

# FIRS PRIMARY SCHOOL



## Attendance & Punctuality Policy

RESPONSIBILITY: Headteacher

<b>Last reviewed on:</b>	05.2018
<b>Next review due by:</b>	05.2019



## INTRODUCTION

The governors and staff at Firs Primary School are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Firs Primary School values all pupils. As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

## OBJECTIVES

- To encourage 100% attendance and punctuality
- To record and monitor absence
- To acknowledge and reward good and improved attendance
- To support parents and carers to maintain their child's attendance
- To ensure a consistent whole school approach to attendance
- Firs Primary School will adhere to Keeping Children Safe in Education 2018

The attendance officer and Deputy Head teacher will monitor attendance looking at authorised attendance, unauthorised attendance and trends/patterns.

Attendance concerns will be raised with parents/carers if reasons are not known by the school (EG: a long period of illness).

Where we have concerns we will offer you an 'Attendance Improvement Meeting'. We will discuss early help and consider how we can support you to enable your child to access their right to education.

Our aim is always to work in partnership with parents/carers referral for consideration of a penalty notice is deemed to be a last resort.

The attendance figures for each pupil will be reported to parent/carer as part of the annual report

Overall attendance figures for pupil groups are monitored and reported to the Governing Body.

### **As a school we:**

Ensure that the school is welcoming and every child is highly valued and listened to.

Ensure the school site is open at the stated times.

Ensure the regular, efficient and accurate recording of attendance this will be done by every class teacher every day.

We take safeguarding very seriously and we will always make contact with you on the first day that your child is absent from school. This will include before and after-school clubs.

If your child arrives late after the close of registers we will be record their arrival at reception

Consider any requests for leave in term time individually. We will grant leave in exceptional circumstances only.

Notify the LA within 5 days if a new pupil is joining the school roll (unless a Reception pupil).

Inform the LA of pupils whose parents have opted for elective home education.

Notify the LA of children missing in education.

## **Firs Primary School will always work in partnership with our parents**

Firs Primary School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parent/carers 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 to identify any additional early help that may be required. Safeguarding are always a priority, concerns for any child at any time will always be reported to the Designated Senior Lead for Child Protection Wayne Harris. We will always follow **Keeping Children Safe in Education 2018**, and the **WHMAT Child Protection Policy**.

Firs Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, pupils who are considered to be vulnerable will be monitored and supported in school.

Firs Primary school will quickly identify and follow up on a pupil's non-attendance; gathering basic information about the pupil: taking early action to prevent non-attendance developing: and monitoring and reviewing a pupil's progress.

The attendance officer will initially:

- Check records, including any from other schools which the pupil has attended previously.
- Discuss with staff how the pupil is coping with the curriculum
- Speak to the Special Educational Needs Coordinator to establish if the pupil is on the Special Educational needs register.
- Seek from the pupil their personal perception of any difficulties, e.g. curriculum or bullying and their views on how he/she might address the problem
- Remind parents of their responsibilities in ensuring their child's attendance and the potential sanctions for failing to do so.

Pupils whose attendance falls below 90% are considered to be persistently absent from school. This means that all intervention and support offered by Firs Primary School has not made a difference to improving overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact we will refer for the attention of the Attendance, Compliance and Enforcement Service.

To offer continued support Firs Primary School will endeavour to identify the following barriers to education:

- Identify underlying home/school issues that may be preventing a child's right to access their education
  - Ensure that all issues relating to bullying are recorded and properly and promptly addressed
  - Provide a plan of reintegration for any pupil who has missed a significant amount of time
  - Make arrangements for the pupil to catch up on work they have missed
  - Implement a Pastoral Support Plan improved attendance.
  - Agree actions between the parent/carer and school
  - Early Help referral if required.
- Talk to you
  - Speak with your child

### **First Day Contact**

At Firs Primary School we expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always make contact with you via text message or by calling you. Where we have on-going concerns regarding your child's attendance we will always write to you. We may even invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us first; you are legally responsible under s.444 Education Act 1996 for ensuring that your child is in school every day and on time. If we cannot make contact with you we will make announced and unannounced home visits regarding any concerns we may have surrounding attendance at Firs Primary School.

### **Parents are responsible for securing a full-time education**

Parents are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children's Act 1989 or have care of the child as defined by s.576 Education Act 1996.

- Absence can only be authorised by the school, parents do not have this authority. All absences will be treated as unauthorised unless satisfactory evidence for the pupil's absence has been received. In the first instance contact from the parent/carer will be accepted as evidence. However if a pupils attendance continues to cause concern parents/carers may be asked to provide medical evidence where absences occur repeatedly due to reported illness. This

will usually be in the form of an appointment card, prescriptions etc. Absence may also be coded as unauthorised without evidence.

- Parents/carers should where ever possible make all medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Appointment cards should always be provided as evidence of medical/dental appointments.
- Unless parents have provided a satisfactory explanation and it has been accepted as such by the school absence will not be authorised.

Examples of unsatisfactory explanations include

- A pupils/family member's birthday
- Shopping for uniform
- Having their hair cut
- Closure of a siblings school for INSET or other purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Leave during term time taken without authorisation of the school
- Head lice - let the school know and letters will then be sent to all parents in a confidential manner.

## **PUNCTUALITY**

Doors open for children at 08:45 am, pupils arriving after this time will be marked as present but arriving late. The register will close at 09:05 am pupils arriving after the close of register will be recorded as late, this will not be authorised and will count as an absence for the school session. Punctuality is recorded and this will be added to your child's Bromcom record of attendance, letter will be sent out to parents every half term regarding attendance of the child.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if a pupil has arrived late without justifiable cause, for example they woke up late or were waiting for their uniform to dry.

## **REINTEGRATING LONG TERM ABSENTEES:**

Absence can significantly interrupt the continuity of students learning and positive strategies should be employed to minimise such effects.

## **KEY PRINCIPLES**

- We should always keep in touch with you during a long absence
- We should always make sure your child is welcomed back
- Every child should feel safe in school and if they experience any concerns or have someone they feel comfortable talking too. The class teacher should let the pupil know that it is ok to let them know if they experience any difficulties
- The class teacher/TA will support the pupil in their return to class and help them with any work they may have missed.

## LEAVE DURING TERM TIME

From 1<sup>st</sup> September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. Firs Primary School observes Birmingham City Councils 'Leave in Term Time Guidance for schools and Academies'

Parents wishing to apply for leave during term time must send a written request for the attention of the Head teacher Mr David Shakeshaft before making any arrangements.

Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

All requests for leave during term time will be responded to in writing using the school yellow absence form. Where a request has been made the letter should state:

- The expected date of return
- The parents must contact the school should any delays occur
- That the child's place may be withdrawn if the family do not return as expected.
- At times parents/guardians may be asked to produce evidence of flight tickets.

If a pupil fails to return and contact with the parent has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil registration)(England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the pupil is still absent from school, the absence will be **unauthorised**. In such cases the school may consider legal action.

Only in **exceptional circumstances** will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

## USING ATTENDANCE DATA

Pupil's attendance will be monitored and may be shared with other agencies, e.g. The Attendance, Compliance and Enforcement Service if a pupil's attendance is becoming a cause for concern.

Regular attendance meetings will be held between the member of the senior leadership team with responsibility for attendance, the schools attendance officer and

a member of the Attendance, Compliance and Enforcement Service. The meeting will agree actions for those pupils causing concern. The purpose of each meeting will be that the persons present will agree actions for each pupil.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

All information shared will be done so in accordance with the Data Protection Act 1998.

It is the responsibility of the school governors to monitor overall attendance and they request regular reports from the head teacher. The governing body also has the responsibility for this policy and for seeing it is carried out. The governors will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

## STATUTORY DUTY

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. Firs Primary School recognises Birmingham City Council's 'FastTrack on Attendance' and will implement prosecution where it is fair and equitable to do so.

In accordance with the regulations regarding pupils' attendance at school, Firs Primary School keeps an attendance register on which at the beginning of each morning and afternoon session pupils are marked present or absent. The marks are electronically processed and stored on the schools central administrative system BROMCOM. An entry must be made on the attendance register for all pupils of compulsory school age who are on the schools admissions roll.

## LEGAL SANCTIONS

**There are a number of sanctions that school can take to address the issue of nonattendance. In order to try and identify the reason for absence we will always talk to you first to identify the reason for absence.**

## **Penalty Notices (Anti-Social Behaviour**

**Act 2003)** Penalty Notices will be considered

when:

- A pupil is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A pupil has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with Birmingham City Council Code of Conduct.

## Prosecution

Where intervention through the 'FastTrack process fails to bring about an improvement in attendance the local authority will be notified and legal action in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

## Children at risk of Missing in Education (CME)

Children Missing Education (CME) are a vulnerable group and as such all agencies who work with children have a duty to support the LA to ensure all children are safe and looked after appropriately. CME refers to 'any child of compulsory school age who is **not** registered at any formally approved education activity eg school, alternative provision, elective home education, **and** has been out of education provision for at least 4 weeks'.

**CME** also includes those children who are **missing** (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address **and either**

- has not taken up an allocated school place as expected, or
- has 5 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

**It is our responsibility as a school to work with the LA Education and Inclusion team, by making referrals.**

## REWARDS FOR GOOD ATTENDANCE

At Firs we feel that it is really important to reward pupils who have achieved good or improved attendance. Each half term all pupils who have achieved 100% attendance will be entered into a prize draw to win a voucher to spend in a local toy shop. At Firs Primary School we also recognise pupils who are trying hard to improve their attendance these students are identified by staff and are also entered into a prize

draw to win a voucher. We will invite you to attend reward assemblies and we will have displays in school promoting attendance. We will always notify you of our whole school attendance percentage in our newsletter and advise you when we have school attendance campaign weeks.

Firs Primary School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend Firs Primary School and by working in partnership with the community and by working in partnership with each other we believe that together we can achieve more. We can only achieve this by working in partnership with you, if you have any concerns or anything that prevents your child from attending Firs Primary School or if you would like to become involved in our school please contact the Head teacher.

# Appendices

## Appendix 1 - Ref: **School/Primary Medical letter**

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

Your child's attendance at school this year is currently ??%. We have noted that a high number of sessions of absence are recorded as illness or medical appointments. **The Head Teacher may not authorise any future absence for medical reasons unless supported by medical evidence.**

It would be beneficial for you to provide one of the following which may enable the Head Teacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a medical professional
- Medical note
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist

*I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).*

If you believe that your child has ongoing or unresolved medical issues you are advised to approach your doctor directly. If you feel a referral to the School Health and Wellbeing service would be of benefit please contact the Head teacher to discuss.

If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call and I am not available, please leave a message and contact telephone number.

Yours sincerely

**Name**

**Title**

Enc Registration Certificate

## Appendix 2 - stage 1 letter

Ref:

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which is below the school's target of ??% I am sure that this is as much a concern for you as it is for us.

When a student's attendance falls to 90% or below they are regarded as Persistently Absent (PA). This equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average of one day missed per week. As you know to achieve their full potential a student must have regular high attendance and punctuality.

There are of course, genuine reasons (such as illness), which can make attendance at school difficult. Unfortunately, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absences from school will suffer in the long term from gaps in their learning.

If your child's attendance continues to be a concern we will discuss the matter with the Attendance, Compliance and Enforcement Service.

I would urge you to encourage «forename» to attend every day that they can and I would value your support in this matter. If you would like to discuss any concerns you have regarding attendance, please do not hesitate to contact me.

Yours sincerely

**Name**

**Attendance Co-ordinator/Class Teacher**

Enc Registration Certificate

## Appendix 3 - stage 2 letter

Ref:

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

With reference to the letter dated **INSERT DATE**. I have reviewed «Forename»'s attendance and as you will see from the enclosed Registration Certificate there has not been a sustained improvement in «his/her»'s attendance which is currently «percentage attendance»%.

The school will continue to monitor «Forename»'s attendance over the next 4 weeks. If there has not been a significant improvement during this time, school will invite you to a meeting to discuss how we can work together to support «Forename» in achieving an improvement.

As you are aware attendance of 90% is now recognised as Persistently Absent and equates to an average of one school day missed per fortnight and an attendance of 80% equates to an average on one day missed per week. As you know in order to enable «Forename» to reach their full potential «he/she» must have high attendance and good punctuality at school.

***I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (Section 444 of the Education Act 1996)***

If you require any further clarification regarding school attendance, please read our Attendance policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact **NAME** on **0000000000000000**.

Yours sincerely

**Name**

**Title**

Enc Registration Certificate

## Appendix 4 - stage 3 letter

Ref:

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which has not shown a sustained improvement since our letter dated **INSERT DATE** and therefore remains a concern.

An appointment has been made for you to discuss your child's attendance concerns on **DATE** at **TIME** with myself. Please let school know if this is not convenient and a mutually agreeable appointment will be arranged. If you do not attend the agreed meeting, a target may be set in your absence.

It is the Head Teacher's decision to authorise any absence based on the information provided by parents. I must inform you that further absences may ***not be authorised*** unless if evidence is provided. In the case of illness, the school will accept as proof the following: medical appointment card/letter; proof of a prescription (medicine/tablets label/container) showing the date prescribed. In addition to this, a referral to the School Health and Wellbeing service can be completed if you feel that this would be of benefit to your child.

***The school would like to remind you that in line with Section 7 of the Education Act 1996, As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise.*** Failure to do so may result in a referral to the Local Authority's, Attendance Compliance and Enforcement Service.

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact me on **0000000000000000**.

Yours sincerely

**Name**

**Title**

Enc Registration Certificate

## Appendix 5 - stage 4 letter

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

With reference to our meeting and subsequent letter dated **DATE**. Unfortunately during the target period «forename» only achieved ??% attendance.

Please find enclosed a copy of «forename»'s Registration Certificate which shows «forename»'s overall attendance for this academic year at «percentage attendance»%.

Despite all efforts made, attendance has not improved since we **met/spoke**. The school will now discuss this matter with the Attendance Compliance and Enforcement Service.

***I would like to remind you that in line with Section 7 of the Education Act 1996. As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise.***

The school will continue to monitor «forename»'s attendance and are available to discuss any concerns you may have regarding this process. Please do not hesitate to call me on **0000000000000000**.

Yours sincerely

**Name**

**Attendance Lead/Head Teacher**

Enc Registration Certificate

## Appendix 6 - FAST TRACK



### 'FAST-Track to Attendance' Quick Guide

Concerning levels of pupil absence either authorised or unauthorised

Step One – Early help including 'Signs of Safety and Wellbeing' (3 houses form) with the child

At least one session of unauthorised absence

Step Two – Invite parents to a School Attendance Review Meeting (SARM)

Further unauthorised absence adding up to 10 in total over the previous 12 calendar months whether the parent attended the SARM or not

Step Three – Send ELIT 1 to each parent individually with an up to date attendance printout  
this will be your evidence

At least 10 further sessions of unauthorised absence within 12 school weeks of the warning notice being issued

Step Four – Refer to ELIT

## Appendix 7 - school legal notice to parents.

### School Attendance (Legal Action) - Information for Parents

**To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:**

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. **(Please be aware your child will get an unauthorised absence mark when they arrive after registration closes.**
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence.

**The Head Teacher will not authorise medical absence without evidence.**

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

- **Section 23(1) Anti-Social Behaviour Act 2007:**  
Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. **The amount of the penalty is £60.**
  - **If this is not paid within 21 days the amount rises to £120.**
  - **If not paid within 28 days the Local Authority may prosecute** under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.
- **Section 444(1) Education Act 1996:**  
"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."
  - **The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.**
- **Section 444(1A) Education Act 1996:**  
"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."
  - **The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, and order payment of the prosecution costs.**

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**



## **Appendix 8 - Leave in Term Time**

### **BCC guidance and procedures**

Birmingham City Council Penalty Notice Code of Conduct

[https://www.birmingham.gov.uk/downloads/file/5116/birmingham\\_city\\_council\\_absence\\_code\\_of\\_conduct\\_2016](https://www.birmingham.gov.uk/downloads/file/5116/birmingham_city_council_absence_code_of_conduct_2016)

Leave in Term Time (Penalty Notice) Process

<https://www.birmingham.gov.uk/school-attendance>

'Deletion from Roll' Guidance

[https://www.birmingham.gov.uk/downloads/file/5477/deletion\\_from\\_roll\\_guidance\\_amendments\\_2016](https://www.birmingham.gov.uk/downloads/file/5477/deletion_from_roll_guidance_amendments_2016)

### **Department for Education guidance (including statutory guidance) and useful information**

Children Missing Education

<https://www.gov.uk/government/publications/children-missing-education>

Keeping children safe in education - Statutory guidance for schools and colleges

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

School attendance - Departmental advice for maintained schools, academies, independent schools and local authorities

<https://www.gov.uk/government/publications/school-attendance>

Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

The link between absence and attainment at KS2 and KS4 - 2013/14 academic year

<https://www.gov.uk/government/publications/absence-and-attainment-at-key-stages-2-and-4-2013-to-2014>

**Appendix 9 SARM letter**

**School Attendance Review Meeting Record Sheet (if the parents do not attend, please complete the form on page 6)**

Meeting held on:  
.....

At:  
.....  
.....

Attended by: .....

.....

.....

.....

**Introduction**

Thank you for attending this School Attendance Review Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence. *(if there is more than one child in the family, record information on separate sheets from page 2 onwards).*

<b>Child Name</b> ..... .	<b>Child Name</b> ..... ...
<b>DOB</b> ..... .....	<b>DOB</b> ..... .....
<b>Address</b> ..... .....	<b>Address</b> ..... .....

..... ..... ..... .....	..... ..... ..... .....
<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... ..... <b>Address</b> ..... ..... ..... ..... ..... ..... <b>Relationship to child/ren</b> ..... .....	<b>Parent/Carer Name</b> ..... ..... <b>DOB</b> ..... ..... <b>Address</b> ..... ..... ..... ..... ..... ..... ..... <b>Relationship to child/ren</b> ..... .....

**If only one person invited to SARM:**

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name .....

DOB.....

Relationship to child/ren:

.....

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren’s education etc)

.....  
.....  
.....  
.....  
.....  
.....

***“You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible.”***

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)

**1.** Has your child been too ill to attend School on some or all of these periods of

absence? (Show copy of attendance printout)

Y

N

If yes:

a) What illness has the child had?....

.....  
.....  
.....  
.....  
.....

b) Have you taken your child to a GP or Consultant?

Y  N

c) What advice did they give you?.....

.....

.....  
.....  
.....  
.....

Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y  N

If a doctor has not been consulted, why not? .....

.....  
.....  
.....  
.....

2. Are any other agencies or professionals (involved with) working with your family?

Y  N

If yes, who are they and what work are they doing with your family?

.....  
.....  
.....  
.....  
.....

**3.** Has your child been bullied?

Y

N

If yes, who have you reported this to in School and what action was taken?

.....  
 .....

.....  
 .....

.....  
 .....

If this has not been reported, why not?

.....  
 .....

.....  
 .....

.....  
 .....

Is this matter now resolved?

Y  N

**5.** What actions have you taken to get your child to attend School?

.....  
 .....

.....  
 .....

.....  
 .....

.....  
.....

**4.** Are there **any other reasons at all**, such as difficulties at home, housing problems, illness

or disability issues, relationship or behaviour difficulties etc., which you think may be affecting

your child's ability to attend School regularly?

Y  N

If yes, could you please outline the difficulties the family is experiencing?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Would you like some assistance from relevant services in order to help to resolve these difficulties?

Y  N

## Action Plan

### **“We are now going to agree on an Action Plan.”**

(All paperwork must be **legible** and **signed**, **photocopied** and a **copy given to each parent at the end of the meeting** - all 5 pages of this document. **Send a typed copy of the Action Plan if writing is not easy to read**).

### **Actions by parent**

- o Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. **(If the parent is required to hand the child over to a member of staff / School Reception, please record arrangements here:)**  
.....  
.....
- o Contact school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.
- o Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a professional, doctor’s note, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**
- o Contact the school if your child is experiencing any difficulties preventing regular attendance.

### **Any other actions agreed;**

.....  
.....  
.....

**Actions by School**

- To respond to parental contact promptly.
- To continue to monitor attendance.
- To **only** authorise absence due to illness when provided with medical evidence. (Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).

**Any other actions agreed:**

.....  
.....

**“Is there any further support we can offer you?”**

Y

N

.....  
.....  
.....

**Statement**

I must advise you that any further unauthorised absence is likely to lead to legal action.

The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents’ responsibility to ensure their child attends school regularly.

Statement read to the parent(s)

Y  N

School representative .....Signed.....  
Dated.....

**Parent Statement**

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer.....Signed.....  
Dated.....

Parent/Carer.....Signed.....  
Dated.....

**'Parent', includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.**

Have copies of the School Attendance Review Meeting Record Sheet been given to the parent at the end of the meeting?

Y  N

**School Attendance Review Meeting - Record sheet to be used when parents don't attend the SARM**

Meeting

held

on:

.....

At:

.....  
.....

<p><b>Child Name</b>..... .</p> <p><b>DOB</b>..... .....</p> <p><b>Address</b>..... ..... ..... ..... ..... .....</p>	<p><b>Child Name</b>..... ...</p> <p><b>DOB</b>..... .....</p> <p><b>Address</b>..... ..... ..... ..... ..... .....</p>
<p><b>Parent/Carer Name</b> .....</p> <p><b>DOB</b>..... .....</p> <p><b>Address</b>..... ..... ..... ..... ..... .....</p> <p><b>Relationship to child/ren</b> .....</p>	<p><b>Parent/Carer Name</b> .....</p> <p><b>DOB</b>..... .</p> <p><b>Address</b>..... ..... ..... ..... ..... .....</p> <p><b>Relationship to child/ren</b></p>

.....	..... .....
-------	----------------

Did the parents notify you that they couldn't attend the SARM? If yes, what was the reason given?.....

.....  
.....  
.....

Did the parents request the meeting be re-arranged? Y  N

Rearranged date and if the parents attended:

.....  
.....  
.....  
.....

# Appendix 10 – Firs flowchart to support attendance

process for monitoring and escalating attendance.

