



HANHAM PRIMARY FEDERATION

TWO DISTINCT SCHOOLS
ONE **AMBITIOUS** JOURNEY



Attendance Policy

The school will review this policy **every year** and assess its implementation and effectiveness throughout the school.

Table of Changes:-				
Date	Name	Page No	Section	Change
September 2025	Gabby Howells	n/a	n/a	No changes

Signed (Chair):	Name: Andy Watson	Date: September 2025
Signed (Head):	Name: Gabby Howells	Date: September 2025
Author: Gabby Howells - Headteacher		
Last Ratified by LGB	Date: September 2025	
Review Date: September 2026	Next Review Date: Sep 2026	

Hanham Primary Federation Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Attendance Policy	DATE:	September 2025
EIA CARRIED OUT BY:	Gabby Howells	EIA APPROVED BY:	Gabby Howells

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	No impact	
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	Considered within policy	
Gender reassignment (transsexual)	No impact	
Marriage and civil partnership	No impact	
Pregnancy and maternity	No impact	
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	No impact	
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Considered within policy	
Sex (male, female)	No impact	
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	No impact	

Any adverse impacts are explored in a Full Impact Assessment.

1. Rationale

At Hanham Primary Federation, we are committed to ensuring that all learners benefit from the opportunities available to them at school as we prepare them to be **lifelong learners**. Central to this commitment is our vision statement: ‘Celebrating and inspiring a lifelong love of learning in an ever-changing world.’

By fostering **respect, perseverance, responsibility, independence** and **enjoyment**, we aim to equip our learners with the skills and mindset needed to thrive in a dynamic and evolving future. Our dedication to creating a nurturing, inclusive, and inspiring educational environment ensures that every child is empowered to achieve their full potential and embrace learning as a **lifelong journey**.

2. Legal Duties

This policy is informed by the following guidance and legislation:

- Education Act 1996
- The Education Regulations DfE 2006, 2007, 2013
- Working Together to Safeguard Children DfE 2023
- Keeping Children Safe in Education DfE 2024
- Working Together to Improve School Attendance DfE 2024
- School Attendance Regulations DfE 2024
- South Gloucestershire Council Code of Conduct – Penalty Notices 2024

3. Purpose

The purpose of this policy is to outline the procedures for promoting good attendance. This policy includes:

- Responsibilities of all parties
- Registration processes
- Absence reporting and management
- Attendance monitoring and strategies to promote good attendance
- Procedures for children missing in education, leaving school or on reduced timetables
- Details of the National Framework for Penalty Notices and how these should be used

4. Responsibilities

The Education Act 1996 states that parents/carers have the primary responsibility for ensuring that registered learners of school age attend school regularly and punctually and that they receive an education suitable for their aptitude and ability.

Hanham Primary Federation has a legal responsibility for maintaining admission and attendance records. The attendance register will be taken twice a day. The school has a responsibility for reporting absence to the Local Authority. We also have a safeguarding responsibility and duty of care for all learners.

Hanham Primary Federation will:

- Develop and maintain a whole-school culture that promotes the benefits of high attendance;
- Build strong relationships with the families we serve and seek to understand barriers to attendance, working in partnership to remove them;
- Encourage our learners to be independent young people and, at an age appropriate level, to be responsible for their attendance and punctuality;
- Regularly monitor and analyse attendance and absence to identify learners/groups requiring support, paying particular attention to vulnerable learners or those absent due to ill health and/or additional need;
- Share information and work collaboratively with school partners;
- Implement this policy and review it regularly in line with any local or national guidance.

Attendance Roles within Our Federation

1. **Attendance Administrator:**
 - o Managed by the HPF Admin team.
 - o Responsible for logging access and collating requests related to absence.
2. **Family Champion:**
 - o Role held by Mrs Dimond.
 - o Available as the first point of support for families.
3. **Attendance Champion:**
 - o Role held by Mrs Lees.
 - o Monitors absence and lateness.
 - o Leads initial School Attendance Meetings (SAMs).
4. **Education Welfare Officer (EWO):**
 - o Joins the Attendance Champion for SAMs to provide additional support and guidance.
5. **Attendance Officer:**
 - o Role held by Mrs Howells.
 - o Oversees the entire attendance monitoring process.
 - o Makes the final decision on issuing penalty notices.

Contact can be made via the school office in person, over the telephone: 01454 866576 or via email: samuelwhites@hanhamprimaryfederation.org or hanhamabbots@hanhamprimaryfederation.org

5. Registration

At Hanham Primary Federation, the registration periods will be:

8.30am for Little Leaves Nursery

8.45am for KS2

8.45-9am – EYFS and KS1

12pm – for Little Leaves Nursery

1:00pm for YR- Y6

Class teachers will take a register to record who is present and absent using the electronic registration system every morning at the above times. The class teacher will mark on the register those learners present and leave a blank mark for any absent learners. The school-based Attendance Administrator will update the registers using the codes stated in the Department for Education's guidance on school attendance to record the given reason for absence. If the electronic register fails to work, staff will take a paper register that will be processed by the school-based Attendance Officer.

The total number of learners present in each session will be recorded on the fire cards in each classroom. The Federation Administrator will print out a fire attendance list each day which will be kept in the fire drill folder in the main office so that all learners can be accounted for in an evacuation in case of failure of the electronic register or connectivity issues arising.

6. Late Arrivals

Any arrival after 9am or 12:00pm / 1:00pm will be registered as late and marked accordingly using the 'L' (late before registration is closed) code. Arrivals after 9:55/9.10am or 12:40/ 1:10pm will be recorded using the 'U' (late after registration is closed) code.

Learners arriving after 8.40am in Nursery, 8.45am KS2, 9am EYFS/ KS1 or in the afternoon session will enter school via the main office and will be recorded as present using the school's electronic sign-in system. All entries will be dated, timed and reasons for lateness recorded. This will be available for inspection by the Educational Welfare Service and used to reconcile the class register in the event of an evacuation.

7. Persistent Lateness

At Hanham Primary Federation, no time is wasted and learning begins as soon as learners are registered, therefore if a learner arrives late they will miss essential teaching input. Arriving late can also be unsettling for the learner and may cause disruption in the classroom.

We will therefore monitor late arrivals and should patterns of persistent lateness be noticed, contact will be made with you either through informal discussions or a standard issue letter to raise awareness of our concerns [Appendix 5]. Should there be no improvement after this point, an invitation to a 'School Attendance Meeting' may be extended. These meetings are intended to explore any potential barriers to punctual attendance so that measures can be actioned to help.

If there are ten 'U' coded late marks (late after registration is closed at 9:10am for the morning session or 12:40pm / 1:10pm for the afternoon session) within a ten week rolling period, the Local Authority can issue a Penalty Notice warning letter leading to a fixed penalty fine.

8. Absence from School

There are only two categories of absence from school:

Authorised – approved

Unauthorised – not approved

Absence will be recorded using the codes stated in the Department for Education's guidance on school attendance.

Only the headteacher (or their delegate) can approve an absence from school. That is the law.

Absence can be authorised if:

- The learner is ill. The school may consider completing a home visit to offer support and check on the welfare of the learner during periods of sickness absence. If your child is ill for three consecutive days, you should contact the GP on the third day.
- The learner is attending an urgent medical appointment at hospital or the orthodontist. Non-urgent, routine appointments should be made for after school hours or during the school holidays. Should urgent appointments be unavoidable in the school day, medical evidence of the appointment time will be requested.
- The absence occurs so that the learner could take place in a religious observance set apart by the religious body to which the parent/carer belongs. If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school will only authorise one day of absence.
- The absence is requested for exceptional circumstances. This is decided at the headteacher's discretion. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
- The learner is excluded from school.

Absence will be unauthorised if:

- No explanation is forthcoming. The school should be informed on the first day of any unplanned absence or in advance of any planned absence.
- The school is dissatisfied with the explanation or additional evidence comes to light which calls into question the explanation provided.
- The learner is absent for unexceptional special occasions.
- The learner is on a family holiday.

All absence – authorised and unauthorised – will be analysed and subject to challenge to ensure that any concern regarding frequency, pattern or validity is acted upon swiftly and to ensure safeguarding responsibilities are met.

Supporting Attendance

Working in partnership with our families is the most effective way forward to secure positive outcomes. Therefore where patterns of unauthorised absence, including 'broken weeks' (a week where there is at least one late or absent mark in the register) have been identified, we will seek to engage with families and offer support. Initially this will be through informal discussions or a standard issue letter to raise awareness of our concerns. Where efforts to address attendance have not led to an improvement, consideration will be given to a more formalised process [Appendix 1].

9. Planned Absence

Advance notification of absence must be submitted in writing to the school, via the school-based Attendance Officer, no later than 2 weeks in advance of the first planned day of absence. If a parent feels that there are exceptional circumstances that support this notification for a leave of absence, they must put this in writing to the Attendance Officer.

With the exception of the reasons for authorised absence which are outlined above in Section 8, all absence requests will be coded as 'unauthorised' unless a decision is made by the headteacher to authorise the absence (in which case you will receive notification of this decision). Following updates to national guidance, holiday absence can no longer be considered as an exceptional reason under any circumstances and will not be authorised.

Medical Appointments – routine and non-urgent appointments must be made after school time or during holiday periods. Specialist or emergency appointments should be made outside of the school day or after 2:30pm where possible although we acknowledge that for some hospital and orthodontic appointments this may not be possible. In these circumstances, proof of unavoidable appointments must be provided to school. Our expectation is that the minimum amount of learning time is lost. We will seek an explanation from parents where a whole day is missed for medical appointments.

Holiday or leave of absence - no holiday will be authorised during term time. All holidays taken will be recorded as unauthorised.

10. Unplanned Absence and Illness

Parents and carers are expected to contact the school on the first day of absence and each day thereafter informing the school of the reason for absence and the expected date of return to school. This will be recorded in the electronic registration system, the school will decide whether to record the absence as authorised or unauthorised.

The NHS website has a useful guide for parents about when it is safe for children to attend school and when they should be kept at home to stop the spread of infectious diseases. This can be found [here](#) [Appendix 2].

Parents are required to contact their child's GP should an illness persist for more than three days to seek medical advice.

Where calls have not been received by the end of registration, a call home will be made to enquire as to the learner's whereabouts, this is to ensure that all learners are accounted for under our safeguarding duties. If parents cannot be reached, other named adults on the learner's contact list may be used to try and establish the learner's whereabouts. If the learner is subject to a child protection plan or there are safeguarding concerns, the school will contact the named social worker on the first day of absence. The school may also deem it necessary to contact the police to request a welfare check or a member of staff or our Educational Welfare Officer may conduct a home visit.

Supporting Attendance

Working in partnership with our families is the most effective way forward to secure positive outcomes. Therefore where a learner is identified as having frequent absence from minor illnesses, a School Attendance Meeting will be arranged to discuss this matter and agree solutions to support a good level of attendance. Where attendance does not improve and the parent or carer maintains that absences are the result of ill health, yet no evidence of this is provided by a clinician, the school may choose not to authorise such absences.

All learners are likely to experience bouts of illness from time to time but some learners will be managing chronic or more serious medical conditions that impact on their attendance. We will support learners and their families in these circumstances.

Where a learner is not medically well enough to attend school, and this has been evidenced by a medical professional, a referral will be made to the Local Authority who will seek to provide education other than at school for learners who are South Gloucestershire residents.

11. Promoting Good Attendance

At Hanham Primary Federation, we value attendance. We have robust processes for managing absence and for supporting families where a learner's absence is causing concern [Appendix I]. We do not however see securing good attendance as a singular issue and our efforts to improve attendance link with our work on curriculum; behaviour; bullying; support for learners with additional needs; pastoral support; and mental health and well-being provision.

We regularly communicate to our learners the importance of coming to school on time every day; this is to develop a growing sense of personal responsibility, at an age-appropriate level, for their attendance and punctuality.

We celebrate good levels of attendance in our whole-school assembly by recognising the family groups with the highest levels of attendance each week.

Communications are provided for our families to remind parents of the importance of regular attendance and punctuality and to also signpost sources of support both within school e.g. our Family Support Worker and beyond e.g. resources and workshops provided by external partners such as South Gloucestershire Parents and Carers to support with attendance matters. We often use visuals and simple representations

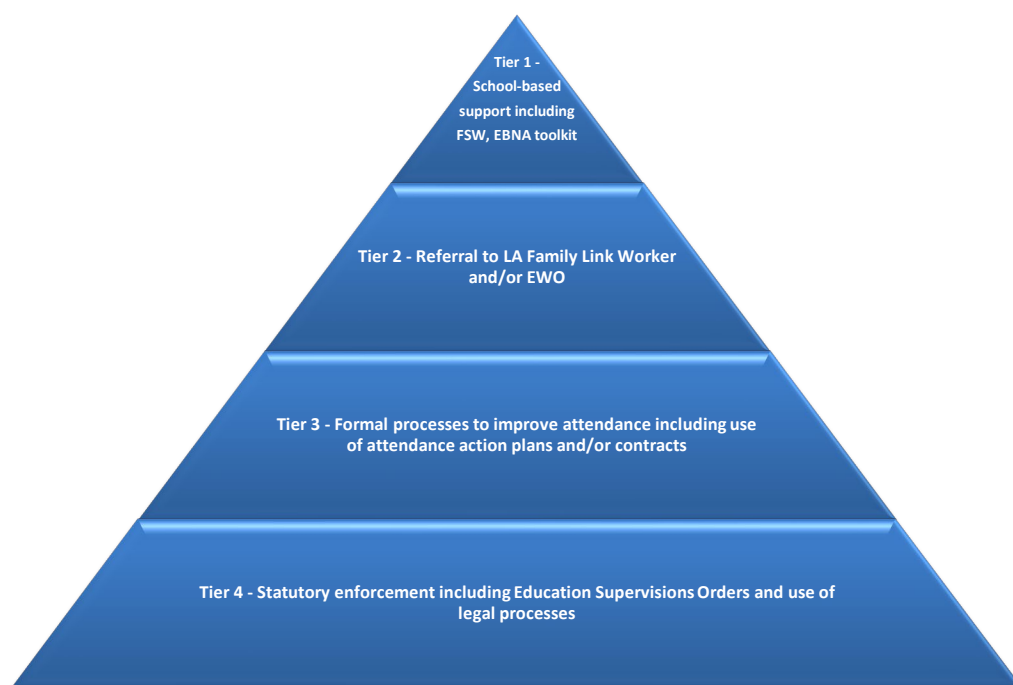
of lost learning time as a result of absence to illustrate the impact this can have on our learners [Appendix 3].

12. Support for Learners

We believe that poor attendance is a symptom of a wider issue for our learners. We also know that regular attendance at school is vital for our young people's academic and social development which will secure their futures. As such, we view seeking to understand and remove any barriers to attendance as supporting and improving a learner's overall wellbeing both now and into their future.

A number of routes of support will be offered in the first instance such as an opportunity to discuss any particular barriers with your child's class teacher or engagement with our Family Support Worker who has undergone specialist training in strategies to improve attendance. There may, at times, be a need for external support to be sought and the school will always seek to obtain consent from parents prior to any external intervention. Any interventions will be closely monitored for impact and adjustments will be made where necessary.

Support Tiers



The school Attendance Officer, Education Welfare Officer and Senior Attendance Champion undertake regular monitoring of attendance data. This involves analysing the data for patterns or trends relevant to individuals and/or groups of learners. This allows us to provide support at a wider level, for example improving provision for a specific group to enable stronger levels of attendance.

Hanham Primary Federation recognise that some learners may experience particular barriers to attendance as a result of additional need. The school are committed to working alongside families to make short-term or long-term reasonable adjustments to our processes and policies that may support regular attendance or overcome barriers to school.

13. Penalty Notices [Appendix 4]

Penalty Notices may be issued by the Local Authority to one or both parents/carers regarding each of their children if ten school sessions (one session equals either a morning or afternoon) of unauthorised absence are accumulated.

This includes where ten school sessions of unauthorised absence are accumulated due to a holiday. Furthermore, if an unauthorised absence or illness is taken either side of a holiday request, this will be counted towards the holiday absence for the purpose of issuing fixed penalty fines.

This also includes where ten school sessions of unauthorised absence ('O', 'G' or 'U' codes) are accumulated in any combination in a rolling ten week period. In this instance, the school will seek to engage with parents and carers in the first instance. A notice to improve may be issued as part of this process and, if unauthorised absence persists, a Fixed Penalty Notice may be issued by the Local Authority.

Any person with day to day care of the child may be issued with a Fixed Penalty Notice, this could include grandparents, step-parents and partners.

The fine amount is £160 per parent. For a first Penalty Notice issued within three years, the amount can be reduced to £80 if paid within 21 days of issue. For a second Penalty Notice, the charge is £160 and there is no reduction if paid within 21 days. Details of how to pay are printed on the Penalty Notice.

If the threshold for a Penalty Notice is met for a 3rd time within a three year period, an alternative action may be considered. This may include legal action.

14. Children Missing in Education

Hanham Primary Federation recognises that children missing education can signal a range of safeguarding concerns. The school follows the South Gloucestershire policy for 'Children Missing in Education'. Where a learner is missing from school and a reason for absence has not been received after five days, the school will contact the Local Authority and report the learner as 'missing in education' using the referral form provided. School staff or the Education Welfare Officer may also be deployed to conduct a home visit to attempt to determine the whereabouts of the learner.

15. Removal from Role

There are specific grounds as to when schools may remove learners from their admissions register as outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. The Local Authority must be notified as soon as the grounds for removal are met.

If the learner has left the school without explanation and there are concerns about their welfare, we will contact social care immediately. If there are concerns that a learner may be at risk of Child Sexual Exploitation, Female Genital Mutilation or radicalisation, we will contact social care, the police and/or Channel teams immediately.

If we are told that the learner is leaving to attend another school, we will seek to establish a new address for the learner, the name and address of their new school and the date that they intend to start there. Once confirmation has been received that the learner has started at their new school, the admissions register will be updated and a Common Transfer File (CTF) will be completed.

16. Reduced Timetables

All children of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a reduced timetable to meet a learner's individual needs and this decision is made by the headteacher with parental agreement. A reduced timetable is time-limited and must not be treated as a permanent arrangement. It should form part of a wider package of support for a learner. Reduced timetables will be regularly reviewed within the time limited period.

Where a learner has a social worker, the school will keep them informed and involved in the process of setting and reviewing the timetable. If a learner has an education health and care plan, the school will discuss any part-time timetables with the Local Authority so that any support package can be reviewed swiftly.

The school will mark the sessions where a learner is not expected to attend as an authorised absence (Code C2).

Appendix 1 – Stages of Engagement with Families

STAGE	THRESHOLD	CONTACT
Stage 1	Where there are no prior concerns regarding attendance.	Class Teacher – Informal Contact Your child's class teacher will raise with you their concerns about attendance and the impact this is having on your child's learning and/or well-being. They will offer support and signposting, including to the school's Family Support Worker, as needed to address any barriers to attendance.
Stage 2	Where attendance is causing a concern. This	Monitoring Letter

	will usually be if attendance has fallen to below 90%.	This letter will explain that attendance has fallen below the school's expected threshold. Attendance will be monitored for a period of four weeks with the expectation that there is an improvement.
Stage 3	Insufficient improvement in attendance.	School Attendance Meeting with Helen Lees and EWO You will be invited to attend a meeting to explore the impact and reasons for absence and possible solutions to support improvement. - A school attendance action plan or contract will be written. An EHAP may be considered. - No further absence will be authorised unless medical evidence is provided. - Attendance is monitored for four weeks. - Families will also be given information about the possibility of a Fixed Penalty Notice. - A review period will be set.
Stage 3 continued	Insufficient improvement in attendance since school attendance meeting.	School Attendance Meeting Review with Helen Lees, EWO and Gabby Howells You will be invited to attend a meeting to explore the impact and reasons for absence and possible solutions to support improvement. - School attendance action plan or contract will be reviewed. - A formal attendance process may begin and a 'notice to improve' may be issued. - Further engagement with external agencies e.g. social care may be sought.
Stage 4	Insufficient improvement in attendance since school attendance meeting.	Attendance Panel Meeting You will be informed that a panel meeting is due to take place. The outcome of this meeting may be to advise of the commencement of legal processes.
Stage 5	If insufficient improvement after 4 weeks of Final Panel meeting.	Attendance Review Meeting This meeting is chaired by a Local Authority representative. The LA will consider pursuing a legal process. Other agencies may be contacted.

When should my child return to school?

Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
	Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*	


 This information is based on the [Public Health Agency guide - full copy here](#)

*No need to stay off but school or nursery should be informed.



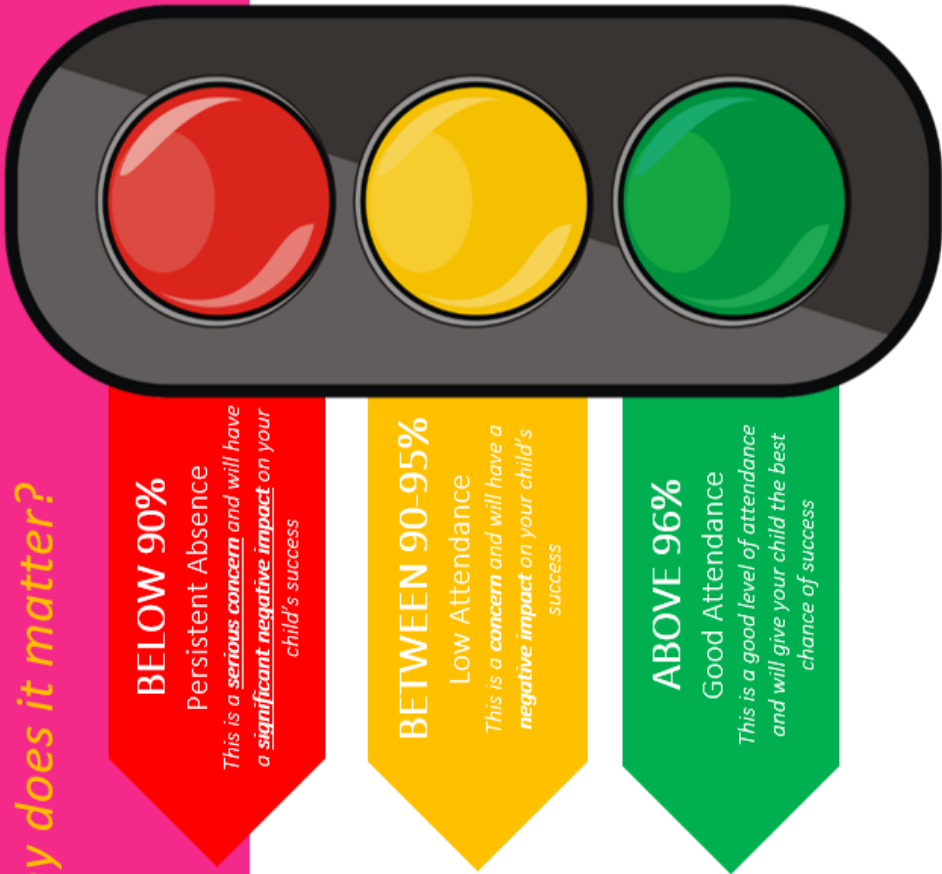
Attendance

Why does it matter?



ABSENCE FROM SCHOOL

Children are required by law to attend school.
The Government states that every child's attendance should be at least 95%.
Our whole school attendance target is 96%.



How do you measure up?

You can use the Arbor app to check your child's attendance %.

Attendance	Days Absent	Weeks Absent	Lessons Missed
100%	0	0	0
98%	3	Less than 1	15
96%	7	Over 1	35
90%	18	Over 3	90
85%	28	Over 5	140
80%	37	Over 7	185

National Framework for Penalty Notices

National Threshold

There is a national threshold for when a Penalty Notice referral to the Local Authority must be considered by all schools in England. **This threshold is ten sessions (usually equivalent to five days) of unauthorised absence within a rolling ten school-week period.**

The sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The ten school-week period can span over different terms and school years.

Penalty Notices will continue to be issued per parent per child.

For example: two parents with three children would receive a total of six Penalty Notices.

Please note: For parents that are separated/divorced each parent receives the Penalty Notice.

First Occurrence

The first time a Penalty Notice is issued for a term-time holiday or intermittent school attendance* the charge will be:

£160 per parent, per child, paid within 28 days.

Reduced to £80 per parent, per child, if paid within 21 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution).

Second Occurrence

(Within three years of first occurrence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within three years of the first Penalty Notice, this will be charged at:

£160 per parent, per child, paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution).

Third and Further Occurrences

(Within three years of the first occurrence)

The third time that an occurrence is committed for either term-time holiday and/or intermittent attendance, a Penalty Notice will not be issued and the case may proceed straight to prosecution under the single justice procedure.

If found guilty of the occurrence: 'failure to secure their child's regular attendance at a Dear School', the magistrates can impose a fine up to £1000 and issue a criminal record.

Re: Lateness Letter XXXXX

As the Education Welfare Officer for Hanham Primary Federation, I regularly monitor school attendance. I would like to make you aware that XXX has XX 'U' codes, which means they have arrived late after the school's registration has closed at 9:05am.

Therefore, XXX is marked absent on the school's register and will receive an unauthorised absence registration mark for the whole session. It is important to ensure XXX attends school on time every morning. Please note a 'U' code affects your child's attendance along with authorised absences.

Over the next four weeks we will monitor your child's punctuality and would expect to see an improvement. At the end of this time, if I still have concerns, then I will invite you to a School Attendance Meeting where we can evaluate if further support needs to be put in place.

Please note that if a learner receives ten 'U' codes in a rolling ten-week period, the Local Authority can issue a Penalty Notice warning letter leading to a fixed penalty fine.

Yours sincerely,



Jag Singh
Education Welfare Officer

Appendix 6 – Attendance Monitoring Letter

Dear Parent/Carer,

Re: Attendance Monitoring Letter XXXXX

The government sets a school attendance target of 96.1%. I have noticed that your child's attendance is XX% which is below the target set.

It could well be that there is a valid reason for these absences, illness for example, which you may have already shared with the school. However, I am sure that you, like myself and the school, wish to provide the best opportunities for your child and educational research shows that there is a strong link between good attendance and levels of attainment and achievement.

Over the next four weeks we will monitor your child's attendance and would expect to see an improvement. At the end of this time, if I still have concerns, then I will invite you to a School Attendance Meeting where we can look in more detail at these absences and evaluate if further support needs to be put in place.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely,



Jag Singh
Education Welfare Officer

Appendix 7 – Attendance Meeting Invite Letter

Dear Parent/Carer,

Re: School Attendance Meeting XXXXX

As the Education Welfare Officer for Hanham Primary Federation, I regularly monitor school attendance. I recently wrote to you to share my concern regarding XXX's attendance which is currently XX% and not showing significant improvement.

I would like to invite you to attend a School Attendance Meeting to discuss how we can work together to improve XXX's attendance with myself, Sukhi Singh, on:

Date: XXXX

Time: XXXX

I would expect the meeting to last for approximately 20 minutes. Should you not be able to make this meeting, please let the school know as it may be possible to rearrange to a more convenient time. However, if not, then the meeting will still go ahead in your absence and I will let you know the outcome, including any actions put in place.

Please be aware that although this is a formal meeting, its main purpose is to support you in helping to improve your child's attendance. These meetings have proved to be very successful in the past and I feel positive that we can work together successfully.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely,



Jag Singh
Education Welfare Officer

Appendix 8 – School Attendance Meeting Review Invite Letter

Dear Parent/Carer,

Re: School Attendance Meeting Review XXXXX

Following our recent school attendance meeting to look at ways to improve XXX's attendance, I regret to share with you that I still have concerns as XXX's current attendance is XX%.

I would therefore like to invite you to a School Attendance Meeting Review where we will revisit our plan and see if further actions should be put in place. This meeting will take place at school on:

Date: XXXX

Time: XXXX

I would anticipate that this meeting is likely to take around 30 minutes. At this meeting I will also ensure that your legal responsibilities are clearly explained to you.

Should you not be able to make this meeting, please let the school know as it may be possible to rearrange to a more convenient time. However, if not, then the meeting will still go ahead in your absence and I will let you know the outcome, including any actions put in place.

Once again, please be aware that although this is a formal meeting, its main purpose is to support you in helping to improve your child's attendance. These meetings have proved to be very successful in the past and I feel positive that we can work together successfully.

Of course, as always, if you wish to discuss this further, please feel free to contact me.

Yours sincerely,



Jag Singh
Education Welfare Office

Appendix 9 – Attendance Panel Meeting Invite Letter

Dear Parent/Carer

Re: Attendance Panel Meeting XXXXX

Following our recent School Attendance Review Meeting to look at ways to improve XXX's attendance, I am disappointed to note that there has been no significant improvement since then, and that XXX's current attendance is X%.

It is an offence (contrary to Section 444 of The Education Act 1996) for a parent to fail to ensure their child's full time education – the maximum penalty for such an offence may be up to £2,500 per parent and/or three months imprisonment. I have requested a formal Attendance Panel Meeting to support you in ensuring that you meet your legal responsibility. This meeting will take place at school on:

Date: XXXX

Time: XXXX

It is very important that you attend this meeting as failure to do so may result in action being agreed without your consent.

Should you require further information or wish to discuss this further, please feel free to contact me.

Yours sincerely,



Jag Singh
Education Welfare Officer

Appendix 10 – Attendance Panel Review Meeting Invite Letter

Dear Parent/Carer,

Re: Attendance Panel Review Meeting XXXXX

Following our recent Attendance Panel Meeting to look at ways to improve XXX's attendance, I am disappointed to note that there has been no significant improvement since then, and that XXX's current attendance is XX%.

As previously explained to you, it is an offence (contrary to Section 444 of The Education Act 1996) for a parent to fail to ensure their child's full time education – the maximum penalty for such an offence may be up to £2,500 per parent and/or three months imprisonment.

I have requested a formal Attendance Panel Review Meeting to support you in ensuring that you meet your legal responsibility, and I will also invite a representative of the Local Authority to attend this meeting. This meeting will take place at school on:

Date: XXXX

Time: XXXX

It is very important that you attend this meeting as failure to do so may result in action being agreed without your consent.

Should you require further information or wish to discuss this further, please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Jag Singh', written over a light blue horizontal line.

Jag Singh

Education Welfare Officer