

## Attendance at School Policy

### 1. Purpose and Scope

This policy covers the expectations and protocol for pupil attendance at school and the recording of data in the registers held on the school management information system (MIS).

Registers are an important record to be used in the event of an emergency evacuation of the building as well as being a legal requirement. It is essential that records are accurate in order that returns can be made by the school to the Department for Education (DfE) when required.

The TreeHouse School attendance policy complies with the Department for Education School Attendance Departmental advice for maintained schools, academies, independent schools and local authorities<sup>1</sup>.

### 2. Who is involved in the process

- Class leader
- Parents/carers
- Headteacher
- Deputy Heads
- Assistant Heads
- School Office
- Data Manager
- Governors

### 3. The Process

Staff members are required to ensure that the procedures are followed at all times.

Under the 1996 Education Act<sup>2</sup>, parents/carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority<sup>3</sup> and an Education Penalty Notice<sup>4</sup> being issued.

Parents are required to notify school of a pupil's absence and the reasons for this by 10.00am when the registers close. The Class leader/Behavioural Analyst or, if directed, the School Office will follow the absence up if no notification has been received by this time.

The Class leader/Behavioural Analyst/School Office administrator will:

- Contact the parents/carers by telephone and/or by text message, or if the parent/carer is unobtainable

<sup>1</sup> Department for Education, School attendance Departmental advice for maintained schools, academies, independent schools and local authorities October 2014 (Reference: DFE-00257-2013, [www.education.gov.uk](http://www.education.gov.uk)).

<sup>2</sup> Education Act 1996, HM Stationery Office  
([http://www.legislation.gov.uk/ukpga/1996/56/pdfs/ukpga\\_19960056\\_en.pdf](http://www.legislation.gov.uk/ukpga/1996/56/pdfs/ukpga_19960056_en.pdf) )

<sup>3</sup> Local Authority in which the child or young person is resident.

<sup>4</sup> Education Penalty Notices are issued under the Education (Penalty Notices) (England) Regulations 2007, SI 1867/2007:

([http://webarchive.nationalarchives.gov.uk/20070925095208/opsi.gov.uk/si/si2007/uksi\\_20071867\\_en\\_1](http://webarchive.nationalarchives.gov.uk/20070925095208/opsi.gov.uk/si/si2007/uksi_20071867_en_1) )

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

- Write a letter requesting information (a letter template is shown in Appendix A)

If the school is unable to obtain satisfactory information relating to the absence then the school will inform the Local Authority.

Each class has

- A physical paper attendance register at reception used for emergency evacuations only.
- An electronic attendance register held on SIMS (TreeHouse School MIS), which is marked in compliance with statutory and school requirements.

### 3.1 Paper Registers

As a pupil arrives and departs the TreeHouse School site, this should be recorded to ensure that the list is maintained of those pupils and staff who are physically onsite.

This record would be used in the event of an emergency evacuation by the Fire Marshals and the Incident Controller and to identify if all occupants had exited the building.

### 3.2 Electronic Registers

Registers are marked daily at the start of each session of school, i.e. both morning and afternoon, using the agreed codes/symbols for pupil absence.

The attendance data is reported to:

- The Department for Education via the Statutory Census returns
- The Local Authorities via annual and termly reports or when information is requested by the local authority or when a continued unauthorised absence occurs where a satisfactory explanation cannot be obtained.

Where absence levels fall below 95% additional protocols will be initiated see sections 3.5, 3.6 and 3.7.

School start time is 09.00 and registers close at 10.00. Pupils arriving after this time are 'late' and must be marked so in the register on SIMS accordingly.

Issues relating to journeys to and from school are followed up promptly.

The register should be marked as follows.

- A pupil present at the time of registration is marked in with '/' for the morning session and '\ ' for the afternoon.
- When a pupil attends a long-term school educational journey (e.g. Scout Park) a pupil should be counted as present in the register. An Outside Educational Visit (OEV) risk assessment form should be completed for the whole group and its staff before departure.
- Pupils, who attend another school for integration, or as a transition arrangement arranged by and with TreeHouse School staff, **must** be marked in the register. This is because they are registered on the roll of this school and thus are our responsibility. 'An OEV form' must be completed.
- If a pupil attends another school with their parents / guardians as a part of a transition process, the correct codes should be entered for an authorised absence (see 3.3 below).

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

### 3.3 Absence (authorized and unauthorized)

#### 3.3.1 Authorised absence

Parents may not authorise absence, only schools can do this.

An **authorised absence** is one which has been authorised by the Headteacher or other authorised representative of the school.

Parents or carers should provide a written request for an absence to be authorised providing information about the reason for the request for absence. The request should be provided at least 2 academic weeks in advance of the date of absence.

The Parents should then await for the absence to be **authorised** by the Headteacher and to be advised in writing. The Headteacher will usually reply within 5 academic days of the request being received.

A record will be kept of the request and reply on the paper and or electronic record of the correspondence.

Government guidelines<sup>5</sup> state that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments to the 2006 regulations removed references to family holidays and extended leave.

#### 3.3.2 Unauthorised absence

Unauthorised absence is absence without leave from the Headteacher or other authorised representative of the school. This includes all unexplained or unjustified absences including all family holidays.

All absences are to be treated as unauthorised unless and until the school is provided with and agree on a satisfactory explanation.

### 3.4 Absence recording and codes

The code for the reason for **authorized or unauthorised absence** using the key below if the class leader has been able to ascertain the reason for absence.

<b>B</b>	Educated off site ( <b>not</b> Dual registration)
<b>C</b>	Other <b>Authorised</b> Circumstances (not covered by another appropriate code/description)
<b>D</b>	Dual registration (i.e. pupil attending other establishment)
<b>G</b>	Family holiday (not agreed)
<b>I</b>	Illness ( <b>not</b> medical or dental etc appointments)
<b>L</b>	Late (before registers close - morning session at 10.00 and afternoon session at 13.30)
<b>M</b>	Medical/dental appointments
<b>O</b>	Unauthorised absence
<b>R</b>	Religious observance
<b>U</b>	Late (after registers closed) after 10.00 or after 13.30
<b>V</b>	Educational visit or trip
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils
<b>Y</b>	Enforced closure

See Appendix B for more information on each code.

<sup>5</sup> Education (Pupil Registration) (England) Regulations 2006 amended in 2013, SI 756/2013 (<http://www.legislation.gov.uk/ukxi/2013/756/contents/made>)

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

### 3.5 Absence Levels below 95%

Attendance levels are monitored by the School Leadership Team and the School Data Manager. Automatic alerts are available within SIMS and on SIMS Discover. The standard letters are also available within SIMS.

If a pupils attendance falls below 95% **(GREEN STAGE)**

- A letter is set home raising concern as to the child's attendance dipping (see Appendix C - Attendance Awareness Letter 1)
- The Class leader/Behavioural Analyst will speak to the pupil on their return to school if the non attendance was due to their choice.
- The pupil's percentage attendance will be monitored for 4 weeks.

### 3.6 Absence Levels below 90%

If a pupils attendance falls below 90% **(AMBER STAGE)**

- A letter is sent home to the parents/carers and they will be invited in to the school to discuss their child's attendance with the Class leader/Behavioural Analyst/ Senior Behavioural Analyst (see Appendix D - Attendance Awareness Letter 2)
- The Local Authority will be informed of the level of attendance.
- Targets will be set to improve the attendance and these will be confirmed in writing and agreed by Parent/Carer, School and Pupil (if appropriate) (see Appendix E - Attendance Awareness Outcome Letter 1)
- Attendance will be monitored over a two week period.
- The school will warn the parents/carers that the Local Authority may issue a fixed penalty notice,

### 3.7 Absence Levels below 85%

If a pupils attendance falls below 85% **(RED STAGE)**

- The parents/carers are invited in to the school to attend a meeting with the Local Authority present regarding their child's attendance (see Appendix E - Attendance Awareness Letter 3). The Class leader and/or Behavioural Analyst and/or Behavioural Analyst and/or Deputy/Assistant Headteacher and/or Headteacher may attend the meeting as appropriate.
- An action plan will be set up and these will be confirmed in writing and agreed by Parent/Carer, School and Pupil (if appropriate) (see Appendix G - Attendance Awareness Outcome Letter 2)
- A penalty notice will be discussed as directed by the Local Authority.
- Outside agencies may be involved.
- Attendance will be monitored over a four week period
- Further absences will only be authorised if evidence is provided.

Should the attendance level not improve then direction will be sought from the Local Authority as to how to proceed further.

The School reserves the right to request an Emergency Annual Review to determine, if it is appropriate that the pupil is to continue 'on roll', or be taken 'off roll' and the Local Authority to identify an alternative placement for the pupil.

The absence levels will be reported to the Governors in the Headteachers report

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## 1 Guidelines for managers / individuals

An OEV Risk Assessment form must be completed and left at reception every time a pupil leaves the premises, whatever the reason. This therefore applies to pupils integrating for part of the day in another school.

Pupils who are unwell should not be sent to school and teachers will consult with the Senior Management Team member to make a decision about phoning home and asking a parent to collect a pupil if they are ill. This should only be if the pupil cannot join in the activities or benefit from the curriculum.

Class leaders or Behavioural Analysts or the School Office on their direction follow up pupils who have not arrived and whose absence is unexplained (and therefore unauthorised). It may be appropriate for the first line of enquiry to be the transport company, to find out if the pupil was collected that day. We must try to find out why the child is absent from the parent/carer on the day. If this is not possible and absence continues, further enquiries are made daily and after 3 days we contact the Local Authority to see if they can make enquiries.

Assistant Headteachers/Deputy Headteachers should monitor the levels of absence on a regular basis to ensure that the Class leaders/Behavioral Analysts are taking action where the levels of absence fall below 95%, 90% and 85%.

SIMS provides a number of reports to help monitor absence e.g. Missing Session Marks, Continuous Absence, Unexplained Absences Reports which can be run at any time. In addition automatic alerts will be set up on Discover and SIMS for each of the Assistant Headteachers/Deputy Headteachers.

The School Office and Data Manager will regularly monitor the register marks and highlight to the Class Leader/Assistant Headteacher/Deputy Headteacher as appropriate should there be missing or unauthorised marks in the register.

Additional information for Absence Level meetings

### Absence Levels below 95% (GREEN STAGE)

- Follow procedure detailed in section 3.5
- Provide an attendance report in letter and also at any subsequent meeting if requested by parent/carer.
- Make notes of any meetings
- Ensure information is uploaded to SIMS Communication Log and other areas of SIMS as appropriate.
- Closely monitor the attendance levels over 4 weeks.

### Absence Levels below 90% (AMBER STAGE)

- Follow procedure detailed in section 3.6
- Provide an attendance report in letter and at the meeting.
- Advise verbally in meeting that the Local Authority may issue a fixed penalty notice in line with the regulations.
- Provide minutes of any meetings and circulate to attendees
- Ensure information is uploaded to SIMS Communication Log and other areas of SIMS as appropriate.
- Closely monitor the attendance levels over 2 weeks.
- Ensure that the Assistant/Deputy Headteacher are aware of the absence levels.

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

### **Absence Levels below 85% (RED STAGE)**

- Follow procedure detailed in section 3.7
- Ensure that the Assistant/Deputy Headteacher and Headteacher are aware of the absence levels.
- Provide an attendance report in letter and at the meeting.
- Invite the Local Authority to the meeting as it is important that they attend so they can advise of the Local Authorities Penalty notice details.
- Advise verbally in meeting that the Local Authority may issue a fixed penalty notice in line with the regulations.
- Provide minutes of any meetings and circulate to attendees
- Ensure information is uploaded to SIMS Communication Log and other areas of SIMS as appropriate.
- Closely monitor the attendance levels over 4 weeks.
- Refer to the Local Authority for further actions to be taken should the attendance levels not improve within the 4 weeks.
- Consider if appropriate for an Emergency Annual Review to be requested.

SIMS alerts can be set for the thresholds set in the Green, Amber and Red stages. These can be set for staff refer to the Data Manager for further information.

The attendance information will be reported in the Headteachers report. The Deputy Headteacher or Assistant Headteacher may be questioned by the governors as to progress with each of the stages.

The Headteachers report forms part of the governing body minutes, The governors as part of their monitoring role will scrutinize the report and may question the Deputy Headteacher or Assistant Headteacher responsible.

### **5 Forms and Templates**

- Outside Educational Visit (OEV) risk assessment form
- Letter template to request reason for absence requesting information (Appendix A)
- Attendance Awareness Letter 1 (Appendix C)
- Attendance Awareness Letter 2 (Appendix D)
- Attendance Awareness Outcome Letter 1 (Appendix E)
- Attendance Awareness Letter 3 (Appendix F)
- Attendance Awareness Outcome Letter 2 (Appendix G)

### **6 Linked Policies**

- AaA Child Policy
- AaA Adult policy
- Absence from School (Medical) Policy
- Preventing Extremism and Radicalisation Policy

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix A – Letter template to request reason for absence requesting information

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

### **Re: *Pupil Name* absence from school**

We have been attempting to contact you by phone as *Pupil Name* was absent from school today and we are required to know the reason for the absence and to know if we can provide any support to facilitate *Pupil's Name* returning to school.

Please can you contact the School Office on 020 8815 5424 as soon as possible to advise of the reason for the absence and when *pupil name* will be able to return to school. If you are unable to contact us by phone then please email the School Office team ([SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk)) ensuring that the subject line of the email is '*Pupil Name* absence from school' and advising how we should contact you in regard to this matter.

If the unauthorised absence continues then we will advise the Local Authority.

Yours sincerely

Name  
Position

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix B - Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

### Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

### Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

### Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

### Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Consortia Schools Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

**Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

**Authorised Absence from School**

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Absence codes when pupils are not present in school are as follows:**

**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

### **Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

### **Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

### **Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

### **Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

### **Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

### **Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. All unauthorised codes must have a comment recorded on SIMS. Absence codes are as follows:

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time (24 hours). it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised. This will be reported to the Department of Education via the census and should be avoided.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent and the transport company as appropriate.

**Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code #: Planned whole or partial school closure**

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

### **Different Term Dates for Different Pupils**

Schools and local authorities can agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix C - Attendance Awareness Letter 1

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

**Re: *Pupil Name***  
**Attendance Awareness Letter 1 – Attendance below 95%**

We expect the attendance levels for TreeHouse pupils to be above 95% and we have noticed that the attendance level for *Pupil Name* has fallen below this level.

We wanted to advise you of the situation and so we attach the attendance record for *Pupil Name*.

If you wish to discuss this matter further then please contact the School Office team by phone on 020 8815 5424 or by email [SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk). They can then arrange for a face to face meeting or telephone call with the Class leader or behavioural analyst, as appropriate, to discuss the matter further and any support or interventions we can provide to support *Pupil Name* to improve their attendance levels.

We will monitor the attendance levels over the next 4 weeks and should the attendance level fall below 90% then we will advise Local Authority.

Yours sincerely

Name  
Position

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix D - Attendance Awareness Letter 2

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

**Re: *Pupil Name***  
**Attendance Awareness Letter 2 - Attendance below 90%**

We expect the attendance levels for TreeHouse pupils to be above 95%. We previously contacted you to advised that the attendance level was below 95%. The attendance level for *Pupil Name* has fallen below 90% and therefore we would like to invite you to a meeting at the school with *Name of Staff member* to discuss your child's attendance. At this meeting we would need to agree targets to improve their attendance.

As part of this process we will inform the Local Authority of the level of attendance and the agreed actions.

Please contact the School Office team by phone on 020 8815 5424 or by email [SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk) so they can arrange for a face to face meeting with *Name of Staff Member*, to discuss the matter further and any support or interventions we can provide to support *Pupil Name* to improve their attendance levels.

Yours sincerely

Name  
Position

CC. Local Authority contact

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix E - Attendance Awareness Outcome Letter 1

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

**Re: *Pupil Name***  
**Attendance Awareness Outcome Letter 1 - Attendance below 90%**

Thank you for attending the meeting with *Name of Staff member* on *Date* where we discussed the attendance level for *Pupil Name* which had fallen below the 90%.

At this meeting we discussed the matter further and any support or interventions we could provide to support *Pupil Name* to improve their attendance levels.

We agreed the following actions/interventions and targets to improve *Pupil's Name* attendance.

*Detail agreed actions and targets*

We will monitor the attendance levels over the next 2 weeks where we expect an improvement in *Pupil Name's* attendance.

Please be advised that the Local Authority have been informed of the level of attendance.

We are advising you that the Local Authority may decide to issue a Fixed penalty notice in line with the Education (Penalty Notices) (England) Regulations 2007.

Should you wish to discuss this matter further then please contact the School Office team by phone on 020 8815 5424 or by email [SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk).

Yours sincerely

Name  
Position

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix F - Attendance Awareness Letter 3

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

**Re: *Pupil Name***  
**Attendance Awareness Letter 3 - Attendance below 85%**

We expect the attendance levels for TreeHouse pupils to be above 95%. We previously contacted you to advise that *Pupil Name*'s attendance level was below 90% and we agreed actions and targets. The attendance level for *Pupil Name* has now fallen below 85% and therefore we would like to invite you to a meeting at the school with *Name of Staff member(s)* to discuss your child's attendance. A representative from the Local Authority will be invited to attend the meeting as a penalty notice may be issued due to the level of attendance.

At this meeting we would need to agree an action plan to improve the attendance.

Other agencies may attend the meeting as appropriate to enable the improvement in attendance for *Pupil Name*.

Please contact the School Office team by phone on 020 8815 5424 or by email [SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk) so they can arrange for a face to face meeting with *Name of Staff Member* to support *Pupil Name* to improve their attendance levels.

Please note further absences will only be authorised if evidence is provided

Yours sincerely

Name  
Position

CC. Local Authority contact

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0

## Appendix G - Attendance Awareness Outcome Letter 2

Parent/Carer Name  
Parent/Carer Address

Date

Dear Parent/Carer

**Re: *Pupil Name***  
**Attendance Awareness Outcome Letter 2 - Attendance below 85%**

Thank you for attending the meeting with *Name of Staff member* on *Date* where we discussed the attendance level for *Pupil Name* which had fallen below 85%.

At this meeting we discussed the matter further and any support or interventions we could provide to support *Pupil Name* to improve their attendance levels.

We agreed the following actions to improve *Pupil's Name* attendance.

### *Detail agreed actions*

We will monitor the attendance levels over the next 4 weeks where we expect an improvement in the attendance levels. If the attendance does not improve then direction as to how to proceed will be sought from the Local Authority which is likely to include the issuing of a Fixed penalty notice in line with the Education (Penalty Notices) (England) Regulations 2007.

Should you wish to discuss this matter further then please contact the School Office team by phone on 020 8815 5424 or by email [SchoolOffice@ambitiousaboutautism.org.uk](mailto:SchoolOffice@ambitiousaboutautism.org.uk).

Yours sincerely

Name  
Position

Policy Owner	Headteacher of TreeHouse School	Review Date:	February 2018
Policy No.	AaA 086	Version No.	1.0