



Attendance Policy

Highwood Primary School



Approved by:	Wendy Sabaroche, Chair of Governors	Date: September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	



Version	Date	Approved by governors	Description
1	Sept 2013	16.12.13	Model Policy from WBC
2	May 2016	16.05.16	Policy reviewed no changes made
3	Jan 2018	29.01.18	Policy reviewed and significant changes made.
4	May 2019	03.06.19	Policy reviewed and changes made
5	Nov 2019	09.12.19	Autumn 1 letters added
6	Sept 2020	05.10.20	COVID-19 updates
7	May 2021	07.06.21	Reviewed
8	Oct 2024	14.10.24	Policy reviewed and changes made
9	Sep 2025	September 2025	Added details of safeguarding home visits and the pupil attendance plan template now used at meetings with parents.

This policy is due for review on: September 2026

Attendance Policy

Highwood Primary School

Department for Education guidance School attendance (2014) Schools should:

1. Promote good attendance and reduce absence, including persistent absence
 2. Ensure every child has access to full-time education
 3. Act early to address patterns of absence.
- Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly.
 - All pupils must be punctual to their lessons.

Executive Summary for Parents:

Definition of a Parent:

Section 576 of the Education Act 1996 defines 'parent' as:

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child
- Any person who, although not a natural parent, has care of a child (having care of a child means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child) is considered to be a parent in education law

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- contact us as soon as possible, by 9.15am at the latest on the first day of absence either by:
 - Phoning school to inform the admin team
 - Leaving a message on the school's answering machine
 - Coming into school and informing the admin team.
 - Send a message via the school's Arbor APP
- In whatever way you contact us, a detailed reason is needed e.g. instead of unwell say what is wrong. For example, Jonny has an ear infection.
- A child who displays sickness/diarrhoea must not come to school until 48 hours after these symptoms have passed

If your child is absent we will:

- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance. It is possible that if we have not had contact from you a staff member may do a home visit.
- call you on the second day of absence (this will be done by the Attendance Officer)

- invite you in to discuss the situation with your child's class teacher; the Attendance Officer or with the Deputy Head if absence persists.
- as a school we can refer your child to the Education Welfare Service if we feel there is reason to be concerned about your child's level of attendance

This school's Attendance Policy is based upon the requirements contained within the following:

- The Education Act 1996;
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013;
- The Education (Penalty Notices) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013; and
- Department for Education Guidance as from time to time issued in respect of school attendance matters.

Introduction

The Education Act 1996 requires parents /carers to ensure their child receives an efficient full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise. The Supreme Court has determined that 'regular' attendance means that which is ***"in accordance with the rules prescribed by the school"*** (Isle of Wight Council v Platt) (6th April 2017).

Rationale/statement of intent:

For a child to reach their full educational achievement a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school successful. Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to strive for all children to be in school every day. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- statistics show a direct link between under-achievement and poor attendance
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with

- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Operating the policy:

In order to promote good attendance, we will:

- provide information on all matters related to attendance in our regular bulletins, newsletters and through our website / app
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- promote good attendance by celebrating class achievements
- reward good or improving attendance through personalised individual letters
- set targets for the school for attendance and display these in our school promotional material including our weekly newsletter

Roles and responsibilities:

A member of the Senior Leadership team and the Attendance Officer will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. These people will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence.

Expectations

We expect that all pupils will:

- Attend school every day for the entire duration of the academic year unless there are good reasons for their absence;
- Arrive at school on time;
- Be appropriately prepared for the day; and
- Bring to the attention of their class teacher and/or Attendance Officer any issues that may affect their school attendance.

We expect that all parents/carers will:

- Ensure they are fully aware of the school's attendance policy, their legal responsibilities with regard to their child's education and the requirement to ensure their child's regular attendance at school;
- Ensure their child attends school every day throughout the academic year unless school has approved the leave of absence;
- Ensure their child arrives punctually and prepared for the school day;
- Contact the school each day if their child is unable to attend due to illness or any other unavoidable circumstance;
- Attend an attendance meeting in school if your child's attendance falls below 90%, including providing medical evidence where requested. A Pupil Attendance Plan will be completed, actions agreed and reviewed on a regular basis;

- Avoid making medical, dental or other appointments during the school day;
- Notify school of any issues that may affect their child's attendance; and
- Advise school immediately of any changes to contact details.

School staff will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any pupil's or parent's/carer's concerns
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual pupils' attendance and punctuality
- Contact parents/carers when a pupil fails to attend and where no message has been received by 9:15am, to explain the absence
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Regularly inform parents/carers of the attendance percentage of all pupils (parent's evenings, end of year reports etc.)
- Work with parents/carers when there are concerns over a pupil's lack of regular attendance
- Make initial enquiries regarding pupils who are not attending regularly
- Meet regularly with the Education Welfare Office (EWO) to monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order
- Notify the Education Welfare Service when a pupil fails to attend school regularly or when a pupil has missed 10 school days or more without permission: this being a legal requirement; and
- Where absences persist then a formal referral should be made to the Education Welfare Service which may result in the issue of a Penalty Notice or prosecution in the Magistrates' Court.
- **We may also carry out ad-hoc 'safe and well' home visits for the purpose of promoting attendance and ensuring pupil safety. At Highwood we regard regular attendance as very important to assist in your child's progress, therefore visits at your home could be necessary to provide relevant support and/or advice.**

Staff at Highwood are aware that for some families there may be barriers to good attendance such as health and financial matters. The Pastoral team (Family Support Worker and Attendance Officer) will try to support a family to develop a plan and manage barriers. This could include breakfast club, providing school uniform and signposting parent/carers to supporting agencies.

Monitoring attendance

Monitoring Attendance at Highwood Primary School

Every Child's attendance is monitored and recorded across the whole year. Every 3 weeks we look at your child's attendance percentage and registration certificate.

If you child's attendance falls below:

< 96%

You will receive a phone call from your child's class teacher. If it doesn't improve you will receive a letter.

< 93%

You will receive a letter about your child's attendance.

< 90%

You will be invited to a meeting to discuss your child's attendance.

As a school we will work with you to help improve your child's attendance. During the attendance meeting we will set you an individual 4 week target. We will set a review meeting at the end of the 4 week period.

Every term Educational Welfare (EWO) meet with the school to discuss all pupils who's attendance has fallen below 90%.

Authorised and Unauthorised Absence

Authorised absence is when the school accepts the explanation offered as satisfactory justification for the absence OR has given approval in advance.

Unauthorised absence is when school does not accept an explanation as being reasonable justification for the absence, OR when no explanation has been provided despite a written request being sent to parents/carers, OR when the Headteacher has not approved a parent's/carer's request for leave of absence.

Parents/carers should be aware that it is the Headteacher's decision whether to authorise an absence or not. In the case of long term or frequent absences due to illness or a medical condition, supporting medical evidence may be requested. This could be in the form of a date stamped compliment slip from a doctor's surgery or a copy of a prescription. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for any cost.)

Punctuality / Lateness

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8:45am and all pupils are expected to be in school at this time. Morning registration closes at 8:55am. Classrooms are open to children from 8.35am, as part of a soft start approach.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Pupils arriving after registers have been closed will be coded L if they arrive before 9:25am.
- Arrival after 9.25am will be marked as unauthorised absence and coded U in line with Wokingham Borough Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action. Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered.

Punctuality at Highwood Primary school

- The Attendance Officer will be present in reception once the gates have closed and speak to you as to why your child is late and you will be required to complete a late register detailing why your child is late.
- Persistent lateness will result in a phone call and follow up letter from the Attendance Officer
- Over every half term if your child has 6 or more late days you will be invited to a meeting with the Attendance Officer to discuss your child's punctuality
- If a child is persistently late on more than 10 occasions in a 10-week school period we can refer the case to the Education Welfare Officer for a fixed penalty fine.

Pupils Leaving During the School Day

- Pupils are not allowed to leave the premises without prior permission from the school.
- Parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time.
- Pupils must be signed out at the School Office on leaving the school and signed back in on their return.
- When a pupil is being collected from school, parents/carers are requested to report to the School Office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to make any contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

At Highwood, we will place your child into the after-school club and provide the parent/carer with the bill for the session used.

Term Time Leave of Absence

At Highwood, we believe term time absences should be actively discouraged. Our purpose is to ensure pupils achieve their full potential and there is a clear link between poor attendance and underachievement. However, we also recognise that there may be occasions when a parent/carer considers there are extenuating or compassionate reasons for such absence. The law has removed the right for school to grant up to 10 days' leave of absence in special circumstances for the purposes of a family holiday and there is no automatic right to take any leave or holiday in term time. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Headteacher can only grant leave of absence if the circumstances are considered 'exceptional' in which case the pupil's absence will be authorised.

The school holiday dates, INSET days and other important dates are published on the school's website and parents/carers are asked to note these when planning holidays and family events. If there are exceptional reasons for requesting leave of absence during term time, the following procedures will apply:

- The parent/s or carer/s with whom the pupil normally resides must complete and submit a Leave of Absence form **at least one month in advance** of the requested absence. Forms are available from the School Office / Website. The Headteacher (or person authorised to do so on the Headteacher's behalf) will consider the application, and will decide whether or not the application can be granted on the basis of 'exceptional' circumstances. Each application will be considered on a case-by-case basis depending upon the specific circumstances of the particular application. School will endeavour to respond within 5 working days to the parent/s or carer/s who submitted the application.
When decided in if circumstances are exceptional, the Headteacher uses the guidance set out by the National Association of Headteachers (NAHT). The NAHT suggests the fundamental principles for defining 'exceptional' are:
 - rare
 - significant
 - unavoidable
 - short
- Where leave of absence is granted, the pupil's absence will be authorised.
- When absence is unauthorised or has not been requested (by submitting a Leave of Absence form) the school may request further evidence. For example, original flight booking details, wedding invitations, death certificates. You will be asked to provide this via a letter. Once the evidence has been provided we are able to decide whether we can authorise the absence.
- Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer. **Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court.** A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £80, between 22 and 28 days is £160. Penalty Notices are issued to each parent, per child.
- However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty notice will not be offered at all and the matter referred immediately for Prosecution. In the Court the penalty is a fine of up to £1000 and a Criminal Record. More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.

Addressing Attendance Concerns

Highwood collects attendance and absence data daily and weekly from the Registers. This information is forwarded to the Local Authority and the Department for Education. This collecting of data also enables us to identify those

pupils whose attendance is giving cause for concern. Should this apply to your child, the Attendance Officer will write to you to make you aware of the concern. If your child's attendance does not show an improvement you will be invited to attend a meeting with the Attendance Officer to agree an Attendance Action Plan.

The Education Welfare Service

If your child's Attendance Action Plan fails to bring about the required improvement in attendance, we will consider making a formal referral to the Education Welfare Service which works to support schools, parents and pupils to promote and ensure good school attendance and punctuality. However, the Service also has a statutory responsibility to pursue non-school attendance and persistent lateness.

When a pupil is referred to the Education Welfare Service there are various actions that can be taken to address attendance concerns. In certain circumstances, and in accordance with Wokingham Borough Council's Code of Conduct, Penalty Notices may be used to bring about an improvement in a pupil's attendance. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The Fast Track Intervention may also be offered as an early intervention measure designed to ensure that appropriate action is taken to address school attendance concerns. Fast Track involves engaging parents and identifying what improvements and actions need to be achieved over a fixed time frame (usually 8 or 12 weeks).

Parents have a legal responsibility for ensuring their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates' Court.

Promoting Good Attendance

At Highwood we celebrate excellent attendance throughout the year in a number of ways:

- Weekly attendance figures on our website and newsletter.
- Class recognition in Assembly on a weekly basis.

Changing Schools

It is important that if parents/carers decide to send their child to a different school that they inform Highwood in writing as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next;
- The address of the new school; and
- A new home address if appropriate is supplied.

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service and after 10 consecutive days the pupil will be registered on the CME website as a Child Missing in Education.

Elective Home Education

Parents/carers have a duty to ensure that their child receives a suitable full-time education either by regular attendance at school or otherwise. The law allows parents/carers to choose to educate children at home instead of sending them to school. This is known as Elective Home Education.

Should parents/carers wish to follow this route, they need to put this in writing to the Headteacher with a request that their child is removed from the school roll. School will then inform the Education Welfare Service and arrangements will be made to monitor the education put in place at home.

Governors

It is the Governors' legal responsibility to monitor and evaluate attendance at Highwood and our figures are presented to the Governing Body on a termly basis. The Chair of Governors has specific responsibility for overseeing attendance matters in our school.

Appendix A: Term Time Holiday Rejection Letter

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

I refer to the Leave of Absence you recently requested and am writing to inform you that I am unable to agree to this request for your child to miss school in order to go on holiday. Our policy states that leave of absence is granted if the circumstances are exceptional. To guide the school's decision about exceptionality, we use the guidance set out by the National Association of Headteachers (NAHT). The NAHT suggests the fundamental principles for defining 'exceptional' are:

- rare
- significant
- unavoidable
- short

Should you decide to go ahead with this holiday and your child misses 5 days of schooling, this information will be passed to our Education Welfare Officer. **Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court.** A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £80, between 22 and 28 days is £160. Penalty Notices are issued to each parent, per child.

However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty notice will not be offered at all and the matter referred immediately for Prosecution. In the Court the penalty is a fine of up to £1000 and a Criminal Record. More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.

We very much hope you will reconsider your plans to take a holiday during term time thereby ensuring [pupil's name] does not miss any of his / her education.

Yours sincerely

Appendix B: Attendance concerns letter 93 to 96%

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Concerns

Following a review of attendance across all year groups, (Pupil's) attendance is currently%. I enclose a registration certificate for your information.

The school aims for maximum attendance and always notifies parents when it drops below 96% as research shows there is a strong link between attendance and achievement.

We want to work in partnership with parents/carers to ensure that every student has the opportunity to meet their potential. It is crucial therefore that (pupil) attends school every day.

Medical and dental appointments should be made outside of school hours unless specialist hospital appointments have to be kept or it is a medical/dental emergency.

Students and parents/carers experiencing difficulties in attendance matters should contact the school at the earliest opportunity and speak to Lisa Hall, Attendance Officer. This is so we can work together to find ways of increasing (Pupil's) attendance.

Yours sincerely

APPENDIX C: Attendance concern letter 90 to 93 %

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Concerns

Following a review of attendance across all year groups, (Pupil's) attendance is currently%. I enclose a registration certificate for your information.

The school aims for maximum attendance and always notifies parents when it drops below 96%. If it drops further to below 93% attendance, this becomes a concern as research shows there is a strong link between attendance and achievement.

We want to work in partnership with parents/carers to ensure that every student has the opportunity to meet their potential. It is crucial therefore that (pupil) attends school every day. If (pupil) is unable to attend school for any reason we will now be asking you to provide evidence of this. If the reason is for illness we will need the 'fit to attend' letter (see attached) completed by a doctor and given to school in order for us to authorise the absence.

Medical and dental appointments should be made outside of school hours unless specialist hospital appointments have to be kept or it is a medical/dental emergency.

Students and parents/carers experiencing difficulties in attendance matters should contact the school at the earliest opportunity and speak to Lisa Hall, Attendance Officer. If (Pupil's) attendance continues to cause concern you will be invited to a School Attendance Meeting to discuss how improvements can be made.

Yours sincerely

APPENDIX D: Attendance concerns under 90%

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Concerns

Following a review of attendance across all year groups, (Pupil's) attendance is currently%. I enclose a registration certificate for your information.

The school aims for maximum attendance and always notifies parents when it drops below 96%. If it drops further to below 90% attendance, we arrange to meet with parents to discuss our concerns as research shows there is a strong link between attendance and achievement. We would like to meet with you on **[enter date and time]**. If you are unable to make this appointment please contact the school office so that we can rearrange.

We want to work in partnership with parents/carers to ensure that every student has the opportunity to meet their potential. It is crucial therefore that (pupil) attends school every day. If (pupil) is unable to attend school for any reason we will now be asking you to provide evidence of this. If the reason is for illness we will need the 'fit to attend' letter (see attached) completed by a doctor and given to school. Without this we will not be able to authorise the absence.

Medical and dental appointments should be made outside of school hours unless specialist hospital appointments have to be kept or it is a medical/dental emergency.

Please do not hesitate to contact Lisa Hall, Attendance Officer if you wish to discuss this letter further.

Yours sincerely

APPENDIX E: Continued under 90% attendance with appointment date and time

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Continued Attendance Concerns

I am writing to inform you that unfortunately your child's attendance continues to be below 90% and is currently%. I have included a registration certificate. I am sure you are aware how important it is that all children maintain good attendance in order for them to achieve their full potential in all areas of their learning and therefore ask for your support to ensure their attendance improves.

We would like to invite you to a meeting with Lisa Hall our Attendance Officer, to discuss any support needed to help (Pupil) improve their attendance. This meeting will take place on **<date time>**. Please contact the school if this time is unsuitable and we will try to arrange an alternative.

Please do not hesitate to contact Lisa Hall, Attendance Officer if you wish to discuss this further.

Yours sincerely

APPENDIX F: FS attendance concerns

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Concerns

Following a review of attendance across all year groups, (Pupil's) attendance is currently%. I enclose a registration certificate for your information.

The school aims for maximum attendance and always notifies parents when it drops below 96%. If it drops further, to below 93% attendance, this becomes a serious concern so we will arrange to meet with parents to discuss our concerns as research shows there is a strong link between attendance and achievement.

We want to work in partnership with parents/carers to ensure that every student has the opportunity to meet their potential. Although (Pupil) is not yet of statutory school age, it is important for him/her to get into the good habit of coming to school every day.

Medical and dental appointments should be made outside of school hours unless specialist hospital appointments have to be kept or it is a medical/dental emergency.

Students and parents/carers experiencing difficulties in attendance matters should contact the school at the earliest opportunity and speak to Lisa Hall, Attendance Officer. If (Pupil's) attendance continues to cause concern you will be invited to a School Attendance Meeting to discuss how improvements can be made.

Yours sincerely

APPENDIX G: Improved Attendance Letter

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent,

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Improvement

I am pleased to say that since my last letter, [name's] attendance has increased to _____. Thank you for working with us to help improve this. The school target for attendance is 96% and [name] is very close to achieving this. If s/he is able to continue with his/her really positive attendance then I am sure s/he will achieve 96% by.....

Please do not hesitate to contact Lisa Hall, Attendance Officer if you wish to discuss this further.

Yours sincerely

APPENDIX H: EWO involvement and no improvement letter

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

RE: Pupil name DOB Year Group Attendance Unauthorised absence

Attendance Concerns

(Pupil's) attendance is continuing to fall below 90%. Currently, (Pupil's) attendance is%. I enclose a registration certificate for your information.

Where attendance falls below 90%, this becomes a serious concern. Research has shown that there is a strong link between attendance and achievement.

We want to work in partnership with parents/carers to ensure that every student has the opportunity to meet their potential. It is crucial therefore that (pupil) attends school every day.

Medical and dental appointments should be made outside of school hours unless specialist hospital appointments have to be kept or it is a medical/dental emergency.

We will be passing our concerns to Education Welfare. Please do not hesitate to contact Lisa Hall, Attendance Officer if you wish to discuss this letter further.

Yours sincerely

APPENDIX I: Referral to EWO letter to parents

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent

Re: Pupil Name: DOB: Year Group: Attendance: % Unauthorised absence: %

Referral to Education Welfare Service

Following our school attendance meetings and action plan, I am writing to inform you that there has not been a significant improvement in.....'s attendance.

The school is therefore referring (pupil's name) to the Education Welfare Service.

If you would like to discuss this referral, please contact the school.

Yours sincerely

APPENDIX J: Persistent lateness

Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Dear Parent,

Re: Pupil name DOB: Year Group

Persistent Lateness

Following a routine register check I noticed that is frequently arriving late for school. As you will see from the enclosed copy of his/her Registration Certificate, (pupil) is shown as having arrived late on (number) occasions, marked on the Registration Certificate as an 'L'.

May I take this opportunity to remind you that as his/her parent/s it is your responsibility to ensure (pupil) arrives at school on time and is in his/her classroom no later than (time). Failure to do so means he/she is not making a calm and positive start to the school day and may well be disrupting others by entering the classroom late.

I will be monitoring (pupils) punctuality over the coming weeks and very much hope to see an improvement. If there are any particular circumstances that may be affecting (pupils) ability to arrive at school on time, please make an appointment to discuss this with his/her class teacher or Lisa Hall, Attendance Officer.

Yours sincerely

APPENDIX K Pupil Attendance Plan

Purpose: To identify any barriers that may be contributing to pupil absence.

Discussion to be had between class teacher/attendance officer/family support worker with parent/pupil (please delete as appropriate)

Date:	Pupil Name:	Class Teacher:
Main Concerns:		Current Attendance %:
ARE ANY OF THESE AREAS PREVENTING YOU FROM ACHIEVING SUCCESS? If not applicable, please confirm by putting N/A		
Medical: Do you suffer with any conditions? Is support required, if so, what would help? How can absence be limited? Are health professionals supporting?		
Friendships & Peers: What is going well? Any worries? Any issues to be resolved?		
Academic Progress & Behaviour: What is going well? Any issues with homework? Attainment? Subjects? What would help? Impact of absence?		



How will catch up be done?	
Lateness & Transport: Mode of transport to school? Routines?	
Other: SEN? Mental health? Young Carer?	
THE SUCCESS PLAN: Agree Actions that will help to achieve success and overcome any barriers discussed above.	
Detail what actions will be carried out, who by and when: please ensure the actions are realistic and achievable.	
1) 2) 3) 4) Attendance will continue to be monitored.	
Can Highwood School alone supply any support concerns? Y / N If not, who will/can supply this support?	
If referral to external agency/health or multi-agency required - Does parent consent? Y / N	

