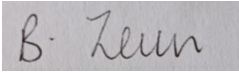




The
Beaconsfield
School

A Specialist Arts College

ATTENDANCE POLICY

Produced by:	Mrs. A Harding
Approved by Leadership Team on:	1 May 2020
Approved by Full Governing Body: Chair: Mrs. B Zeun Date: 24.06.2020	Signature:  <hr/>
Next Review Date:	May 2021

Executive Summary:

- This policy is based on DfE guidelines and the exemplar policy from The Key.
- Appendices (page 13 onwards) have been updated to reflect the new Attendance Officer.
- No other changes have been made to this policy.

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING office@beaconsfield.school.

Contents

1. Aims3

2. Legislation and guidance3

3. School procedures4

4. Authorised and unauthorised absence6

5. Strategies for promoting attendance9

6. Attendance monitoring.....11

7. Roles and responsibilities11

8. Monitoring arrangements.....11

9. Links with other policies.....11

Appendix 1: Attendance Intervention 5 weeks.....12

Appendix 2: Attendance codes.....23

Appendix 3: Leave of absence letter.....14

Appendix 4: Declining attendance over 5 weeks letter.....15

Appendix 5: Student attendance meeting documents.....16

Appendix 6: Parent Contract Meeting (PCM) documents.....17

Appendix 7: Attendance improvement letter.....22

1. Aims

1.1.1 Our school aims to meet its obligations concerning school attendance by:

- Promoting good attendance (a minimum of 95%) and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence through interventions and to ensure punctuality to school and all lessons.
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Key requirements

- By law, all children of compulsory school age must receive a suitable full-time education as stated in section 576 of The Education Act 1996. Parents have a legal responsibility to make sure this happens either by registering their child at a school or by making other arrangements to give them a suitable full-time education. As a last resort, schools and local authorities have legal powers to deal with poor attendance.
- The school seeks to operate in ways, which maximise student potential while supporting parents in meeting their legal requirements.
- The school fulfils its responsibilities by taking registers at every lesson, of being open for the required 190 student school days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during a later session. It will mark whether every student 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive in school by **8.30am** on each school day.

The register for the morning session will be taken at **8.35am**.

The register for the afternoon session will be taken at **1.05pm**.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **8.55am** or as soon as practically possible (see also section 6).

Absence due to illness will be 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 parents 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 parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

Please inform the Attendance Officer of this absence on 01494 683992 or attendance@beaconsfield.school

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A students who arrives after the register has closed will be marked as absent, using the appropriate code.

- A reminder: school begins at 8.35am and students are expected to be in school by 8.30am.
- All parents have a legal responsibility to ensure their child attends school on a punctual basis.

- If students are late for school, then late minutes are recorded. Students will need to sign in with the Attendance Officer near to the Student Entrance doors via the touch screen (open until 8.55am). If later than this time, students will need to sign in via the touch screen in Reception.
- If there has been a traffic incident or school buses are late, students will not be issued with late minutes.
- If a student is late due to a medical or dental appointment, parents will need to inform the school either by telephone, email or letter prior to the appointment.
- If students are late for lessons, late minutes will be recorded. Should this be more than 10 minutes over the course of the week students will be issued a Year Leader detention to make up the late minutes. Persistent offenders will serve the full detention and parents will be contacted. A 'minutes late report' from SIMS is run weekly and emailed to the relevant Year Leader. Where patterns of poor punctuality are emerging, students will be placed on punctuality report.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Authorised and unauthorised absences

- If a student is absent from the school, it is vital that a parent contacts the school at the earliest opportunity to provide a sufficient reason for absence. This should be by telephone: 01494 683992 or email: attendance@beaconsfield.school. If we have not received a communication then a text and email message will be sent home to ask for a reason for absence. If there is no response to the text we will phone home. If contact still has not be made and we have no reason for absence we will write home to chase unauthorised absence.

- Absence can only be authorised where there is particularly good cause. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised. Medical evidence will need to be provided whenever it is available. This can be in the form of

an appointment card, Doctor's note or a copy of a prescription (see sections 3.2 and 3.3).

- Parents cannot authorise absence. This decision rests with the school in accordance within the boundaries set by The Education (Pupil Registration) Regulations 1996 and updated 2006. Where deemed necessary the school reserves the right to request medical evidence to support absence due to illness.

3.6 Reporting to parents

The school issues attendance records in each academic report issued relating to the student.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'. The Headteacher will decide on whether the situation is deemed as an exceptional circumstance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (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 student is attending educational provision.
- In order to maximise individual achievement parents should avoid making routine appointments for students during the school day or taking family holidays during term time. The Education (Pupil Registration) (England) Regulations 2006 that came into effect on 1st September 2013 mean that holidays taken during term will be treated as an unauthorised absence. It is not a parental right to take a family holiday during term time.
- If parents want to request a leave of absence during term time they will need to submit a completed leave of absence form. This is found on the school website or can be obtained from Reception. The school will only consider authorising an absence during term time based on individual need and exceptional circumstance and only where the following criteria have been met:
 - an application is made to the Headteacher in advance of the absence by a parent or carer the student lives with.
 - there are special reasons for needing to take the holiday.

- Parents should be advised that absence without the consent of the school could result in further action and sanctions including a penalty notice.

Tuancy

- If a student is found to be truanting a lesson within the school site or off school site then they will be disciplined in line with the school's Behaviour policy. This policy can be found on the school website.
- If a student goes missing during the school day, the Attendance Officer will try to locate the student. This will mean checking they are not with matron or in any other meeting or music lesson etc. Toilets will be checked and a general walk of the site will be conducted. If the student still cannot be located then the safeguarding team will be informed and parents will be notified. Parents will be asked to try and contact the student on their mobile and update the school if successful. If the school has not heard from the parent within 15 minutes, the school will try and call again but if the school cannot confirm they are safe, the school is obliged to contact the police to maximise the student's safety.

4.2 Legal sanctions

- Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- Regular and punctual attendance of students at school is, under section 7 of the Education Act 1996, a legal requirement. If a child of compulsory school age does not attend regularly and no alternative provision has been put in place; parents can be subject to penalty fine or prosecution under section 444 of the Education Act 1996. Penalty Notices can be issued for any of the following reasons:
 - A 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 pupil is found in a public place during school hours without a justifiable reason
 - Overt truancy - If the school feels it necessary, then cases will be referred to the Buckinghamshire County Attendance Unit, which will issue and administrate the Penalty Notice or prosecution.

Legal action includes:

Penalty Notice:

- A penalty notice may be issued to a parent for failing to ensure their child of compulsory school age regularly attends the school where they are registered or no alternative provision is put in place.
- Penalty notices can be put in place where the student's absences are not authorised by the school. This includes holidays during term time.

- Penalty notices are issued at the Headteacher's discretion. The penalty is a £60 fine, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.
- If the penalty is not paid in full within the 42 day period, a prosecution will be sought. (The Education (Penalty Notices) (England) (Amendments) Regulations 2013). The payment must be made directly to the local authority.
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Prosecution for unauthorised absence:

- It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered student at the school. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months. Any prosecution will appear on a criminal record.

5. Strategies for promoting attendance

Students, staff and parents can see students' attendance and punctuality history daily through MILK, their online planner.

Supporting and working with students

Every half term mentors log into a spreadsheet that is populated with the previous half term's attendance and late minutes' data for their mentor group. The spreadsheet shows students:

- Whose attendance/punctuality has improved compared to the last half term.
- Whose attendance/punctuality has fallen compared to the last half term.
- Who has achieved 100% attendance for the last half term.
- Who has achieved 99 – 95% attendance for the last half term.

Students who achieve 100% for half a term gain 10 house points. Those between 99 – 95% attendance gain 5 house points.

Students who remain on 100% attendance and 0 behaviour points at the end of each term are celebrated with bronze/silver/gold certificates. Those who have managed the gold standard in either attendance or 0 behaviour points are invited to a celebration breakfast, awarded a badge and allowed to wear mufti for the day. Those who have achieved the gold standard in both will be allowed to wear mufti all week.

We encourage good attendance at every opportunity. Each week there is a mentor group attendance challenge. Any groups gaining 100% in a week gains a reward.

'Good Attendance' posters are up in all mentor rooms and around the school demonstrating the impact of non-attendance (see Appendix).

Every five weeks Year Leaders will receive a list of their students and their current overall attendance percentage, and their attendance for the last five weeks. If a student has a low overall percentage but their last five weeks have been good, then they will need monitoring but no immediate action.

Year Leaders look at all students who have dropped below 97% attendance overall with a 95% or below over the last five weeks. Year Leaders will then make a judgement as to what interventions can be put in place.

Intervention for students who fall below 90%

The Attendance Officer produces a report off SIMS five weekly for students who have had 90% attendance or below for the last five weeks. This is discussed with the Deputy Headteacher (Student Support) and the Headteacher with actions taken involving a variety of staff (see section 7). Subsequent actions may involve the Education Welfare Officer (County Attendance Officer).

If there is no good reason for attendance being this low (e.g. long standing illness/exceptional circumstances.), then a 1a letter is sent to parents. This states that student's attendance will be monitored for three weeks. The Year Leader (or attendance officer) then holds a meeting with the student to discuss the attendance level and to explain to them that they are being monitored. Medical evidence for all absences must be provided, otherwise absences will not be authorised.

The Attendance Officer then monitors the attendance each week for three weeks.

If attendance has improved to a level that is acceptable, then a 1b letter is sent. This states that we are no longer monitoring the student's attendance, but if attendance becomes irregular again during the current academic year, then a Parenting Contract Meeting (PCM) will be held with the Attendance Officer and Year Leader or Deputy Headteacher.

If attendance has not improved to an acceptable level after three weeks and a PCM is required, the Year Leader will arrange the meeting over the phone and send a follow up email confirming the date and time. The meeting will follow the format of the Parenting Contract documentation and will address all questions on the Parenting Contract form. At the end of the meeting the parent should sign the Parenting Contract agreeing to ensure the regular attendance of their child for the next five weeks. Any refusal to do this must be recorded. A Parenting Contract Review is then booked for five weeks' time. The student's attendance will be monitored for those five weeks.

If at the Parenting Contract review, attendance has improved to an acceptable level; the case is closed and a 1b letter sent. If attendance has not improved, then the school will need to decide whether to monitor the student's attendance for a further five weeks, and then hold a final PCM review, or to refer on to the Education Welfare Service (EWS)/County Attendance to carry out a pre-court interview with parents or issue a penalty notice.

If at any point during the PCM process parents appear to disengage i.e. do not attend meetings or are unwilling to rearrange meetings; the case can be referred to the EWS. If parents then engage with the EWS, the case may be sent back to the school to process.

Supporting and working with parents

In order to support parents/carers in meeting their legal requirements and to maximise individual student attendance, the school seeks to keep parents/carers informed of their child's attendance and to actively involve parents on attendance issues. Methods include:

- Active follow up if a student is absent and no reason given
- Unexplained/unaccounted for absence letter asking for reasons
- Parental meetings
- Active involvement of Year Leader, Attendance Officer and the Deputy Headteacher

- Discussion at Parents' Evenings

6. Attendance monitoring

The attendance officer monitors student absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Parents are expected to call the school each day a child is ill.

If after contacting parents a student's absence continue to rise, we will consider involving an County Attendance Officer for the school.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data, which is used for internal purposes, e.g. to track the attendance of individual students, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7. Roles and responsibilities

7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

7.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

7.3 The Attendance Officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Deputy Headteacher and in turn to the Headteacher
- Works with education welfare officers (County Attendance Officers) to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

7.4 Subject Teachers

Subject Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office during specific times during the school day.

7.5 Mentors – Students with attendance 97-96%

Year Leaders direct their mentors to discuss with students why they have been absent. Mentors will have regular discussions with the students and may identify need for further support and intervention. This may involve contacting parents to discuss attendance issues.

7.6 Year Leader – Students with attendance 95-93%

The Year Leader has a 1:1 meeting with students whose attendance are between 95-93% attendance. Staff will call home to discuss further intervention to improve attendance if required.

7.7 Focus groups with the Attendance Officer, Link Worker and Student Support Officer Attendance 92-90%

Students will be identified by the Attendance Officer to partake in a three-week programme of focus groups. These are designed to tackle occasional absence and to change behaviour before it becomes habit. This includes group discussion and exercises. The Link work and Student Support Officer may also be involved in these interventions to promote improved attendance.

7.8 Reception staff

Reception staff are expected to take calls from parents about absence and record it on the school system.

8. Monitoring arrangements

This policy will be reviewed on an annual basis by the Deputy Headteacher (Student Support). At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

ATTENDANCE INTERVENTIONS (5 weeks)

0.5 Days absent = 2%

% attendance	Individual responsible	Intervention	No of Days Absent
100- 98%	Attendance Officer	None	0.5 <= 2%
97-96%	MENTORS	Discussions with students Identify any need for support or further monitoring	1 <= 4%
95-93%	YEAR LEADER	1:1 Meeting Address occasional absence Changing behaviour	1.5 <= 7%
92-90%	ATTENDANCE OFFICER STUDENT SUPPORT OFFICER Link Worker SENCO	Focus groups 5 week programme Parents contacted by YL's Other interventions identified	2 - 2.5 <= 10%
below 90 %	YEAR LEADER ATTENDANCE OFFICER	1a letter Meeting with student Three week monitoring No absences will be authorised unless medical evidence is provided	More than 2.5 days > 10%
	DEPUTY HEADTEACHER ATTENDANCE OFFICER	Formal Parenting Contract Meeting held with parent/carer to discuss persistent absence Three week monitoring No absences authorised unless medical evidence is provided	
	EDUCATION WELFARE SERVICE (EWS) County Attendance	If attendance remains irregular, the school can refer to EWS/County for further action. This may result in legal action.	

GOOD ATTENDANCE MEANS...

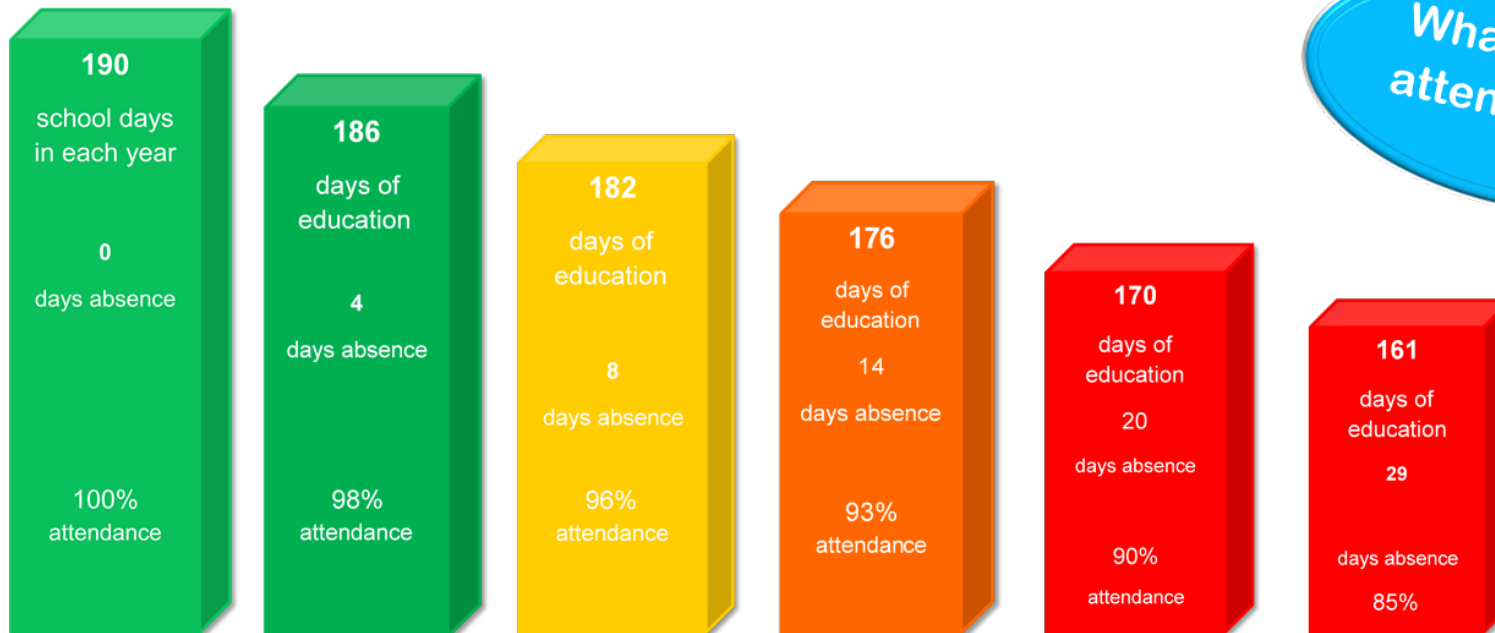
Being in school at least **98%** of the time or 186 to 190 days

That's no more than 4 days off a year

175 non-school days a year

All this time for holidays and appointments

365 days in the calendar year



What's your attendance?

Expected attendance

Risk of underachievement

Severe risk of underachievement





2020

Dear Parent/Carer,

Please complete the form below to request permission for your child to be absent from school. Before completing the form, please read these notes carefully.

In order to maximise individual achievement parents should avoid taking students out of school during term time. Having a good education will help give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

The school will only consider authorising an absence during term time based on individual need and exceptional circumstances. Please note that in line with government legislation, all holiday taken in term time will be treated as an unauthorised absence and may result in a penalty fine.

While authorised absence may be granted for leave of absence it is entirely the school's decision and not a parental right. Parents should be advised that absence without the consent of the school could result in further legal action.

Please return your completed form to the school Attendance Officer as soon as possible before the date of the intended absence.

Yours faithfully
The Beaconsfield School

APPLICATION FOR LEAVE OF ABSENCE

Student's Name:

Mentor Group:

I wish to apply for my child to be absent from school during the following dates:

From:

To:

Total number of school days missed:

Reason for absence:

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to legal action for irregular school attendance.

Signed by parent/carers..... Date.....



«salutation»

«address_block»

2 July 2020

Dear «salutation»

Re: «chosen_forename» «surname»

This letter is to advise you that «chosen_forename»'s attendance has continued to decline over the last five week period, currently sitting at «percentage_attendance»%. The Government average is 95%.

It is a concern that «chosen_forename»'s attendance is low as it will start to have a significant impact on «his_her» academic achievement. The Beaconsfield School encourages students to take part and succeed to the best of their abilities. We know you want the best for «chosen_forename», as do we. **For a student to reach their full educational achievement, a high level of attendance is essential.** It is a legal requirement for all children of compulsory school age to attend school and it is the parent's legal responsibility to ensure regular attendance and punctuality.

If the absences have been due to medical reasons, please be reminded that it is the school's policy that medical evidence is provided as proof of absence where possible. This can either be a Doctor's letter, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Myself and «chosen_forename»'s Year leader will meet with «chosen_forename» to discuss «his_her» attendance and we will continue to monitor «chosen_forename»'s attendance for the next three weeks. During this monitoring period, any absences will not be authorised until medical evidence is provided. I appreciate this may seem harsh but we cannot afford to let attendance slide. Where absence is genuine this monitoring period often sees attendance back to 100%, then no further action is needed.

If «chosen_forename»'s attendance does not improve after this three week monitoring period, the school may feel it necessary to arrange a Parenting Contract Meeting with you, the Year leader and the Attendance Officer to discuss the reasons for absence.

I cannot stress enough; if you are experiencing difficulties in relation to «chosen_forename»'s attendance or there is anything you feel the school should be made aware of, please let the school know so we can start to look into support for yourself and «chosen_forename».

If you wish to discuss this matter further please do not hesitate to contact me on the number below.

Yours sincerely,

Mrs H Poyser
Attendance Officer
The Beaconsfield School
Email: attendance@beaconsfield.school
[Phone: 01494 683 992](tel:01494683992)
Phone: 01494 683992



STUDENT ATTENDANCE MEETING

Student Name:..... Date:.....

Individuals present:.....

What are the main reasons for absence?

Bullying / Medical / Anxiety / Home Related Difficulties / Transport / Academic / Peer or Staff Relationships
/ Employment / Community

Where is the student when they are not at school?

What is the student doing when not at school?

What actions were discussed at the meeting?



**PARENTING CONTRACT
BETWEEN THE BEACONSFIELD SCHOOL
AND PARENTS**

STUDENT: _____ DOB: _____

YEAR: _____ MENTOR GROUP: _____

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

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

POSTCODE: _____

TEL NUMBER: _____ MOBILE: _____

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

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

**Attendance has been monitored since _____, and the school register shows that
_____ attended _____ sessions out of a possible _____, which = ____ %**

ASSESSMENT

1. ALLEGED BULLYING Y / N

2. MEDICAL/ANXIETY Y / N

3. HOME RELATED DIFFICULTIES Y/N

4. TRANSPORT Y/N

5. ACADEMIC/SEN Y/N

6. PEER/STAFF RELATIONSHIPS Y/N

7. EMPLOYMENT PERMIT Y/N

8. COMMUNITY/OTHER Y/N



OTHER CHILDREN OF THE FAMILY:

NAME: _____ DOB: _____ SCHOOL: _____ ATTENDANCE _____ %
 NAME: _____ DOB: _____ SCHOOL: _____ ATTENDANCE _____ %
 NAME: _____ DOB: _____ SCHOOL: _____ ATTENDANCE _____ %

OTHER AGENCIES INVOLVED

It may be necessary for The Beaconsfield School to share you 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:

Student:

School Rep:

Agency (if applicable): ..

Date:



Parenting Contract

I / We the Parent (s) agree to ensure the regular school attendance of

I / We the Parent (s) agree to ensure that my/our child attends school on time, in appropriate school uniform and in accordance with the agreed timetable provision.

I / We the Parent (s) agree to report all absences on the first day of absence and provide written explanation of the reason for absence upon _____ return to school.

Only the Headteacher has authority to authorise absence. Further absences may not be authorised without evidence to support the fact that your child was unable to attend school.

I / We the Parent[s] agree/s to attend all meetings in respect of my child and agree to provide notice should I be unable to attend.

The Beaconsfield School will give at least 7 days' notice of any additional meetings.

_____ attendance will be monitored over the next five weeks but if any cause for concern over regular attendance is raised during this time, further action may be taken.

A Parenting Contract Review Meeting will be held on:

Date: _____ **Time:** _____ **Venue:** _____

If you have ensured your child's regular school attendance, this case will be closed

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:

Student:

School Rep:

Agency:

Date:

Please record any refusal to sign and the reasons for this:

.....



«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

Further to the letter dated XXX, we are pleased to inform you that following the monitoring period, «chosen_forename»'s attendance has improved.

Given that «chosen_forename»'s attendance is no longer irregular; we will not be calling you in for a meeting to discuss attendance issues during this time.

However, should «chosen_forename»'s attendance become irregular again during this academic year, we will have no alternative but to hold an attendance meeting to discuss the absences. Please note that the school policy states that we require medical evidence wherever possible to account for absences. If this is not provided, we may not be able to authorise the absence.

We know that you will agree that «chosen_forename»'s attendance at The Beaconsfield School is very important as data shows that there is a direct correlation between attendance and exam results. Every effort will be made to support «chosen_forename» if you feel «he_she» is experiencing significant difficulties that may affect upon «his_her» attendance. Should this be the case, please contact me to discuss the matter further. I do hope that «chosen_forename»'s attendance will continue to improve so that «he_she» can achieve «his_her» potential.

Yours sincerely

Mrs H. Poyser
Attendance Officer
Tel: 01494 683992 Ext 230
Email: attendance@beaconsfield.school

Appendix 8: Attendance codes

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

Code	Definition	Scenario
/	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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
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
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
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 a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	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