



Roman Road Primary School Attendance Procedures

- Attendance Concern – any pupil whose attendance falls below 92% may be sent an attendance concern letter from the school. This letter will register our concerns in relation to the child's attendance.
- Stage 1 – any pupil whose attendance falls below 85% will be moved to Stage 1 of the attendance procedures and a letter will be sent to invite parents or carers in for a meeting. This will be to explore any barriers to attendance and to make any referrals that may support the family. We will monitor the child's attendance for four weeks.
- Stage 2 – any pupil whose attendance falls below 79% will be moved to Stage 2 and a letter will be sent to invite parents or carers in for a meeting to discuss the impact of any support offered and any further support that may be required. If support was offered and declined in the Stage 1 meeting, we will offer this again and encourage parents or carers to accept. We will monitor the child's attendance for four weeks.
- Stage 3 – any pupil whose attendance falls below 74% will be moved to Stage 3 and a letter will be sent to invite parents or carers in for a formalised meeting to offer further support and set attendance targets as part of an individual attendance plan. Any further absences will be unauthorised without notes from a healthcare professional being provided.
- Stage 4 – referral to the Local Authority Legal Intervention Team if all school strategies have been exhausted, a minimum of 10 sessions of unauthorised absence in the past 12 weeks and that the majority of the absences fall within the previous 6 weeks. Parents and carers will be made aware of this in writing.

Examples of support that will be offered by school:

- Contact with parent or carer by Class Dojo
- Contact with parent or carer by phone
- Contact with parent or carer by letter
- Meeting in school
- Reintegration plan which may include a reduced timetable
- Rewards
- Signposting to Family Hub
- Referrals to HINT for EBSA support
- Referral to Single Point of Access
- Support from the 0-19 Service
- Pastoral support
- CAF (Common Assessment Framework)
- TAF meetings (Team Around the Family)
- Referrals to other agencies, e.g., Edbert's House
- Referral for parenting programme
- Parental request for a supported move through FAP (Fair Access Protocol)
- Additional needs investigated and addressed
- Referral to Young Carers

Attendance Concern Letter

NAME

ADDRESS

DATE

Dear 'NAME,

Attendance Concern

As part of our commitment to improving the attainment of our pupils, we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We are therefore writing to you due to NAME' s current level of attendance:

Attendance	%
Authorised Absence	%
Unauthorised Absence	%

We have enclosed a current academic register. If you feel that school can offer any support, please contact us.

Yours sincerely

Headteacher

Roman Road Primary School

Stage 1 Letter

NAME
ADDRESS

DATE,

Dear NAME,

Stage 1 of the Attendance Procedures

As part of our efforts to improve the educational attainment of all our students, we continually monitor the progress of their attendance.

I am writing to you about NAME's school attendance, which is very concerning. You should be aware that NAME's attendance is currently XX%. Please find enclosed a current attendance register.

School absences will almost certainly affect your child's progress in school and I feel sure that you will be concerned enough to take immediate action to improve the situation. It is our aim for all our pupils to achieve 100% attendance as this will improve their chances of academic progress and therefore we would like to work with you to ensure that NAME is attending school every day.

We have arranged a meeting in school to offer you support to improve NAME attendance – XX:XXam on XX XXXXXXXX XXXX. If this is not convenient, please contact the school office on 0191 4380510 or by emailing romanroadprimaryschool@gateshead.gov.uk to rearrange to a mutually convenient time.

Whilst the school and the Local Authority have a responsibility to provide suitable education for your child, it is your duty under the Education Acts, to ensure your child's regular and punctual attendance.

Yours sincerely

Headteacher

Roman Road Primary School

Stage 2 Letter

NAME

ADDRESS

DATE

Dear NAME,

Stage 2 of the Attendance Procedures

As part of our efforts to improve the educational attainment of all our students we continually monitor the progress of their attendance. Since we last wrote to you in DATE, NAME's attendance has not improved and attendance is currently 00%.

These absences will almost certainly affect your child's progress in school. It is our aim for all our pupils to achieve 100% attendance as this will improve their chances of academic progress and therefore we would like to work with you to ensure that NAME is attending school every day.

We would appreciate your support to ensure NAME's attendance improves and we will monitor this over the next four weeks.

We have arranged another meeting in school to offer you further support to improve NAME attendance – XX:XXam on XX XXXXXXXX XXXX. If this is not convenient, please contact the school office on 0191 4380510 or by emailing romanroadprimaryschool@gateshead.gov.uk to rearrange to a mutually convenient time.

If there is no improvement in attendance, I will have no option but to move your child to Stage 3 of the attendance procedures.

Whilst the school and the Local Authority have a responsibility to provide suitable education for your child, it is your duty under the Education Acts, to ensure your child's regular and punctual attendance.

If you would like to discuss this further, please contact us at school.

Yours sincerely

Headteacher

Roman Road Primary School

Stage 3

NAME

ADDRESS

DATE

Dear NAME,

Stage 3 of the Attendance Procedures

NAME's school attendance record is continuing to cause concern and we are now obliged to move them to Stage 3 of our attendance procedures.

Attendance from DATE OF START OF AUTUMN TERM to DATE is only XX%.

We would appreciate your support to make sure NAME's attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the local authority attendance team.

When looking into the reasons why NAME has been absent from school, we have noticed that the majority of the absence was linked to illness or unauthorized absences. Therefore, any future absences will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence that could be used are a doctor's note, a medical note with proof of medication or ongoing treatment or an appointment card.

Should the proof not be provided, and no satisfactory explanation is forthcoming, your child's absence will be recorded as unauthorised.

We have arranged another meeting in school to offer you further support to improve NAME attendance – XX:XXam on XX XXXXXXXX XXXX. At this meeting we will also set attendance targets as part of an attendance plan. If this is not convenient, please contact the school office on 0191 4380510 or by emailing romanroadprimaryschool@gateshead.gov.uk to rearrange to a mutually convenient time.

Yours sincerely

Headteacher
Roman Road Primary School

Stage 4 Letter

Date:

Dear <parent's name>

Re: <child's name> – Date of Birth:

Unfortunately, despite attempts by school to support an improvement in <child's name> attendance, his/her current attendance of <%> remains at an unsatisfactory level.

As you can see on the enclosed register, there have been <number> unauthorised sessions this academic year.

The Education Act 1996 states that as the person with parental responsibility, you have a duty to ensure that your child attends school regularly and punctually.

I have therefore decided to refer the matter to the Local Authority for formal action to be taken. Failure to ensure your child's regular attendance can ultimately result in you being issued with a £60 Penalty Notice, or legal proceedings being taken against you in either the Magistrates Court, where the maximum fine is £2,500, or in the Family Proceedings Court, by an application for an Education Supervision Order.

The Legal Intervention Team will contact you to make an appointment to discuss the process and consequences with you.

Yours sincerely

Head teacher