



**ST MARGARET OF SCOTLAND  
CATHOLIC PRIMARY SCHOOL**

**Attendance & Leave of Absence Policy**



## **SECTION 1: POLICY**

**The law states that a pupil is required to attend regularly at the school where he, or she, is a registered pupil.**

Regular school attendance and punctuality are extremely important, valuable learning time is lost when pupils are absent or late. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. The school's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The school will take appropriate action when necessary in order to promote the aims of the policy.

### **Aims:**

- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern, and work in partnership with parents and carers to resolve any difficulties.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

## **SECTION 2: ATTENDANCE GUIDANCE**

### **Responsibilities of Parents and Carers:**

By law Parents are responsible for ensuring children attend school regularly and punctuality rests with parents<sup>1</sup>. However, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent, the school and the Local Authority.

### **Parents should:**

- Ensure their children attend school regularly.
- Ensure they are punctual for school.
- Ensure they are appropriately dressed and in a condition to learn.
- Comply with the attendance policy.
- Make sure their child understands the reasons for good attendance and punctuality.
- Make sure appointments are made outside of school hours wherever possible and show evidence of the appointment when it is not.
- Notify the school when their child is absent as soon as possible, preferably on the first day.
- Provide a written explanation for their child's absence on their child's return to school.
- Follow the procedure for term time holidays.
- Only allow absence from school for exceptional circumstances.
- Work in partnership with the school.

### **Responsibilities of the school**

#### **The school will:**

- Have a registration system that is accurate, informative and understood.
- Analyse data regularly and identify the actions that need to be taken.

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<sup>1</sup> The term parent includes those who have parental responsibility as defined in the Children Act 1989 and as defined in Section 576 of the Education Act 1996. The latter gives parental responsibility to those who may not be the child's actual parents but have day to day care of the child.

- Follow up unexplained absences promptly.
- Ensure that attendance and punctuality have a high profile in our communications with parents.
- Have clear written guidance for parents.
- Promote good attendance and punctuality for all.
- Work in partnership with families and the Educational Welfare Service.
- Inform parents of their child's attendance regularly during the school year.
- Set and monitor progress towards annual targets for attendance.
- Evaluate the effectiveness of the Attendance Policy.

## **Responsibilities of the Educational Welfare Service**

### **The Education Welfare Service will:**

- Monitor registers regularly.
- Identify pupils/families with attendance difficulties.
- Agree time limited action which needs to be taken by the school or Education Welfare Officer.
- Feedback on the progress of cases and exchange of information.
- Issue penalty notices where applicable.
- Provide advice to the school.
- Work in partnership with the school and families.

## **SECTION 3: SCHOOL PROCEDURES**

- The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance. This system consists of specialised software.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are completed manually.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

### **Absence**

Parents and Carers can be taken to court if they do not make sure their child attends school, without reason (as defined in law) and if the child has too many unauthorised absences.

### **Lateness**

All parents are responsible for their child's travel arrangements to school and to ensure their child arrives on time. Even pupils coming from some distance are therefore expected to be on time. Pupils are marked late if they are in school before the end of registration but were not present when their name was called.

School hours are from 8.30am until 3.00pm Monday to Friday. The school does not take responsibility for pupils on site prior to 8.15am unless they are attending the Wraparound Club. Pupils must not stay on site after 3.00pm, unless they are taking part in an organised school activity.

- Pupils must arrive at school between 08:15am and 08:25am.
- Pupils arriving after the gate has been closed at 08.25am must report to the School Office.

- Pupils arriving after 8.30am will be registered late.
- Pupils arriving after 9:00am after the register closes will be recorded as an un-authorised late unless a satisfactory reason is given, for example a medical appointment.
- Lateness is monitored by school staff.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.
- We expect parents and carers to collect their child promptly at the end of the school day as it is upsetting for children if they do not. Children who are not collected within 15 minutes of the end of the school day are brought to the school office and their names are recorded and parents contacted. Where children are collected late from school persistently, parents will be asked to meet with the Head teacher or a member of the Senior Leadership Team.

### **Illness**

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence. Parents/carers should provide a written explanation on their child's return to school.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence.
- If any member of staff is concerned about a reason for absence, the Head Teacher or Senior Leadership Team should be informed.
- In the event of continued sickness, parents are advised to provide information from a relevant practitioner. This keeps pastoral and attendance staff informed of the pupil's needs and appropriate support can then be arranged where necessary.

See Appendix 1 for School Absence Procedures.

### **Medical or Dental Appointments**

Pupils must not leave the school premises during the school day without permission from the Head Teacher in consultation with the parents. Routine medical or dental appointments are discouraged in school time because of the disruption that they cause. However, where appointments in school time are absolutely necessary, pupils are encouraged to attend school for part of the day depending on the time of the appointment.

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents should inform the school in advance and show the letter or appointment card as evidence.
- Parents/carers are encouraged to make all medical appointments out of school hours.

### **Missing Physical Activities**

Permission to be excused from PE or Swimming should be made in writing to the teacher concerned and should only be for medical reasons. An explanatory note from a medical professional may be required should the class teacher see it as necessary to confirm and endorse the request.

## SECTION 4: LEAVE OF ABSENCE POLICY for SCHOOLS

### Holidays during Term Time

The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1st September 2013. The amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

Leave of absence will not be authorised in the following circumstances:

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs years (Year 2 and Year 6)
- In a transition year
- At the beginning of any academic year
- Retrospectively – requests received after leave has been taken
- If there are any other academic concerns such as poor punctuality, pupils ability to catch up on the work missed etc
- If leave of absence has already been taken in the same school year

We will also take into account the following:

- The pupil's general absence/attendance record, e.g. unauthorised absence
- Proximity of SATs and public examinations
- Amount of time requested
- Age of the pupil
- Length of the proposed leave – no more than 5 days
- Pupil's ability to catch up on the work
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity; and
- When the request was made

### Applications for Leave of absence

Requests must be made in advance or the absence cannot legally be authorised. All requests must be made at least two weeks in advance to the Head teacher by completing the school application form – see Appendix 2. A parent/carer with whom the child resides must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not.

**If leave is granted and you are travelling abroad you will need to supply the school with confirmation of your return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

**Where a parent/carer has taken their child on leave of absence during term time for 5 consecutive school days or more, without the Head Teacher's authorisation, Luton Local Authority will issue a Penalty Notice. In these circumstances a warning will not be given.** Penalty Notices are per parent, per child as appropriate, so if there are two parents both will need to pay the fine. From 1<sup>st</sup> September 2013 penalty notices will need to be paid within 21 days at £60 or £120 within 28 days. Unpaid Penalty Notices will result in prosecution for the absence in the magistrate's court.

The school make the decision as to whether the request of leave should be granted or not and the Local Authority make the decision to impose a penalty for this.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken. This may prevent you from receiving unauthorised absence for your child and being fined if they are unable to return on the date expected. Each case will be assessed individually and medical evidence from abroad will not be accepted routinely as evidence that a pupil was unable to attend school.

### **Roll Removal**

*A Pupil can be removed from roll in either of these circumstances:*

- If you take your child on leave of absence which has been authorised by the school but your child fails to return on the agreed date, any extra time absent from school will be counted as unauthorised. If your child fails to return within ten days of the expected date of return then the school may remove your child from the school roll and notify the Local Authority accordingly.
- Or, if your child has 20 school days continuous unauthorised absence.

### **Other Absence**

Other absence from school will be considered on an individual basis and a decision will be made to authorise or unauthorise the absence.

## SECTION 5: MONITORING AND REPORTING ATTENDANCE

Attendance is monitored regularly,

- The Attendance Officer will attempt to telephone families whose child is absent on the first day of absence where no reason has previously been given.
- Teachers must inform the Head Teacher when they notice patterns of absence.
- Attendance data will be collected monthly to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of un-authorised; and all children with attendance below 90%. This data will be discussed with the EWO as part of the regular monthly meetings.
- The Head teacher and EWO will discuss the impact of the School's Attendance Policy, attendance target and the strategies used to promote good attendance annually and the Head teacher will recommend an attendance target to the Governors.
- The Governors will set an annual target of attendance and unauthorised absence and review this annually at its first meeting.

### Reporting Attendance

#### To Parents

All absences, both authorised and unauthorised, and lateness will be reported to parents twice a year, during the Lent term at Parent Consultation meetings and at the end of the academic year with their child's annual report. The Attendance Officer produces these reports using the SIMS attendance module.

In order to give parents/carers a benchmark to their child's attendance to other children in the school and nationally the following grades will be used:

100%	Excellent
98% - 99.9%	Very Good
94% - 97.9%	Good
90% - 93.9%	Satisfactory
Under 90%	Unsatisfactory

Parents are able to make an appointment with the Family Worker, Head teacher or EWO to discuss any concerns they have. (Appendix 3 – Attendance Factsheet)

Parents are given information about whole school attendance in weekly newsletters.

#### To Educational Welfare Service

The Attendance Officer provides an attendance print out of 95% and below to assist the Educational Welfare Officer with their register check. This report is shared with the Educational Welfare Service.

#### To the Department for Education

Three times a year the Attendance Officer completes the Census return as per guidelines.

#### To the Governing Body

The Head Teacher reports on attendance each term.

## **Promoting and Rewarding Good Attendance**

The School Family with the best weekly attendance overall receives a certificate which is displayed in their classroom.

Children who achieve 100% attendance are presented with a certificate at the end of each term.

Children who achieve 100% attendance at the end of the year are presented with a certificate and participate in an attendance trip.

The rewards system is regularly reviewed and amended to continue to encourage good attendance particularly for poor attendees.

## **Improving Poor Attendance**

The regular monitoring and analysis of school registers enables patterns and trends to be identified. See Appendix 4 for school monitoring procedures.

Children who are subject to either a Child Protection or CIN (child in need) plan, children who are in public care (LAC) and Young Carers attendance ARE prioritised each day for absence phone calls and reporting. This is the responsibility of the Attendance Officer who will report directly to the Deputy Head with any concerns.

### **Step 1**

If attendance drops below 96% the Class Teacher will inform parents and follow the conversation up with a letter (Appendix 5) advising them that their child's attendance/punctuality will be monitored weekly for the next term. Parents are able to meet the Family Worker, Attendance Officer or Deputy Head Teacher to discuss this further.

### **Step 2**

If attendance drops below 93% the Phase Leader will arrange to meet with parents, the Family Worker may be invited to the meeting to offer support. The purpose of this meeting is to plan for improvement and will be followed up with a letter (Appendix 6). The 'Attendance Action Plan' will be completed with parents and child to identify strategies and set a target attendance and deadline (Appendix 8). The school will continue to monitor the child's attendance each week.

### **Step 3**

If attendance drops below 89% the child is classed as a 'Persistent Absentee', the Educational Welfare Officer will be informed and parents will be invited to a meeting with the Phase Leader and Deputy Head. This meeting will identify specific actions for improved attendance and punctuality recorded in a letter to parents (Appendix 7) and in the completed 'Attendance Action Plan' where strategies are identified and an attendance target and deadline will be set (Appendix 8).

### **Step 4**

If attendance is below 85% the child continues to be classed as a 'Persistent Absentee', at this stage the Education Welfare Officer will meet with parents. Fixed penalties may be incurred with the possibility of prosecution where no significant improvement is evident.

The aim throughout this process is to ensure all children have the best attendance possible. The school will work in partnership with parents and take into account individual circumstances, applying the process accordingly.

A visit to families at home will be arranged if necessary.



## **Improving Punctuality**

### **Step 1**

Once a child has arrived late for school on three occasions within a two week period a letter will be sent home with the expectation that punctuality will improve. (Appendix 9)

### **Step 2**

If the child continues to be late in the following week the Attendance Officer will make a phone call to parents to inform them of the number of lates their child has incurred and to find out reasons for the poor punctuality. This will be followed up with a letter – Appendix 10.

### **Step 3**

If the child persists in being late the Attendance Officer will inform Class Teacher and Phase Leader who will arrange a meeting with the child and parent where actions and targets will be set. This meeting will be recorded and sent to parents in a letter – Appendix 10.

## **Policy Implementation**

The policy and associated guidance will be discussed with staff and governors.

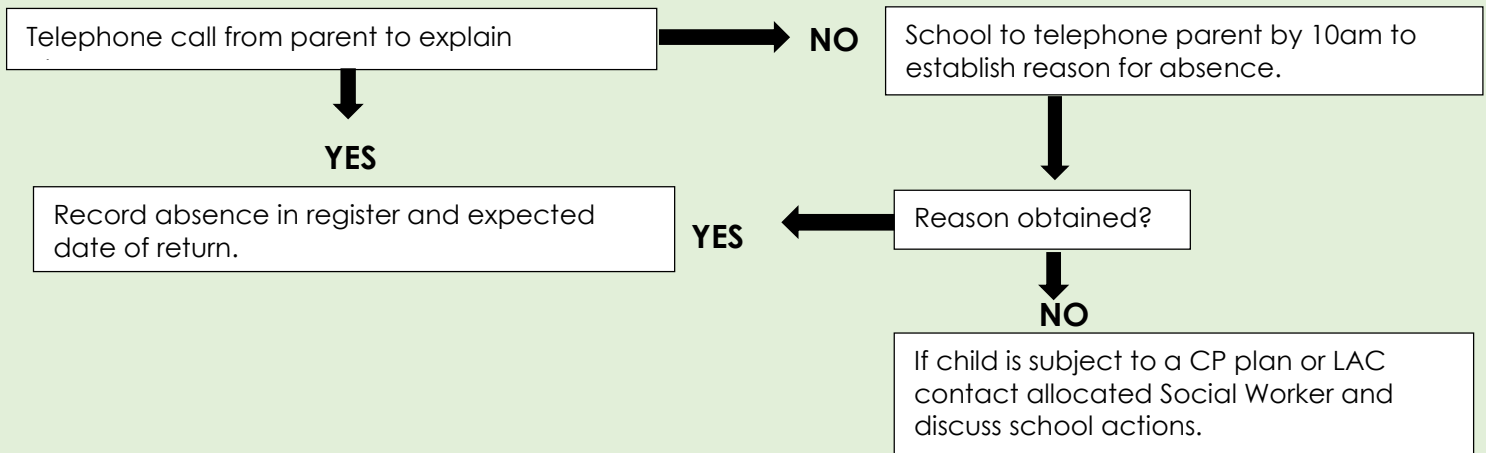
A copy of registration guidance will be given to supply staff working in the school.

Families will be informed of the attendance procedures via the school website, school induction meetings and newsletters.

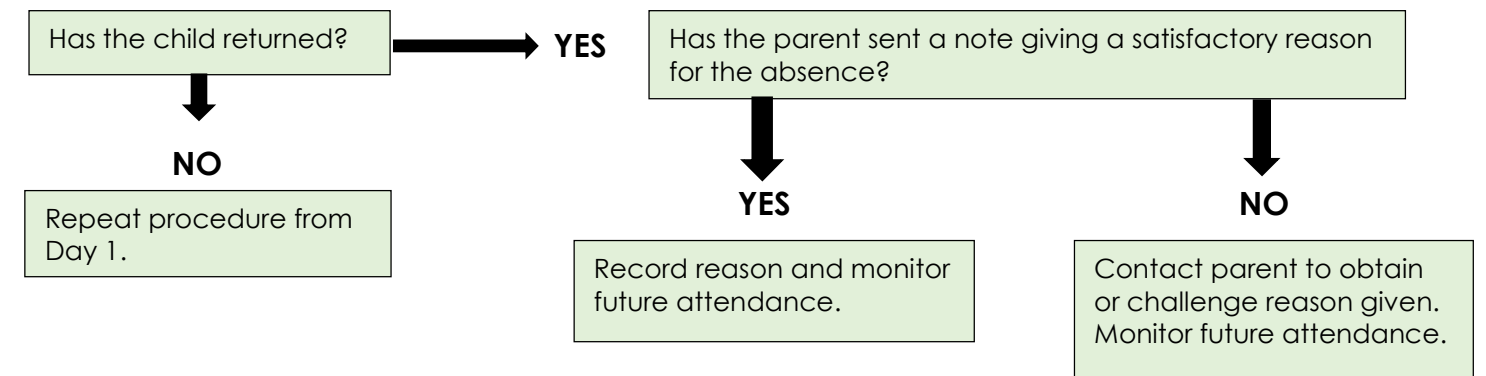
It will be reviewed in September 2018, or sooner if regulations change.

**Appendix 1**  
**ABSENCE PROCEDURES**

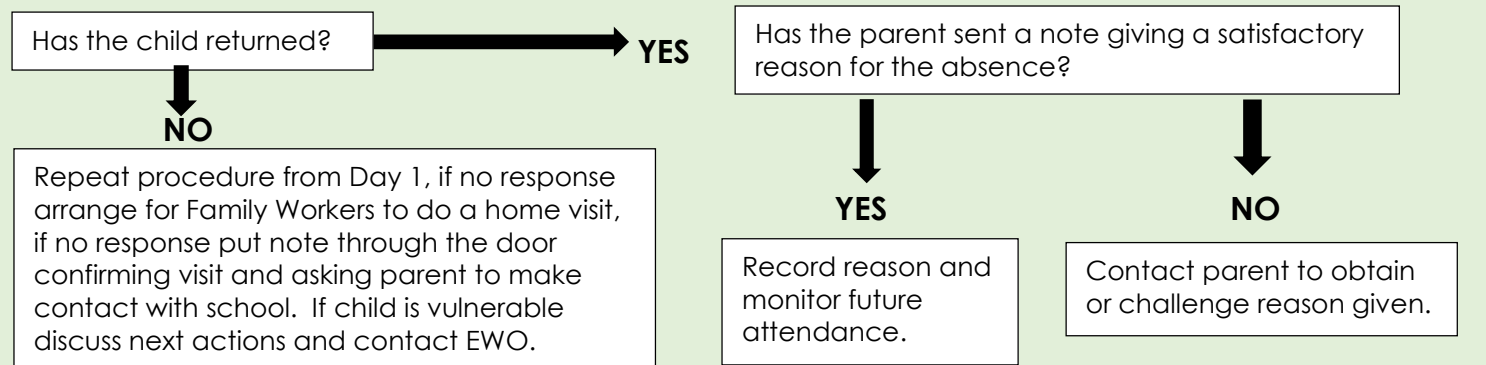
**DAY 1**



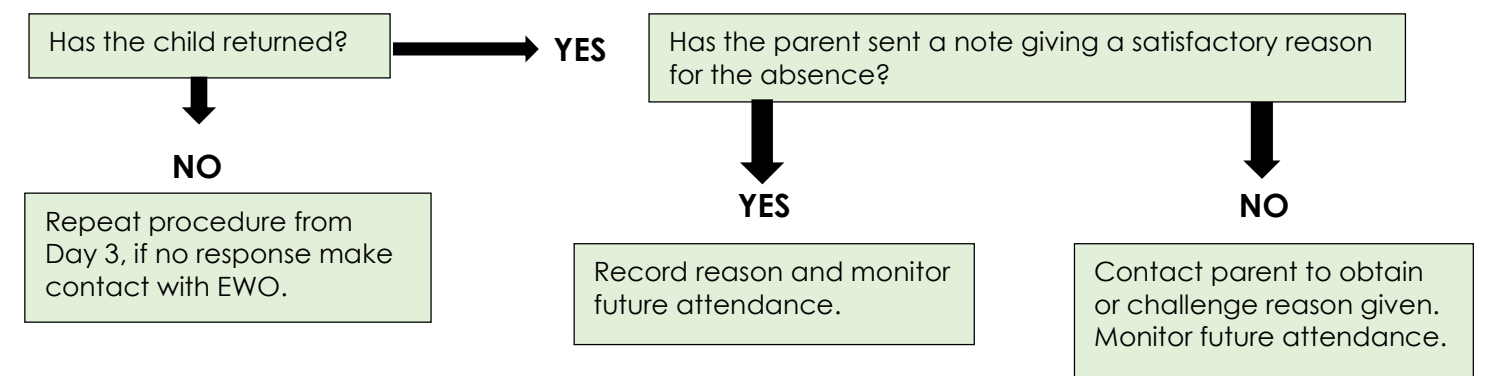
**DAY 2**



**DAY 3**



**DAY 4**





# St. Margaret of Scotland Catholic Primary School



## Application for Leave during Term-Time (For Completion by Parent / Guardian)

Please ensure you have read, and understand the school's Term Leave Policy, this can be found on our school website. Term time leave should be applied for at least **2 weeks** in advance of leave being taken.

The Head teacher will only allow your child to take leave during term time if your circumstances are exceptional and authorisation for leave **will not** be given in the following circumstances:

- Pupil's attendance is less than 97% in the previous 12 months
- During SATs years (Year 2 and Year 6)
- In a transition year
- At the beginning of any academic year
- Retrospectively – requests received after leave has been taken
- If there are any other academic concerns such as poor punctuality, pupils ability to catch up on the work missed etc
- If leave of absence has already been taken in the same school year

Child's Name	Date of Birth	Class

Date for which Leave of Absence is being requested: From: .....To: .....

Return to School on (date): .....

Total number of school days: .....

Reason for Term Time Leave request: .....

**\*Please provide a copy of your provisional / proposed booking to confirm dates of leave requested. If you have children at other schools, a request for leave must be made to each school for their consideration.**

**PLEASE NOTE:** The Local Authority will issue a Penalty Notice (starting at £60 per parent / per child if paid within 28 days, rising to £120 per parent / per child if paid between 29 and 42 days) if the leave of absence is unauthorised and in excess of 5 school days. Your child will be removed from the school roll if they are absent for 20 consecutive school days without authorisation or do not return after 10 days once the agreed leave has expired.

Signature of Parent: ..... Date: .....



# St. Margaret of Scotland Catholic Primary School



## FOR SCHOOL USE ONLY

Date application received: .....  
**(Please date stamp)**

Childs Name	Current Attendance Details (%)	SATs Year	Application Authorised/Declined
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

Leave requested for the beginning of an academic year **Yes**  **No**   
**(September)**

Provisional booking seen/copy taken and attached to this **Yes**  **No**  **N/A**   
**form:**

Reasons for school's decision:.....  
.....

Head Teachers Signature: .....

Date: .....

Leave of Absence Returned to Parents (date): .....  
**(Please date stamp)**

# St Margaret of Scotland Primary School

## Attendance Information



By law, all children must receive a full time education. As a parent/carer you are responsible for making sure that your child attends school regularly and on time.

Remember – Always apply to Mrs Somes via the leave of absence request form if you want to take leave during term time.

### What can I do to help my child attend school regularly?

- ◆ Ensure your child attends school every day and on time
- ◆ If your child is ill, contact the school on the first day of absence Tel 01582 723430, Option 3
- ◆ Take an interest in your child's education
- ◆ Only take holidays in school holiday time
- ◆ Talk to the school if you have concerns

### Regular attendance also means PUNCTUAL attendance

The gate is open between: 08:15am and 08:25am

Morning registration is at 08:30am

All children arriving after 08:30am will receive a late mark (L code on the register)

Children arriving after 09:00am receive a “U” code on the register – unauthorised late absence

Afternoon registration is at 12:30pm for KS1 and 1.00pm for KS2

School Ends at 3:00pm

Please remember to pick your child/children up on time.

### Illness

- ◆ Children must not attend school if they have any infectious illnesses (please take advice from your GP) e.g. Chicken Pox, Measles, German Measles, mumps etc.
- ◆ Sickness and Diarrhoea
- ◆ Flu (diagnosed by GP)

The School will always contact you if your child is unwell – always try to send your child to school even if they feel a little “under the weather” e.g. runny nose, tummy ache, headache, etc.

If you are unsure if your child can attend school, please contact the school office for further information and advice 01582 723430

### Unacceptable reasons for absence:

- ◆ Shopping
- ◆ Birthday treats and trips
- ◆ Looking after others at home
- ◆ Non-urgent medical or dental appointment
- ◆ Your car breaking down
- ◆ Picking up or taking relatives to the airport
- ◆ Family Holidays

These absences will be marked as unauthorised

## Attendance Monitoring Procedures

At St Margaret of Scotland Catholic Primary School, we strongly believe that outstanding attendance is vital in ensuring that every child achieves their potential. Therefore we strive to improve constantly and achieve an attendance of **96%** or above.

<p>100-96%</p>	<ul style="list-style-type: none"> <li>•Constant monitoring of attendance by Attendance Officer</li> <li>•Certificates issued termly to celebrate 100% attendance</li> <li>•Weekly rewards for classes in each Family with the highest attendance</li> </ul>
<p>Step 1 95-93%</p>	<ul style="list-style-type: none"> <li>•Constant monitoring of attendance by Attendance Officer</li> <li>•Regular monitoring by Education Welfare Officer</li> <li>•Child encouraged to improve attendance by Class Teacher/Phase Leader</li> <li>•Telephone call home by Class Teacher to notify parent that attendance has dropped below 96% followed up by letter 1</li> <li>•Support offered to parents through meeting with Attendance Officer, Family Worker or Phase Leader</li> </ul>
<p>Step 2 92-90%</p>	<ul style="list-style-type: none"> <li>•Daily monitoring of Attendance by Attendance Officer</li> <li>•Regular monitoring by Education Welfare Officer</li> <li>•Child and parent invited to meet with Phase Leader and Family Worker, meeting followed up with letter 2 and an Attendance Action Plan</li> <li>•School support offered to parents with Family Workers</li> <li>•Home visit by Family Worker and Attendance Officer/Deputy Head if appropriate</li> </ul>
<p>Step 3 89-85% Persistent Absentee</p>	<ul style="list-style-type: none"> <li>•Daily monitoring of attendance by school and Education Welfare Officer</li> <li>•Parent invited to meet with Phase Leader and Deputy Head, meeting followed up by letter 3 and an Attendance Action Plan</li> <li>•Home visit from Family Worker/Attendance Officer and Deputy Head if appropriate</li> </ul>
<p>Step 4 84% &amp; below Persistent Absentee</p>	<ul style="list-style-type: none"> <li>•Education Welfare Officer will monitor attendance</li> <li>•Fixed penalties and fast track to prosecution for those children/families that show no significant improvement actioned by EWO</li> </ul>

# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our conversation today regarding the concerns we have about your child's attendance.

The main points of our discussion were as follows:

- o Our expectation for good attendance is 96% or more.
- o The reasons for your child's absences were explained as follows:

.....  
.....

I have explained the urgent need for your child's attendance to improve over the next two weeks and that we will continually monitor attendance and punctuality.

Failure to improve will mean that the Phase Leader will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Class Teacher

.....

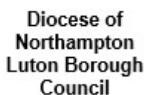
I/We understand the importance of good attendance and agree to improve the attendance of

..... over the next two weeks so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....



# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This is a reminder letter regarding the concerns we have about your child's attendance as there has not been any improvement since our conversation.

As you will remember our expectation for good attendance is 96% or more and I explained the urgent need for your child's attendance to improve. We will be closely monitoring your child's attendance over the next week and failure to improve will mean that the Phase Leader will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Class Teacher

.....

I/We acknowledge receipt of the reminder letter and agree to improve the attendance of

..... over the next week so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....





# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our meeting today regarding the concerns we have about your child's attendance. The main points of our discussion were as follows:

- o Our expectation for good attendance is 96% or more.
- o The reasons for your child's absences were explained as follows:

.....  
.....

The agreed actions, strategies and target are outlined in the attached action plan.

I explained the urgent need for your child's attendance to improve over the next week and that we will monitor attendance and punctuality daily.

Failure to improve will mean that the Education Welfare Officer will be informed and the Deputy Head will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything more we can do to support you with your child's attendance.

Yours sincerely

Phase Leader

.....

I/We understand the importance of good attendance and agree to the actions to improve the attendance of ..... as outlined in the action plan.

Signed:.....

Date:.....

Print Name:.....



# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
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Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This is a reminder letter regarding the concerns we have about your child's attendance as there has not been any improvement since our meeting on .....

As you will remember our expectation for good attendance is 96% or more and I explained the urgent need for your child's attendance to improve. We will be closely monitoring your child's attendance over the next week and failure to improve will mean that the Education Welfare Officer will be informed and the Deputy Head will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's attendance.

Yours sincerely

Phase Leader

.....

I/We acknowledge receipt of the reminder letter and agree to improve the attendance of

..... over the next week so that it is better than 96%.

Signed:.....

Date:.....

Print Name:.....



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Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Current Attendance:.....

This letter is to record the main points of our meeting today regarding the concerns we have about your child's attendance. The main points of our discussion were as follows:

- o The reasons for your child's absences were explained as follows:

.....

.....

The agreed actions, strategies and target are outlined in the attached action plan.

I explained the urgent need for your child's attendance to improve over the next week and that we will monitor attendance and punctuality daily.

Failure to improve will mean that the Education Welfare Officer will arrange a meeting with you to discuss your child's attendance further.

Please do not hesitate to contact the school if there is anything more we can do to support you with your child's attendance.

Yours sincerely

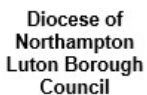
Mrs J Newman  
Deputy Head

I/We understand the importance of good attendance and agree to the actions to improve the attendance of ..... as outlined in the action plan.

Signed:.....

Date:.....

Print Name:.....





# Attendance Action Plan



**Current Attendance:**.....

**Child's Name:**..... **Class:**.....

**Parents:**.....

**Contact Number:**.....

**Reasons for absence:**

**Strategies to improve attendance:**



**Signature of promise**  
**Child:**..... **Parent:**.....  
**Date:**.....

Appendix 9

# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Unauthorised Lates:..... between ..... and .....

This letter is to inform you about your child's punctuality.

It is important that children arrive at school on time so that they are ready to start lessons at 8.30am.

When your child comes in late the lesson has already started and it disrupts the other children's learning as the teacher has to stop the lesson in order to explain to your child.

Failure to improve punctuality will mean that the Class Teacher will arrange a meeting with you to discuss this further.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's punctuality.

Yours sincerely

Attendance Officer

.....

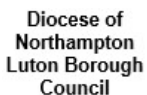
I/We understand the importance of punctuality and agree to ensure .....

arrives at school on time every day.

Signed:.....

Date:.....

Print Name:.....



# St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Somes  
Rotheram Avenue, Luton LU1 5PP  
Tel: 01582 723430  
Fax: 01582 481289  
E-Mail: [admin@stmargarets.luton.sch.uk](mailto:admin@stmargarets.luton.sch.uk)  
Website: [www.stmargarets.luton.sch.uk](http://www.stmargarets.luton.sch.uk)



Date:.....

Dear

Child's Name:.....

Unauthorised Lates:..... between ..... and .....

This letter is to inform you that your child's punctuality has not improved since our last letter dated .....

It is important that children arrive at school on time so that they are ready to start lessons at 8.30am.

When your child comes in late the lesson has already started and it disrupts the other children's learning as the teacher has to stop the lesson in order to explain to your child.

Failure to improve punctuality will mean that the Phase Leader will arrange a meeting with you to discuss this further and the Education Welfare Officer will be informed.

Please do not hesitate to contact the school if there is anything we can do to support you with your child's punctuality.

Yours sincerely

Class Teacher

.....

I/We understand the importance of punctuality and agree to ensure .....

arrives at school on time every day.

Signed:.....

Date:.....

Print Name:.....

