ATTENDANCE POLICY

Produced by: Mrs L. M Gattward

Approved by Leadership Team on: 9th May 2019

Approved by Full Governing Body:
Chair: Mr. A. Harrison
Date: 26th June 2019

Signature: __________________________

Next Review Date: May 2020

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING office@beaconsfield.school.
1.0 Attendance  
1.1 Key requirements  
1.1.2 By law, all children of compulsory school age must receive a suitable full-time education as stated in section 576 of The Education Act 1996. Parents have a legal responsibility to make sure this happens either by registering their child at a school or by making other arrangements to give them a suitable full-time education. As a last resort schools and local authorities have legal powers to deal with poor attendance.

1.1.3 The school seeks to operate in ways which maximise student potential while supporting parents in meeting their legal requirements.

1.1.4 The school fulfils its responsibilities by taking registers at every lesson, of being open for the required 190 student school days unless prevented by extreme weather or other unforeseen exceptional circumstance, and by using the nationally recognised attendance codes.

1.2 Aims of the policy

• To maintain overall school attendance at 95% or above.
• To raise the profile of the importance of high level attendance among students, parents and other staff.
• To outline a procedure for monitoring attendance and punctuality and intervention strategies.
• To eradicate persistent absence and lateness.

1.3 Authorised and unauthorised absences

1.3.1 If a student is absent from the school, it is vital that a parent contacts the school at the earliest opportunity to provide a sufficient reason for absence. This should be by telephone: 01494 683992 or email: attendance@beaconsfield.school. If we have not received a communication then a text and Email message will be sent home to ask for a reason for absence. If there is no response to the text we will phone home. If contact still has not be made and we have no reason for absence we will write home to chase unauthorised absence.

1.3.2 Absence can only be authorised where there is particularly good cause. If no sufficient reason for absence is provided, attendance will be recorded as unauthorised. Medical evidence will need to be provided whenever it is available. This can be in the form of an appointment card, Doctor’s note or a copy of a prescription.

1.3.3 Parents cannot authorise absence. This decision rests with the school in accordance within the boundaries set by The Education (Pupil Registration) Regulations 1996. Where deemed necessary the school reserves the right to request medical evidence to support absence due to illness.

1.4 Leave of absences and appointments during term time

1.4.1 In order to maximise individual achievement parents should avoid making routine appointments for students during the school day or taking family holidays during term time. The Education (Pupil Registration) (England) Regulations 2006 that came into effect on 1st September 2013 mean that holidays taken during term will be treated as an unauthorised absence.

1.4.2 If parents want to request a leave of absence during term time they will need to submit a completed leave of absence form. This is found on the school website or can be obtained from school reception. The school will only consider authorising an absence during term time based on individual need and exceptional circumstance and only where the following criteria have been met:

- an application is made to the Headteacher in advance of the absence by a parent or carer the student lives with.
- there are special reasons for needing to take the holiday.
1.4.3 While authorised absence may be granted for a holiday it is entirely the school’s decision and not a parental right. Parents should be advised that absence without the consent of the school could result in further action and sanctions including a penalty notice.

1.5 Truanting
1.5.1 If a student is found to be truanting a lesson within the school site or off school site then they will be disciplined in line with the school’s Behaviour Policy. This policy can be found on the school website.

1.5.2 If a student goes missing during the school day, the Attendance Officer will try to locate the student. This will mean checking they are not with matron or in any other meeting or music lesson etc. Toilets will be checked and a general walk of the site. If the student still cannot be located then parents will be notified. Parents will be asked to try and contact them on their mobile and then contact us back. If we have not heard within 15 minutes we will try and call again but if we cannot confirm they are safe we will contact the police.

1.6 Legal action
1.6.1 Regular and punctual attendance of pupils at school is, under section 7 of the Education Act 1996, a legal requirement. If a child of compulsory school age does not attend regularly and no alternative provision has been put in place, parents can be subject to penalty fine or prosecution under section 444 of the Education Act 1996. Penalty Notices can be issued for any of the following reasons:
- Irregular school attendance
- Unauthorised holiday during term time
- Overt truancy
- Being in a public place during first five days of an exclusion

1.6.2 If the school feel it necessary, then cases will be referred to the Education Welfare Service Specialist Unit who will issue and administrate the Penalty Notice or prosecution.

1.6.3 Legal action includes:
- Penalty Notice: A penalty notice may be issued to a parent for failing to ensure their child of compulsory school age regularly attends the school where they are registered or no alternative provision is put in place. Penalty notices can be put in place where the student’s absences are not authorised by the school. This includes holidays during term time. Penalty notices are issued at the Headteacher’s discretion. The penalty is a £60 fine, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid in full within the 42 day period, a prosecution will be sought. (The Education (Penalty Notices) (England) (Amendments) Regulations 2013).

- Prosecution for unauthorised absence: It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the school. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months. Any prosecution will appear on a criminal record.

1.7 Supporting and working with parents
1.7.1 In order to support parents/carers in meeting their legal requirements and to maximise individual student attendance, the school seeks to keep parents/carers informed of their child’s attendance and to actively involve parents on attendance issues. Methods include:
- Active follow up if a student is absent and no reason given
- Unexplained/unaccounted for absence letter asking for reasons
- Parental meetings
- Active involvement of Year Leader, Attendance Officer and the Deputy Headteacher
- Discussion at Parents’ Evenings
2.0 **Punctuality**

2.1 School begins at 8.35am and students are expected to be in school by 8.30am.

2.1.2 All parents have a legal responsibility to ensure their child attends school on a punctual basis.

2.1.3 If students are late for school, then late minutes are recorded. Students will need to sign in with the Attendance Officer in the Year Leaders office via the touch screen.

2.1.4 If there has been a traffic incident or school buses are late, students will not be issued with late minutes.

2.1.5 If a student is late due to a medical or dental appointment, parents will need to inform the school either by telephone, email or letter prior to the appointment.

2.1.6 If students are late for lessons, late minutes will be recorded. Should this be more than 10 minutes over the course of the week students will be issued a Year Leader detention to make up the late minutes. Persistent offenders will serve the full detention and parents will be contacted. A ‘minutes late report’ from SIMS is run weekly and emailed to the relevant Year Leader. Where patterns of poor punctuality are emerging, students will be placed on punctuality report.

3.0 **Monitoring absences**

3.1 Students, staff and parents can see students’ attendance and punctuality history daily through MILK, their online planner.

3.2 Every half term mentors log into a spreadsheet that is populated with the previous half term’s attendance and late minutes’ data for their mentor group. The spreadsheet shows students:

- Whose attendance/punctuality has improved compared to the last half term.
- Whose attendance/punctuality has fallen compared to the last half term.
- Who has achieved 100% attendance for the last half term.
- Who has achieved 99 – 95% attendance for the last half term.

3.3 Students who achieve 100% for half a term gain 10 house points. Those between 99 – 95% attendance gain 5 house points. Students who remain on 100% attendance and 0 behaviour points at the end of each term are celebrated with bronze/silver/gold certificates. Those who have managed the gold standard in either attendance or 0 behaviour points are invited to a celebration breakfast, awarded a badge and allowed to wear mufti for the day. Those who have achieved the gold standard in both will be allowed to wear mufti all week. We encourage good attendance at every opportunity. Each week there is a mentor group attendance challenge. Any groups gaining 100% in a week gains a reward.

3.4 ‘Good Attendance’ posters are up in all mentor rooms and around the school demonstrating the impact of non-attendance (see Appendix).

3.5 Every five weeks Year Leaders will receive a list of their students and their current overall attendance percentage, and their attendance for the last five weeks. If a student has a low overall percentage but their last five weeks have been good, then they will need monitoring but no immediate action.

3.6 Year Leaders look at all students who have dropped below 97% attendance overall with a 95% or below over the last five weeks. Year Leaders will then make a judgement as to what interventions can be put in place.

4.0 **Possible Interventions include:**

4.1 Mentors – Students with attendance 97-96%
4.1.1 Year Leaders direct their mentors to discuss with students why they have been absent. Mentors will have regular discussions with the students and may identify need for further support and intervention.

4.2 **Year Leader – Students with attendance 95-93%**

4.2.1 The Year Leader has a 1:1 meeting with students whose attendance are between 95-93% attendance. Staff will call home to discuss further intervention to improve attendance if required.

4.3 **Focus groups with the Attendance Officer, Link Worker and Student Support Officer - Attendance 92-90%**

4.3.1 Students will be identified by the Attendance Officer to partake in a three week programme of focus groups. These are designed to tackle occasional absence and to change behaviour before it becomes habit. This includes group discussion and exercises.

4.4 **Intervention for students who fall below 90%**

4.4.1 The Attendance Officer runs a report off SIMS five weekly for students who have had 90% attendance or below for the last five weeks.

4.4.2 If there is no good reason for attendance being this low (e.g. long standing illness/exceptional circumstances.), then a 1a letter is sent to parents. This states that student’s attendance will be monitored for three weeks. The Year Leader (or attendance officer) then holds a meeting with the student to discuss the attendance level and to explain to them that they are being monitored. Medical evidence for all absences must be provided, otherwise absences will not be authorised.

4.4.3 The Attendance Officer then monitors the attendance each week for three weeks.

4.4.4 If attendance has improved to a level that is acceptable, then a 1b letter is sent. This states that we are no longer monitoring the student’s attendance, but if attendance becomes irregular again during the current academic year, then a Parenting Contract Meeting (PCM) will be held with the Attendance Officer and Year Leader or Deputy Head.

4.4.5 If attendance has not improved to an acceptable level after three weeks and a PCM is required, the Year Leader will arrange the meeting over the phone and send a follow up email confirming the date and time. The meeting will follow the format of the Parenting Contract documentation and will address all questions on the Parenting Contract form. At the end of the meeting the parent should sign the Parenting Contract agreeing to ensure the regular attendance of their child for the next five weeks. Any refusal to do this must be recorded. A Parenting Contract Review is then booked for five weeks’ time. The student’s attendance will be monitored for those five weeks.

4.4.6 If at the Parenting Contract review, attendance has improved to an acceptable level; the case is closed and a 1b letter sent. If attendance has not improved, then the school will need to decide whether to monitor the student’s attendance for a further five weeks, and then hold a final PCM review, or to refer on to the Education Welfare Service (EWS) to carry out a pre-court interview with parents or issue a penalty notice.

4.4.7 If at any point during the PCM process parents appear to disengage i.e. do not attend meetings or are unwilling to rearrange meetings; the case can be referred to the EWS. If parents then engage with the EWS, the case may be sent back to the school to process.
**EXAMPLE OF MENTOR SPREADSHEET**

*Praise those students who have improved
*Those who have achieved 100% attendance for the half term will receive 10 House points
*Students who achieve 99 - 95% for the half term will get 5 House points
*Students who maintain 100% attendance for each term will be invited to a celebration breakfast

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**Year 10 Rowling**

**PJM**
ATTENDANCE INTERVENTIONS (5 weeks) - 2018/2019

0.5 Days absent = 2%

<table>
<thead>
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<th>% attendance</th>
<th>Individual responsible</th>
<th>Intervention</th>
<th>No of Days Absent</th>
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<tr>
<td>100-98%</td>
<td>Attendance Officer</td>
<td>None</td>
<td>0.5</td>
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<tr>
<td>97-96%</td>
<td>MENTORS</td>
<td>Discussions with students Identify any need for support or further monitoring</td>
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<tr>
<td>95-93%</td>
<td>YEAR LEADER</td>
<td>1:1 Meeting Address occasional absence Changing behaviour</td>
<td>1.5</td>
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<td>92-90%</td>
<td>ATTENDANCE OFFICER STUDENTS SUPPORT OFFICER Link Worker SENCO</td>
<td>Focus groups 5 week programme Parents contacted by YL’s Other interventions identified</td>
<td>2 - 2.5</td>
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<td>below 90%</td>
<td>DEPUTY HEADTEACHER ATTENDANCE OFFICER</td>
<td>1a letter Meeting with student Three week monitoring No absences will be authorised unless medical evidence is provided</td>
<td>2.5 &gt;</td>
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<td></td>
<td>EDUCATION WELFARE SERVICE (EWS)</td>
<td>Formal Parenting Contract Meeting held with parent/carer to discuss persistent absence Three week monitoring No absences authorised unless medical evidence is provided</td>
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If attendance remains irregular, school can refer to EWS for further action. May result in legal action.
GOOD ATTENDANCE MEANS...

Being in school at least 98% of the time or 186 to 190 days

That’s no more than 4 days off a year

175 non-school days a year
All this time for holidays and appointments

365 days in the calendar year

190 school days in each year
0 days absence
100% attendance

186 days of education
4 days absence
98% attendance

182 days of education
8 days absence
98% attendance

176 days of education
14 days absence
93% attendance

170 days of education
20 days absence
90% attendance

161 days of education
29 days absence
85%

Expected attendance | Risk of underachievement | Severe risk of underachievement

Discovering the potential in all
Dear Parent/Carer,

Please complete the form below to request permission for your child to be absent from school. Before completing the form, please read these notes carefully.

In order to maximise individual achievement parents should avoid taking students out of school during term time. Having a good education will help give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

The school will only consider authorising an absence during term time based on individual need and exceptional circumstances. Please note that in line with government legislation, all holiday taken in term time will be treated as an unauthorised absence and may result in a penalty fine.

While authorised absence may be granted for leave of absence it is entirely the school’s decision and not a parental right. Parents should be advised that absence without the consent of the school could result in further legal action.

Please return your completed form to the school Attendance Officer as soon as possible before the date of the intended absence.

Yours faithfully
The Beaconsfield School

APPLICATION FOR LEAVE OF ABSENCE

Student’s Name:                                           Mentor Group:

I wish to apply for my child to be absent from school during the following dates:

From:                             To:                          Total number of school days missed:

Reason for absence:

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to legal action for irregular school attendance.

Signed by parent/carer…………………………...      Date………………………………………………….
Dear «salutation»

Re: «chosen_forename» «surname»

This letter is to advise you that «chosen_forename»’s attendance has continued to decline over the last five week period, currently sitting at «percentage_attendance»%. The Government average is 96%.

It is a concern that «chosen_forename»’s attendance is low as it will start to have a significant impact on «his_her» academic achievement. The Beaconsfield School encourages students to take part and succeed to the best of their abilities. We know you want the best for «chosen_forename»’, as do we. **For a student to reach their full educational achievement, a high level of attendance is essential.** It is a legal requirement for all children of compulsory school age to attend school and it is the parent’s legal responsibility to ensure regular attendance and punctuality.

If the absences have been due to medical reasons, please be reminded that it is the school’s policy that medical evidence is provided as proof of absence where possible. This can either be a Doctor’s letter, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Myself and «chosen_forename»’s Year leader will meet with «chosen_forename» to discuss «his_her» attendance and we will continue to monitor «chosen_forename»’s attendance for the next three weeks. During this monitoring period, any absences will not be authorised until medical evidence is provided. I appreciate this may seem harsh but we cannot afford to let attendance slide. Where absence is genuine this monitoring period often sees attendance back to 100%, then no further action is needed.

If «chosen_forename»’s attendance does not improve after this three week monitoring period, the school may feel it necessary to arrange a Parenting Contract Meeting with you, the Year leader and the Attendance Officer to discuss the reasons for absence.

I cannot stress enough; if you are experiencing difficulties in relation to «chosen_forename»’s attendance or there is anything you feel the school should be made aware of, please let the school know so we can start to look into support for yourself and «chosen_forename».

If you wish to discuss this matter further please do not hesitate to contact me on the number below.

Yours sincerely,

Mrs S Neale
Attendance Officer
The Beaconsfield School
Email: attendance@beaconsfield.school
Phone: 01494 683 992
Phone: 01494 683992
STUDENT ATTENDANCE MEETING

Student Name:………………………………     Date:……………………………………

Individuals present:………………………………………………………………………....

What are the main reasons for absence?
Bullying / Medical / Anxiety / Home Related Difficulties / Transport / Academic / Peer or Staff Relationships / Employment / Community

Where is the student when they are not at school?

What is the student doing when not at school?

What actions were discussed at the meeting?
PARENTING CONTRACT
BETWEEN THE BEACONSFIELD SCHOOL
AND PARENTS

STUDENT:________________________________________________________DOB:____________________

YEAR:____________MENTOR GROUP:_____________________________________________________

Parents’ Details: [Please provide details of those who have day to day responsibility of the child]

NAME: ___________________________________________________RELATIONSHIP: __________________

NAME: ___________________________________________________RELATIONSHIP: __________________

ADDRESS: ______________________________________________________________________________

______________________________________________________________________________________

POSTCODE:_____________________

TEL NUMBER: ____________________________________MOBILE: ______________________________

SIGNIFICANT OTHERS: [Please provide details of others who have PR and or regular contact]

NAME: ______________________________RELATIONSHIP: _______________

NAME: ______________________________RELATIONSHIP: _______________

Attendance has been monitored since ______________, and the school register shows that
____________________attended _______ sessions out of a possible _________, which = ____ %

ASSESSMENT

1. ALLEGED BULLYING  Y / N

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

2. MEDICAL/ANXIETY  Y / N

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
3. HOME RELATED DIFFICULTIES  Y / N

__________________________________________________________________________
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4. TRANSPORT  Y / N

__________________________________________________________________________
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5. ACADEMIC/SEN  Y / N

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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6. PEER/STAFF RELATIONSHIPS  Y / N

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
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7. EMPLOYMENT PERMIT  Y / N

__________________________________________________________________________

8. COMMUNITY/OTHER  Y/N

__________________________________________________________________________
Actions:

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Were you aware that _________________________________ had not been attending regularly?

__________________________________________________________________________

Where was ___________________________ during the periods of absence?

__________________________________________________________________________

Are there any other reasons why _______________________ is not attending school?
OTHER CHILDREN OF THE FAMILY:

NAME:___________________DOB:________SCHOOL:_______________ATTENDANCE_____%
NAME:___________________DOB:________SCHOOL:_______________ATTENDANCE_____%
NAME:___________________DOB:________SCHOOL:_______________ATTENDANCE_____%

OTHER AGENCIES INVOLVED:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

It may be necessary for The Beaconsfield School to share you or your child/ren’s information with other services in order to provide additional support.

☐ I agree to my/our and my/our child/ren’s information being shared between services.

☐ I do not agree to my/our and my/our child/ren’s information being shared, even if it is in my/our and my/our child/ren’s interest. I understand that this may make it more difficult for support to be given.

I / We accept that this is an accurate summary of this meeting.

I / We understand my / our parental responsibility to ensure regular school attendance and am / are aware of the possible legal consequences if I / we fail to do so.

Parent: .................................................................
Parent: .................................................................
Student: .................................................................
School Rep: ..............................................................
Agency (if applicable): ..............................................................
Date: .................................................................
Parenting Contract

I / We the Parent (s) agree to ensure the regular school attendance of

I / We the Parent (s) agree to ensure that my/our child attends school on time, in appropriate school uniform and in accordance with the agreed timetable provision.

I / We the Parent (s) agree to report all absences on the first day of absence and provide written explanation of the reason for absence upon _____________________ return to school.

*Only the Headteacher has authority to authorise absence. Further absences may not be authorised without evidence to support the fact that your child was unable to attend school.*

I / We the Parent[s] agree/s to attend all meetings in respect of my child and agree to provide notice should I be unable to attend.

The Beaconsfield School will give at least 7 days' notice of any additional meetings.

_______________ attendance will be monitored over the next five weeks but if any cause for concern over regular attendance is raised during this time, further action may be taken.

A Parenting Contract Review Meeting will be held on:

**Date: _________________ Time: _________ Venue: _______________________________**

If you have ensured your child’s regular school attendance, this case will be closed

I / We understand my / our parental responsibility to ensure regular school attendance and am / are aware of the possible legal consequences if I / we fail to do so.

Parent: ...........................  ...........................................
Parent: ...........................  ...........................................
Student:  ........................  ...........................................
School Rep:  ..................  ...........................................
Agency:  ........................  ...........................................
Date:  .............................  ...........................................

Please record any refusal to sign and the reasons for this:

..................................................................................................................................................
Dear «salutation»

Further to the letter dated XXX, we are pleased to inform you that following the monitoring period, «chosen_forename»’s attendance has improved.

Given that «chosen_forename»’s attendance is no longer irregular, we will not be calling you in for a meeting to discuss attendance issues during this time.

However, should «chosen_forename»’s attendance become irregular again during this academic year, we will have no alternative but to hold an attendance meeting to discuss the absences. Please note that the school policy states that we require medical evidence wherever possible to account for absences. If this is not provided, we may not be able to authorise the absence.

We know that you will agree that «chosen_forename»’s attendance at The Beaconsfield School is very important as data shows that there is a direct correlation between attendance and exam results. Every effort will be made to support «chosen_forename» if you feel «he_she» is experiencing significant difficulties that may impact upon «his_her» attendance. Should this be the case, please contact me to discuss the matter further. I do hope that «chosen_forename»’s attendance will continue to improve so that «he_she» can achieve «his_her» potential.

Yours sincerely

Mrs S. Neale
Attendance Officer
Tel: 01494 683992  Ext 230
Email: attendance@beaconsfield.school