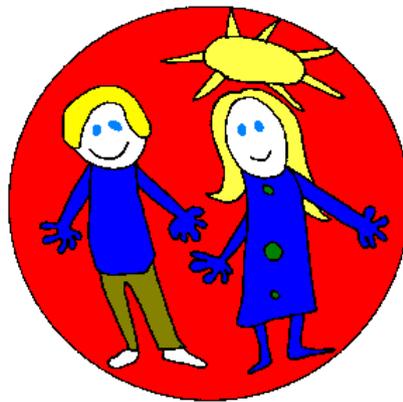


**Blackhall Colliery**  
**Primary School**



**Attendance Policy**  
**2015**

# Blackhall Colliery Primary School Attendance Policy

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# Blackhall Colliery Primary School Attendance Policy

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*We are a caring community, whose values are built upon mutual trust and respect for all, according to the United Nations Convention on the Rights of the Child (UNCRC)*

## **Policy Statement**

Blackhall Colliery Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. We aim to provide a positive, caring environment where every member of the school community feels welcomed, safe and secure.

All staff will work with pupils and their families/carers to ensure each pupil attends school regularly and punctually. The school will use effective systems for both incentives and rewards for good and improved attendance in order to acknowledge the efforts of pupils to improve their attendance, challenging those parents and pupils who give attendance a low priority.

To achieve this we will maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual advice, information and support.

## **Aims of the policy:**

- Meet the Government attendance targets set for us.
- Demonstrate a strong attendance ethos.
- Demonstrate effective, non-bureaucratic systems for monitoring attendance.
- Clearly state procedures for parents/carers to follow.
- Use attendance data and other information to improve school and pupil performance.
- Promote the importance and legal requirements of good attendance to pupils and their parents/carers.
- Ensure pupils are in school for the maximum number of days.
- Intervene early when individual pupil absence gives concern.
- Have support systems in place for vulnerable pupils.
- Reward and celebrate good and improved attendance.
- Make best use of additional support for pupils and parents/carers with greatest needs.

# Blackhall Colliery Primary School Attendance Policy

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## **Roles and Responsibilities:**

Blackhall Colliery Primary School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

### **The School will:-**

- Ensure that there is a whole school approach which reinforces good school attendance with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor attendance effectively and follow up absence appropriately.
- Raise awareness of regular school attendance by highlighting expectations in newsletters, the school prospectus, assemblies and parents meetings and pupil reports.
- Encourage a welcoming and positive atmosphere in which pupils feel safe and their presence is valued.
- Reward pupil's successes in achieving high attendance standards.
- Discuss appropriate strategies with pupils and parents to support those with attendance difficulties.
- Use appropriate resources and advise parents on accessing support to aid their child's social, emotional and behavioural development.
- Ensure staff receive training regarding supporting pupils with school attendance difficulties.
- Consider individual circumstances and discuss strategies with parents and pupils in the event of a child returning to school after a lengthy absence.

### **The Senior Leadership Team;**

The Senior Leadership Team will ensure that the whole school is involved in reinforcing good attendance through:

- Aiming to ensure there is a whole school approach, which reinforces good attendance.
- Promoting the importance of good attendance to parents/carers and pupils through regular letters and information sent home, and by issuing a parent friendly copy of the attendance policy.
- Seeking to promote the importance of good attendance to pupils and parents/carers during assemblies and at parent/carers events.
- Ensuring safe and structured learning environments for pupils.
- Delivering informative lessons that are set to meet the needs of all pupils.
- Providing extracurricular activities
- Ensuring all staff have strategies in place for recording, monitoring and responding to students with attendance concerns.

### **The Attendance team will**

- Meet with parents whose child/ren does not attend school as regularly or as punctually as they perhaps could.
- Regularly monitor and review the Attendance Policy and make certain all staff are aware of it.
- Ensure the school has strategies in the place for collecting and analysing attendance data.
- Report attendance to the local Authority, DFE and the school's governing body as required.

# Blackhall Colliery Primary School Attendance Policy

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## **Parents**

Parents have a very important part to play in supporting their children's education. Ultimately all those with parental responsibility are accountable for the regular and punctual attendance of children. In order to make a valuable contribution to their attendance parents are expected to: -

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- See themselves as partners with schools in the education of their children and must endeavour to instil respect for education and those who deliver it.
- Contact the school by 9.30 a.m. on the first day of absence to let them know the reason why and the expected date of return. Follow this up with a note to the school.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours or during school holidays.
- Parents are urged to contact the Head teacher/ Deputy/ Inclusion Support Worker should their child seem worried or upset about coming to school.
- Encourage good routines at home, for example: bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Ensure that their children arrive at school on time, appropriately dressed, and in a condition to learn.
- Ensure the school are kept informed of the progress during continued absence at regular intervals.
- Avoid taking their children on holiday during school time.

## **School expectations of Pupils:**

- Children should try their best to attend school regularly and punctually.
- Pupils arriving after 9.00 a.m. should always report to the school office.

# Blackhall Colliery Primary School Attendance Policy

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## **Legal Framework**

Parents have a legal duty to make sure that their child aged 5-16, if registered at a school attends regularly. A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday and ceases to be of compulsory school on the last Friday in June of the school year in which they reach the age of 16.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, their parents/carers are guilty of an offence.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note States: Regulations 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstance relating to the application.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

Amendments have been made to The Education (Pupil Registration) (England) Regulations 2013 these came into force on the 1st September 2013. Section 7 of the 1996 Education Act states that parents must ensure children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and respond to any special educational needs they may have, either by regular attendance at school, or otherwise.

The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

- Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed "Leave of Absence" These may be obtained from the school office.
- Leave of absence will only be granted if it is considered due to "exceptional circumstances" Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- This legislation does not mean that an application for leave of absence cannot be granted by the Head Teacher but that it is at their discretion to grant leave if they believe there are exceptional circumstances, meaning "unusual" or "rare". Each case will be looked at on its own merits.

The Education (Pupil Registration) (England) Regulations 2006 require schools and academies 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.

# Blackhall Colliery Primary School Attendance Policy

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## **Penalty Notices**

(Anti – Social Behaviour Act 2013)

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time.
- A pupil applies for leave of absence from school and this is refused as exceptional and the requested leave exceeds 7 days.
- A pupil has accumulated at least 14 sessions of unauthorised absence in 12 school weeks
- A pupil attendance falls below 90% and further unauthorised absence has occurred following written warning to improve.
- A pupil has 14 lates (u on the register) in 12 school weeks.

**From 1st September 2013, the rate per parent per child will be £60 if paid within 21 days or £120 within 22- 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.**

## **Absence:**

**A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.**

Every effort should be made to arrange medical appointments outside of school hours. This does include opticians, dentist and doctors' appointments. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The school office or text service provided by the school should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence.

## **Reasons for school absence.**

***Illness*** (Parents/carers may be asked to provide medical evidence where there are repeated absences.)

***Medical appointments:-*** Parents should make every possible effort to make medical and dental appointments outside of the school day so as not to disrupt their child's education. If it is absolutely necessary to make an appointment during school time, pupils should attend school for part of the day. Parents should show the appointment card to school.

***Other Authorised Circumstances:*** The school will consider authorising absence where the absence due to exceptional circumstances, for example a family bereavement.

***Religious Observance*** - Blackhall Colliery Primary School acknowledges the multi-faith nature of British Society and recognises that on some occasions, religious festivals may fall outside school

# Blackhall Colliery Primary School Attendance Policy

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holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to the school if they intend their child to be absent. It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised. In such cases the school may request that a penalty noticed is issued.

**Exclusion from school:** Exclusion is counted as an authorised absence. Parents are responsible for educating their child during the first 6 days of exclusion and the child's class teacher will make arrangements for work to be sent home.

**Unauthorised absence:** Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Unsatisfactory explanations include:

- Shopping.
- A pupil's or family member's birthday.
- Unauthorised holidays.
- Closure of a sibling's school for INSET (or other) purposes.
- Couldn't get up.
- Having their hair cut.
- Illness where the child is considered well enough to attend school.
- Where the pupil's class is on a school trip and they are not going on it for whatever reason.
- Looking after the house or a sick member of the family.

This is a general list and is not exhaustive.

The Government has set a minimum attendance target of 95% per pupil and 96% for a whole school attendance. Attendance will be continually monitored and parents will be informed of their child's attendance should it fall below the school's target of 95%. Parents may be invited to discuss their child's attendance when:

- A child continues to be absent for more than 5 consecutive days without explanation.
- A child is absent for 5 school days or more with an unsatisfactory explanation.
- A child's attendance drops below our agreed attendance target. Which is 95%?

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Educational Welfare Officer will be contacted and asked to visit the home. This could result in a fine by the Education Welfare Service or the family being subject to conditions pending court fines to take responsibility their child's attendance.

Staff are asked to inform the school office of any concerns about levels of attendance, punctuality and/or unexplained absences and the school will then telephone the home to obtain a reason.

# Blackhall Colliery Primary School Attendance Policy

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## Process for requesting leave of absence

- By law applications must be made by a parent normally residing with the child
- Permission should be sought for authorised Leave of Absence before making firm bookings/arrangements/payments for your holiday.
- A Leave of Absence form must be obtained from the school and handed in before requested Leave of Absence
- The Attendance Officer in discussion with Head Teacher and/or Deputy Head Teacher will return a reply letter giving or refusing authorisation for the Leave of absence.

## Leave of Absence will not be authorised if;

- It is not classed as “exceptional circumstance” defined as “not conforming to the general rule or pattern” or something that is not likely to happen again. This decision is taken by the Attendance Officer in consultation with the Head Teacher and Deputy Head Teacher.
- It is not deemed as exceptional circumstances
- If it exceeds 7 school days as this can instigate a fixed term penalty notice from Durham County.
- Attendance of the child/ren is below 90% unless the absence has been due to illness or accident which hospital or long term medical care i.e asthma is required.
- The child/ren already have periods of unauthorised absence in a 12 week time line which taking the holiday would mean the child/ren would have unauthorised absences.

Requests for holidays for family weddings or to see relatives, the availability of cheap flights or holiday are not deemed to be exceptional circumstances.

## Arrival and Registration.

All children should be in the playground ready to come to school at 8:55am each day although children are entitled to enter the playground at 8:50am. The register is taken twice a day and therefore counts as 2 absences.

Morning register ends at 9:05am. If a child arrives after registration period he/she will be marked as **Late**. After 9:30am this will become an **Unauthorised Absence**. The afternoon register is at 1:15pm for key stage 2 and 1:30pm for key stage 1.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office by Attendance Monitor.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

## Lateness:

# Blackhall Colliery Primary School Attendance Policy

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Late 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.

## **School response to absence and lateness:**

- School will make immediate contact with parents if there is concern about an absent pupil.
- The school will work closely with the EWO to monitor all pupils' absence.
- Parents of pupils who are regularly late for school or are consistently poor attendees will receive a letter from the school expressing concern.
- If there is no improvement in attendance following a letter the parents will be invited into school to discuss the situation with the Attendance Monitor/Attendance Officer.
- If school interventions fail to resolve issues of poor attendance and punctuality, the matter will be referred to the EWO.
- If a pupil is on the child protection register, the EWO will be notified on the first day of absence.

## **Systems and strategies for managing and improving attendance.**

- Parents/ carers are required to contact the school on their child's first day of absence and every morning until they return.
- If parents/carers fail to make school aware of their child's absence from school, school has in place a system of first-day calling. This means that parents will be telephoned on the first day if the pupil is absent without explanation. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents, the school will make every effort to obtain a reason, which could mean that a member of the school staff will visit the home.
- If no reason has been obtained when the child returns to school they need to bring in a letter explaining their absence which must be signed by a parent/carer, if no reason is acquired the child will be given a yellow letter which requires parents to complete and return to school at their earliest convenience.
- If after 2 weeks no reason is obtained the absence will be recorded as unauthorised.

Sudden, serious circumstances do occur, rarely, when it is impossible for a family to bring a child to school. As early as possible the school must be informed through the systems available including leaving a text message or message on the answer phone service.

# Blackhall Colliery Primary School Attendance Policy

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## Categorising absence.

A mark will be made in respect of each child following the close of the registers. Any child who is not present will be marked as an unauthorised absence unless leave has been granted by the school in advance or the reason for the absence is clearly known and accepted by the school as legitimate.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended. If absence is frequent or continuous, except where a child is clearly unwell, staff will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised- this decision remains with the school.

If a child's attendance falls below 95% the schools Attendance Officer will contact the parents to discuss the matter and offer if necessary a level of support to aid your child in attending school.

If this attendance continues to fall ( below 90%) and therefore becomes of a serious concern, parents will be contacted and asked to make an appointment with the Attendance Monitor and Attendance Lead to discuss a way forward.

Any child's attendance that falls below 90% is regarded as a child who has persistence absence and will be referred to the Education Welfare Service who works closely with families to support them in getting their child to school each day. Each child and family will be given targets for attendance which will be monitored by a range of agencies outside school.

When a pupil is 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 parents***. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

## **The Role of The Education Welfare Officer**

The Education Welfare Officer strives to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that “if a child of compulsory school age, who is registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”

Durham County Council, through the Education Welfare Service, may issue a Fixed Penalty Notice or prosecute parents when children do not attend school regularly.

A fixed Penalty Notice when requested by a Head Teacher can be issued as long as the following criteria apply:

- At least 10 sessions (equivalent to 5 school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months.
- Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issues of a notice without warning.
- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstance the Local Authority reserve the right to:

- Issue a Penalty Notice for a first offence
- Issue a Penalty Notice without warning

The Fast Track framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as attendance problems become apparent. Fast Track involves engaging the parent and specifying what improvements need to be made over a fixed time-frame (usually 12 weeks) Parents have the responsibility for ensuring that their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates Court.

# Blackhall Colliery Primary School Attendance Policy

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## **Blackhall Colliery Primary School Approach to Attendance**

### **Over 95%**

Pupils whose attendance is above this parameter will be congratulated and receive positive encouragement to maintain high levels of attendance.

Actions at this level are the responsibility of the Head teacher and the Attendance officer.

**Celebrate class achievements, celebrate individual achievements, give verbal praise to pupils and give certificates of attendance and prizes.**

### **Fallen below 95%**

Speak to parents/carers to provide advice and support to ensure pupils' needs in the school are met.

**Speak to parents/carers about the reasons for absence, speak to parents/carers about concerns, set individual targets, send letters of concern to parent/carers**

- **Warning letter sent for unauthorised absence.**

### **Fallen below 90%**

These are serious concerns as the pupils attendance at this level has a serious impact on the child's learning as they have missed large amounts of teaching, and the pupil is at risk of becoming persistently absent ( PA ) .

The Attendance Officer takes the lead role in working with parents/carers to ensure they support their child's attendance. The following may occur:

- **Any reason for absence by parent/carer at this stage has to be unauthorised unless medical proof is provided.**
- **Parents/ carers are invited to attend an attendance panel meeting.**
- **Complete a CAF.**
- **Agree to a parenting contract with agreed targets.**

Consideration should be given to a Child in Need meeting or legal interventions to ensure parents accept their legal responsibilities to ensure attendance and Punctuality. A formal warning letter should be sent to parents detailing possible legal actions.

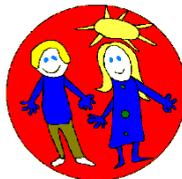
### **Attendance continues to fall.**

At this point the school having tried all means to work with parent/carer to improve attendance this will be referred to the local attendance enforcement team.

- **Penalty Notice /Court case.**

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

## A. Pupil Details

Name:		DoB:	
Address:			
Class / Form:			

## B. Leave of Absence Request Details

Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

## C. For School Use

Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	<b>YES</b>	<b>NO</b>	
If <b>YES</b> - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

[Name of Parent / Carer]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Post Code]

[Date]

## **Application for Leave of Absence during term time**

Dear [Parent / Carer Name],

*Child's Name:*

*School:*

Thank you for your recent Leave of Absence application. On this occasion I am able to authorise your child's leave of absence from *date* to *date* due to the exceptional circumstances that you have outlined.

I must remind you that if *name of pupil* does not return to school following the dates of the leave of absence granted shown above, without reasonable cause, this will be classified as unauthorised absence. I should inform you unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice (fine) or could face prosecution. The 'Frequently Asked Questions' page attached explains the circumstances where enforcement action may be taken more fully.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely,

Mrs L. Vincent Attendance Monitor  
Mr. A. J. Cowan Attendance Office

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

[name of parent/carer]  
[address Line 1]  
[Address Line 2]  
[address Line 3]  
[postcode]

[Date]

## **Application for Leave of Absence during term time**

Dear [Parent/Carer Name],

*Child's name:*

Thank you for your recent Holiday Form application. On this occasion I am not able to authorise your child's leave of absence from.....

I have no wish to deprive families of a well-earned family holiday but my first concern has to be the educational development of.....

Requests for leave are never taken lightly, and in taking this decision, you will be aware that as of 1<sup>st</sup> September 2013, Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. I do not consider the reasons provided for your leave of absence request to be exceptional.

If you decide to go ahead with your proposed leave of absence,  
.....absences will be marked as unauthorised.

If you wish to discuss this matter further please feel free to make an appointment to see me.

Yours sincerely,

Mrs L. Vincent Attendance Monitor  
Mr. A. J. Cowan Attendance Officer

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

Dear Parent

Re: School Attendance.

Child's Name.....

I am writing to bring to your attention that your child's attendance currently stands at .....%. Our school target (and Government expectation) is 96%.

As part of our attendance policy we have to make you aware that your child's attendance has fallen below 95%. If your child's attendance falls below 90% further action will be taken and you will be required to attend a panel meeting with school leadership and Durham County Council's EWO (Education Welfare Officer).

I am sure you are aware that low attendance has a detrimental effect on your child's learning. We have many incentives rewarding good attendance in school and ask for your support with this matter.

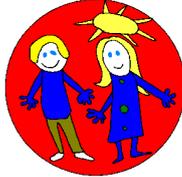
Yours faithfully,

Mrs L. Vincent  
Attendance Officer

Atten. Lett 01/-95%

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

Dear Parent

Re: School Attendance.

Child's Name.....

I am writing to inform you that **your child's attendance is now of serious concern.** It has fallen to.....%. We have previously contacted you in relation to this matter but your child's attendance is now below the 90% threshold.

In our previous letter it was stated that "if your child's attendance falls below 85% further action would be taken and you will be required to attend a panel meeting with school leadership staff and Durham County Council's EWO (Education Welfare Officer)."

We request you attend the panel meeting scheduled for

.....

Yours Faithfully,

Mrs L. Vincent  
Attendance Officer

Atten. Lett 02/-90%

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

Date:

Dear Parent/carer

We wish to draw your attention to the enclosed attendance print out. We have noticed that in recent weeks your child/ren is/are having problems arriving at school at the correct time and is/are therefore often late.

These late marks are recorded on your child's attendance record and can be forwarded to the Education Welfare Service as a concern. Lateness can have a serious impact on your child's education as they miss the important information they need at the beginning of the lesson and their lateness often disrupts the rest of the class and the teaching.

Our school day begins at 8:55 am so we require your child/ren to be in the school yard by 8:50 am\*

If you are late for the start of the school day, you must report to the reception where you will be required to sign a late book. A member of school staff will escort your child to their class. This falls in line with our Child Protection Policy.

If you know you are going to be late can you please inform the school.

\*This is a Government requirement and is the legal responsibility of the parent/carer.

If there are any problems please do not hesitate to contact us.

Yours Sincerely

Mrs L. Vincent  
Attendance Officer

Late. Lett 01

# Blackhall Colliery Primary School Attendance Policy

Blackhall Colliery Primary School.  
Middle Street  
Blackhall Colliery.  
Hartlepool  
TS27 4NA



Head Teacher: Mrs. J. M. Clark  
Telephone 0191 5864049  
Fax : 0191 5868352

Date:

Dear Parent/carer

I am writing to bring to your attention that your child's lateness is of **serious concern**. We are now aware that your child has been late.....in .....weeks.  
We wish to draw your attention to the enclosed attendance print out.

May we remind you our school day begins at 8:55 am so we require your child/ren to be in the school yard by 8:50 am

These late marks are recorded on your child's attendance record and will be forwarded to the Education Welfare Service as a concern. Lateness can have a serious impact on your child's education as they miss the important information they need at the beginning of the lesson and their lateness often disrupts the rest of the class and the teaching.

If you are late for the start of the school day, you must report to the reception where you will be required to sign a late book. A member of school staff will escort your child to their class. This falls in line with our Child Protection Policy.

If you know you are going to be late can you please inform the school.

\*This is a Government requirement and is the legal responsibility of the parent/carer.

We expect you to make an appointment within the next two weeks to discuss this matter.

Yours Sincerely

Mrs L. Vincent  
Attendance Officer

Late. Lett 02