



Improving & Tracking Attendance

This pack has been prepared to give guidance on Improving & Tracking Attendance. This will be used to support and improve school attendance.

Included in this pack:

- Attendance guidance & Statutory Requirements
- Tracking & Monitoring Attendance
- School Procedures
- The Attendance Improvement Plan Process
- Attendance Plan Meeting Agenda
- Action Plan proforma
- Supporting attendance documents
- Appendix A – Initial attendance letter (below 90%)
- Appendix B – Initial attendance letter (late after register closes)
- Appendix C – Attendance Plan invite to meeting letter (below 85%)
- Appendix D – Letter for parents not attending attendance meeting

Attendance guidance & Statutory Requirements

Regular and punctual attendance at school is a legal requirement under Section 7 of the Education Act 1996.

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home).

A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31st December

How we monitor and track attendance

Pupil attendance at Eaton is monitored regularly – this includes pupils who are late and children who are absent. A child is expected to have an attendance of 95% or above.

- Any child who has attendance below 90% is contacted by the office (**Appendix A or Appendix B**) and we will monitor improvement on a half-termly basis.
- If attendance does not improve or falls below 85% we can action a **statutory attendance plan (Appendix B)**. Children with below 85% attendance are regarded in school as persistent absentees and those with attendance of less than 60% are likely to be referred to Children's Social Care for neglect.

What happens if a child is put on an Attendance Improvement Plan?

- Parents/Carers will be invited to attend a meeting (**Appendix C**).

What is the purpose of the meeting?

- It is an opportunity to resolve attendance problems and avoid legal proceedings
- Explain the consequences of poor attendance
- Enables the parent and school to contribute to a plan to improve the pupil's attendance. In some cases, the child may be asked to attend
- The meeting is set up to move the situation forward not to cover old ground.
- Can be used as evidence in the court process
- The intended outcome is for a plan to be agreed that will improve the pupils attendance at school and a review date to be set
- If there is no change in the pupil's school attendance the Local Authority will issue legal notices before proceeding to court
- If the parent has failed to attend the meeting the school will put an Attendance Improvement Plan in place and this will be sent to the parent. It will indicate on the plan that the parent did not attend.

What is the process once the plan starts?

- A review date is agreed at the end of the meeting 5-6 weeks away when the attendance will be reviewed by the school.
- The office will send pupil attendance home to the parent every fortnight for the duration of the plan. This will include tracking of code breakdown, days of the week, absence notes and historical.
- The school attendance lead will send the parent/carer a copy of the Action Plan and a review date that was agreed at the meeting
- If the parent has failed to attend the meeting the school will send a letter to the parents (**Appendix D**) and a copy of the reviewed action plan to the parents and it will be noted on the plan that the parents did not attend.
- The plan will run for up to 3 terms, at which point a decision will be made:
Target met – no further action
Improvement but target not met – plan to continue
Target not met – The school will notify the Local Education Authority - This could result in legal action being taken.

What is the role of the attendance lead at school?

- Identify families for attendance improvement meetings
- Send invitation letters to parents
- Arrange suitable venue in school
- Provide attendance records for the meeting
- Keep notes of discussion and action (for evidence in court)

Who will be at the meeting?

- Member of Eaton Primary School staff responsible for attendance of the child
- Parent/Carer
- Child (in some cases)

What is needed at the meeting?

- Agenda
- Attendance record
- Action plan sheet

What happens if attendance targets are not met?

- The school will notify the Local Education Authority if attendance does not improve or it deteriorates. This could result in legal action being taken.
- Failure to ensure a child's regular attendance at school is a criminal offence and if, with support from the school's attendance lead and / or the local authority officer, your child's attendance fails to improve, the local authority officer will consider one of two courses of action:
 - Penalty fine of £60 (if paid within 21 days), rising to £120 (if paid after 21 days but before 28 days have lapsed). Failing to pay the fine will result in prosecution.
 - Prosecution in the magistrates' court.

Under section 7 of the Education Act 1996, it is the responsibility of each parent to ensure regular school attendance and failure to do so will result in each parent being charged with the offence. If convicted, both parents will be punished by the courts, resulting in a fine of up to £2,500 for each parent and / or up to 3 months custodial sentence.

If a child lives with a family friend or relative for a period of time who has day to day care of the child, each responsible adult is considered as 'Parent' under the Education Act and can equally be charged with the same offence and prosecuted.

The Act also gives a duty to the Local Education Authority to consider an application to the Family Courts for an Education Supervision order, This order would place your child under the direct supervision of an Attendance Improvement Officer who will have the authority of the court to advise, assist, befriend and give directions to the child and parents.

Attendance Improvement Meeting

AGENDA for each meeting

- 1. Introductions**
- 2. Explain reasons for meeting (1st meeting)**
- 3. The Law relating to school attendance (1st meeting)**
- 4. Working together to avoid legal proceedings (1st meeting)**
- 5. The Action Plan – writing/reviewing**
- 6. Setting a review date**
- 7. What happens next?**

Attendance Improvement Plan

School attendance is a legal requirement for those registered at a school. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and can lead to educational disadvantage.

Good attendance at school is the single most important factor in ensuring that children and young people have the maximum life chances - attendance is strongly linked to educational achievement. Promoting positive school attendance is therefore **everyone's** responsibility.

When a child attends school on a regular basis, they take an important step towards reaching their full potential, and are given the greatest opportunity to learn new things and develop their skills. Children who miss school frequently can fall behind with their work and do less well in exams. The more time a child spends around other children, whether in the classroom or as part of a school team or club, the more chance they have of making friends and feeling included, boosting social skills, confidence and self-esteem.

Documents distributed to all attendees:

- Copy of pupil attendance
- Meeting agenda
- Action plan

Action Plan: (child's name)

Date of Meeting:

Context:

Pupil perspective. (reasons the pupil is giving for absences)	% attendance including any trends and recurring patterns
Parent perspective	Possible issues preventing attendance (family situation, educational history, support agencies working with pupil etc)
Specific needs (special needs, medical issues etc)	

Name of pupil(s)		Overall aim for attendance: 95% or better			
Current Attendance:		%			
Date set	Target	Date to be met	What the parent(s) will do	What school will do	What the GP will do
	To increase attendance to the following (or better):				

Action plan agreed by

School _____
 Parent/Carer _____
 Pupil (if relevant) _____

Review Date:

Final Review date:

Following Documents given to parents:

1. How parents can help their child have good attendance
2. Further help
3. Is my child too ill for school?
4. Copy of agreed action plan

Attendance Improvement Plan- Final Review Meeting

Name of pupil:

DoB:

Date plan started:

Date of final review:

Attendance at start of plan	
Overall attendance during the academic year (Year)	
Target Set for attendance	
Current attendance at Final Review point	

Decision:

Target met – no further action	
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or

Improvement but target not met – plan to continue - review	
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or

Target not met – referral to Local Authority and request for legal actions to prosecute in the magistrate's court, or consider an Education Supervision Order or Parenting Order, under section 7 of the Education Act 1996	
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Final comment:

Signed	Name	Position
	Allan Lowe	Head Teacher
	Kate Estlea	Deputy Head Teacher
		Parent

Thank you for your on-going support to ensure that (pupil) attends school regularly so that he is able to take full advantage of the educational opportunities available to him at this school.

Kate Estlea
Deputy Head

Allan Lowe
Head Teacher

How parents can help their child have good attendance

- From starting at reception, make sure your child arrives at school on time, every day. This encourages habits of good timekeeping and lessens any possible classroom disruption.
- If your child has to miss school it is vital that you let the school know why, on the first morning of the absence.
- Make sure you are clear about what the school's procedures are for alerting them to absence – call on the first day.
- Know the school's daily routines to avoid issues such as whether they have their PE kit or not.
- Show an interest, attend parent meetings, concerts and other school events and ask about what your children are doing at school.
- Encourage your children to take part in school activities.
- Don't let your children take time off school for minor ailments - particularly those which would not stop parents from going to work.
- Where possible, make appointments after school, at weekends or during school holidays. A morning appointment does not mean a whole day of school should be missed. You should bring your child back to school in the afternoon.
- Take family holidays outside of term time - find out the school's term time dates well in advance and plan holidays around these dates.
- Encourage your children to tell you about any problems they may have at school.
- If you know or think that your child is having difficulties attending school you should contact the school. It is better to do this sooner rather than later, as most problems can be dealt with very quickly.
- Find out regularly your child's attendance and absence record and check that this matches with your own records.
- Acknowledge, praise and reward good or improved attendance, even small successes, e.g. arriving for school promptly, even when the first lesson is their least favourite or if they feel a bit tired.

Supporting Lateness

Are you having problems getting your child to school for any of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their homework
- watching TV
- are worried about a test or presentation to do, or having an assignment/homework to hand in
- it is their birthday.

If so, a set routine can help:

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term.

Why is regular attendance at school important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day. They learn better. They make friends. They are happier. They have a brighter future. Missing school means missing out.

Lateness has a negative impact. Being late can

- Disrupt lessons
- Affect achievement
- Embarrass/upset your child

Being late adds up to loss of learning:

5 minutes late every day adds up to 3 days lost each year

10 minutes adds up to 6 days lost each year

15 minutes adds up to 10 days lost each year

20 minutes adds up to 13 days lost each year

30 minutes adds up to 19 days lost each year

Being on time means not missing out

Please feel free to speak to your child's class teacher or the Deputy Head if you feel you need some help or support with your child's attendance or punctuality. Attendance, including lateness, will be monitored and a meeting with parents/carers of any child whose attendance has fallen below 90% within one half term, or has been persistently late, will be arranged.

Further help

Early Help:

What Early Help means Early Help can mean taking action at an early stage in a child's life or at an early stage in the development of a problem. It is about stepping in as early as possible, either at the first signs of a problem, or even before it becomes apparent, to prevent things getting worse. It is about supporting children and their families and helping them build resilience.

City and Eaton Children's Centre

Sure Start Children's Centres are responsible for delivering services for children under 5 and their families. This includes access to early learning and childcare, family and parenting support, activities such as baby café, breastfeeding support, parent & toddler/stay & play sessions. The centres link with other partners such as Jobcentre Plus, Health Visitors and Midwives to offer support with adult learning, return to work and health related issues. All Sure Start Children's Centres also have a duty to provide access to information and signposting to services for families and children 0-19 and 0-25 for those children with additional needs.

Who to contact:

Telephone 01603 729808

Email emma.broom@actionforchildren.org.uk

Website

www.actionforchildren.org.uk/

Where to go

Address

The Vauxhall Centre

Johnson Place

Norwich

Postcode

NR2 2SA

Facilities

Accessible Parking

Creche

ICT Facilities

Playroom

Stay & Play Sessions

Adult Education

Garden

Learning Facilities

Quiet Area

Baby Facilities

Health Services

Outdoor Play Area

Sensory Room Or Area

Time / Date Details

Monday: 08:50 - 17:00 Sessions

Tuesday: 08:50 - 17:00 Sessions

Wednesday: 08:50 - 17:00 Sessions

Thursday: 08:50 - 17:00 Sessions

Friday: 08:50 - 17:00 Sessions

Other sources of support for families - Families can also get support and information from the following organisations and sources:

- Early Help hubs which can offer help and support to families who might be having difficulties
- Norfolk Family Information Service which provides information and advice on all aspects of childcare
- Children's health and wellbeing
- Education and learning
- Libraries for children and young people
- Activities for children and young people
- Norfolk Directory – a directory of support services and activities in Norfolk

Is my child too ill for school?

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines should help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is my child well enough to do the activities of the school day? If not, keep your child at home.
- Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would I take a day off work if I had this condition? If so, keep your child at home.

Common conditions

If your child is ill, it's likely to be due to one of a few minor health conditions.

Whether you send your child to school will depend on how severe you think the illness is. Use this guidance to help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

- **Cough and cold.** A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether your child should stay off school.
- **Raised temperature.** If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.
- **Rash.** Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- **Headache.** A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea.** Children with diarrhoea and/or vomiting should definitely be kept off school until 48 hours after their symptoms have gone. Most cases of [diarrhoea and vomiting](#) in children get better without treatment, but if symptoms persist, consult your GP.
- **Sore throat.** A sore throat alone doesn't have to keep a child from school. But if it's accompanied by a raised temperature, your child should stay at home.
- **Chickenpox.** If your child has chickenpox, keep them off school for five days after the rash first appears.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>



Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher: Mr Allan Lowe

(date)

Dear Parents/Carers,

Pupil Name:

Attendance this year:

High levels of absence from school are thought to have an adverse effect on children's educational achievement.

I am therefore writing to let you know that our records show that your child has an attendance rate which is below 90%.

Some or all of this absence may be authorised. However, we feel it important you know as a parent what your child's attendance level is, so you can work with the school to improve the attendance level this term.

If the absence is unauthorised, we would expect the attendance rate to improve over the course of this term. If it further declines, we may invite you to work with the school and an Attendance Improvement Officer to help you to improve your child's attendance level.

If you have any questions about your child's attendance at school, please email the school office (office@eaton.norfolk.sch.uk).

Yours faithfully,

Mr Allan Lowe
Headteacher

Learning Together Through Challenge



Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher : Mr Allan Lowe

Second Letter

Dear Parents/Carers

Pupil Name

Attendance this year

High levels of absence from school are thought to have an adverse effect on children's educational achievement.

I am therefore writing to let you know that our records show that your child has a continued attendance rate which is below 90%.

Some or all of this absence may be authorised. However we feel it important you know as a parent what your child's attendance level is, so you can work with the school to improve the attendance level this term.

If the absence is unauthorised, we would expect the attendance rate to improve over the course of this term. If it further declines we may invite you to work with the school and an Attendance Improvement Officer to help you to improve your child's attendance level.

If you have any questions about your child's attendance at school, please email the school office (office@eaton.norfolk.sch.uk).

Yours faithfully

Mr Allan Lowe
Headteacher

Learning Together Through Challenge



Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher: Mr Allan Lowe

(date)

Dear Parents/Carers

Late Arrivals – _____ (date range)

High levels of lateness to school are shown to have an adverse effect on children's educational achievement.

I am therefore writing to let you know that our records show that _____ has been late on _____ or more occasions between _____ and _____ 2019.

I look forward to seeing an improvement in _____ attendance forthwith.

Yours faithfully

Mr Allan Lowe
Headteacher

Learning Together Through Challenge

Eaton Primary School is part of the Evolution Academy Trust which is an exempt charity and a company limited by guarantee, registered in England and Wales with company number 08158619.

The Registered Office is at Suite 1, Keswick Hall, Norwich. NR4 6TJ

APPENDIX C

Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher : Mr Allan Lowe

Dear

ATTENDANCE IMPROVEMENT MEETING

RE: Child's name
DOB

Over the academic year, (child's name) attendance at Eaton Primary School has caused concern. An initial letter was sent to you informing you of this attendance concern and no significant improvement has been seen. Your child's attendance is currently (%).

I would like to invite you to an Attendance Improvement meeting to discuss our concerns. At this meeting, we will be putting together an action plan to support an improvement in (child's name's) attendance.

This is a formal meeting and if you fail to attend and there is no significant improvement in your child's attendance the case will be referred to the Local Authority who will consider taking legal action against you in the Magistrates' Court.

The Attendance Improvement Meeting will be as follows:

Time:
Date:
Venue:

Yours sincerely,

Kate Estlea
Deputy Head, Designated Safeguarding & Attendance Lead

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APPENDIX D



Eaton Primary School



Duverlin Close, Norwich, NR4 6HS
office@eaton.norfolk.sch.uk
01603 502454
Headteacher: Mr Allan Lowe

Dear (Parent/Carer)

ATTENDANCE IMPROVEMENT MEETING

RE: (Child's Name)

I am sorry that you were unable to attend the arranged meeting on (date).

The meeting was arranged to discuss an action plan with you in order to support improved attendance of your child.

We will now continue to review and monitor (child's name) attendance over the next 6 school weeks.

(Child's name) must attend every day.

If (child's name) is not able to attend school we will require medical evidence such as a doctor's note, prescribed medication or an appointment card.

Failure to ensure that your child attends school regularly could lead to legal proceedings being taken against you.

If you have any issues you would like to discuss regarding your child's attendance please contact the school.

Yours sincerely

Kate Estlea
Deputy Head, Designated Safeguarding & Attendance Lead

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