



# St. Mark's C.E. Primary School

Redhouse Lane  
Bredbury Stockport  
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[www.st-marks.stockport.sch.uk](http://www.st-marks.stockport.sch.uk)

## ATTENDANCE POLICY

Author	<b>ACTING HEAD/ PASTORAL LEADER</b>
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**St. Mark's Attendance Policy**  
***St. Mark's – a caring place to learn, play and grow***

**School Statement:**

- St Mark's regards attendance and punctuality as a high priority.
- Good attendance and punctuality are essential if children are to take full advantage of school. Left unchecked, poor attendance and frequent lateness can adversely affect a child's academic performance and may be detrimental to his/her overall social adjustment and development.
- The development of good habits in these areas must be emphasised right from early years.
- The school aims to achieve good attendance and punctuality by operating an attendance policy within which staff, children, and parent/carers can work in partnership.
- The school will monitor attendance and request quick and early intervention (open referral) if a problem is identified. Lateness will be actively discouraged.
- The Pastoral Team play a large role in carrying out the aims of the policy.
- Good attendance / punctuality will be seen as an achievement in its own right and recognised as such by the school.
- The attendance policy is based on the premise of equal opportunities for all.
- Regular school attendance is a legal requirement, and the responsibility to make sure this happens lies with parent/carers.
- Failure to send a child to school regularly and punctually can result in legal proceedings (Section 444, Education Act '96).

**Aim of Policy:**

- To provide a strategy within which the school, parent/carers, children and other agencies can work in partnership to improve school attendance.
- To provide a strategy that will enable DfE targets to be met.
- To provide a strategy to enable the utilisation of available resources to maximise attendance and punctuality.

**Responsibilities**

**Responsibilities of the Governors:**

- To support and hold to account the Leadership Team regarding its obligations in relation to attendance.
- To annually review the school's attendance policy and ensure that the required resources are available to fully implement the policy.
- To discuss attendance figures termly .
- To promote the importance and value of good attendance wherever possible for school staff , pupils and parents.
- To monitor the schools attendance through termly reports presented at Governing body meetings.
- To ensure that there is a named person to lead on attendance and that sufficient time and resources is allocated to them .
- Ensure the legal duties in Education (pupil registration) Regulations, England 2006 are complied with.
- Contribute and participate in initiatives across the school to promote good attendance.

**Responsibilities of the Leadership Team and Pastoral Leader:**

- Ensure the legal duties in Education (pupil registration) Regulations, England 2006 are complied with.
- Ensure there is a whole school approach which reinforces good attendance.

- Ensure good teaching and learning experiences that encourage all pupils to attend and achieve.
- Be responsible for managerial oversight of attendance throughout school and for enabling liaison with the Local Authority, Governors and other outside agencies allowing for a multi-agency approach.
- Be responsible for implementation and review of the attendance policy.
- Provide parent/carers with attendance information through leaflets, school brochure, meetings, school website, letters etc.
- Provide Governors with termly attendance information.
- Analyse attendance data figures weekly and plan intervention and resource allocation accordingly.
- Interpret the data to evaluate the effectiveness of interventions.
- Monitor the implementation of the attendance escalation interventions.
- Monitor punctuality weekly and decide on actions required. Follow up any actions where punctuality has been an issue that week.
- Ensure all interventions are accurately recorded on CPOMs.
- To grant leave of absence in exceptional circumstances only.
- Monitor attendance of the below 90% cohort weekly and broken weeks to see whether a letter, parent/carers meeting, phone call or home visit is required. Action these decisions and record on CPOMs.
- Monitor children who are at risk of becoming persistently absent pupils from school to see whether a letter, parent/carers meeting, phone call or home visit is required. Action these decisions and record on CPOMs.
- Provide encouragement for good attendance and punctuality e.g.:
  - Giving termly pencils for 100% attendance
  - Giving annual medals for 100% attendance
  - Weekly cup for Best Class Attendance and Best Class Punctuality

#### **Responsibilities of the Attendance Assistant:**

- Support the Attendance Assistant in categorising absence / late marks.
- Noting content of absence call's (phone or face to face) informing the class teacher as well as updating the registers.
- First day calling.
- Sending out Letter 1 / Letter 2 as instructed by the Pastoral team.

#### **Responsibility of class teacher:**

- Actively promote the importance of good attendance.
- Contribute to a whole school approach.
- Form positive relationships with children and Parent/Carer.
- Mark the register (electronic) accurately.
- Identifying problem areas and speak to parents in the first instance – early identification of concern.
- Inform the Pastoral Team if the concern continues.
- Enable a child to reintegrate back into school after a long absence by providing additional support.
- Ensure good teaching and learning experiences that encourage all pupils to attend and achieve.
- Contribute to the evaluation of school strategies and interventions.

#### **Responsibilities of the Parent/carers:**

- Ensure their child attends regularly as required by law.
- Instil a value of education and encourage their child to be aspirational about their future.

- Ensure school has up-to-date contact information including parent's addresses, email, and phone numbers.
- Raise any concerns which may impact on attendance at the earliest opportunity.
- Attend meetings at school to discuss concerns if requested.
- Work in partnership with school and other agencies to address and attendance problems.
- Encourage good routines at home.
- Contact the school if their child is absent or going to be absent.

#### **Illness:**

- Parent/carers are asked to contact the school on the first day of absence and every day their child is unable to attend school. Failure to do this may result in an **unauthorised absence**.
- Providing medical or other evidence in relation to absence if required by the school.
- Arrange dentist / medical appointments outside of school hours wherever possible

#### **Holidays:**

- Parent/carers are expected to organise holidays outside of term time. Holiday dates are given a year in advance

#### **Leave of Absence:**

- To complete a leave of absence request form.
- The Head / Pastoral Leader can only grant a leave of absence for exceptional circumstances (no limit on days)
- Head / Pastoral Leader will reply in writing to any request made.
- Where no request is made school will consider referral to the EWO service.

### **Strategies and Procedures**

#### **The school will encourage good attendance by:**

- Reporting absence and lates on the annual report.
- Make it clear to children and parent/carers at every opportunity how much the staff care about school attendance.
- Follow up absenteeism for vulnerable children quickly.
- Give support to children returning from a period of absence.
- Be available to talk to children about difficulties they are having in school and offer advice if appropriate.
- Remind parent/carers of their responsibilities regarding attendance and punctuality and offer help to resolve difficulties they may be having in fulfilling this responsibility, eg. personal conversation with Attendance officer, TAC meeting, newsletters, parent/carers meetings, leaflet "Late for school – what about me?"
- Celebrate the achievements of those with good attendance and punctuality.

#### **Procedure for identification and control of absences:**

- Verbal messages given personally or by phone will be recorded in the Message Book in the Pastoral room
- Information about absence may be accepted from another source if the teacher/office has good cause to accept its authority
- If no reason is given for absence the parent/carers will be phoned daily where possible by the Attendance Assistant.
- If a child is absent for five consecutive days and the school has been unable to contact the parent/carers, the pastoral team would conduct a home visit.

- If a vulnerable child is absent and no message is sent into school by 10am, the parent/carers will be contacted by phone by the Attendance Assistant and / or the Pastoral team and the schools link social worker if deemed necessary.
- If a child is regularly late in arriving at school (e.g. after 9.05am ) 2-3 times in any one week, the Attendance assistant will contact the parent/carers asap. If this continues a letter will be sent by the Pastoral team.
- If a child arrives after 9.30am the register will be closed and the register must be marked accordingly- this will be an absence.
- Late arrivals (after 9.05am) are recorded in the 'late book' by the Attendance Assistant.
- Referrals to the local authority and letters home will be recorded on CPOM's by the Pastoral Lead / team.

### Support Systems:

School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parent/Carer should make school aware of any difficulties or changes in circumstances that may affect their child/ren's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

St Mark's will use the Attendance Escalation Interventions (see later in the policy) to ensure that every pupil with attendance concerns receives a red, amber or green rating and that appropriate interventions are put in place.

Colour Code	Percentage Attendance	Number of sessions in a full term (a session is a morning or afternoon in school – there are 2 sessions a day)
<b>Green</b>	<b>97% - 100%</b>	<b>3 sessions</b>
<b>Amber</b>	<b>90% - 97%</b>	<b>4-9 sessions</b>
<b>Red</b>	<b>Below 90%</b>	<b>10 or more sessions</b>

St Mark's Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Regular monitoring meetings between the Pastoral team and EWO service
- Discussion with Parent/Carer and pupils
- Home visits
- Attendance panels
- Parent/carers/carer Agreement
- Referrals to support agencies
- Family learning
- Parent/carers/carer contracts
- Reward systems (assemblies / trophies / pencils / medals)
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and

agreement with both parent/carers and pupils.

Where Parent/Carer fail or refuse to engage with the support offered and further unauthorised absence occurs, St Mark's Primary School will consider the use of legal sanctions.

### **Legal Sanctions**

**Prosecution:** Where school have exhausted all avenues of intervention and Parent/Carer fail to bring about an improvement in attendance then school may consider the use of legal intervention through the local authority.

The school will provide the local authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.

This is to ensure that Parent/Carer realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent/carers fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent/carers found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months and may receive a criminal record.

Alternatives to Section 444 prosecution are Parent/carers Contracts, Penalty Notice Fines or an Education Supervision Order.

### **Parent/Carers Contracts:**

(Anti Social Behaviour Act 2003) A Parent/carers contract is a voluntary agreement between school and the parent/carers, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parent/carers fail to carry out agreed actions.

Parent/carers Contracts will be used in accordance with St Mark's Parent/Carers Contract Protocol.

### **Penalty Notices (Anti Social Behaviour Act 2003):**

Penalty Notices will be considered by Stockport Local Authority when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school
- A pupil has accumulated at least 10 sessions (5 Days) of unauthorised absence and further unauthorised absence has occurred following a written warning to improve.

A Penalty Notice gives the Parent/Carers the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 21 days or £120 if paid within 28 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Parent/Carers that are prosecuted for the non-payment of a Penalty Notice may receive a criminal record.

### **Penalty Notice for Irregular attendance:**

Before being issued with an education penalty notice parents will receive a warning letter. This will give them the opportunity to avoid a fine by ensuring that no further unauthorized absences occur, including late after the close of registers.

### **Key triggers for absence concerns:**

- Attendance below 95%
- 3 separate absences since September (broken weeks)

### **Legal Framework:**

Section 7 of the 1996 Education Act states that Parent/Carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The definition of parent includes natural parents or other people with legal parental responsibility (whether or not they live with the child) and anyone who has care of the child.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that Parent/Carers secure education for children of compulsory school age and where necessary use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

### **Categorising Absence:**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by Parent/Carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parent/Carer should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the Parent/Carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking Parent/Carer.

## **Absence will be categorised as follows:**

**Illness:** In most cases a telephone call or a note from the Parent/Carer informing the school that their child is ill will be acceptable. Parent/Carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

**Medical/Dental Appointments:** Parent/Carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parent/Carers should show the appointment card to school.

**Other Authorised Circumstances:** This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a Parent/Carer in prison or part time timetable agreed as part of a reintegration package.

**Excluded (No alternative provision made):** Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

**Family Holidays and Extended Leave:** Headteacher/Pastoral Lead/Teams are no longer authorised to agree holidays during term time unless the Leave of Absence is considered to be of 'Exceptional Circumstances'. When a maximum of 10 days Leave of Absence can be authorised however this will not include holidays taken during term time.

### **St Mark's procedure for requesting Leave of Absence for Exceptional Circumstances:**

In the first instance Parent/Carers wishing to apply for Leave of Absence during term time must complete a request form (available from the schools reception) to the Headteacher/Pastoral Lead/Team. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of SAT's and public examinations
- Pupil's ability to catch up the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing by the Headteacher/Pastoral Lead/Team/Schools Pastoral Lead.

Where a request has been granted the letter should state:

- The expected date of return
- That Parent/Carer must contact school should any delays occur
- That the child's place may be withdrawn if the family do not return as expected



If a pupil fails to return and contact with the Parent/Carer has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that your child will lose their school place.

If the permission to take leave is not granted and the Leave of Absence occurs, the absence will be categorised as **unauthorised**. In such cases the school may request that the Local Authority issue a Penalty Notice fine.

Only in '**Exceptional Circumstances**' will extended leave of absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. In all cases though, Parent/Carers will be required to justify why the holiday needs to be taken during term time. Consideration of extended leave of absence should only be considered once in a child's Primary phase.

**Religious Observance:** St Mark's Primary School acknowledges the multi-faith nature of British Society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to allow their child/ren not to attend school on any day of religious observance if recognised by the Parent/Carers religious body.

Parent/Carers are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, no more than three days in total in any academic year will be authorised. Any further absence will be categorised as unauthorised.

**Traveller Absence:** The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller Parent/Carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller Parent/Carer is safe from prosecution if their child accrues 200 attendances (i.e. 100 school days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve Parent/Carers of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Stockport, if a family can reasonably travel back to their Base School then the expectation is that their child will attend full-time.

St Mark's Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at St Mark's Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

St Mark's Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that Parent/Carers must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

St Mark's Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

**Late Arrival:** Registration begins at **9.00am** and registers are completed by **9.05am**. Pupils arriving **after** this time will be marked as present but arriving late (L). The register will close at **9.30am**. Pupils arriving after the **close** of registration will be marked in the register but the lateness will not be authorised and will count as an absence for that school session (U).

All pupils arriving after **9.30am** must immediately report to the school office where they will be signed in separately. Pupils arriving after the close of register will be given an unauthorised mark (U) which shows they are in school to ensure school can be responsible for their health and safety whilst on the school premises.

The Headteacher/Pastoral Lead/Team may decide not to authorise lateness for pupils who are persistently late to school, this means pupils who regularly arrive after **9.30am** will be marked using the U code. In such cases the Headteacher/Pastoral Lead/Team will notify Parent/Carers of the decision and explain the possible consequences of continued unauthorised absence due to persistent lateness.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.

#### **Unauthorised absence:**

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school
- Phone wasn't plugged in
- Alarm clock didn't go off

## Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil (CME) Children Missing Education
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

St Mark's Primary School will follow Stockport City Council's Children Missing Education (CME) Protocol when a pupil's whereabouts is unknown.

- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

## Escalation of Attendance Interventions

### **GREEN** pupils with attendance between 100% to 97%

Parent/Carer will receive a letter home congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's reward system.

Pupils with this level of termly and annual attendance will receive a certificate of achievement.

The Senior Leadership Team and the Pastoral Lead will use data analysis to show use of intervention and outcomes this information will be shared with staff.

The Senior Leadership Team and the Pastoral Lead will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies and will also have links to performance management.

### **AMBER** pupils with attendance between 96.9% and 90%

The Class teacher and Pastoral Team will speak to the parent/carers to:

- Inform them that their child/ren have fallen into the amber group
- Offer support to Parent/Carers to improve attendance
- Discuss with the Parent/Carers the consequences of being on track of becoming a Persistently Absent Pupil
- In cases of persistent lateness advise Parent/Carer of possible consequences if there is no improvement
- Agree a review date

In addition, where further unauthorised absence has occurred or attendance has not improved following the review with parent/carer, a letter will be sent to parent/carer reminding them of their responsibility to ensure their child's receives an appropriate education.

Where improvement has not occurred following this intervention, the following interventions will be used:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance eg. If you attended all your classes you could achieve...
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date

If improvement has not occurred following this intervention, Parent/Carers will be invited to a meeting where the possible outcomes will be:

- A panel meeting with the Pastoral Lead and/or the Local Authority Attendance Officer
- Agree a review date

Where this intervention has been implemented with no satisfactory impact, the parent/carer will be invited into school where the possible outcomes will be:

- To agree a parent/carer contract
- To discuss the consequences of being on track to becoming a persistently absent pupil
- Agree a review date

The Pastoral Lead/Team will be responsible for all action at this level and will record all intervention and outcomes. Records will be kept on CPOMs.

The Headteacher/Pastoral Lead/Team and Senior Leadership team will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

### **RED pupils with attendance below 89.9%**

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- Parent/Carers support/needs e.g.: drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- Offended or have an Anti Social Behaviour Order
- English as an Additional Language
- Ethnic Minority
- Mid-Year Admissions
- Gifted and Talented

Each grouping will have an identified member of staff who will:

- Ensure that the Parent/Carer have already spoken to a member of staff at the stages proceeding RED intervention.
- Obtain records of previous contact and interventions.
- Ensure weekly contact with the Parent/Carers to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be a contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

Each identified member of staff will be responsible for all action at this level and will record all intervention and outcomes. Records will be kept on CPOMs.

Attendance will be a standing item on the agenda of the Senior Leadership team meetings where the progress of these groups will be reported and the effectiveness of interventions measured. This will be used to review and inform whole school strategies and will also have links to performance management.

The Headteacher/Pastoral Lead/Team will report to the Chair of Governors at Governing Body meetings.

Points of reference: Education Act 1944, section 86; Education Act 1996

St Mark's School  
(Church of England Controlled Primary)  
Redhouse Lane  
Bredbury  
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SK6 1BX

Tel: 0161 430 3418



Headteacher: Mrs Alison Whitehead  
email: [headteacher@st-marks.stockport.sch.uk](mailto:headteacher@st-marks.stockport.sch.uk)

Initial attendance contact letter 1

Date:

Dear

**Re:**

I am writing to you to advise you of the school's concerns about \_\_\_\_\_'s school attendance record.

Currently \_\_\_\_\_'s attendance stands at % which is well below the level of attendance which we expect from our pupils. I enclose a copy of the registration certificate which shows the attendance record for the current school year.

We hope that bringing this issue to your attention may lead to an improvement in attendance.

If there are any issues which you believe are affecting \_\_\_\_\_'s attendance, please contact the school and make an appointment to see me to discuss how the situation can be improved.

Please also be aware that where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I look forward to hearing from you.

Yours sincerely,

Mrs D Alexander  
Pastoral Lead

St Mark's School  
(Church of England Controlled Primary)  
Redhouse Lane  
Bredbury  
STOCKPORT  
SK6 1BX

Tel: 0161 430 3418



Headteacher: Mrs Alison Whitehead  
email: [headteacher@st-marks.stockport.sch.uk](mailto:headteacher@st-marks.stockport.sch.uk)

Medical evidence required/legal duty - letter 2

Date:

Dear

**Re:**

I am writing to you again with reference to our concerns about attendance record.

Please find enclosed an up to date copy of the registration certificate. You will see that 's attendance remains concerning and now stands at %

As I previously told you, where pupils have a substantial amount of absence from school, schools are expected to investigate the reasons for the absences and where appropriate request medical evidence before agreeing to authorise further absences.

I am now writing to advise you that in view of 's continued poor attendance, the school is no longer willing to authorise any further absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility and that failure to do so may result in your case being referred to the Local Authority for further action, which can include Education Penalty Notice fines or prosecution.

Yours sincerely,

Mrs D Alexander  
Pastoral Lead