



**ST MARGARET OF SCOTLAND
CATHOLIC PRIMARY SCHOOL**

**ATTENDANCE & PUNCTUALITY
POLICY**

Date: September 2025

Next Review Due: September 2026

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1. Aims

All that we do in our family of schools is defined by our Mission and our Vision:

Our Mission: Learning with Jesus in faith, hope and love.

Our Vision: Human flourishing and the uniqueness of every individual as a child of God is at the heart of our Catholic educational enterprise. In this context, a human being fully alive is one who is open to faith – to love – to joy – and to learning. They are daily becoming the person God created them to be and they are ready to delight in their God-given gifts, and to use them in the service of the Common Good.

Outstanding attendance is everyone's responsibility. The St Thomas Catholic Academies Trust is committed to providing a quality education for all our children and ensuring that learners and their families understand the importance of punctuality and full attendance at school.

Children who are 'fully alive' will be full participants in school life and will look forward to their time in school. Where there are barriers to attendance, they will be examined, every effort made to

understand them and to provide solutions. Through the application of this policy, we will unlock the potential of each child to truly delight in their God-given gifts and recognise this is only possible where a child attends school regularly and punctually.

We are committed to meeting our obligations with regards to school attendance by:

- fostering a shared understanding of the importance of good attendance across the whole-school community
- Promoting good attendance and punctuality
- Setting high expectations for attendance - positively reinforcing full or improved attendance and intervening where attendance falls below 97%
- Acting swiftly to reduce lateness, absence, persistent absence and severe absence, with a specific focus on immediate support for vulnerable learners
- Ensuring every child has access to the full-time education to which they are entitled if appropriate
- Establish protocols to ensure that attendance issues are addressed early and effectively
- Building strong relationships with parents and carers to ensure children have the support in place to attend school, engaging and involving families in a proactive and positive way to sustain high attendance and to support and challenge parents/carers where attendance falls below 96%

We will also promote and support punctuality in attending lessons.

Learning:

Children's enjoyment of, and ability to participate fully in their education is of paramount importance to us as a Trust. Any absence affects the pattern of a child's schooling. Regular absence seriously affects learners' learning and progress over time, leading to poorer outcomes, which can inhibit life chances and opportunities. Department for Education (2016) research shows a direct relationship between the attendance of learners and their outcomes at the end of primary school or secondary school: put simply, the more days learners go to school, the better they do. Research also shows us that schools that relentlessly pursue good attendance have better overall attainment and behaviour.

Safeguarding:

Children may be at risk of harm if they are not in school regularly. Learners who are missing from school are at significant risk of being victims of harm, exploitation or radicalisation, underachieving, and becoming NEET (not in education, employment or training) later in life. We will do everything we can to ensure our learners are safe including as per guidance in KCSIE 2024 schools where reasonably possible asking for more than one emergency contact per child that is registered with the school. As such having more than one emergency contact may mean these are used to support attendance where it is not possible to make contact with parent / carer including when addressing concerns if a child is missing from education.

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 complies with our trust's funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees is responsible for:

- Promoting the importance of school attendance across the trust'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 trust

3.2 Each School's Local Academy Committee

The Local Academy Committee is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.3 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.4 The designated senior leader responsible for attendance at each school

The designated senior leader is responsible for:

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

The designated senior leader responsible for attendance at St Margaret of Scotland Catholic Primary School is Mrs Jenny Newman and can be contacted via the school office on 01582 723430 or admin@stmargarets.luton.sch.uk.

3.5 The school attendance officer

The school attendance officer at each school is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer St Margaret of Scotland Catholic Primary School is Mrs Kasia Kopaci and can be contacted via the school office on 01582 723430 or admin@stmargarets.luton.sch.uk.

3.6 Class teachers

All class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.7 School office staff

School office staff will:

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

3.8 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence using the school's agreed systems on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their children
- Ensure that, where possible, appointments for their child are made outside of the school day
- Book family holidays during school holidays
- Engage with any support offered to address any barriers to their child's attendance.

3.9 Children

Children are expected to:

- attend school punctually every day
- attend all lessons on time
- engage with any support offered by the school to help them overcome any barriers to attendance.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all children 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. It will mark whether every child 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

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Children must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.00am.

The register for the second session will be taken at 12.30 in Early Years and Key Stage 1 classes and 1.00pm in Key Stage 2 classes and will be kept open for 30 minutes.

4.2 Unplanned absence

Parents/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school (see also section 7).

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

If the authenticity of the illness is in doubt, the school may ask the child's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parent/carer will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent/carer notifies the school in advance of the appointment.

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

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please note that informing the school of intended absence does not mean that this absence will be authorised; for example, absence due to a term time holiday will be treated as an unauthorised absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A child who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, the designated senior leader responsible for attendance at each school will write to the parents/carers about punctuality, including a copy of the child's registration certificate, and stating the total minutes late over a determined period.

If there is no improvement, the school will arrange a meeting with the parent/carer, offering specific pastoral support using the resources and staffing already available within the school.

In the event of persistent lateness, the school may make a formal referral to relevant external agencies.

4.5 Following up unexplained absence

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

- Call the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the child's emergency contacts, we may conduct a home visit or contact the police and/or social services (if appropriate).
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- Where an absence is unplanned and there is no or insufficient communication with the school, the Attendance Officer will follow up on this with the parent/carer and will refer to the appropriate authority should this be needed; for example, referring to the Child Missing in Education team at the Local Authority.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via a half-termly report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

A request can only be authorised where there are 'exceptional circumstances' for example bereavement or serious illness.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office or the school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness
- Emergency medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- a child taking part in a performance if the local authority has granted a licence for this;
- a child being suspended or excluded;
- children on a temporary, part-time timetable, where this has been arranged by the school;
- bereavement (close friend or family member);
- study leave (where this has been approved by the school);
- Traveller children travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision

5.2 Legal sanctions

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

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

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

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

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

- Where an excluded child is found in a public place during school hours without a justifiable reason
- whether there are exceptional circumstances that explain an absence that would usually be unauthorised.

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

Legal sanctions will only be pursued when the family concerned have been offered support and this has either been unsuccessful or the family have failed to engage.

6. Strategies for promoting attendance

Rewarding Good Attendance

We expect every child to come to school on time every day. We reward good attendance with special recognition certificates and prizes where appropriate at particular stages through the academic year.

- Weekly 100% attendance will mean children are entered into a half termly draw.
- Termly and annual 100% attendance will be rewarded.
- Other incentives and rewards are used to encourage attendance eg Attendance Week, Displays
- Parents/carers are regularly reminded (via newsletters, the School Prospectus, the Home School Agreement and Parents' Evenings etc) of the importance of good attendance.

7. Attendance monitoring

We recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance, for example, those children with special educational needs, those with physical or mental health needs, and looked after children.

7.1 Monitoring attendance

The school will:

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

Child-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 and Trust will compare attendance data to the national average and share this with the Local Academy Committee and Board of Trustees.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

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

7.4 Reducing persistent and severe absence

Persistent absence is where a child misses 10% or more of school, and severe absence is where a child misses 50% or more of school.

The school will use attendance data to find patterns and trends of persistent and severe absence.

To respond to persistent and severe absence, the school will seek to identify and address root causes. As there are a wide range of reasons for this occurring, the response will be determined on a case-by-case basis. However, typical strategies will include:

- supporting the child and their family to understand the reasons that attendance is important and the possible implications of repeated absences
- enhanced monitoring of individual children where attendance is (or could be) an issue
- letters home
- holding meetings with parents or carers to discuss concerns
- Attendance contracts
- offering specific pastoral support using the resources and staffing already available within the school
- working with external partners to address the underlying factors that are causing the absence
- issuing warning letters and fixed penalty notices;

An individual child whose attendance is under 90% (regardless of whether or not the absences have been authorised) will be closely monitored by the designated senior leader responsible for attendance at each school, and a letter from the Headteacher will be issued regarding our concerns about their attendance.

Support offered to families will be child centred and planned in discussion and agreement with both parents and children. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Schools will consider the use of legal sanctions.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years. At every review, the policy will be approved by the Local Academy Committee.

9. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection policy
- Behaviour policy

10. Equalities monitoring

To what extent does this policy have any implications for people of relevant protected characteristics (RPC) as outlined below? • Age • Disability • Gender reassignment • Marriage and civil partnership • Pregnancy and maternity • Religion or belief • Sex • Sexual orientation (Equality Act, 2010)	Assessment: This policy is applied in the context of the Object for our Academy Trust as set out in the Articles of Association and Scheme of Delegation. There is no other intentional impact on protected characteristics.
Will this policy advantage or disadvantage any particular group?	Collecting data for all "groups" will disadvantage those students whose attendance is lower than non-RPC students by identifying them as being in needs of support which will enable them to achieve as well as non-RPC students.
How will this policy, if relevant, promote equality of opportunity across our school?	Improving the attendance of any 'group' will lead to greater equality of outcome and therefore improved relations between all groups of students.
Success criteria and monitoring	Success criteria: • Progress is being made towards meeting attendance targets. • Rates of authorised and unauthorised absence are minimized and at or below national averages. • The attendance of groups identified as having a particular problem will show improvement following relevant interventions. Monitoring: Local Academy Committees will review this annually.

Appendix 1

Attendance Codes

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

Code	Definition	Scenario
Statistically present		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed (present)
K	Attending education provision arranged by the local authority	Pupil is attending an approved educational activity
B	Off-site educational activity	Pupil is at a supervised off-site educational activity OR PROVISION approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement approved or organised by the school

Code	Definition	Scenario
Authorised absence – Absent with Leave		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances (including maternity leave)
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil has been granted leave of absence to undertake employment (paid or unpaid) during school holidays
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	The school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.
E	Suspended or permanently excluded and no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.
I	Illness	School has been notified that a pupil will be absent due to illness (both physical and mental health related)
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
M	Medical/dental appointment	Pupil is at a medical or dental appointment
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10, 12 or 13 to make access arrangements to enable the pupil's attendance at school and have failed to do so (classified as not a possible attendance)

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations (or any other year group studying for a public examination)
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place
X	Non-compulsory school age pupil not required to attend school	Schools can grant a leave of absence for a pupil not of compulsory school age to attend school part-time (classed as not a possible attendance)
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. (classed as not a possible attendance)
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency (classed as not a possible attendance)
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use (classed as not a possible attendance)
Y4	Unable to attend due to the whole school site being unexpectedly	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the

	closed	attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed (classed as not a possible attendance)
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. (classed as not a possible attendance)
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question (classed as not a possible attendance)
Absent - Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after 5 days)
O	Unauthorised absence	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrival after registration	Pupil arrived at school after the register closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.

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



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Tel: 01582 723430 | Email: admin@stmargarets.luton.sch.uk

www.stmargarets.luton.sch.uk

Letter 1 -lates

Date:

Dear Parent/Carer

Child's Name:

Number of lates:..... between and

..... minutes of learning lost.

This letter is to share our concerns with 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 a meeting will be arranged 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

Family Team

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year



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Letter 2-lates

Date:

Dear Parent / Carer

Child's Name:

Number of lates:..... between and

..... minutes of learning lost.

This letter is to share our continued concerns with 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.

We request that you come in to meet with myself and the Deputy Head so that we can discuss any issues you are experiencing which are impacting your child's punctuality. We can look at any support that could be offered so that punctuality improves.

Can you please come to a meeting on at

Yours sincerely

Family Team

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Letter 3-meeting

Date:



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Letter 3 – lates - at the meeting

Date:

Dear (parent's name)

Child's Name:

No. of lates:..... between and

Thank you for attending the meeting today to discuss your child's punctuality.

As discussed it is so important that arrives at school on time every day so that he/she is ready to start lessons at 8.30am.

We will continue to monitor punctuality and hope to see an improvement.

If for some reason there is no improvement we will have to refer to the ASO for further action and support.

Yours sincerely

Family Team

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year



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EYFS Attendance letter

Dear Parent/Carer

We have been monitoring the attendance of all children in the Reception classes as part of our whole school attendance strategy and also to look at the best way to support you and your child as they move into compulsory school age.

In an effort to support attendance and punctuality we would like to remind you of the importance of your child attending regularly and promptly, even though they are not of compulsory school age yet, as it sets the trend for their future school years with regards to their attendance and learning.

Children who rarely miss sessions at school and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.

Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing. It can then, in turn, make it more difficult for your child to make friends and enjoy their learning experience.

Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in school.

We look forward to supporting your child through the start of their school life and hope that this gives you an insight as to how attending school regularly and punctually can ensure that your child fulfils their potential whilst enjoying their time with us.

Yours Sincerely

Family Team



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General Illness letter

Date

Child's Name:

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes children cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that children fall behind their friends and classmates when they miss school. At St Margaret's school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our children in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet Attendance officer / Family Worker if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Yours sincerely

Family Team





St Margaret of Scotland
CATHOLIC PRIMARY SCHOOL

St Margaret of Scotland Catholic Primary School,
Rotheram Ave, Luton, LU1 5PP

Tel: 01582 723430 | Email: admin@stmargarets.luton.sch.uk

www.stmargarets.luton.sch.uk

Letter 1-Attendance below 96% letter

Date:

Dear Parent/Carer

Child's Name:.....

This letter is to inform you that your child's attendance has fallen below **96%**, it is currently

96% and above is considered good attendance, this letter is just to make you aware of your child's current attendance.

We know that illness happens occasionally, this cannot be helped and your child will need to stay at home to get better. There are also those days where it is not easy to decide if your child should be in school or not. We are happy for you to send your child in on these days as we will always contact parents if it is apparent that he/she is not well during the day.

If you would like to discuss any issues you are experiencing which may be impacting your child's attendance please contact the school office and make an appointment to see either your child's class teacher or one of the family workers.

We will continue to monitor your child's attendance and look forward to seeing an improvement.

Yours sincerely

Family Team





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Letter 2- Attendance below 90% letter

Date:

Dear Parent/Carer

Child's Name:.....

This letter is to inform you that your child's attendance has fallen below **90%** which is classed as **persistent absence**.

Attendance is currently

Absence from school impacts learning so there is an urgent need for this to improve as your child's education is being significantly affected.

We know that illness happens occasionally, this cannot be helped and your child will need to stay at home to get better. There are also those days where it is not easy to decide if your child should be in school or not. We are happy for you to send your child in on these days as we will always contact parents if it is apparent that he/she is not well during the day.

If you would like to discuss any issues you are experiencing which may be impacting your child's attendance please contact the school office and make an appointment to see either your child's class teacher or the family worker.

We will continue to monitor your child's attendance and look forward to seeing an improvement.

Yours sincerely

Family Team





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Letter 3 – Attendance below 90% meeting letter

Date

Dear Parent/Carer

Child's Name:

This letter is to inform you that your child's attendance continues to be below **90%** which is classed as **persistent absence**.

Attendance is currently

Absence from school impacts learning so there is an urgent need for this to improve as your child's education is being significantly affected.

We request that you come to a meeting so that we can discuss any issues you are experiencing which are impacting your child's attendance. We can look at any support that could be offered so that attendance improves.

Can you please come to a meeting on at

Yours sincerely

Family Team





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Letter 4 - Attendance below 90% - Final Letter (Potential Legal Action)

Date:

Re: **Final attendance warning letter**

Dear [parent/carer's name],

Thank you for attending the meeting today to discuss your child's attendance.

As discussed it is so important that attend school regularly.

If a child fails to attend school regularly, the parent could be guilty of an offence under section 444 of the Education Act 1996. I am therefore warning you that, if further unauthorised absences are recorded, or your child fails to attend school regularly, we will need to refer this matter to the local authority.

Following this notification, if your child's attendance and/or punctuality does not improve, the local authority may start legal proceedings against you.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

We will not issue further notification should we need to escalate this matter to the local authority.

Yours sincerely

Family Team





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Letter 5 – Attendance Support Early Intervention letter

Mr John Smith

1 Luton Avenue

Luton LU1 1AA

Date

Dear Mr Smith (**one parent per letter**),

Re: (pupil's full name) (one pupil per letter) at School Name

This letter is issued under the terms of the Luton Borough Council's Code of Conduct for the use of Penalty Notices.

I write to inform you that (pupil's full name) has been recorded as having **4** school sessions (equivalent to **2** school days) lost to unauthorised absence at **School Name**. (**Pupil's name**) absences were between **Start date of absence** and **End date of absence**.

The Education Act 1996, Section 444 states: "If a child of compulsory school age fails to attend school regularly his/her parent is guilty of an offence"

School will continue to monitor (**Pupil's name**) attendance. If there are further unauthorised absences a penalty notice can be issued in accordance with the Luton Penalty Notice Code of Conduct. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. More information regarding the national framework for penalty notices and possible legal intervention can be found in our school attendance policy.

Please Note, the above absences will be included if any further action is taken against you.

In the event of your non-payment of a Penalty Notice, you can be prosecuted in the Magistrates Court by Luton Borough Council for the offence of failing to ensure your child's regular attendance at school.

Another parent/carer or someone with day-to-day responsibility regarding the above named child may have also received this letter as each adult has separate responsibility and will also need to take appropriate action.

Should you require any support or additional guidance or have any queries regarding this letter please contact me on the number detailed above.

Yours sincerely

Head teacher / Deputy Head teacher / Assistant Head teacher



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Lete 6 – School Attendance – Notice to Improve

Luton

Mr, Mrs, Miss, Ms

Address

Town

Postcode

Date

Dear Mr Smith (one parent per letter),

School Attendance - Notice to Improve

(Please read this letter carefully)

Re: (pupil's full name) (one pupil per letter) at School Name

		Unauthorised Sessions	
Overall Attendance	%	(2 sessions per day)	

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school every day on time.

It is the duty of all parents; under the provisions of section 7 of the Education Act 1996, to ensure that their children attend school regularly, regular attendance also meaning punctual attendance.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. This notice is sent to you as the parent/carer of [CHILD'S NAME]

The school has offered support to you and your family to try and help improve [CHILD'S NAME]'s attendance, including:

- Telephone calls.** We contacted you on the first day your child was absent to understand why your child was not at school and to offer support with any issues your child may be having.
- Letters/Emails** We wrote to you on [INSERT DATES] letting you know about [CHILD'S NAME]'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
- Attendance Support Meeting Invitations.** We invited you to meetings on [INSERT DATES] to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved.
- You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

5. **Bespoke support for identified barriers to regular attendance.** *Please include a summary of support you have put in place/signposted to, to support the pupil and their family to overcome identified barriers to regular attendance.*

Unfortunately, despite the support that has been offered, attendance remains a cause for concern. Between [START DATE] and [END DATE], [CHILD'S NAME] has failed to attend regularly at [INSERT SCHOOL NAME] which has resulted in 10 sessions (half days) or more of unauthorised absence. Please see the attached registration certificate for details. We are very concerned that this amount of absence will have a negative impact on [CHILD'S NAME] learning and wider development.

You now have six school weeks in which to improve your child's attendance. This means that between [ENTER DATE OF LETTER] and [DATE IN 6 WEEKS], your child must show significant improvements in attendance and have **no unauthorised absences** from school during this period. If there are any unauthorised absences during this time, we will need to refer this to the Local Authority and **a penalty notice may be issued as soon as an unauthorised absence is recorded.** A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. More information regarding the national framework for penalty notices and possible legal intervention can be found in our school attendance policy.

We still want to work with you to help [CHILD'S NAME] to attend school regularly. Please contact [INSERT STAFF MEMBER NAME AND CONTACT INFORMATION] to make an appointment or arrange a phone call to discuss this notice and what further support is available.

Your sincerely

(Name of SLT staff)

(SLT staff title)





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ATTENDANCE CONTRACT

Date of Parenting Contract Meeting: _____

Between St Margaret of Scotland Catholic Primary School

And PARENT[S]

CHILD: _____ DoB: _____

SCHOOL: _____ CLASS: _____

Parents' Details: [Please provide details of those who have day to day responsibility of the child]

NAME: _____ RELATIONSHIP: _____ DOB: _____

NAME: _____ RELATIONSHIP: _____ DOB: _____

ADDRESS: _____

TEL. NUMBER: _____ MOBILE: _____

SIGNIFICANT OTHERS: [Please provide details of others who have PR and or regular contact]

NAME: _____ RELATIONSHIP: _____ DOB: _____

NAME: _____ RELATIONSHIP: _____ DOB: _____

Attendance has been monitored since (date of 1a letter) _____, and the school register shows that _____ attended _____ sessions out of a possible _____, which = ____ %

Reason for Non-Attendance:

Actions:

OTHER AGENCIES INVOLVED: _____

It may be necessary for the school to share your or your child/ren's information with other services in order to provide additional support.

- ☐ I agree to my/our and my/our child/ren's information being shared between services.
- ☐ I do not agree to my/our and my/our child/ren's information being shared, even if it is in my/our and my/our child/ren's interest. I understand that this may make it more difficult for support to be given.

I / We accept that this is an accurate summary of this meeting.

I / We understand my / our parental responsibility to ensure regular school attendance and am / are aware of the possible legal consequences if I / we fail to do so.

Parent:

Parent:

Pupil:

School Rep:

Agency:

Date:





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FINAL ATTENDANCE CONTRACT REVIEW

Child:

DOB:

The school register shows that since the attendance Contract meeting on _____ ,

_____ attended _____ sessions out of a possible _____ which = _____ %

Have the aims and agreements of the Attendance Contract been met?

YES: The aims and agreements of the Attendance Contract have been met, and this case will now be closed. If _____'s attendance becomes irregular during the current academic year, this case may be re-referred for further action.

NO: _____'s attendance remains irregular and/or the actions of the Attendance Contract have not yet been met. This matter will now be referred to the County Attendance Team who may invite you to attend a formal Pre-Court Interview.

I / We understand my / our parental responsibility to ensure regular school attendance and am / are aware of the possible legal consequences if I / we fail to do so.

Any updates since last meeting:-

Parent:		Child:	
School Rep:		Child:	
External Agency:		Child:	
External Agency:		Date:	





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Well done!!!!

Date

Dear Parent/Carer

Child's Name:

Congratulations to (child's name) for improving your attendance and being here every day this/last week.

Well done!

Good attendance gives your child the best chance of academic achievement.

Yours sincerely

Family Team

