



# Swillington Primary School Attendance Handbook for parents

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## Attendance at Swillington Primary School

- School starts at 8:55am for all children. To ensure a calm start to the day we have families arriving at either 8.40am or 8.50am (dependent on surname).
- For £2 a session, a breakfast club is available from 8:00am. This can be made free of charge (at schools' discretion) for families facing financial difficulties.
- We expect no holidays to be taken during term time
- We expect medical appointments to be made outside of school time-where unavoidable we expect medical evidence to be provided (we do not expect families to incur a charge for this)
- If children cannot attend school, for example illness, we expect parents to phone in everyday the child is absent and update the school. We do not accept emails or texts as these might have been sent by someone other than the parent.

**Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated - pupils need to attend school regularly to benefit from their education.**

### Expectations of academy staff

Registers to be taken by 9am and between 12.35pm and 1:15pm in the afternoon.

### Celebration of Great Attendance

- DOJO posts for classes achieving 100% attendance
- A seat at the 'best seat in the house' Friday Assembly. Weekly raffle drawn for 100% attendance.
- Weekly updates in our newsletter
- Text messages sent to parents of children who have had a 100% attendance that week after a period of absence the week before.
- Half termly and termly certificates to celebrate children with a 100% attendance

Attendance lead: Mark Cahill

Attendance Officer for Brigshaw Learning Partnership: Paul Glover

Others responsible for attendance: All Class Teachers, Receptionist and those communicating to children and parents about the expectations of the school.

Days	Attendance Officer	Attendance Lead
Day 1 to Day 4 Absent (process repeated each day a student is absent even if contact was made the previous day)	<p>By 9:30am Check a phone call has been made to reception or call parents. Know who is absent and reasons.</p> <p>Leave voicemail and text if no contact can be made.</p> <p>By 10:30am if no contact can be made call all emergency contacts.</p> <p>If no contact is made by 11.30 am home visit arranged by Safeguarding / Attendance lead</p> <p>If no contact can be made with home. Form tutor, DSL, Headteacher informed by end of day.</p>	<p><b>Knows daily absences (Check on SIMS) and is aware of reasons for absence.</b></p> <p>Arrange home visit / arrange for police to be informed if no contact can be made.</p>
Day 5	Issue warning letter to parent regarding child's attendance and email copy to EWO service noting concerned.	Assess if CME procedure needs to be enacted
Day 6 - 20 of Absence	Continue as per Day 1 - 4 (Export log off comms of SIMS)	
If 10 days of absence have occurred since Day 5	Issue fine letter (even if child's attendance is above 90%) and refer to Brigshaw/Leeds.	Assess if CME procedure needs to be enacted

**Commented [1]:** Draft email and find email address for them

## Labs Meeting

Happens weekly between behaviour, attendance leads, DSL and Attendance Officer.

## Agenda

### 1) Review of Attendance Tracker

- Have previously allocated actions/ escalations been completed ( See below for escalations)
- Who has improved, who has declined?
- Review all children on 96% or less attendance - What are we doing about them, do we need to escalate them further.
- Allocate new actions

### 2) Review of Punctuality Tracker

- Have previously allocated actions/ escalations been completed ( See below for escalations)
- Who has improved, who has declined?
- Review all children on 90% or less - do we need to escalate them.
- Allocate new actions

### 3) Review of Behaviour tracker

- Have previously allocated actions/ escalations been completed
- Who has improved, who has declined?
- Review all patterns and triangulate information
- Review all children with 4 or more resets in a week - what are doing about them?
- Allocate new actions

### 4) Review of Safeguarding concerns

- Have previously allocated actions
- Discuss all students with CP plans
- Discuss any students causing concern
- Review all patterns and triangulate information
- Allocate new actions

### Attendance Actions

1.	Each week attendance and punctuality is collated by Admin and Tracked.
2.	<p>Attendance actions based on trends:</p> <p><b>Decline in attendance</b> &gt;98% - Text message sent &lt;98% - Text message sent, if continues - admin call, if continues - admin meeting, if continues teacher meeting, if continues SLT meeting (Contract), if continues SLT letter, if continues fine</p> <p><b>Improvement in attendance</b> &gt;98% - No action &lt;98% - Positive Text message sent</p> <p><b>Decline in Punctuality</b> &gt;90% - If late in more than twice in a week, text message &lt;90% - Text message sent, if continues - admin call, if continues - admin meeting, if continues teacher meeting, if continues SLT meeting (Contract), if continues SLT letter.</p>
3.	Attendance officer will check the marks and print the registers AM and PM
4.	Admin officer / receptionist will contact parents where no absence reason has been provided. If teachers know of an absence reason they must email this as soon as it is known to Admin officer

### Attendance roles

Roles	
<b>Attendance Lead</b>	<p><b>Knows daily absences and is appraised by 11:30 of any child who is not contactable</b>            Knows daily attendance figure by 11:30 and year group attendance figures.            Reviews actions / escalations taken by Admin Officer. Ensures all actions are completed.            Makes decisions on any safeguarding concerns and reporting to authorities for absence            Leads labs meeting            Reports to governors termly            Reports to SLT in Safeguarding Section of meeting</p>
<b>Admin Officer - Attendance</b>	<p><b>Knows daily absences and lets Attendance lead know by 11:30 am of any child who is not contactable</b>            Makes or ensures daily phone calls are made to parents with no reason for absence            Ensures registers and completed with absence reasons entered            Completes trackers (Attendance and Punctuality) by Friday.            Allocates escalating actions and sends texts as required.            Monitors if actions that have been escalated have been completed            Prepares letters as required using templates</p>
<b>Class Teacher</b>	<p>Takes registers daily            Communicates about the importance of attendance and punctuality to children and parents.            Knows their class attendance and punctuality figures            Conducts teacher meetings and phone calls to help improve identified student's attendance and punctuality</p>

## 1 Warning letter - day 5 of absence - Non Attendance

Dear < Insert parent/carer name(s)>

**Re: School Attendance Penalty Notice Warning Letter <child forename> <surname>  
>dob> (must be shown)**

Swillington Primary School is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance is essential.

The Anti-Social Behaviour Act 2003 is an additional sanction to address the problem of low level non school attendance. This sanction allows schools to apply to the Local Authority for a Penalty Notice and entitles schools to write a warning letter to you regarding your child's absence from school.

Due to <forename> who is a registered pupil at Swillington Primary School and his/her level of unauthorised absence you may be liable to incur a Penalty Notice issued by the Local Authority. Please take notice of the following information.

- Contact the school to discuss your child's attendance problem within one day in receipt of this letter's date.
- Until your child's attendance improves, his/her attendance will be monitored.
- You have up to 15 school days from the date of this letter to ensure your child returns to full-time attendance or justified reason(s) is given to the school to explain the absences.
- If your child misses 20 sessions from school and the absences are unauthorised, this will be the trigger to apply to the Local Authority for a Penalty Notice to be issued against you.
- If a Penalty Notice is issued against you it will be posted by first class post to your home and you will be required by law to pay the Penalty Notice in full and within the timescale to the Local Authority.
- The Penalty Notice fine cost is £60 per parent per child if paid within 21 days (this includes weekends) or subsequent £120 per parent per child if paid within 28 days (the 28 day count starts from the date the invoice is issued).

- If the payment of the fine is not made within the time limits (as shown above), the case may result in prosecution under the Education Act 1996 for the original offence of failing to ensure your child attends school regularly.
- Information provided by you for your child's absence can not be accepted once a Penalty Notice has been issued against you. The only exception to withdraw a Penalty Notice is in the following circumstances;
  1. if you can prove that it is a case of mistaken identity.
  2. if the Penalty Notice contains material errors
  3. Or where evidence from a parent/carer depicts a genuine rationale for the non payment, i.e. death/or a tragedy.

Please contact Mr Cahill, Headteacher on 0113 2863220 to arrange a meeting to discuss your child's attendance.

Yours sincerely,

### Attendance contract



#### Home School Attendance Agreement

Parents have a legal duty under the Education Act (1996) to ensure their child attends school regularly. In persistent cases Brigshaw Learning Partnership/ Leeds City Council will have no option but to refer to court action.

#### Agreement

- Parent agrees to the following actions to achieve the expectations above:
  - To ensure 100% attendance until the end of a half term/term
  - To ensure my child arrives before 8.55am and is ready to learn
  - If my child is still. I will contact the school immediately each day they are absent to inform the school and will provide the school with an official letter/document on my child's return

- Swillington Primary School will provide the following support:
  - We will continue to monitor attendance and notify you if you are approaching a different threshold
  - We will work with you to address any barriers or challenges to your child's attendance and support where necessary, especially where there are medical issues

Attendance will be reviewed on a weekly basis. If a pupil's attendance continues to fall, further action will be taken, which will mean a referral to external agencies

Signed Parent/Carer: \_\_\_\_\_

Pupil Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Finding the talent in everyone.*

Swillington Primary School, Church Lane, Swillington, LS26 8DX  
 T: 0113 2863220 E: office@swillingtonprimary.com W: www.swillingtonprimary.com

**2 Fine letter - If 10 days of absence have occurred since warning letter**

Dear < Insert parent/carer name(s)>

**Re: School Attendance Penalty Notice Warning Letter <child forename> <surname>  
>dob> (must be shown)**

Swillington Primary School has attempted to contact you regarding the attendance of <child forename> to ensure their attendance improves. We regret their attendance has not improved and as such we may apply to the Local Authority to issue a penalty notice under the Anti-Social Behaviour Act 2003

Due to <forename> who is a registered pupil at Swillington Primary School and his/her level of unauthorised absence you may be liable to incur a Penalty Notice issued by the Local Authority.

Please contact Mr Cahill, Headteacher on 0113 2863220 to arrange a meeting to discuss your child's attendance.

Yours sincerely,

### 3 - SLT letter - Attendance concern

Dear <<Parent First Name>>

**Re: School Attendance Concern - << Full Name of child>>**

In order for students to access the best possible education, a high level of attendance is essential. <<First Name>> attendance has now reached << attendance>>. This would be equivalent to missing <<days of school>> of education whilst at Primary school.

I would like to remind you of the home school agreement you signed when we met with you in your home. Our commitment to you has always been to do the best for << First Name>>. For this to happen we need you to ensure Isaiah's attendance improves in order he can access what Swillington Primary School has to offer and make good progress at school.

Swillington Primary School is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance and punctuality is essential.

I hope that this letter will prompt renewed action from yourself as you really can make a difference to ensure << First Name>> attendance improves.

*"Education is not preparation for life; education is life itself" (John Dewey)* - Thank you for your support.

Yours sincerely,

#### 4 Fine letter - If unauthorised holiday has been taken

Dear <<Parent First Name>>

**Re: School Attendance Penalty Notice Warning Letter - <<Name of child>>**

Swillington Primary School is committed to providing a full and efficient education to all. We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance is essential.

The Anti-Social Behaviour Act 2003 is an additional sanction to address the problem of low level non school attendance. This sanction allows schools to apply to the Local Authority for a Penalty Notice and entitles schools to write a warning letter to you regarding your child's absence from school.

I need to make you aware that should you take your child out of school during term time and without the School's permission, you may be liable to incur a Penalty Notice, which will be applied for by school and issued by the Local Authority.

- The Penalty Notice fine cost is £60 per parent per child if paid within 21 days (this includes weekends) or subsequent £120 per parent per child if paid within 28 days (the 28 day count starts from the date issued as shown on your invoice).
- If the payment of the fine is not made within the time limits (as shown above), the case may result in prosecution under the Education Act 1996 for the original offence of failing to ensure your child attends school regularly.
- Please note if your child is taken out of school during term time without permission, your child's registered school place may be terminated and you will have to re-apply for another school place on your return.

I strongly advise you to reconsider taking your child out of school during term time and would ask you to consider the potential consequences of the interruption of their education as well as those pertaining to his/her school place.

If you wish to discuss this matter further, or are experiencing any difficulties in relation to «Legal Forename»'s attendance at Swillington Primary School, please do not hesitate to contact me at School.

Yours sincerely

## 5 - SLT punctuality letter

Dear <<Parent First Name>>

**Re: School Punctuality Concern - <<Name of child>>**

In order for students to access the best possible education, a high level of attendance is essential. <<Name of child>>'s punctuality has now reached <<Percentage>>%. Meaning they have only been on time <<Percentage>>% of the time to school. This would be equivalent to arriving late for <<XX days (XX terms)>> of education whilst at Primary school.

I would like to remind you of the home school agreement you signed when we met with you in your home. Our commitment to you has always been to do the best for <<Name of child>>. For this to happen we need you to ensure <<Name of child>>'s punctuality improves in order they can access what Swillington Primary School has to offer and make good progress at school.

We encourage our students to strive for excellence. For a student to reach their full educational achievement, a high level of attendance and punctuality is essential.

I hope that this letter will prompt renewed action from yourself as you really can make a difference. "Education is everything to our children's future"- Barack Obama

Please make sure your child arrives on time to school before 8:55am so they don't miss out on their learning.

Thank you for your support.

Yours sincerely,

6 - Attendance Contract (copy attached)