



Three Towers

An Alternative Provision Academy

Expanding Horizons

Attendance Policy

Adopted: December 2016

Review: December 2019

SCHOOL ATTENDANCE & THE LAW

Under the 1996 Education Act, parents and carers are responsible for ensuring their child attends school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Learner Registration) Regulations 2006 take a register at the start of the morning session, and again at the start of the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Learner Registration) Regulations 2006 (as amended), only the school (and not parents/carers) can authorise an absence. Where the reason for a learner's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent / carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

Applications for a leave of absence must be made in advance in accordance with school procedure. Only exceptional circumstances warrant a leave of absence. The school will inform the Local Authority (LA) and/or Startwell of learners who fail to attend regularly or have been absent for a continuous period of 10 days or more without the school's permission.

Under the Education Learner Registration Regulations 2006 (R8 & 12), deletions from the school roll must be reported to the LA by the school, giving reasons for that learner's removal prior to deletion.

In compliance with the 1996 Education Act the school will, after making appropriate checks, report all Children Missing from Education (CME) to Wigan's Startwell team, who have a duty of care to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

This policy applies to all learners in all settings – Three Towers sites, alternative provision and/or dual registration school. It also applies to offsite learners who are expected to follow their timetable and abide by their contract for learning whether that is a home tuition session or an online session.

CONTEXT

Learners attending Three Towers do so for the following reasons:

- They have been withdrawn from mainstream schools to prevent permanent exclusion or have been permanently excluded
- They are new to the area and are not able to be integrated into a mainstream school. This could be on a temporary basis or possibly for the foreseeable future.
- They have been missing from education or are returning from elective home education
- They are unable to attend their mainstream school due to health/medical reasons supported by a consultants referral
- They require a shorter term intervention to either maintain their mainstream place or to return after illness

INTRODUCTION

Three Towers is committed to providing learners of compulsory school age with an effective and appropriately personalised education which embraces equality of opportunity for all.

A high level of regular school attendance is essential if a child / young person is to make the most of the educational opportunities available to them. We take our responsibilities to monitor and promote the regular attendance of all learners seriously. We acknowledge that irregular attendance disrupts continuity of learning, undermines educational progress, leads to underachievement and low attainment and impedes a child / young person's ability to develop socially and emotionally.

Many learners begin Three Towers with a poor school attendance record reflecting their often negative view of school and education. We aim to re-engage learners and improve their attendance in preparation for the next phase of their learning journey.

AIMS

Three Towers aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which learners feel safe, secure and valued
- Raising the awareness of the importance of a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward learners' successes and achievements

- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- Working to establish supportive and constructive relationships with learners and their families
- Working in partnership with schools to support good attendance of dual registered learners

We also aim to prepare older learners for the time-keeping discipline required for adult / working life.

EXPECTATIONS & RESPONSIBILITIES

Learners

Learners have a responsibility to themselves and others to play a positive role in the life of Three Towers and to make the most of the educational opportunities available.

ALL Learners are expected to:

- Attend regularly and on time (school, providers, lessons, online sessions)
- Be ready to learn
- Respect themselves and others
- Inform a trusted adult if they feel they are being bullied
- Encourage friendship and a sense of belonging
- Not leave lessons / site / providers without permission

Learners attending alternative vocational provision are also expected to comply with any additional expectations set by those providers regarding attendance, punctuality and reporting absence.

Parents / Carers

Parents / carers have legal responsibility for ensuring that their children attend school/educational provision regularly and punctually; and that they stay for every lesson after they have registered. Parents / carers should also make sure that their children arrive ready to learn, properly dressed in their uniform, with the right equipment and in a fit state to benefit from the education offered to them. If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, local authority (LA) and Social Care where such a child's attendance is irregular. Parents may be prosecuted if their child does not attend regularly and punctually. This will be done under the 1996 Education Act and aims to ensure parents carry out their duty to secure suitable education for their children.

Parents / carers are expected to:

- Keep requests for their child to be absent to a minimum
- Make medical / dental appointments outside school hours whenever possible
- Offer an explanation for any period of absence, preferably on the first day. Parents / carers **cannot** authorise their child's absence – only the headteacher can do this based on the explanation offered.
- Ensure their child arrives on time; a reason should be offered for lateness
- Work closely with Three Towers and the Startwell team to resolve any problems that might affect their child's attendance
- Take family holidays during non-term time, and be aware that requests for holidays during term time will be refused unless there are extenuating circumstances e.g. medical recommendations.
- Be aware of curriculum requirements and be especially vigilant regarding attendance during external examination periods e.g. GCSEs and Key Stage 2 SATS
- Be supportive of their child and recognise their successes and achievements

For learners taught at home or for whom transport is provided, parents / carers should inform the school as soon as possible, ideally the day before, if a child is either going to be absent or is returning following absence. Failure to do so may result in parents being charged for the transport.

Three Towers

Three Towers will:

- Maintain a positive and welcoming school ethos so that learners feel safe, valued and respected as individuals whilst belonging to a learning community
- Remain an inclusive setting meeting the needs of all learners to the best of our abilities
- Expect learners to attend regularly, punctually and ready to learn
- Encourage and value good attendance and punctuality
- Expect staff to act as good role models in matters of attendance and punctuality
- Work with parents / carers, and other external agencies as required to improve and promote good attendance (e.g. schools, YOT, VST, medical professionals)
- Meet our statutory duty to consistently record and monitor attendance, authorised and unauthorised absences, and punctuality at both morning and afternoon sessions in accordance with the 1996 Education Act
- Identify, record and follow up / intervene with unauthorised absence including tracking patterns of absence and dealing with parent condoned absence
- Deploy a range of effective strategies to follow up intermittent and long term absenteeism
- Develop procedures for the reintegration of long term absentees working alongside external agencies when appropriate and in partnership with parents
- Use attendance data to target resources, support and challenge across the whole provision and at individual learner level.

- Follow appropriate procedures leading to a formal referral to external agencies.

Dual-registration learners at Three Towers

Some learners are dual-registered with another school/setting. When Three Towers is the main provider we expect the school to support our attendance policy. Conversely, where Three Towers is the subsidiary provider we will support the main school in applying its Attendance Policy and expectations.

Three Towers sets attendance targets for individual learners which are monitored by the Core Leadership Team.

Local Authority (LA)

The LA has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the locality teams the LA provides support to schools and parents to fulfil their legal duty.

The Attendance Enforcement Team (AET) works with the legal team of the LA and may take a parent to court for not fulfilling their duty under Section 444 of the Education Act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order. Education Penalty Notices (EPN) could be implemented as an early deterrent to prevent pattern of unauthorised absence developing and will be administered on behalf of Three Towers by the Attendance Enforcement Team (AET). They will in most cases be issued by post to a learner's home and cases of absence without acceptable cause may include learners caught on truancy sweeps, unauthorised holidays in school term time and persistent late attendance after the school register has closed.

PROCEDURES

Recording Attendance

Any learner who is absent from school / provision in the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised (N).

Onsite learners: Each session starts with registration time and attendance is recorded using SIMS electronic registration. The register will remain open for 10 minutes after the learner is due to start their first session. This is so that learners arriving from across the borough are not penalised for lateness beyond their control (taxi/traffic issues). Any learner arriving after this time must sign and will be registered

as late. Learners arriving after the register has been taken but before the register closes will be marked as late (L) showing them as present for statistical purposes.

Learners arriving more than a quarter of the way through their session will be marked as (U) unless there is an acceptable explanation i.e. school transport was delayed, medical appointment. Learners who arrive late without an acceptable explanation will usually be expected to make up their missed learning time at the end of that school day.

Blended Learners: Blended learners have individualised timetables to meet their particular needs. Centre based sessions follow the normal school routines.

Alternative Provision: AP providers contact Three Towers between 9.30am and 10.00am to inform the office of any learner absences that day. Learners who are not at their AP by 10am will receive a phone call home to find out why they are not there. Learners arriving between 10am and 11am are recorded as L, those arriving after 11am are marked as U

In particular and exceptional circumstances we may extend the period during which registers are kept open – e.g. in severe weather conditions or when there are unavoidable problems with transport services.

In considering lateness we will consider:

- Our geographical setting
- The vagaries of public transport given the distance travelled
- How far responsibility for lateness rests with the learner personally or with their parent / carer

Post-registration Truancy

This is when a learner leaves the site within the school day after having registered. It is dealt with in two ways; proactively and reactively.

Proactive measures include:

- All staff take reasonable measures to deter learners from post-registration truancy and rigorously follow up such instances that occur
- All staff take registers at the start of the lessons
- There is a close working relationship between learners and staff and instances when learners are showing signs of anger or it appears they want to leave the site staff can react quickly to enable the learner to calm, reflect and talk to a trusted adult to avert the truancy.
- Learners are escorted around the building by a member of staff
- Learners are limited in terms of access in and around the site by magnetic locking doors

- Additional staff for those learners who find certain lessons difficult can be provided on a needs led basis

Reactive measures include:

- Parents / carers are notified immediately the truancy is known
- Parents / carers are informed of the policy of allowing 30 minutes for a learner to make contact with either school or home, or arrive home safely (in which case parents / carer is asked to inform the school) otherwise the police will be contacted and a missing person report provided. *For some more vulnerable learners this may be reduced to 15 minutes.*

Recording Absence

A reason for a period of absence is always required. Parents / carers should inform Three Towers as soon as possible but before 10.00am on the first day of absence by telephone.

- Key Stage 2 Learner absence 01942 251375
- All other learners absence 01942 251361

After that time parents / carers will be contacted to request a reason for absence and the register amended accordingly. If learners are away for more than three days, then parents / carers should contact Three Towers again informing us of the reason for absence. This applies for all learners, including online learners and those who are dual registered.

If after a four-week process no reason has been offered we will mark the absence as unauthorised (O).

Types of Absence

Continued/Sporadic ongoing absence (OA): Letters will be sent if no telephone / text / email contact has been made after five days of absence and the learner has still not returned. If no response follows the letter then a home visit by the locality team will be requested.

Frequent absence: It is the responsibility of the form tutor / keyworker to be aware of and bring attention to any emerging attendance concerns. In cases where a learner begins to develop a pattern of absences, we will try to resolve the problem with the parent /carer and the learner. If this is unsuccessful we may refer to the School Health Adviser / School Nurse / CAMHS etc. if the problem appears to be a medical one. In other cases we will seek advice from the Attendance Enforcement Team.

Persistence Absence (PA) (*defined in legislation as 10% or more absence*)

Colour coded copies of learner registration certificates are issued half-termly (when appropriate) - 95%+ green; 85-95% amber; >85% red) to inform parents / carers of their child's attendance.

Parents / carers will be contacted by text, phone or letter to highlight attendance concerns. It may be necessary to attend meetings at school to discuss any barriers to attendance and how these can be removed. At this meeting attendance targets may be set for the following four to six weeks. If after this time no improvement has been made a further meeting will occur when a parenting contract may be set up.

Onward referral to support services

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues. This information may be shared with external agencies to support their role.

Learners whose attendance becomes a concern will be discussed within the appropriate pastoral meetings and referred to the locality service when they have hit the LA triggers for external agency involvement including the Attendance Enforcement Team.

Requests for leave of absence (LoA) / Term-time holidays

If a parent / carer wishes to request a period of leave for their child, the LoA form must be completed and returned to the school. The Headteacher will review the request and make a decision to grant or deny the leave. The outcome of the request will be notified to the parent and duly noted on the electronic register. Leave of absence will only be granted to learners during term time in exceptional circumstances. Government policy means that such requests are not likely to be approved.

Reduced Timetables

All full time learners are offered 25 hours of education however any learners whose needs are best met by a flexible timetable are increased to full time with a structured timed plan. This is done on an individual basis and where the timetable cannot be supported by e-learning, Three Towers will authorise any planned absences and provide work to be completed at home.

STRATEGIES TO PROMOTE GOOD ATTENDANCE & PUNCTUALITY

Three Towers will:

- Discuss attendance at the initial induction meeting.
- Have clear statements about attendance in the Home-School Agreement which are discussed, accepted and signed by all parties at the initial meeting

- Ensure that the curriculum is delivered within a culture of inclusion and in such a way that learners' feel that they can and have succeeded.
- Set personal targets for all learners whose attendance and / or punctuality has been a cause for concern
- Encourage all learners to set their own attendance targets half-termly
- Regularly send praise postcards to recognise improved and consistently good attendance and punctuality
- Issue half-termly colour coded attendance certificates to parents / carers as appropriate
- Include attendance and punctuality data in termly reports to parents /carers
- Display weekly totals for each form so learners can view their class attendance and measure it against the other groups in the school.
- Use assemblies where appropriate to highlight the connection between attendance and attainment
- Reward improved attendance, good attendance and punctuality using Vivos/merits and free trips for those learners who have achieved the benchmark attendance for the trip/activity
- Recognise and reward improved, as well as 100%, attendance and punctuality

INDUCTION, INTEGRATION & LONG TERM ABSENCE

We aim to make a difference to all learners' lives and as such treat all learners as individuals. When a learner joins Three Towers, re-integration may take a number of forms depending on the individual involved.

Often learners are enrolled at Three Towers but have not attended school / educational settings for some time, or they may have serious attendance issues and extremely low attendance rates. We believe it is vital to make the transition back to full-time schooling as smooth and non-traumatic as possible. For these learners consideration will be given to their transition into and ultimately out of Three Towers in order to maximise a successful return to education and an improved attendance.

The return of a long-term absentee will be carefully planned in advance, involving the learner, their parents / carers, keyworkers and other professionals as appropriate. Transitions into and out of Three Towers is personalised and needs led.

To ease the return of a long term absentee we will:

- Identify an appropriate keyworker to co-ordinate, monitor and review the learners return and to ensure all staff are aware of and alert to the situation
- Consider the possible need for a phased gradual return ensuring the re-integration programme / timetable is flexible
- Consider the timetable and determine what is immediately possible and manageable for the learner
- Consider whether extra classroom support is appropriate

- Consider supporting the integration with home based online learning
- Consider the need to allocate another learner as a 'buddy'
- Ensure the learner knows what to expect and what is expected of them on their return
- Make the learner feel valued and welcomed back (even if his/her past behaviour has been difficult)
- Never make sarcastic comments (a casual "Nice of you to turn up" or "Had a nice holiday?" can destroy hours of preparation in a moment)
- Ensure the learner knows where to go / who to turn to if they are feeling unsure or have a difficulty.
- Accept that renewing/remaking friendships, catching up in the classroom, readjusting to a structured day take time and do not happen overnight

If a learner is going to be absent from some time, Three Towers staff will endeavour to maintain contact with the learner and their family via home visits, telephone calls and if necessary online tuition. It is important the learner and their family still feel part of the Three Towers community.

TRANSITION INTO ANOTHER SCHOOL / SETTING

Learners attending another school or setting as part of their transition are recorded as B. Contact is made with that setting each day the learner attends and the register adjusted if the learner is absent or late.

MONITORING & EVALUATION

It is the duty of the Local Governing Body (LGB) to monitor overall attendance. The LGB will examine the information provided to them, and seek to ensure that the attendance figures are as high as possible.

Attendance data is also monitored termly by the Rowan Learning Trust.

Three Towers will keep accurate whole school records on file for a minimum of three years; individual learner attendance will be kept in accordance with statutory requirements.

This policy will be reviewed every three years, unless legislation and/or statutory guidance from the DfE changes.

*This policy should be read alongside:
Safeguarding Policy*

APPENDIX 1: THE LAW

The Education Act 1996

Part I, section 7 states:

*“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –
to his age, ability and aptitude and
to any special needs he may have
- either by regular attendance at school or otherwise.”*

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI, section 444 contains the details of when an offence is committed if a child fails to attend school

The Education [Learner Registration] (England) Regulations 2006 contains the legal requirements for register and admission roll keeping

APPENDIX 2: STATUTORY ATTENDANCE CODES

A	Present
B	Educated elsewhere
C	Other authorised circumstances
E	Excluded
H	Family holiday (authorised by headteacher)
I	Illness (not medical appointments)
J	Interview
L	Late (before register closes)
M	Medical or dental appointment (not more than 2 consecutive sessions)
N	No explanation received yet
O	Unauthorised
P	Approved sporting activity
R	Religious observance
S	Study leave
U	Late (after register closes)
V	Educational trip or visit
W	Work experience

APPENDIX 3: TYPES OF ABSENCE

Any learner who is on roll but not present in the school must be recorded within one of these categories

Unauthorised absence: This is for learners where no explanation has been provided, or where the explanation is considered to be unacceptable by Three Towers.

Unauthorised absences include:

- No explanation offered by parent / carer
- Unacceptable explanation offered (e.g. shopping, birthday, minding the house, hairdresser appointments etc.)
- Term time family holidays taken without prior consent or knowledge and / or are in excess of any time previously agreed by the headteacher
- Lateness after the register has closed without a satisfactory explanation
- “Special” occasions (when the LoA has not been previously agreed)

Authorised absence: This is for those learners who are away from school for a reason that is deemed by the headteacher to be valid under the Education Act 1996. Parents / carers **cannot** authorise absence. Should the headteacher have reason to doubt the validity of the explanation offered, the absence will be treated as unauthorised.

Absence will generally be authorised for the following reasons:

- Illness
- Medical / dental appointment (one day only, subsequent days would be considered as illness)
- Study leave
- Exclusion
- Traveller (learner travelling)
- Family bereavement
- Learner caring for a sick or disabled family member (authorisation is for a limited duration)
- Involvement in a public performance / examination
- Family holidays (when permission has be given in advance and for no more than 20 sessions/10 days)
- Exceptional special occasions (the nature of such events are determined by schools on an individual basis e.g. family wedding)
- Religious observance

Approved educational activity

This covers types of supervised educational activity undertaken off site but with the approval of the school e.g. work experience placements; field trips and educational visits; sporting activities; link courses or approved education off site; most types of dual registration.

Learners recorded in this category are deemed to be present for statistical purposes on attendance returns

APPENDIX 4: FIRST DAY CALLS

First day calls:

- Are intended to be a supportive response to absence as parents / carers the opportunity to talk through any issues quickly with a member of staff and this enables us to build a more effective partnership between school and home.
- Are intended to show that three towers is both vigilant and caring. It is not a crack-down strategy but a proactive means of ensuring that learners and parents / carers that we will investigate all questionable or unexplained absenteeism promptly.
- Are also part of our safeguarding processes as it can identify those learners who may be truanting.
- Occur after the register has closed and we have contacted alternative providers for their daily attendance records
- Are made to both offer support and encouragement for a speedy return, but with challenge when explanations are doubtful / questionable. Responses to such challenges will be noted and may be used in later discussions with the Startwell and enforcement teams.

APPENDIX 5: PRIMARY PROCEDURES 2016-17

JF completes register at 9.15 and passes to SB.

SB to ring taxi company to check if picked up

Ring home - If no taxi – order one
- If ill record reason on pupil sheet
- If no answer ring any emergency number we have
- If no answers at all ring mainstream school and check siblings (if any) are in

Inform Social Workers (if involved)

Record all actions on pupil sheet and note on SIMs register

Weekly – SB produce attendance report for each class, whole school and individual pupils. A copy of each to JF and CL.

Discussion of attendance in Assembly and pupils with 100% get a Certificate and move themselves up on the reward trip board.

Half-termly – letters to be sent home regarding attendance: Good, Satisfactory, Poor

APPENDIX 6: SECONDARY PROCEDURES 2016-17

Proactive

- Form tutors monitor learner's daily attendance and complete registers.
- Form tutors discuss any dropping trends in attendance with learner and record on SIMS
- Form tutors reward learners for good attendance.
- Half Termly RAG letters for Parents' Afternoons to be produced by office [HD] / Letters of commendation to be sent out by Attendance Mentor [JG] (Letter of commendation).

First Day Response

<u>Centre Based Learners</u>	<u>Outreach / BLA Learners</u>	<u>Vocational Learners</u>
HD make first day response phone calls Record information Information passed to JG within debrief	AM – Registers completed and HD to make first day response phone calls Record information on SIMS PM – JG to complete registers and make first day phone calls	MB liaises with HD for first day phone calls supported by MW. Work Experience – RP to check and complete SIMS. RP make first day phone calls
If parents respond - Recorded on SIMS If no response – text sent by HD JG to contact if no response after 3 days (Home visit / phone call)		
CP / CLA / Attendance enforcement learners HD to have list and phone calls to be made and logged		

When a Learner's attendance drops below 95% or misses five days of school within a two week period

<u>Send Stage 1 Letter</u> (On System)	
Complete Home Visit if no contact from parent/carer <u>OR</u> make contact as directed by Attendance meeting	
If Attendance has not improved within one week	If attendance improves within one week
<u>Stage 2 Letter</u> inviting parents/carers to a meeting at the school to discuss attendance concerns Start to fill in the attendance action plan (single agency form) Go to Stage 2	Continue to monitor
	If attendance drops within the same half term follow <u>Stage 2 Letter</u>

Stage 2	
Send out letter inviting parents / carers to a meeting to discuss attendance concerns (Stage 2 Letter)	
If other agency involvement support to be requested (YOT / SC / CLA)	
Parents / Carers attend the meeting	Parents / carers do not attend
Attendance action plan completed (Use single agency action plan) Attendance targets set Review date set in 4 weeks	Send Stage 2 (Non attendance at meeting letter) Home visit completed
	If parents home complete Attendance action plan stage
	If parents not home Leave note of visit and log on Attendance Action plan and SIMS Refer to 'Startwell' and continue to log all calls / home visits. Move to stage 3
If Attendance Improves continue to monitor If Attendance does not improve move to stage 3	
Stage 3	
Send Stage 3 Letter inviting parents/carers to a meeting to discuss attendance concerns AND referral to be sent to Startwell for support	
Consideration at this time to be given to and EPN (Educational Penalty notice) Criteria Learners must have over 80% attendance. Learners must not have received previous fine.	
Consideration at this time to be given to if a CME referral needs to be made Criteria Has the child missed five days education? Has anyone heard from the child or parent? Follow the CME checklist	
<u>Parents / Carer attends</u> Complete Attendance Action plan Parents / Carer completes parenting contract with Startwell support.	<u>Parent / Carer does not attend</u> Refer through to Safeguarding hub / social care / Attendance Enforcement
Review in four weeks and review what is working and what is not working	
If attendance improves continue to monitor If attendance does not improve refer to safeguarding / social care / request Startwell to refer to Attendance Enforcement.	

Sample Letters

Letter of commendation – excellent attendance

Dear

This letter is to inform you of how pleased we are with _____ current levels of attendance.

At present _____ attendance is over 95% which is excellent. This is having a positive effect on learning and is increasing _____ chances of reaching his/her full potential.

Three Towers aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding.

May I take this opportunity to thank you for continuing to encourage _____ to access the support offered at Three Towers. I hope that _____ will continue to achieve high levels of attendance during the coming half term.

Yours sincerely

Letter of commendation – improved attendance

Dear

This letter is to inform you of how pleased we are with _____ improving levels of attendance.

At present _____ attendance is _____%, which is a significant improvement over the past half term. This is having a positive effect on learning and is increasing _____ chances of reaching his/her full potential.

Three Towers aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding.

May I take this opportunity to thank you for continuing to encourage _____ to access the support offered at Three Towers. I hope that _____ will continue to achieve high levels of attendance during the coming half term.

Yours sincerely

Stage 1 Absence Concern Letter

Dear

I am writing to inform you that _____ attendance has now fallen below ___% and is beginning to present a concern to us.

Attendance figures can also be affected by learners not arriving in school on time. I would therefore advise you that I will be closely monitoring and documenting _____ attendance and punctuality over the coming weeks.

May I take this opportunity to remind you that it is your legal responsibility as well as being extremely important for _____ that you ensure s/he attends school regularly and punctually. If it is necessary for _____ to be absent from school, please ensure you telephone Three Towers by 9.30am to advise us of the reason for absence.

Three Towers aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding. Should you require any support or need any further information, please do not hesitate to contact me or consult the Three Towers Attendance Policy.

Yours sincerely

Stage 2 Absence Concern Letter – invite to meeting

Dear

I am writing to bring to your attention _____ attendance figure, which is currently at XX%. This is presenting a serious concern to the school and could lead to external agencies being involved and ultimately if it does not improve to possible court action.

Three Towers aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding. To this end, I have made an appointment time for you to come into school on _____ (**insert date and time**) to discuss the situation. We will consider what the barriers are to _____ attending and plan how these can be overcome to improved attendance and/or punctuality.

Please contact the school office to either confirm you will attend or re-arrange a more convenient time to meet. Should you require any support or need any further information, please do not hesitate to contact me or consult the Three Towers Attendance Policy.

Yours sincerely

Stage 2 – Non Attendance at a meeting

Dear

I am writing to inform you that we have concerns about _____ attendance, as _____ attendance at school has now fallen to XX%.

Despite numerous attempts we have been unable to either contact or meet with you to discuss the reason for these absences.

As there has been no improvement in _____ attendance I have arranged another meeting for us to discuss these issues. The meeting will take place at the Three Towers and a provisional date has been set for _____ (**Insert date and time**). Please contact the school office to either confirm you will attend or re-arrange a more convenient time to meet.

Should you require any support or need any further information, please do not hesitate to contact me or consult the Three Towers Attendance Policy.

Yours sincerely

Stage 3 – Absence Concern Letter

Dear

I am writing to inform you that we still have concerns about _____ attendance, as since starting with us his/her attendance to school has fallen to XX%.

Despite numerous attempts we have been unable to contact you to discuss the reason for these absences.

As _____ attendance has now fallen below _____ we have made a referral to Startwell and arranged a meeting to discuss these attendance issues. The meeting will take place at _____ on the _____ **(Insert date and time)**. Please contact the school office to either confirm you will attend or re-arrange a more convenient time to meet.

Should you require any support or need any further information, please do not hesitate to contact me or consult the Three Towers Attendance Policy.

Yours sincerely

Absence - Medical Concerns

Dear

This is to inform you that we have concerns about _____ attendance. At present _____ attendance is XX% but we are concerned about the increasing number of days he/she has had of sick in recent weeks, as this time off is having a negative effect on learning, reducing _____ chances of reaching his/her full potential.

Three Towers aims to give _____ the best possible support and education. We rely on your support and regular communication in an effort to achieve a greater chance of _____ succeeding. If _____ takes time off for any reason medical or other, you are required to inform the school in advanced or before school starts on the above telephone number. You should inform the school in writing when your child returns to school providing a medical note if possible.

May I take this opportunity to remind you that it is your legal responsibility as well as being extremely important for _____ that you ensure s/he attends school regularly and punctually. If his/her attendance does not improve or continues to falls below _____ we will be making a referral to Startwell and a meeting will be arranged to discuss these attendance issues further.

Should you require any support or need any further information, please do not hesitate to contact me or consult the Three Towers Attendance Policy.

Yours sincerely

Non-attendance at lessons (internal truancy)

Dear

Re: Missed lessons

Having carried out a review of lesson attendance I am writing to inform you that your child's attendance this term has fallen well below acceptable standards for Three Towers learners. Whilst s/he has been turning up for school most mornings s/he is spending a significant amount of time avoiding lessons by wandering corridors and outdoor areas. This wandering has now reached the point where it is having a negative effect on both _____ and other learners in the school.

I hope that now this situation has been brought to your attention we can work together to change _____ worrying pattern of behaviour and get her/him performing at a level that matches her/his ability.

I will be working with _____ form tutor over the next week or so to set attendance targets for _____. Hopefully this will be enough to improve her/his participation in lessons. If it is not I am afraid that there will be a review of _____ provision at Three Towers and we may seek an alternative to lessons on site. This may well involve _____ working from home full-time in order to provide places in lessons for young people who want to engage.

I trust I can rely on your cooperation in this matter and would ask that you speak with _____ about her/his future conduct. If you have any questions or would like to meet with somebody to discuss _____ current school experience please contact me on the number above.

Yours Sincerely

Primary – poor attendance

Dear

I enclose a copy of (Name) Registration Certificate up to (date) indicating (Name) current percentage of attendance together with information provided by the Local Authority. As you will see (Name) attendance is at present ____% Please take time to read the information and the effects that this could have on your child's education and academic achievement.

We have used Good, Poor and Unsatisfactory to show the level of your child's attendance.

(Name) attendance is Poor as this falls within the guidelines of 85%-95%.

This indicates that some improvement is needed to help your child achieve good results. If there are genuine medical reasons for absence on a regular basis, we should be made aware of the situation.

If your child's attendance drops below 85% you are at risk of intervention by the Education Enforcement Officer which could result in a Penalty Notice.

May I also remind you that if your child is not attending the academy please inform us by 9.15 a.m. on the number above.

If you have any queries regarding the above please do not hesitate to contact me.

Yours sincerely