



15th September 2025

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 maintains regular attendance, as any absence may interrupt her/his academic progress and may also 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