



## Policy Header

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|---------------------------------------|---|
| <b>Policy Title</b>                   | <b>Attendance and Punctuality Policy</b>    |
| <b>Version No</b>                     | <b>Eight</b>                                |
| <b>Written By:<br/>(LDST/School)</b>  | <b>LDST/Glazebury CE<br/>Primary School</b> |
| <b>Linked Policies</b>                | <b>Safeguarding</b>                         |
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| <b>Review Date</b>                    | <b>September 2024</b>                       |



**Trust Prayer:**

**Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give excellence to our learning,  
love to our actions and joy to our worship.  
Guide us to help others, so that we may all,  
Learn, Love and Achieve,  
Together with Jesus.  
Amen**



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**School values central to life in our community**

At Glazebury CE Primary our core values of **Love and Wisdom** are at the centre of all that we do and all that we are. We feel that the values of friendship, truthfulness, hope, peace, creation, trust, compassion, justice, humility and forgiveness are fundamental to the growth of all.

**Love never fails, 1 Corinthians 8:13**

**For the Lord gives wisdom : from his mouth comes knowledge and understanding. Proverbs 2:6**

**Intent:**

**The HEART of our School and Curriculum:**

**H – Helping children prepare for life, growing with God.**

**E – Embracing Christian Values.**

**A - Achievement for all.**

**R - Reading at the heart of our school**

**T – Teaching a knowledge rich curriculum.**

**Jesus said, 'Let the children come to me.'** (Mt 19). Glazebury CE Primary and the Liverpool Diocesan Schools Trust (LDST) works with schools and families to encourage children to attend school every day, and on time, so that they can flourish and achieve excellence. Our Trust's vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people, and through good attendance we believe that we can promote the development of the whole child so that children grow in wisdom and stature.

Based on our Christian vision we will encourage the highest possible levels of attendance and punctuality for pupils within all of our schools, supporting their learning and development and safeguarding them, by seeing them every day and providing them with an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Children should aim to attend every day that schools are open. We set a target for all children to aim for 100% attendance with the expectation all children will achieve at least 97%.

***As a trust, we define regular attendance in our schools as 97% or above.***

LDST believes teachers, parents, carers, children and all members of each school's community have an important contribution in improving attendance and punctuality ensuring children attend to achieve the very best they can. We aim to work with parents and carers in a spirit of hope and compassion. This policy sets out how we will achieve this together.



## Aims – H.E.A.R.T

- Maximise the overall percentage of children's attendance and punctuality at all schools in LDST.
- Promote our vision of high attendance and punctuality amongst the school community.
- Reduce the number of children who are persistently absent.
- Provide support advice and guidance for parents, children and staff.
- Develop clear procedures for the maintenance of accurate registration for children.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a Trust-wide, whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner

### Implementation:

## Promoting regular 'Attendance' is everyone's responsibility

To help us all focus on this, schools within LDST ensure:

- Appropriate interventions are in place to improve punctuality.
- An appropriate curriculum is provided and is reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Children are provided with appropriate support to minimise absence from school. This includes school and multi-agency provision as appropriate.
- Our most vulnerable children are given equal opportunities to flourish and provided with appropriate support to ensure they have good attendance.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.
- Parents/carers are kept informed of children's' attendance and punctuality. This is shown through first day contact, termly progress reports using the traffic light system to visually show how well a child is doing related to the school attendance target, individual letters and meetings when required.
- Good attendance and punctuality are rewarded through regular incentives.
- Daily attendance is displayed on attendance boards in the school office and in the hall.
- Daily punctuality figures are displayed on the punctuality board in the school office.
- Attendance and punctuality are regularly discussed with children in class and at collective worships opportunities.
- Staff attendance roles and responsibilities are clearly defined, and all staff should ensure these are followed.



## Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

### Expectations of Parent/Carer

We believe every child has the right to access a high quality education so they can 'grow in wisdom and stature' (Luke 2:52). Ensuring a child's regular attendance at school is a parent/carers' legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law. Parents are expected to support the school's and Trust's attendance policy by positively encouraging children to attend school on time every day

- Ensure your child arrives for school on time before 8.50am.
- Contact school before 9am on the day if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.
- If in exceptional circumstances a medical appointment cannot be avoided during the school day an appointment card or confirmation of the appointment must be provided and given to the school office.
- Contact by 9am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school. A message can be left on the absence answerphone and should include reason and indication of expected duration and return date to school.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.
- Contact the Head Teacher or School Business Manager if the reason for absence requires a more personal contact and or discussion.
- **In case of emergency:** we need keep emergency/contact numbers up-to-date at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a **minimum of three emergency contact details** to be provided).
- Requests for exceptional circumstances leave of absence must be **in writing to the Head Teacher** and can only be authorised by the Head Teacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school include general holidays, weddings, shopping, concerts and birthdays.

### If a pupil is absent, we will:

- **Telephone and text** the contacts on the data collection form on the first day of absence if we have not heard from them by 9.00am requesting contact to confirm the child's whereabouts.
- If no response is received and the absence is unauthorised a **home visit** will be conducted. (refer to Procedure for Home Visits) If there are safeguarding concerns, contact will be made with the family as soon as possible.
- **Monitor** individual attendance and review any concerns with parents/carers half termly using the traffic light system.
- If a child's absences are increasing the parent/carers will be **invited to meet** the Head Teacher to discuss support and concerns.
- If an absence persists the Head Teacher will discuss actions with the Safeguarding team and /or Local authority Social care team such as Early Help.



## Understanding types of absence

Schools must record every absence that a child takes from school and this is why it is important that parents/carers advise school about the cause of any absence, preferably by calling the school on the first day of absence and on subsequent days.

### Authorised absence

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised. It is the Head Teacher, not parents who make the decision to authorise absence from school. Authorised absence must be requested in writing by the parent/carer and the Head Teacher will send written confirmation confirming if the absence is authorised or unauthorised. A copy of each letter will be kept on file.

### Unauthorised absence

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parent's written request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for holidays, shopping, birthdays, to look after siblings
- Absences which have not been explained.
- Children who arrive at school too late to get their mark.

The parent/carer will be asked to attend a meeting with the Head Teacher.

### Persistent absence

- Children are defined as persistent absentees by the Department for Education (DFE) if their attendance falls **below 90%**. This is for any absence whether authorised or unauthorised. **The DFE expects schools to intervene well before children reach a level of persistent absence.** All absences are reviewed and monitored by the Head Teacher and the Attendance Officers.
- Whilst we understand that children can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.
- Parent/carers are asked to contact the Glazebury CE Primary School Office in the first instance.

## Why regular attendance is very important

Our Christian vision is for all children to flourish in our schools and experience 'life in all its fullness' (John 10:10). Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have time off often find it difficult to catch up and do well.

- **90% attendance is equivalent to a child missing one half day per week or missing 4 whole weeks over the year - approximately 120 lessons per year missed**



Ensuring your child's regular attendance at school is a parents legal responsibility and permitting a child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

## The Education Welfare Officer (EWO)

**This role is undertaken primarily by the Head Teacher with support from the attendance team.**

- The Head Teacher and the attendance team - provides support for parents/carer and advice on problems relating to attendance and encourages good communications between home and school.
- The Head Teacher with support of the Attendance Team will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the Head Teacher will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority and the LDST legal service..

## Leave of Absence in Term Time

The Law does not give any entitlement to parents/carers to take their child on holiday during term time and the LDST and Glazebury CE Primary School Attendance Policy reflects this. Any application for leave must be in truly exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Any such request needs be done in writing and the Head Teacher will respond to all requests in writing and records will be kept on file.

## Lateness

Poor punctuality is not acceptable. If a child misses the start of the day, they can miss preparing themselves for the day, miss work and being late can also result in children inadvertently disrupting others in their lessons. This can also encourage future absence based on these feelings.

Lateness is monitored daily and parents/carers will be invited to a meeting with the Head Teacher if children are in receipt of consistent late attendance registration, this will be to discuss the reasons and support that can be offered to the family to improve punctuality. Daily late numbers are recorded by year group on the punctuality board displayed in the school office. We promote, encourage and celebrate children that have good punctuality.





## How we manage lateness

The school day starts, and registers are taken at 8.50am by the class teacher, school recommends that pupils arrive by 8.45am so they are sat at their desks ready to learn at 8:50am

If a pupil arrives late then the following process is followed:

- After 8:50 access to school is gained via the front office entrance via a managed locked door.
- Arrival between 8:50am and 9:00am, an attendance / mark is recorded and not a late. (ie: 10 minutes grace is given)
- However, if this is a regular occurrence discussion takes place with parents.
- Children who arrive after 9am but before 9.25am will be marked in the Electronic Iris register with code L (late before end of registration).
- Children who arrive after 9.25am will be marked with code U (late after end of registration)
- All children arriving after 9:00am the parent/carers must sign the child in and record the pupil name, date and time of arrival and reason for arriving late in the Pupil Signing In/Out book and sign their entry.
- The office staff record the necessary code in the manual register and on sims.
- Punctuality is displayed on the office wall daily for each year group.
- For children who are persistently late a record of each day's arrival time is recorded on the pupil punctuality record and monitored for further action if required.
- Daily Punctuality figures are displayed on the punctuality board in the school office.
- Punctuality information is shared weekly in collective worship and celebrated when improvement is seen.
- Classroom attendance boards and stars are displayed on classroom door.
- Good attendance and punctuality are rewarded through regular incentives.

If a Parent/Carer has any problem getting their child to attend school on time they should contact the Head Teacher or School Business Manager who will offer support to resolve the problem. On occasion collection of the child will be arranged to support good attendance.

## People Responsible for Attendance Matters at Glazebury CE Primary School

All school staff, parents/carers and children work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

**Attendance Officers** at Glazebury CE Primary School

Karen Mowbray – **Head Teacher**

Kathryn Holcroft – School Business Manager

Lorna Porter – Admin Assistant

Linda Freeman – Admin Assistant

Year Six and Year Five Pupil



## Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to:

- Inform the LA in *every* circumstance when deleting a child's name from the admission register
- Inform the LA of the child's destination school and home address if the child is moving to a new school.
- Provide information to the LA when registering new children, including the child's address and previous school.
- This information is recorded on SIMS and submitted to the receiving school.

If a child is leaving our school parents are asked to:

- Give the Head Teacher or School Business Manager comprehensive information about their plans, including any date of a move and a new address and telephone number, child's new school and the start date when known. This should be submitted to our school in writing.
- If children leave and we do not have the above information, then your child is considered to be a **child missing in education**. This requires school and local authority to then carry out a series of investigations to try and locate the child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations are avoided.

## Attendance for nursery

Attendance is managed for nursery in the same manner as school years on our MIS system. The agreed attendance patterns are entered into the MIS so that all staff are aware what sessions children are due to attend. Registration is recorded electronically for the morning and afternoon session in the MIS session by the class teacher / teaching assistant. Although, nursery attendance is not mandatory the same coding system and procedures are followed for nursery as per the rest of the school. First contact system is carried out and the office staff make contact over the telephone with the child's parent / carer if the child is not present for the expected session. Contact would be made and absent reasons recorded in MIS.

Although, % attendance is not monitored for nursery children, non regular attendance or consistently late attendance would be flagged and raised with the Safeguarding team to monitor and address.

## Attendance for Breakfast club & Extended Provision

For breakfast and extended provision, attendance registers are manually recorded. The arrival time for breakfast club is recorded and the time the parent collects for Extended Provision is manually recorded. If a child was on the register to attend and didn't attend then investigations would be triggered immediately.

## Attendance for afterschool clubs

Manual registers will be maintained and any absence recorded. If a child is not present when already booked in by a parent the club leader will ascertain why the child is not present firstly with the class teacher and then the school office.

### **Monitoring Attendance**

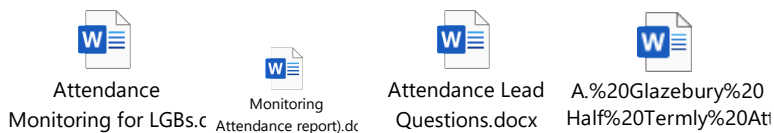


## Monitoring attendance

At Glazebury CE Primary we analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and to look at historic and emerging patterns across the school and develop strategies to address them. and put effective strategies in place

We:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. We analyse the data for individual pupils, cohorts and groups (including their punctuality) across the school to help schools achieve their responsibilities under the Public Sector Equality Duty.
- Analyse patterns of attendance
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with parents (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Identify the pupils who need support and focus staff efforts on developing targeted actions for those cases).
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance
- Benchmark our attendance data (at whole Trust, school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body, as set out in section 3.



## Permission to walk home from school (end of day attendance)

This is formally recorded via a form obtained from the office in which parents sign to confirm permission. This is for primarily for year 6 pupils only, special circumstances ( e.g. distance) will be permitted on a case by case basis. See Appendix 4.

### Impact: **H.E.A.R.T.**

- Children's attendance and punctuality at all schools in LDST produced attendance in line with LDST expectation.
- Children engaged with the vision of high attendance and punctuality amongst the school community.



- Number of children who are persistently absent are reduced..
- Parents, children and staff are aware of support, advice and guidance for attendance
- Clear procedures for the maintenance of accurate registration for children are in place.
- A systematic approach to gathering, analysing and acting upon attendance data in actioned and in place..
- A Trust-wide, whole school approach to ensure consistency of intervention strategies is incorporated into practice..
- Effective partnerships with the Local Authority, Children's Services, Health and other partner are encouraged and embraced.
- Children through love and wisdom experience good attendance and therefore can undergo the development of the whole child so that all children *grow* at our school.

## Appendices

### Working towards best practice

Appendix 1

Attendance and Punctuality Roles and Responsibilities Guidance

#### Whole School Approach

| When  | Whom          | Actions Expected  |
|-------|---------------|---|
| Daily | Children      | <ul style="list-style-type: none"> <li>• Arrive on school site by 8.45am</li> <li>• Parent/carers remain on the school grounds with child until they enter school.</li> <li>• Be in class on time for registration at 8.50am</li> </ul> |
| Daily | Class Teacher | <ul style="list-style-type: none"> <li>• Registers are completed electronically on Iris each morning either on Ipad or PC.</li> </ul>   |

|          |                                  |   |
|----------|----------------------------------|---|
|          |                                  | <ul style="list-style-type: none"> <li>• Ensure attendance has a high profile in class</li> <li>• Discuss absence with children returning to school</li> <li>• Welcoming long-term absentees back into the class</li> <li>• Celebrate good punctuality.</li> <li>• Teacher's informal discussions with identified children to follow up attendance issues and agree future action required.</li> <li>• Class teachers when required identified children of concern regarding specific attendance queries and necessary follow ups required.</li> <li>• Ensure all members of the class know the school target and their current attendance</li> <li>• Monitor/follow up identified child absence by making contact with parent/carers where appropriate.</li> <li>• Update information on classroom attendance boards and stars on classroom door.</li> <li>• Details of pupils who are regularly absent should be discussed with Head Teacher.</li> <li>• Organise help for children to catch up on missed work due to prolonged absence</li> </ul>  |
| Daily    | Office Staff                     | <ul style="list-style-type: none"> <li>• Ensuring staff have completed accurate AM/PM registers</li> <li>• Identify children who are absent from school without reason (before 9.15)</li> <li>• Log on Iris, parental absence answerphone line, text messages and emails regarding student absences</li> <li>• Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS and recorded on the punctuality board.</li> <li>• Confirm with class teachers that child <b>has not</b> arrived before contact is made with parent/carer.</li> <li>• First day absence phone contact with parents/carers, for those children who are absent and school not aware of reason.</li> <li>• Contact made via data collection order of contacts. If no contact can be made via telephone, send text to first contact requesting urgent contact be made.</li> <li>• If no response by 9:45 ensure Head Teacher and/or School Business Manager are aware to follow next step of policy</li> <li>• This may mean a house call but Head Teacher to confirm process.</li> <li>• Logging attendance of all children going out /in school for medical, dental or visits.</li> <li>• Requests to be made for copies of medical/dental appointment cards.</li> <li>• Encourage parents to make non urgent appointments outside the school day.</li> <li>• Daily late process, log.</li> <li>• Record daily attendance on the attendance board in the hall and in the school office</li> <li>• Update daily the punctuality board in the school office.</li> <li>• Record, monitor and refer to the Head Teacher all persistent lates.</li> <li>• Informing HT of children's patterns of absence.</li> <li>• Provide weekly and termly pupil attendance figures for class teachers and children's rewards</li> <li>• Discuss punctuality issues with identified children and parent/carers</li> <li>• Prepare certificates etc. for children's rewards</li> <li>• Provide weekly punctuality data for Head Teacher and class teacher and children's rewards</li> <li>• Prepare termly red/amber/green attendance letters for all children/parents.</li> </ul> |
| On going | Head Teacher and Attendance Team | <ul style="list-style-type: none"> <li>• Safeguarding home visits as required.</li> <li>• Focused casework interventions with persistent absence children and families.</li> <li>• Phone call contact with children/parent/carers</li> <li>• Instigation of legal proceedings</li> <li>• Tracking of actions and interventions and feedback to pastoral staff/class teacher.</li> <li>• Home visits (within policy guidelines)</li> </ul>   |



|             |              |  |
|-------------|--------------|--|
| Half Termly | Head Teacher | <ul style="list-style-type: none"> <li>Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>Regular attendance update with Attendance team</li> <li>Liaison with Attendance team and class teachers regarding support work with identified children, To share information and agree joint actions re action plans or other pupils causing concern</li> <li>Meetings to discuss attendance and punctuality with parents/carers when required..</li> <li>Regular attendance meeting with attendance team to plan actions</li> <li>Liaison with SLT, class teacher support work with identified children</li> <li>Maintain a high profile of attendance as a significant contributor to children's achievement</li> <li>Use attendance data to identify and take action to improve the attendance of vulnerable children</li> <li>Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>Ensure that attendance features in ALL parents evenings and reports</li> <li>Monitor and track attendance/PA Action Plans</li> </ul> |
| Termly      | Head Teacher | <ul style="list-style-type: none"> <li>The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off-site provision</li> <li>School Attendance Review is reviewed alongside the LDST Assistant Education Officer</li> <li>Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance through close monitoring and scrutiny of attendance data in conjunction with SLT and Attendance Team</li> <li>Ensure that the attendance policy is implemented across the school and that systems are operating effectively.</li> <li>Ensure school prospectus, parent/carers welcome booklet and school newsletters promote attendance.</li> <li>Ensures school policy and procedures reflect the school's Christian vision, and actions are taken in the spirit of "Growing together at the heart of God's community" in love and wisdom.</li> <li>To report to both the LDST Trust Directors and Governors</li> </ul>                                |

Attendance Matrix for supporting attendance

| Attendance %                      | RAG | Intervention  | Lead Responsibility   |
|-----------------------------------|-----|---|---|
| 100%<br>Attendance is excellent   |     | Rewards and Praise,<br>Mr Potato Head to complete over a term<br>Termly certificates for 100%<br>End of year reward/larger prize for 100% | Class Teacher<br>Senior Leader<br>Head Teacher<br>Attendance Team |
| 99.9% - 97%<br>Attendance is good |     | Rewards and Encouragement   | Class Teacher<br>Senior Leader<br>Head Teacher                    |



|   |  |  |  |
|---|--|--|--|
|   |  | Termly certificates for pupils reaching the 97% target<br>Letter to parents Half termly – Good News!   | Attendance Team  |
| 96.9% - 94%<br>Attendance is a concern          |  | Talk to pupils and contact parent/carers<br>5 minute meetings<br>Return to school discussions<br>Safeguarding visits<br>Early Intervention EWO<br>Persistent absence warning letters- AMBER<br>Half termly<br>HT meet with parents / carers                                | Class Teacher<br>Senior Leader<br><b>Head Teacher</b><br>Attendance Team |
| Below 93.99%<br>Attendance is a serious concern |  | Regular attendance action planning meetings<br>HT meet with parents / carers<br>Discussion with LDST Assistant Education Officer<br>Safeguarding visits- Warrington Attendance and Child missing in Education Lead<br>Action Plans<br>Legal intervention where appropriate | Class Teacher<br>Senior Leader<br><b>Head Teacher</b><br>Attendance Team |

Note: LDST refers to Liverpool Diocesan Schools Trust

Appendix 3 – Green letter

**Green Letter attendance:**

**LDST and school target is 97%**

Dear Parents and Carers

**Good news- attendance this half term is:**



Thank you for working together with school to ensure attendance is a priority in school, as we all recognise that children's learning is crucial to increase life chances.

As you are aware attendance in school is vital to ensure all children achieve their potential, whilst we recognise that illness is out of parental control, we have a duty of care to provide you with information that is collated on attendance in line with national expectations.

Please know that we visual represent attendance information as below

- For all children with attendance above 97% it is a **green light letter**
- For all children with attendance between 94% and 96.99% it is an **amber light letter**.
- Children whose attendance falls below 93.99% will receive a **red light letter** and where appropriate referred to the Head Teacher / Attendance Officer.

Please can I also confirm that holidays are not permitted in term time.

**Thank you for your understanding and supporting the school in this matter.**

Kind Regards

Karen Mowbray  
**Head Teacher**

Appendix 4- Amber letter

**Amber Letter attendance:**

**LDST and school target is 97%**

Dear Parents and Carers





**Please note attendance this half term is:**

Please be aware that this is **lower than expected**, as you are aware attendance in school is vital to ensure all children achieve their potential, whilst we recognise that illness is out of parental control, we have a duty of care to provide you with information that is collated on attendance in line with national expectations.

Over the year this can be shown that:

- 95% Attendance means - 9 days of absence (1 week and 4 days of learning missed)**
- 90% Attendance means - 19 days of absence (3 weeks and 4 days of learning missed)**
- 85% Attendance means - 28 days of absence (5 weeks and 3 days of learning missed)**
- 80% Attendance means - 38 days of absence (7 weeks and 3 days of learning missed)**
- 75% Attendance means - 46 days of absence (9 weeks and 1 day of learning missed)**

**Increased attendance and improve this - We all just want to give your child the best start in life - attendance matters.**

Please know that we visual represent attendance information as below

- For all children with attendance above 97% it is a **green light letter**
- For all children with attendance between 94% and 96.99% it is an **amber light letter.**
- Children whose attendance falls below 93.99% will receive a **red light letter** and where appropriate referred to the Head Teacher / Attendance Officer.

Please can I also confirm that holidays are not permitted in term time.

**Thank you for your understanding and supporting the school in this matter.**

Kind Regards

Karen Mowbray  
**Head Teacher**

Appendix 5- Red Letter

**Red Letter attendance:**

**LDST and school target is 97%**

Dear Parents and Carers



**Attention: attendance this half term is:**

Unfortunately, attendance is below expected levels, as you are aware attendance in school is vital to ensure all children achieve their potential, whilst we recognise that illness is out of parental control, we have a duty of care to provide you with information that is collated on attendance in line with national expectations.

Over the year this can be shown that:

- 95% Attendance means - 9 days of absence (1 week and 4 days of learning missed)**
- 90% Attendance means - 19 days of absence (3 weeks and 4 days of learning missed)**
- 85% Attendance means - 28 days of absence (5 weeks and 3 days of learning missed)**
- 80% Attendance means - 38 days of absence (7 weeks and 3 days of learning missed)**
- 75% Attendance means - 46 days of absence (9 weeks and 1 day of learning missed)**

**Increased attendance and improve this - We all just want to give your child the best start in life - attendance matters.**

Please know that we visual represent attendance information as below

- For all children with attendance **above 97%** it is a **green light letter**
- For all children with attendance **between 94% and 96.99%** it is an **amber light letter.**
- Children whose attendance falls **below 93.99%** will receive a **red light letter** and where appropriate referred to the Head Teacher / Attendance Officer.

Please can I also confirm that holidays **are not permitted in term time.**

**Thank you for your understanding and supporting the school in this matter.**

Kind Regards

Karen Mowbray  
**Head Teacher**