

Butts Primary School



“One school, one community”

Attendance & Punctuality Policy

Chair of Governors	M Mortiboys July 2025
Executive Headteacher	A Hill July 2025
Next review date	July 2026



1. INTRODUCTION

At the heart of everything we do at Butts Primary is children's learning, but children cannot learn if they are absent.

Our school Attendance and Punctuality Policy is therefore designed to give clear information in respect of our Attendance Management processes to parents, children, school staff, Governors and the wider community.

This policy sets out our ambition for our children and recognises that there is a strong correlation between any absence and underachievement. It also recognises that good punctuality is essential for a child to start the school day prepared for learning.

We have developed the policy with our children, parents staff and Governors and it is line with statutory guidance and expectations of Walsall Children's Services. The Policy provides information about rewards and sanctions.

We will focus on reducing persistent absence, unauthorised absence and we will challenge unsatisfactory reasons given for all absences.

Our school will be a welcoming learning environment and our teaching staff are dedicated to help the children achieve the best they can.

In order to achieve the best outcomes for children it is expected that all our children will attend school every day on time. We believe that excellent attendance is paramount to raising standards and is fundamental to whole school improvement.

We expect our Governors, staff, parents and children to adhere to the framework of this policy.

Please refer to Appendix 1 for the Head Teacher's letter regarding school attendance.

2. AIMS OF THIS POLICY

- To improve Overall Attendance
- To make attendance and punctuality a priority for pupils, parents, staff and Governors.
- To define agreed roles and responsibilities in carrying out specific tasks.
- To provide support, advice and guidance to families.
- To develop a system of reward and sanction.
- To promote multi-agency partnerships to address the needs of children with complexities related to irregular attendance.
- To bring in line policies and procedures to reflect the diverse needs of the wider community.

3. DRIVERS – LOCAL AND NATIONAL

Raising standards for children and young people are driven by legislation, national policy and the local agenda. Education establishments are subject to expectation, regulation and inspection to ensure standards continue to rise. Schools are constantly challenged to maintain standards and improve attainment. Our school will follow the principles and expectations as set out in the following documents.

- OFSTED Framework 2021
- Keeping Children Safe in Education 2021
- Children Missing Education 2016
- Parental responsibility measures Jan 2015
- School Attendance: Guidance for Schools Sept 2018
- Persistent Absence Sept 2015
- The Education Act 1996
- The Children Act 2004

4. ROLES AND RESPONSIBILITIES

Parent Role: Parents have a responsibility to:

- Fulfil their legal responsibility to ensure their child attends school regularly and any emerging issues should be advised to the school at the earliest opportunity. At Butts School we consider regular attendance to be at least 96%.
- Contact the school on the first day of any absence to explain the reason for the absence. In law it is the school who decides whether the absence is authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- **Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.**
- Parents must contact the school offering a reason for any absence and provide medical evidence where possible.
- Parents must make sure their child/children arrive at school on time.
- To work in partnerships to address any issues which prevent regular attendance.
- **Parents of Persistent Absence pupils MUST provide medical evidence during periods of absence.**

Schools have a responsibility to:

- Fulfil their legal responsibility in the completion of pupil registers providing data to the appropriate body and report annually to the Local Authority.
- Monitor attendance within the school, identify issues and put procedures in place to support children in accessing their right to a high-quality education.

Class Teachers have responsibility to:

- Class teachers will ensure their registers are maintained accurately. Class Teachers will ensure any information regarding a child's punctuality or attendance is communicated to the Attendance Lead at the earliest opportunity. This will avoid unnecessary telephone contact with families or cause them undue concern.
- Class Teachers may discuss any concerns regarding attendance with the Attendance Lead.

Administrative Staff have responsibility to:

- Appropriate administrative staff will ensure registers are updated with the appropriate attendance and absence codes.
- They will also provide absence reports from the Education Management System (SIMS) at the request of the Attendance Lead & Head Teacher.
- They will create letter templates for parents to ensure they are aware of their child's attendance.

Attendance Lead has responsibility to:

- Liaise with Class Teachers and the Head Teacher to report any emerging patterns of absence or when a child is absent without a good reason.
- Liaise with School Attendance Officer / LA School Attendance Support Services (SASS) weekly to discuss pupils who are identified on the attendance caseload.
- Liaise with Head Teacher to send out termly letters to parents to ensure they are aware of their child's attendance.

Local Authority School Attendance Support Services (SASS) has responsibility to:

- The named Attendance Officer for the school works within a commissioned time framework and will support the school to manage their attendance. The Officer will normally visit once each week for a referral meeting with the school Attendance Lead.
- Carry out unannounced home visits to families who have recent absence.
- The Attendance Officers and the school will identify children who are PA or at risk of becoming PA each term and will actively target those children for early intervention.
- The Local Authority (SASS) will be responsible for all prosecutions and Penalty Notices for irregular attendance.
- The named Attendance officer will advise the school on the LA protocol for Fixed Penalty Notices & Warning Letters.

5. COMMUNICATION

School will communicate any changes or updated information to families and the community in the following ways.:

- Newsletter
- Website
- Texts
- Emails
- Annual reports
- Meetings
- Letters
- Telephone (to address individual matters when needed).

We welcome feedback from families and Governors.

6. BUTTS SCHOOL ATTENDANCE MANAGEMENT PROCESS

Pupil registration

The school is required to maintain two registers:

- An admission register (known as the school roll)
- An attendance register

The admission register shall contain a list of all pupils at the school. The school will ensure that an attendance register for all pupils on the school roll is taken twice a day – once at the start of the morning session and once during the afternoon session. For each pupil the register must be marked either as present, engaged in an approved educational activity away from the school site, or absent. If the pupil is absent, the register must say whether or not the absence has been authorised by the school.

Authorised or unauthorised absence?

Authorised absence is when the school has given approval for a pupil of compulsory school age to be absent from school or has received evidence for absence if required. Absences will only be authorised when the Head teacher is satisfied with the reason for absence and meets the following criteria:

- The child is observing a religious festival (code R)
- The child has an agreed medical appointment and the school has been notified in advance (code M)
- The child is too ill to come to school and parents have given specific symptoms (code I) *
- There are specific circumstances, usually agreed in advance by the Head teacher, where a child is unable to attend the school (code C)

****Where a child has had a series of previous code absences marked as I or O and attendance has fallen below 92%, (or in the first half term of a new school year where the attendance in the previous year was below 92%) the parents will be required to provide medical evidence to demonstrate the reason for the absence. Failure to do this will result in the absence being marked as unauthorised (code O)***

Unauthorised Absence (UA)

All other absences must be treated as unauthorised (UA) and referred to the Head teacher who will use the appropriate code (code O or G)

Examples of Unauthorised Absence could be:

- Family birthday
- Holidays not agreed
- Shopping
- Emerging patterns of any absence until satisfactory reason has been sought
- Illness of another family member
- Trips to airports
- Non urgent appointments dental/ optician etc.

LATENESS: Morning Session

The school operates a rolling start to the day. Doors will open at 8.45am and children are encouraged to arrive at this time. The school gate will close at 8:55am. At this time the external gates to the school will be closed and any children arriving after this time will need to enter school through the main reception area. The morning registration session ends at 8.55am and at this time registers are closed.

If a child arrives after doors are closed they need to enter through the main office. Note if they arrive before 9:30am they will be classed as late and the register will be marked with the L code. If they arrive after 9:30am the register will be marked with the U code indicating an unauthorised absence. This will be the case unless it can be demonstrated that there was a legitimate reason for the child arriving at school after registers close. For example, a medical or dental appointment where proof of the appointment has been provided. In this case the appropriate code will be used. Without proof, the **absence will still be recorded as unauthorised.**

Where children are persistently late, the school will arrange a meeting with parents and refer the details to the LA School Attendance Support Services

LATENESS: Afternoon Session

Most children remain on site during the lunch time period. Any children returning from a morning absence should arrive at the prescribed time. Afternoon registration for Nursery is 12.30pm, Reception to Year 6 is 1:20pm. Children arriving within 30 mins of these times will be classed as late and the register will be marked with the L code. Pupils arriving more than 30 mins late will be marked with the U code indicating an unauthorised absence.

First day absence

Parents are expected to contact the school on the first day of absence to provide reasons and a likely return date. However, if contact is not made with the school, delegated staff will call the family and check on reasons for absence. The information will be then recorded on our database. Where no contact is made the absence will be recorded as unauthorised. Designated staff will continue to contact the family throughout the duration of the absence.

5+ day Absences

If a child has been absent for 3 days and no contact has been made with the family, details will be passed to the LA School Attendance Support Services to make a visit to the home. While the child is absent the school will continue attempting to make contact with the family. **If after 20 school days have elapsed and no contact has been made, the school will consider taking action in line with the agreed LA guidance.**

Frequent Absence (Persistent Absentee)

In cases where a pupil's attendance falls below 92% the Local Authority (SASS) will contact parents to discuss issues affecting the child's attendance and look at ways to ensure it improves.

The Attendance Lead will identify pupils who are 'at risk' of becoming PA each term (Below 92%) and will report to the Local Authority (SASS) at the end of each term the names of our children who are at risk. The school will then track these children through the year to ensure the risk of them becoming PA is reduced. School will send out letters to inform parents of any child at risk of PA.

The Head Teacher will report all cases of PA pupils to the Governors each term.

Medical Appointments

Parents will be encouraged to make medical and dental appointments, wherever possible, outside of school hours or in the school holidays. If an appointment is made during the school day, proof of the appointment will need to be brought into the office before the child is released. This needs to be an official appointment card or letter from the doctors, dentist or hospital. Where there are siblings and parents can demonstrate they need to be collected at the same time, this can be authorised at the discretion of the head of school.

Holidays during term time: NOTE: NO TERM TIME HOLIDAY WILL BE AUTHORISED

Parents need to apply for leave of absence **in writing to the Head Teacher in advance** outlining the dates required for leave and return date. Reasons for the leave of absence required and destination/address. There may be a meeting with the Attendance Lead & Senior member of staff to explain the LA term time holiday procedure.

Following the Education (Pupil Registration) (England) (Amendment) Regulations 2013 and the Education (Pupil Registration) (England) Regulations 2006, the school will not authorise holidays during term time. Where parents take their children on unauthorised holidays, the school will report the issue to the Education Welfare Service and request a £160 Penalty Notice is issued to each parent for each child paid within 28 days, reduced to £80 per parent per child if paid within 21 days. In these cases, the register will be marked with the G code.

In Law, it is the Head Teacher's decision whether to authorise absence or not and this has been upheld by the high court. Only in very exceptional circumstances will the Head Teacher agree to absence which is in relation to holiday absence.

There is no automatic right for any absence. The Child's education will be paramount and absence will only be granted in very exceptional circumstances. The school and governing body are committed to raising standards and therefore the educational needs of the child will be critical in the decision-making process. Parents should not expect holiday absence to be granted.

Absences in Exceptional Circumstances

Following the Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 parents can only remove their children during term time for exceptional circumstances. If parents feel they can demonstrate exceptional circumstances they should make application to the head teacher outlining their case and the amount of time they need to be away from school. The Head Teacher will determine if the absence can be authorised based on the evidence provide and the number of school days the child can be away from school if the leave is granted. Where the leave is granted, the register will be marked with the C code. Where no or inadequate evidence is provided, the absence will be marked as unauthorised and the register marked with the G code.

Emergencies Leave of Absence

Parents need to apply for leave of absence **in writing to the Head Teacher in advance**.

Attendance for Nursery Children

Even though there is no legal responsibility for children who attend our Nursery to be in school, we expect them to attend regularly. (At Butts Primary we consider regular attendance for children in Nursery to be at least 92% (Target 96%)). This is because poor attendance disrupts learning. Where attendance falls below 92% parents will be called to a meeting with the Attendance Lead and Education Welfare Officer to discuss the child's attendance. If, after this meeting, the child's attendance does not improve, the school reserves the right to withdraw the child's place. However, this action will only be done in cases where the school can demonstrate that parents have not engaged with the school to improve their child's attendance.

7. PARENT INFORMATION

All parents will be provided with the following information:

- Access to the agreed policy
- Updates of their child's attendance

8. ATTENDANCE MONITORING

The school monitors the attendance and punctuality of all pupils daily as part of school Safeguarding Procedures. School will contact parents either by text / phone call on the first day of absence.

The school attendance lead monitors the attendance and punctuality of all pupils on a weekly basis. Education Social Workers / LA School Attendance Support Services visit the school once a week to pick up any concerns raised. Where a child's attendance has fallen below 92% the case will be referred to LA (SASS) team to take further action.

The half termly PA tracks children and measured as follows .

Half Term 1	Half Term 1+2	Half Term 1+2+3	Half Terms 1+2+3+4	Half Terms 1+2+3+4+5
Pupils with 10 + sessions of absence	20+ sessions of absence	29+ sessions of absence	38+ sessions of absence	48+ sessions of absence

9. REWARDS AND SANCTIONS

Rewards

- Pupils are rewarded for progress in attendance scores and high attendance.
- School rewards pupils with 100% attendance termly.
- Weekly class awards are given to the class with the highest attendance.
- The school has an attendance board in the hall and corridors to celebrate good attendance.

Sanctions

The following sanctions will be applied in respect of irregular attendance:

- School attendance letter (see appendix 1)
- School absence letters (see appendix 2 and 3)
- School formal meeting with Head of School and Attendance Lead including school/parent contract (see appendix 4/5/6/7 & 8)
- School parent meeting letter 1 – issued by Local Authority (SASS) team
- School Late Letter – issued by Local Authority (SASS) team
- Weekly referral meetings with the Local Authority (SASS) team

We follow Walsall Attendance thresholds guidance.

- LA (SASS) intervention, telephone calls, home visits and parent meetings
- DfE guidance to legal Intervention submitted
- 1 warning letter issued to parents, notification of legal Intervention
- Local Authority monitor for 4-week period
- Penalty notice, fined or further legal proceedings imposed if non-compliant

General Data Protection Regulation (GDPR)

- Information will only be shared with necessary parties relating to attendance.

Dear Parent/Carer

We are at the start of a new school year and looking forward to our children attending, enjoying and thriving in school. In order to achieve this we will be monitoring attendance on a weekly basis and it is important that parents ensure the regular attendance of their children (in-line with The Education Act 1996)

It is important every child maintain regular attendance, as any absence may interrupt her/his academic progress and may have an effect on friendships and the social side of school enjoyment.

Daily Contact Call

If a pupil is going to be absent from school for any reason, a parent should call and inform school before the start of the school day. However making the call to school and stating the reason for absence does not automatically mean the school will authorise the time off. The purpose of the daily contact call to school is to maintain safeguarding of children, i.e. if a child has not arrived at school then parents should make contact to inform school giving the reason for absence.

Any absence from school will be recorded as unauthorised unless approved by the designated staff. **Only a school is able to authorise absence.**

If a pupil's attendance is becoming a concern (92% or below), school will request parents to present medical evidence in relation to the absence, please see the examples below.

The evidence could take the form of:

- Consultation with a medical professional
- Sight of a prescription
- Sight of medications prescribed by a medic
- Minor ailments – evidence of a pharmacy visit (such as business card dated and signed stating nature of enquiry)
- A screen shot of phone calls to 111 or GP showing the duration of the communication.
- School is willing to discuss and consider any other evidence parents are able to provide.

Medical appointments should be made outside of school hours wherever possible. Where this is not possible a parent should bring a copy of the pupil's appointment letter, card or text into school as evidence supporting the appointment. This will then allow the School Attendance Officer to authorise the absence for that appointment. Parents should therefore ensure pupils attend school prior to an appointment or after it is completed, whenever possible.

The Local Authority School Attendance Support Services come into school on a weekly basis to monitor attendance. They will focus on improving the attendance of any pupil who falls below 97%.

If a child is absent a parent can expect:

- If attendance falls below 97% - School Attendance Officer will phone parents to discuss absence.
- If attendance falls between 92-95% - The School Attendance Officer will phone parents to discuss absence and may request a parent meeting and sign a attendance contract.
- If attendance falls below 92% - a referral to the Education Welfare Service will be made – School Attendance Support Services (SASS) will either complete a phone call or home visit to parents to discuss attendance and any evidence parents may have available to enable school to authorise the absence.

- If attendance continues to drop below 90% (either authorised or unauthorised absence) parents will be invited into school with their child to attend a parent meeting.
- If a child is absent from school for 5 consecutive school days a home visit will be completed as part of our safeguarding procedures.

Lates & U Codes

Please use the signing in system installed called 'Inventory.' You will need to sign your child in if they are late for school and type in the reason.

The school doors open from 8.45am and school starts at 8.55am. If a child arrives after that time and the classroom door or the playground door is closed they will need to enter through the main office and will receive a late mark up to 9.30am.

If your child arrives after 9.30am, they will get a U mark which is classed as late after the registers close, this will be unauthorised and will affect their attendance percentage.

Please note the Walsall Council School Attendance Support Services carries out unannounced late gate checks and they may issue Penalty Notices for U codes.

Statutory Action by Walsall School Attendance Support Services

If a pupil is recorded as having 10 sessions (5 days) of unauthorised absence in a 10 week school period, parents could be issued a Penalty Notice fine. It is therefore important that parents provide the evidence required when their child is absent in order to allow the school to authorise the absence and avoid this action.

Schools are not able to authorise term-time holidays unless there are exceptional circumstances and only the Head teacher can approve this. If holidays are taken during term time, this will also be recorded as unauthorised absence and will result in a penalty notice.

Penalty Notice

In line with The Education Act 1996, a penalty notice (fine) is £160 per parent, per child. If payment is made within 21 days of issue this will be reduced to £80 per parent per child, (please see guidelines overleaf).

Complex needs / cases

If there are any particular circumstances that we may not be aware of which are having an influence on your child attending school regularly, or if you have any questions or queries, please do not hesitate to speak to our Attendance Lead (Mrs Evans). We will arrange a parent meeting to discuss any support required.

By working together and communicating effectively we will raise the attendance levels in school this year, ensuring all our pupils are able to meet their full potential.

Yours sincerely

Mrs Marusamy
Head of School

1A STAGE 1 – Cause for Concern

Date....

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

<<Child_forename>>'s attendance is a cause for concern, and we would like to work with you to ensure <<child_forename>> has good school attendance.

Butts Primary School acknowledges that regular and punctual attendance is both a legal requirement and essential for students to maximise their educational opportunities.

<<child_forename>> will be monitored closely for the next four weeks and will be required to achieve 100% attendance during this period. Any absence during this time will be unauthorised unless medical evidence is provided.

We hope that bringing this to your attention, you will be able to improve the situation by making sure your child is in school every day and can benefit from a full education provision.

If you would like to discuss this matter further or have any other reasons that you feel we need to know about which have prevented regular attendance, please contact the school Attendance Officer Mrs Evans on 01922 721073.

Yours sincerely

Mrs Evans
Attendance Officer
Enc. Registration certificate

2B - continue to monitor

Date

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

Further to our letter dated, we are pleased to inform you that <<Child_Forename>> has successfully completed the monitoring period and currently has a percentage attendance of <<attendance_percentage>>%.

However, as <<Child_Forename>> 's attendance is still a cause for concern, we will continue to monitor and if attendance has not improved, you will be invited into school to identify any barriers to attendance and an Attendance Contract maybe put in place.

Under the Education Act 1996, parent/carers are committing an offence if they fail to ensure their child's regular school attendance.

In the meantime, please do not hesitate to contact our school Attendance Officer Mrs Evans on 01922 721073.

Yours sincerely

Mrs Evans
Attendance Manager

Enc. Attendance Certificate

2C - failed stage 2- meeting invite

Date

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

Further to the letter dated ??/??/??, we are writing to advise you that <<child_forename>> has not successfully completed the monitoring period and currently has an attendance percentage of <<attendance_percentage>>%.

Where a pattern of absence is at risk of becoming, or becomes problematic, it is important to that we work in partnership with you to understand the barriers to attendance.

Therefore, we would like to invite you to a meeting at **date** and **time** to enable us to agree actions or interventions to support <<child_forename>>.

Any absence during this time will be unauthorised unless medical evidence is provided.

In the meantime, please do not hesitate to contact our school Attendance Officer Mrs Evans on 01922 721073.

Yours sincerely

Mrs Evans
Attendance Manager

Enc. Attendance certificate

Attendance Contract

An agreement between the school and parents

Appendix 5

It is important that we work together to improve your child's school attendance to give them the opportunity to attain and progress. We are going to work together to ensure the above-named child improves their attendance at school with immediate effect.

School/ Academy name:		Date and Time of meeting:	
Child name:		Child DOB:	
Address:			
Parent/ Carer(s) contact numbers:			

Senior staff member with overall Attendance responsibility:	
Member of staff responsible for day-to- day Attendance:	
School contact number for parent/ carer to inform if the child is too unwell to attend:	
Linked professional (incl. external agencies):	

Childs current attendance:	
Total number of sessions/ days missed:	
Authorised sessions/ days:	
Unauthorised sessions/days:	
Number of late sessions before registration (L):	

Number of late sessions after registration (U):	
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The reasons you have given for these absences have been:

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We have listened to your child and discussed with them the reasons for their absence. They have shared with us that:

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The targets to improve attendance:	When we aim to do by (date):

To achieve these targets and improve attendance:

Parent/ carers agree to:

School agrees to:

Child agrees to:

Reviews

This contract will be reviewed regularly.

If the contract is being adhered to, the school will ensure the child receives recognition of the improvement and will continue to monitor and support.

If the contract is not being adhered to, the school may notify the Local Authority, where next steps will be considered, including progression to Legal Intervention.

Agreeing to the contract:

Consent by parent/ Carer(s):

I/we have agreed to this Attendance Contract and will:

- (a) work with the school as detailed above, to improve my/our child’s school attendance, and
- (b) carry out what we have agreed to above.

Signed Parent/ Carer(s):

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.....

Signed by the Child (age appropriate):

.....

Signed on behalf of the school:

.....
.....

3C - pass stage – 100%

Date

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

Further to our recent meeting, we are writing to advise you that <<child_forename>> has successfully completed the monitoring period and currently has a percentage attendance of <>%.

We will continue to monitor <<child_forename>>'s attendance and any absence will still require medical evidence. However, we are delighted with the improvements in attendance and are confident that <<child_forename>> will continue to attend school regularly with our combined support.

Under the Education Act 1996, parent/carers are committing an offence if they fail to ensure their child's regular school attendance.

Going forward, if the improvement in attendance is not sustained, legal intervention may commence in line with our school attendance policy.

May we take this opportunity to thank you for your continued support and should you wish to discuss the matter further, please do not hesitate to contact our school Attendance Officer Mrs Evans on 01922 721073

Yours sincerely

Attendance Officer
Mrs Evans

Enc. Attendance Certificate

3D - failed stage 3 refer to LA

Date

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

Unfortunately, since our last meeting, <<child_forename>>'s attendance has failed to improve significantly, and their school attendance is now <<attendance_percentage>>%.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent <<child_forename>> from developing poor habits.

As <<child_forename>>' attendance remains a concern, we now have no further option but to refer this matter to Walsall Local Authority School Attendance Support Service for Legal Intervention.

Should you wish to discuss the matter further, please do not hesitate to contact our school Attendance Officer Mrs Evans on 01922 721073.

Yours sincerely

Mrs Evans
Attendance Officer

Enc. Attendance Certificate

Did not attend Letter

Date

<<Parent/Carer(s)_Name>>

<<Postal_Address_Parent/Carer(s)>>

Dear <<Parent/Carer(s)_Name>>

Child's Name: <<Child_forename>> <<Child_surname>>

Year Group: <<year_group>>

Current Attendance: <<attendance_percentage>>%.

Re: «chosen_forename» «chosen_surname»

Date of Birth: «date_of_birth»

Unfortunately, you did not attend the meeting regarding «child_forename»'s attendance at school.

The meeting was arranged to look at the reasons for «child_forename»'s continuing poor attendance and to look at ways of improving the situation. The meeting was also a chance for you to bring to schools' attention any issues or worries you have regarding «his_her» attendance.

School monitors pupil's attendance very closely and look to address any issues highlighted in a timely manner. If «child_forename» is absent from school, you must notify school each day of absence. As you are aware you have already received a series of letters addressing our concerns.

We would like to invite you into school on **DATE** and **TIME** for another opportunity to address attendance concerns.

If you wish to discuss this further, please do not hesitate to contact our school Attendance Officer Mrs Evans on 01922 721073.

Yours sincerely

Mrs Evans
Attendance Manager