



Secondary Attendance and Absence Policy

Signed by:

Date: 14/11/24

Date: 15/01/25

Contents:

Statement of intent

1. **[Updated]** Legal framework
2. Definitions
3. **[Updated]** Roles and responsibilities
4. Attendance expectations
5. Absence procedures
6. **[Updated]** Attendance register
7. **[Updated]** Authorising parental absence requests
8. SEND- and health-related absence
9. **[Updated]** Absence in exceptional circumstances
10. Truancy
11. Absent pupils
12. Attendance intervention
13. Working with parents to improve attendance
14. Persistent absence (PA)
15. **[Updated]** Penalty notices and legal intervention
16. Monitoring and analysing absence
17. Training of staff
18. **[New]** Deletion of names from the admission register
19. Monitoring and review

Appendices

- A. Attendance Monitoring Procedures
- B. Attendance Agreement Forms

Statement of intent

Meadow High School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is **Toni Kelliher**, and can be contacted via **tkelliher@meadowhighschool.org**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. **[Updated]** Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- **[Updated]** DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- **[Updated]** DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2023) 'Providing remote education'
- **[New]** DfE (2024) 'Sharing daily pupil attendance data'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Children Missing from Education Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Attendance Officer Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending Meadow High School for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays

- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

3. [Updated] Roles and responsibilities

The Governing Board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Holding the Headteacher to account for the implementation of this policy.

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Instructing the Local Authority to Issue fixed-penalty notices, where necessary.

The Designated Senior Leader responsible for attendance (also known as the Senior Attendance Champion) is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by staff
- Liaising with pupils, parents/carers and external agencies, where needed

Head of Key Stage and Assistant Headteachers are responsible for:

- Ensure that for tutors are provided with Attendance data weekly
- Ensure that attendance is a standing item during Key Stage Meetings
- Takes overall ownership and accountability of Year Group Attendance
- To be involved in 'Attendance Panel Meetings'
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families.

[Updated] The Attendance Officer is responsible for:

- Working with the SLT towards the overall strategic approach to attendance in school
- Developing a clear vision for improving attendance
- Monitoring attendance data across the school providing this to Key Stage Leads regularly
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all the available channels
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Ensure registers are precoded for known absences and have been completed and coded correctly
- Makes daily calls or sends text to parents of children who have not contacted the school to let us know where they are
- Notify the DSL if there are any contextual safeguarding issues which might explain erratic or poor attendance
- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with pupils and parents with regard to attendance
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Following up on incidents of persistent poor attendance
- Work with the LA School Attendance Support Officer to tackle persistent absence
- Arrange and, alongside the Head of Key Stage, participate in meetings with parents to discuss attendance issues
- **[Updated]** Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Form Tutors are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis, using the Present Code if present or N Code if not present: morning registration must be completed by 9.15am, afternoon registration must be completed by 1.45pm
- Make weekly contact with pupils who are not present at school for long periods of time and are responsible for collating the educational materials for these students so that they can access education from home, if required
- Ensuring that any information from parents/carers, relating to attendance, is passed on to the Attendance Officer immediately
- Contribute to and support the continued development of the warm, welcoming and safe environment for all pupils
- Be aware of absences of each child and patterns in absence, and make sure the pupil is supported in catching up with missed work.
- To ensure that pupils are made to feel welcome, helped to adjust to school's daily routine and support with catching up on missed work upon return to school following significant periods of absence.

Parents are responsible for:

- Providing accurate and up-to-date contact details and more than 1 emergency contact number for their child
- Promoting good attendance with their children, ensuring they attend every day and on time
- Ensure that, where possible, appointments for their child are made outside of the school day. Where not possible, inform the school of the child's absence in advance by emailing the medical evidence to: attendance@meadowhighschool.org
- If their child's absence rates are increasing and are causing concern, an attendance contract may be used to support parents to make improvements. Keep to any attendance contracts that they make with the school and/or local authority
- Call the school to report their child's absence before 9.00am on the day of the absence, and each subsequent day of absence, and advise when their child is expected to return

Parental responsibility for lateness:

- Morning registration will take place at the start of the school day. The registers will remain open for 30 minutes, until 9.30am.
- Registers will be marked as L if pupils arrive after 9.15am but before 9.30am. Any pupil arriving after 9.30am will be marked as having an unauthorised absence (U). If the absence at registration was for attending an early morning appointment, provided medical evidence has been provided, the appropriate absence code will be entered
- Parents of pupils have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved
- Parents will be invited to a meeting to discuss the cause of lateness with the Attendance Officer
- If a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, a penalty notice will be issued in accordance with Hillingdon's Code of Conduct for issuing penalty notices for non attendance

- Parents must collect their child promptly at the end of the school day. Where late collection is persistent, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

Pupils are responsible for:

- Attending school on time, every day
- If arriving after 9.15am, to sign in at reception in the main school building.

4. Recording Attendance

Meadow High School will keep an electronic attendance register, and place all pupils onto this register. We will take our attendance register at the start of the day and also at the start of the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See section 6 for the DFE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school has high expectations for pupils' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at **9.00am**, Pupils will have a morning break at **11.10am**, which will last until **11.25am**. Lunch break is from **12.45pm-13.30pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times. The school day ends at **15.05pm**.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:15am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **13.40pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **14.10pm**. Pupils will receive a mark of absence if they are not present

5. Absence procedures

Unplanned absence:

Parents will be required to contact the school office via telephone (01895 443310) or via email (attendance@meadowhighschool.org) before **9.00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **9.30am** to report the absence, a text message will be sent to the parent to ask them to contact the school. If a reply is not received by 10am, the Attendance Officer will make a **telephone call** to parent/carer in order to ascertain a reason for absence. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's services or the police.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.
- Where relevant, report the absence to the pupil's youth offending team officer or social worker.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

The school will, where appropriate, offer support to the pupil and/or their parents to improve attendance. Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention, as appropriate.

Planned Absence:

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school **in advance** of the appointment.

Parents can notify the school of a medical or dental appointment by emailing: attendance@meadowhighschool.org. However, we encourage parents to make medical and dental appointments out of school hours, where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

6. [Updated] Attendance register

Meadow High School will keep an electronic attendance register, and place all pupils onto this register. We will take our attendance register at the start of the day and also at the start of the afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school has high expectations for pupils' attendance and punctuality, and will ensure that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually

The school day will start at **9.00am**, Pupils will have a morning break at **11.10am** which will last until **11.25am**. Lunch break is from **12.45pm-13.30pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times. The school day ends at **15.05pm**.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:15am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **13.40pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **14.10pm**. Pupils will receive a mark of absence if they are not present

[Updated] The school will use the DFE's national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way:

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school

W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

When the school has planned in advance to be fully closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

[Updated] Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

[New] The school will share its daily attendance data with the DfE directly from the management information system.

[Updated] Every entry received into the attendance register will be preserved for six years.

7. **[Updated]** Authorising absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

If granted a leave of absence by the Headteacher, the leave would be authorised. However, the non-attendance would affect the overall percentage attendance for that child for that month.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the deputy headteacher **in writing** at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the deputy headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays or if the pupil's current attendance is a concern (95% or below).

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Medical or dental appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid and unpaid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and

- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

[New] Attending an interview for employment or for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

[New] Study leave for a public examination

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Study leave will not be granted by default once tuition for the examination syllabus is complete and will be used sparingly. Provision will still be made available for pupils who want to continue to come into school to revise.

[New] Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate for a pupil on a part-time timetable. In such circumstances, the days on which the pupil is expected to attend school will be agreed in advance.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

[New] Parent travelling or occupational purposes

If a pupil is travelling with their parent as a result of the parent's trade or business and is therefore unable to attend, the school will assure itself that this is a genuine reason. Proof will

not be sought without genuine and reasonable doubt about the authenticity of the reason for absence given. The parent will be encouraged to ensure that the pupil can attend a school where they are travelling to, and be dual registered at that school.

8. SEND and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Update ISPP to reflect needs.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable, this will be on a case-by-case basis and is not always recommended.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes, this will be on a case-by-case basis.

- Phased returns to school where there has been a long absence, this will be dependant on professional medical advice.
- Small group work.
- Tailored support to meet their individual needs.

9. [Updated] Absence in exceptional circumstances

[Updated] Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- **[Updated]** Transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel.
- **[New]** Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- **[New]** The whole school site has been closed unexpectedly.
- **[Updated]** The pupil is in criminal justice detention.
- **[New]** Public health guidance or law legislates that attendance is respectively not advised or prohibited.
- **[New]** Any other avoidable cause makes attendance impossible.

[Updated] The use of the seven 'Y' codes for exceptional circumstances will be collected in the school census for statistical purposes.

[Updated] Code Q will be used in circumstances where there are a lack of access arrangements, e.g. the LA has not upheld its duty to arrange the pupil's home to school travel.

10. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the Senior Attendance Champion, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Use physical presence at the school gates on arrival and departure from school, including greeting pupils in the morning and having a consistent morning routine
- Establish and monitor implementation of rewards for attendance and punctuality.
- Reward, trips and events.
- Monitor whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions. Sending letters home to parents/carers regularly (or where there is a concern) to inform of current attendance.
- Establish, implement and monitor robust arrangements to identify, report and support children who are absent from education.

11. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Parents will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

13. Persistent absence (PA)

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent to:
- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 14)

14. **[Updated]** Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the 'Attendance Monitoring Procedures' (see Appendix 1), will be implemented.

[Updated] Where the Attendance Monitoring Procedures above are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

[New] Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

[Updated] A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

[New] Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

[New] A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

[New] Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

[New] Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

[New] Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

15. Children Missing in Education (CME)

DFE statutory guidance regarding Children missing in Education states that children absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming not in education, employment or training (NEET) later in life.

Meadow High School will take the following steps:

- All pupils will be entered on the admission register at the beginning of the first day on which the school has agreed that the pupil will attend the school. The register is kept up to date and checked for accuracy on a monthly basis.
- If a pupil fails to attend the school, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity **(or at the point that 10 consecutive days have been missed)**.
- The Attendance Officer will monitor pupil's attendance through daily registration. Daily absence is followed up, who attempt to contact home to request a reason for absence. The school monitors attendance closely and addresses poor or irregular attendance. The school notifies the Local Authority of pupils who fail to attend regularly, or have missed 10 school days or more without permission.
- The school will work with external agencies including the LA and Social Care to support families whose children have missed 10 consecutive days of education. Whilst meetings and support are implemented, the school will keep the pupil on roll. If engagement with home ceases despite support being offered, or support is subsequently declined, then the school will call an emergency Annual Review to discuss the placement and may consider ending the placement subject to confirmation that the Local Authority are aware.
- The school remains committed to working with all agencies to establish the safety of the missing child even after their removal from the school roll.

16. Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data **weekly** to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will regularly inform parents about their child's attendance and absence levels.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Year groups preparing for exams.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

17. [New] Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **95 percent**.

This policy will be reviewed every **three years** by the headteacher or as guidance from the local authority or DFE is updated. The next scheduled review date for this policy is **October 2027**. Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix 1. Attendance Monitoring Procedures/Flow Chart

1. A spreadsheet will be sent by Attendance Officer (AO) weekly to form tutors (FT) and Assistant Headteachers (AST) detailing attendance to date.
2. Attendance will be discussed with FT/AST. Any attendance/punctuality trends noticed by FT should be passed immediately to heads of year (AST).
3. Contact will be made with parents on first day of absence if not reported. Any N codes not established after a week will be recorded as unauthorised absence.
4. Pupil attendance drops below 95 percent – AO will send **letter 1** and copy of attendance certificate home to parents, raising concerns that attendance has fallen below school target of 95%.
5. Pupil attendance continues to drop within 3 weeks – **letter 2** will be sent home to invite parents/carers to a meeting in school with AO and Welfare Lead (WL). Medical evidence for all absences will be required following receipt of this letter.
6. If attendance continues to drop within 3 weeks - **letter 3** will be sent home inviting parents into school to attend an Attendance Contract Meeting with AO and AST. Attendance contract will be issued.

Attendance Concerns Flow Chart

Pupil with less than 95% attendance
Letter 1



Attendance continues to drop within 3 weeks
Letter 2



Attendance continues to drop within 3 weeks
Letter 3



If attendance improves, a letter will be sent home to acknowledge this.

Appendix 2. Summary of Child's attendance at Meadow High School

95% +	Excellent attendance. This will support all aspects of your child's progress in school. This will help a pupil's achievement chances and encourages a positive work ethic. Regular attenders find school routines, school work and friendships easier to cope with. Your child's attendance is at or above the school target. Keep up the good work!
90% - 94%	Good effort. This attendance rate is moving towards the target of 95%. You will receive an initial letter (letter 1) informing you of your child's current attendance percentage. Improved attendance will benefit your child both academically and socially. Your child's attendance is almost at the school target.
Below 90% (Persistently Absent)	A pupil whose attendance is below 90% is defined as a 'persistent absentee' by the Department for Education. (Unauthorised or unsupported by medical evidence). Absence is now a concern and will significantly be affecting your child's attainment and progress. • Parent/carer will receive a letter (letter 2), inviting them in for a meeting at school with AO & WL to discuss concerns. An attendance target will be set across an agreed timescale which will be monitored by AO & WL • If attendance does not improve within 3 weeks, a further letter (letter 3) is sent out to parent/carer to invite into school for Attendance Contract Meeting with AO, AST & Senior Attendance Champion. Attendance Contract issued.
Below 50% (Severely Absent)	A pupil whose attendance is below 50% is defined as a 'severe absentee' by the Department for Education. (Unauthorised or unsupported by medical evidence). Following an Attendance Contract Meeting, if attendance continues to drop or remains a concern, a Notice to Improve letter may be sent home - this could lead to possible legal consequences. The Notice to Improve letter contains details about the support the school and services have provided to improve attendance to date and includes a date on which attendance is expected to improve.

Medical reasons for absence - If your child has an ongoing medical condition that means they are unable to attend school, we will apply their attendance figure with this knowledge. Therefore, discretion may be applied to the process above.

Where pupils have been identified with specific medical or therapeutic needs who have a high level of absence, they will be supported by the following:

- Contact with parent/carers in order to correctly authorise absences
- Working with the Local Authorities and other agencies to record such absences as authorised to reflect attendance as good as can be expected for these pupils and the school.
- Where appropriate, work with the LA and other agencies to allocate appropriate provision which may not be within our school.
- Recognise that these pupils may still be eligible for rewards for attendance with medical absences not applied to their overall percentage for the purpose of rewards.

Appendix 3. Attendance Letter 1 to Parent/Carer



Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: www.meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»

«address_block»

«date_of_printing»

Stage 1 Attendance below 95%

Dear «salutation»,

We are concerned about «full_name»'s attendance. Our Records show that «forename»'s current attendance is «percentage_attendance»%.

As a result of «forename»'s attendance being below 95%, we have to initiate our attendance monitoring procedures. I have enclosed your child's Registration Certificate which shows their current attendance percentage and indicates which date/dates they were absent from school.

The school has a duty to provide you with this information in order to promote improvement in rates of attendance, so that where possible, «forename» is able to reach the 95% attendance target set by the Department of Education. I am sending this letter at this early stage so that you as a parent can have a conversation with your child about the importance of attendance.

As mentioned in my letter at the start of term, increasing school attendance is a key priority nationally because missing school damages a pupil's achievement chances, disrupts school routines and can seriously affect children's longer term life opportunities.

We understand that every family's circumstances are different, and know that sometimes, illness and medical appointments during term time cannot be avoided. However, the school has a duty to provide you with attendance information regarding your child on a regular basis.

I would very much like to support both you and «forename», so please contact me as soon as possible if you would like to discuss any issues or barriers in attending school and how their attendance might be improved.

Thank you for your support, I trust that your child's attendance will improve.

Yours sincerely,
Toni Kelliher
Attendance Officer

Appendix 4. Attendance Letter 2 to Parent/Carer



Royal Lane, Hillingdon, Middlesex UB8 3QU
Telephone: (01895) 443310
Email: meadow@meadowhighschool.org
Website: www.meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»
«address_block»
«date_of_printing»

Stage 2 Attendance below 90%

Dear «salutation»,

Following my previous letter sent on (insert date), we are disappointed that there has been no significant improvement in «full_name»'s attendance.

Our records show that your child's current attendance is «percentage_attendance».

It is important that children attend school regularly and on time. Here at Meadow High School, our best interests are to ensure that pupils reach their full potential which can only be done when pupils attend school regularly. Once again, we are giving you the opportunity to discuss any issues you may be facing getting «forename» into school. We would like to understand the challenges that are preventing «forename» attending school full time and would like to support you to affect a sustained improvement.

We are offering a meeting with myself and the Welfare Lead on (insert date). Please get in contact with me by email: tkelliher@meadowhighschool.org if you cannot attend to arrange a more mutually convenient time. Please note, you may be asked for medical evidence for future absences in order that they can be authorised.

Please be aware that if this continues then we will have no other option but to pass this matter on to the School Attendance Support Team at Hillingdon Council and you will be invited in for an attendance panel. You are then at risk of a Penalty Notice for unauthorised absence. This is a fine of £160 per parent per child payable within 28 days, reduced to £80 if paid within 21 days. If it is necessary to issue a second penalty notice within a 3 year period to the same parent for the same child, the penalty notice is £160 to be paid within 28 days. A third period of absence within the same three year period of the same parent for the same child may result in a summons to the Magistrates' Court and a fine of up to £2,500.

Please contact me if you have any questions.

Yours Sincerely

Toni Kelliher

Attendance Officer

5. Letter 3 to Parent/Carer (Attendance Contract)

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»
«address_block»
«date_of_printing»

Invitation to an Attendance Contract Meeting to discuss (Insert Pupil Name)

Dear (insert salutation),

Name of Child: (insert)
Registered pupil at: Meadow High School

DOB: (insert)
Current Attendance: (insert)

Choose the most appropriate option below and delete accordingly

1. Did not attend supportive meeting with Attendance Lead:

Due to the decline in the regular attendance of your child and the lack of engagement with previous attempts to support with regular attendance, we now require you to attend an Attendance Contract Meeting on: (insert date/time).

2. Attended supportive meeting with Attendance Lead:

Unfortunately, your child's attendance continues to decline and regular attendance at school has not been maintained. At our supportive meeting held on (insert date), we created a plan to help you and your child overcome barriers to attending school, however it has not been successful. To further support, we now require you to attend an Attendance Contract Meeting on (insert date/time).

This meeting will be held at school. If you require the meeting to be held in a different setting such as virtually, via telephone, a home visit, or if this time or day is not convenient, please contact myself by email: tkelliher@meadowhighschool.org for alternative arrangements to be made. Your view and those of your child will be sought and taken into consideration during this meeting where we will complete an Attendance Contract Agreement, the terms of which are negotiated.

Please be aware further action from the school will mean we have no alternative but to refer this matter onto the School Attendance Support Team at Hillingdon Council. You may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day, you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

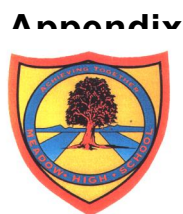
If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider other appropriate legal interventions.

Please bring with you any medical evidence such as a GP/Consultant letter or certificate, any prescribed medication (not bought over the counter) for any considerations that may be given to your child's absences being authorised on health grounds.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

[Toni Kelliher](#)
Attendance Lead
Cc: Headteacher



Appendix 6. Letter to Parent/Carer: Attendance Contract Outcome

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»
«address_block»
«date_of_printing»

Formal Support-Attendance Contract Outcome

Dear (insert salutation),

Name of Child: (insert)
Registered Pupil at Meadow High School

DOB: (insert)
Current Attendance: (insert)

Thank you for attending the Attendance Contract Meeting on (insert date).

Please find attached a copy of the Attendance Contract Agreement signed by you and your child (where appropriate). Your views, opinions and comments and those of your child were taken into consideration at the meeting and have formed part of the agreement.

It was agreed your child's attendance will be monitored over period of 4 to 6 weeks from (insert date). Please remember to provide medical evidence if your child is absent during the review period, as agreed as part of the Attendance Contract.

If there is no improvement and continued unauthorised absence persists during this time, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention.

Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Further information that you wish the school to consider or if you need advice and support, during the review period, please do not hesitate to contact me and advise either in writing or by a phone call.

Yours Sincerely,

[Toni Kelliher](#)

Attendance Lead

Cc: Headteacher



Appendix 7. Letter to Parent/Carer: Attendance Improved

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»
«address_block»
«date_of_printing»

Attendance Improved after Attendance Contract issued

Dear (insert salutation),

Name of Child: (insert)
Registered pupil at: Meadow High School

DOB: (insert)
Current Attendance: (insert)

At the Attendance Contract Meeting held on (insert date), an agreement was signed stating that your child should attend school regularly, punctually and every day that the school is open and available. The agreement took into consideration your views and those of your child, where appropriate.

Your child's attendance and punctuality has been reviewed and I am pleased to see that it has improved. The matter will not be progressed from here if improvement is maintained.

I will continue to monitor your child's attendance and should it again become a cause for concern, contact will be made.

Please be aware that should your child's attendance decline and there are unauthorised absences, it may result in the school referring the matter to the Attendance Support Team at Hillingdon Council for legal intervention. Please be aware further action from the school will mean you may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 with no option to pay the lower rate of £80. If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will need to consider appropriate legal interventions.

Should you need further information or assistance, please do not hesitate to contact me.

Your Sincerely,

Toni Kelliher
Attendance Lead
CC: Headteacher



Appendix 8. Letter to Parent/Carer: Notice to Improve

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»

«address_block»

«date_of_printing»

Notice to Improve: Final Warning Notice

Dear (insert salutation),

Name of Child: (insert)

Registered Pupil at: Meadow High School

DOB: (insert)

Current Attendance:

Further to our recent (insert visit/meeting/letter/agreement), I am concerned that your child's attendance has not improved and is still a cause for concern. Your child's attendance currently stands at (insert), (insert number) of these absences are unauthorised, (insert number) of these absences are for illness/medical appointments.

To date, the school has offered you the following support to improve your child's attendance.

Support Offered	Date Agreed	Date Reviewed	Unauthorised absence at date of support	Unauthorised absence at review of support
e.g: informal meeting with form tutor	01.10.24	22.10.24	6 sessions	10 sessions

Failure to improve attendance will result in a consultation with the Attendance Support Team if there are any further unauthorised absences during the review period of (insert day after letter sent-date in three weeks time). The case will be referred on to the Attendance Support Team at Hillingdon Council for legal intervention to be considered and you may be risk of prosecution under **S444 (1) Education Act 1996**. If the unauthorised absence fails to improve during the review period, a penalty notice may be issued before the review period is completed. Improvement in your child's case would need to consist of (detail if it is improved attendance on a specific day, general overall improvement, unauthorised lates every Friday, no unauthorised absence etc).

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

Section 444 (1) (A) of the same Act, states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of the child shall be guilty of an offence against that Section. Hillingdon Council may, where necessary, institute legal proceedings in the Magistrates Court under this section of the Education Act 1996 against those parents concerned.

Poor attendance is taken very seriously at Meadow High School and research shows a clear link between absence and poor progress in schools and colleges and future life opportunities.

If you would like to discuss the contents of this letter, please contact me on 01895 443310 and I can arrange a meeting with you.

Yours sincerely,

Jenny Rigby
Headteacher



Appendix 9. Letter to Parent/Carer: Referral to The Attendance Support Team

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: meadow@meadowhighschool.org

Website: meadowhighschool.org

Headteacher: Mrs Jenny Rigby

«salutation»
«address_block»
«date_of_printing»

Referral to The Attendance Support Team

Dear (insert salutation),

Name of Child: (insert)
Registered pupil at: Meadow High School

DOB: (insert)
Current Attendance:

As stated in our previous letters, your child's attendance has not improved and therefore we have no other option but to take further action which is to refer this matter onto the School Attendance Support Team at Hillingdon Council.

The School Attendance Support Team at Hillingdon Council may consider legal intervention against you for failing to ensure your child attends school regularly and punctually.

You may be at risk of a Penalty Notice for unauthorised absence or prosecution. This is a fine of £160 per parent, per child payable within 28 days. If paid within 21 days it is reduced to £80 per parent, per child. If the fine is not paid by the 28th day you may be summoned to court.

If a second penalty fine is issued to the same parent for the same child within a three-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a three-year rolling period, Hillingdon Council will consider appropriate legal interventions.

Please do not hesitate to contact me if you have any questions.

Yours Sincerely,

Jenny Rigby

Headteacher