** <insert>

Further to our recent <visit/meeting/letter/agreement>, I am concerned that your child's attendance has not improved and is still a cause for concern. Your child's attendance currently stands at <insert>. <insert> of these absences are unauthorised / <insert> these absences are for illness/medical appointments.

To date, the school has offered you the following support to improve your child's attendance.

| SUPPORT OFFERED                             | DATE AGREED     | DATE REVIEWED   | UNAUTHORISED ABSENCE AT DATE OF SUPPORT | UNAUTHORISED ABSENCE AT REVIEW OF SUPPORT |
|---------------------------------------------|-----------------|-----------------|-----------------------------------------|-------------------------------------------|
| <i>e.g informal meeting with form tutor</i> | <i>01.10.14</i> | <i>22.10.24</i> | <i>6 sessions</i>                       | <i>10 sessions</i>                        |
|                                             |                 |                 |                                         |                                           |
|                                             |                 |                 |                                         |                                           |

Failure to improve attendance will result in a consultation with the Attendance Support Team if there are any further unauthorised absences during the review period of <day after letter sent – date in three weeks' time>. The case will be referred on to the Attendance Support Team at Hillingdon Council for legal intervention to be considered and you may be at risk of prosecution under **S444 (1) Education Act 1996**. If the unauthorised absence fails to improve during the review period, a penalty notice may be issued before the review period is completed.

Improvement in your child's case would need to consist of ..... (here detail if it is improved attendance on a specific day that is required, general overall improvement in attendance, unauthorised lates or dentist appointments every Friday, on time for registration, no unauthorised absences, appointments outside of school etc.)

**Section 7 of the Education Act 1996** places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

**Section 444 (1)(A)** of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. Hillingdon Council may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned.

Poor attendance is taken very seriously at our school and research shows a clear link between absence and poor progress in schools and colleges and future life opportunities.

If you would like to discuss the contents of this letter, please contact me on <insert> and I can arrange a meeting with you.

Yours sincerely

Principal

