

Attendance Guidance Document

20/02/2025

APPROVED POLICY

Contents

- Morning processes 2
- Monitoring Processes 3
- Whole school attendance monitoring example..... 4
- Attendance Reintegration plan 6
- Email / Letter - Holiday response (permission requested) 7
- Email / Letter - Holiday response (informing school of absence) 7
- Letter - Monitoring attendance 8
- Letter - First warning 9
- Letter - Attendance escalation..... 10
- Letter - No longer monitoring 11

Morning processes

Maintaining accurate attendance records is essential for safeguarding students and ensuring their wellbeing. Registers must be completed promptly and correctly to reflect each student's attendance status. This enables early identification of potential issues and ensures that appropriate follow-up actions can be taken in line with the school's safeguarding policy.

- All registers must be completed at the beginning of each session (morning and afternoon) in a timely manner. AM register to be completed by 9.30 PM registers to be complete by 14.15h .
- Students must be marked according to their attendance status using the correct codes.
- If a student is absent, the reason must be recorded if provided by the parent or guardian.
- If no reason has been given for the absence, the student must be marked as **N (No reason given)**.

Why use an N and not O?

- The '**N**' code signifies that a student is absent without an explanation from a parent or guardian.
- This ensures that the absence is followed up promptly as part of the school's safeguarding procedures.
- Marking a student as 'N' will trigger a **follow-up phone call to parents/guardians** to ascertain the reason for absence.
- If no contact is made, further safeguarding measures may be initiated in accordance with school policy.

What happens when a phone call is made?

- Once a reason for absence is received, the 'N' code should be updated to reflect the appropriate code.
- If the absence remains unexplained after a set period (2 days), further intervention is required by Senior Leaders or delegated individual
- Persistent absence (2 days without contact from parent/carer)without a valid reason should be referred to the designated safeguarding lead (DSL)

Who actions the N codes?

- An N report can be run from SIMS
- Admin team should call parents / guardians to find the reason for the absence
- Admin update the registers with the correct code. Subsequent lessons should be prepopulated.

Script for initial call:

- Good morning, this is [Your Name], calling from [School Name]. Am I speaking with [Parent/Guardian Name]?
- Thank you. I am calling to inform you that we noticed [Student's Name] is absent from school today. We wanted to check in and find out the reason for their absence.
- Could you please let us know why [Student's Name] is not in school today?
- [Listen attentively to the reason provided. If further details are needed, ask politely for clarification.]
 - **Response Based on Reason:**
 - **Illness** - I'm sorry to hear that [Student's Name] is unwell. We hope they feel better soon. Please let us know if they will be absent for more than a day.
 - **Family Emergency** - We understand. Thank you for letting us know. If there is anything we can do to support you, please feel free to reach out.
 - **Unknown/Other:** Thank you for the information. We appreciate your update.
- As a gentle reminder, regular attendance is important for your child's learning and development. If you have any concerns or need support regarding attendance, please let us know.
- Thank you for your time and cooperation. We hope to see [Student's Name] back in school soon. Have a great day!

Monitoring Processes

- Headteacher to monitor whole school attendance half termly.
- Attendance falls below the school target of 94% - Class Teacher / Form Teacher to speak to student and / or parent regarding the importance of attendance and work together to improve attendance.
- Attendance falls below 90% - Headteacher or delegated member of staff works with the family, attendance plan to be used at this point
- Attendance falls below 85% - Headteacher or delegated member of staff to work with student, family and external agencies to improve attendance. A referral may be made at this point.
- Attendance continues to fall below 75% – Headteacher or delegated member of staff to report to ESE

Whole school attendance monitoring example

		03-09 to 01/11				
FullName	YearReg	% Att	Action 02/11/2024	Who to Action	Click Link for Attendance Plan	Note outcome following conversation
Student	7P	76.9	Pastoral Conversation - Monitor Letter - First	Roberta Samuel		completed notes on attendance plan
Student	7P	79.5	Pastoral Conversation - Monitor Letter - First	Roberta Samuel		Completed notes on attendance plan
Student	7P	79.5	Pastoral Conversation - Monitor Letter - First	Roberta Samuel		Completed notes on attendance plan.
Student	7P	82.1	Pastoral Conversation - Monitor Letter - First	Roberta Samuel		Completed notes on attendance plan- Absent due to a period of illness.
Student	7P	87.2	Form teacher conversation	Ellen Piek		Period of absence is due to health conditions with her knee. Laila-Rose insisted that there are no other underlying issues in relation to her attendance.
Student	7P	88.2	Form teacher conversation	Ellen Piek		Absent due to having the flu/bug. He is happy both in school and out. No other underlying issues.
Student	7P	89.7	Form teacher conversation	Ellen Piek		Absent due to being ill with the flu/bug for 4 days. Insisted that all is ok and she is happy.

Attendance Reintegration plan

Start by listing the barriers to attendance, which you should have already identified by talking to the pupil, their parents/carers, and your staff. Then fill in the plan:

- Explain what measures you will take to tackle each barrier to attendance
- Assign each action to a member of staff

Give each action a review date, so that you can monitor effectively

BARRIER TO ATTENDANCE	STRATEGIES	PERSON(S) RESPONSIBLE	REVIEW SCHEDULE
Feeling overwhelmed by the amount of work that has been missed	The pupil will be offered 1-2-1 catch-up support in Math and English.	Class teacher	4 weeks
	Remote learning for the pupil on days when they can't make it in.	Class teacher	When necessary
	Exam timetable will be adapted based on how behind the pupil feels.	Exams officer/SENCO	At the end of the academic year
	Extensions on written work given where necessary.	Exams officer/SENCO	At the end of the academic year

Email / Letter - Holiday response (permission requested)

Dear <Parent Name>

Thank you for your <letter / email / telephone call> requesting permission for <student name> to be absent from school for a holiday. Although I understand the reasons for this request I am unable to grant permission for holiday's during term time. Therefore this absence will be marked as unauthorised.

Yours sincerely

Email / Letter - Holiday response (informing school of absence)

Dear <Parent Name>

Thank you for your <letter / email / telephone call> informing the school of <student name>'s absence due to a planned holiday. In line with the school attendance policy I am unable to approve this absence. Therefore this absence will be marked as unauthorised.

Yours sincerely

Letter - Monitoring attendance

Dear <Parent Name>

MONITORING ATTENDANCE

We are writing to inform you that we are currently monitoring <Student Name>'s attendance as the overall attendance percentage for your child has slipped below 90%. <Student Name>'s attendance is currently at <%>. A copy of <Student Name>'s current attendance data is attached to this letter.

Good attendance to school is crucial to student outcomes, and we would hope that you will support <Student Name> by attending school on a regular basis.

Our overall school attendance target for individual students is 94%, however, we deem 94% and over to be satisfactory attendance to enable any student to satisfactorily access their learning and achieve good educational outcomes.

You are reminded that, according to Section 36 (1) of the Education Ordinance 2008, it states that, "It shall be the duty of the parent of every child of compulsory school age to cause him to receive suitable education either by regular attendance at a public school or otherwise."

We hope that you will support us by ensuring that <Student Name> regularly attends school. However, should you wish to discuss any issues or concerns we are happy to arrange a meeting.

Should <Student Name>'s attendance continue to decline in any monitoring period, this will result in the attendance processes being triggered. In the very worst cases of attendance, where any improvement fails to be made, this could result in a referral for multiagency support, through the Children Services and/or legal action. However, we would like to encourage regular attendance to school to avoid these consequences.

We thank you for your support to the school and to ensuring successful educational outcomes for <Student Name>.

Yours sincerely

Letter - First warning

Dear <Parent Name>

ATTENDANCE WARNING LETTER

I write to inform you that <student name>'s absence from school is now a cause for concern. This means that we will now monitor his/her attendance closely until an improvement can be seen and is sustained. A reminder that student attendance is critical for learning, <student name>'s current attendance is at <%>. A copy of <student name>'s current school attendance data is attached to this letter.

It is important to note that, as per Education Ordinance 2008, Section 36(1), "it is the parent's responsibility to ensure a child's regular attendance to school", and therefore we would appreciate your support in ensuring that <student name> is in regular attendance to school, and that you make it a priority to contact us to let us know why he/she isn't able to come to school.

Due to the lack of improvement in <student name>'s attendance I would like to meet to discuss this further. Please contact the school office to make a face-to-face appointment.

Yours sincerely

Commented [1]: Highlight to ensure that the correct gender is used.

Letter - Attendance escalation

Dear <Parent Name>

ATTENDANCE

<student name>'s attendance has not improved and is now critical, currently below 75%. This warrants escalation to the Director of Education, Skills and Employment who will identify next steps in line with the Education Ordinance 2008.

Please find attached a copy of the attendance data and attendance policy.

Yours sincerely

Letter - No longer monitoring

Dear <Parent Name>

MONITORING ATTENDANCE

We are pleased to inform you that since sending the monitoring letter, <student name>'s attendance has now improved to above 94%. <student name>'s attendance is currently at <%>. We hope that <student name> will aim to keep attendance to school above 94%.

Should this attendance drop at any time to below 94%, we will write to you again to inform you of the change in circumstances.

Thank you for your support in improving <student name>'s attendance.

Yours sincerely