

MOORGATE PRIMARY SCHOOL

POLICY FOR ATTENDANCE AND PUNCTUALITY



HEADTEACHER:	Mrs D Hopwood
DESIGNATED STAFF	Mrs L Gleaves/Mrs H Ramsden
CHAIR OF GOVERNORS:	Mrs S Yates
DESIGNATED GOVERNOR:	Mrs E Sherrington
DATE IMPLEMENTED:	January 2010
DATE REVIEWED:	September 2026
DATE OF NEXT REVIEW:	September 2027

Moorgate Primary School Policy for Attendance & Punctuality

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Introduction.

The Education Act 2002 section 175 imposes a duty on schools and states that:

*“The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view **to safeguarding and promoting the welfare of children** who are pupils at the school.”*

Safeguarding is not just about Child Protection but also about making sure children are safe from accidental injury, crime and anti-social behaviour. It should also ensure that all children feel safe and have safe places to live.

Statutory guidance Keeping Children Safe in Education (September 2021). It defines schools' duty to safeguard and promote the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Schools should give effect to their duty to safeguard and promote the welfare of their pupils by:

1.	Creating and maintaining a safe and secure learning environment.
2.	Identifying where there are child welfare concerns and taking action.
3.	Developing children's understanding, awareness and resilience through the curriculum.
4.	Adopting safer recruitment and selection procedures which prevent unsuitable persons from gaining access to children.

For schools, safeguarding children's welfare therefore covers more than the contribution made to child protection in relation to individual children. It also encompasses matters such as pupil health and safety, bullying, racist abuse (about which there are specific statutory requirements), together with a range of other issues, for example, arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse, etc. about which the Secretary of State has issued guidance. Details of this school's policies in these areas are contained in other documents (See "Other Relevant Policies").

This policy applies primarily to 2 above and reflects current legislation, accepted best practice and complies with the government guidance: *Working together to Safeguard Children* (July 2018)

This policy applies primarily to 2 above and reflects accepted best practice and complies with the following Government legislation:

Section one – pupil registers and attendance codes:

- The Education Act 1996; and
- The Education (Pupil Registration) (England) Regulations 2006 and amendments.

Section two – school day and year:

- The Education Act 1996;
- The Education (School Day and School Year) (England) Regulations 1999;
- The Education Act 2002; and
- The Changing of School Session Times (England) (Revocation) Regulations 2011.

Section three – statutory guidance on parental responsibility measures:

- The Education Act 1996;
- Crime and Disorder Act 1998;
- The Education Act 2005;
- The Education and Inspections Act 2006;
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;
- The Education (Penalty Notices) (England) Regulations 2007 and amendments; and
- The Education and Skills Act 2008

Statutory Policies including Governance
Health and Safety Policies
Staff including Premises Policies
Inclusion and Equality Policies
Curriculum Policies
Early Years and Foundation Stage Policies

At Moorgate School we recognise the importance and educational value of good attendance and punctuality. If children are to obtain maximum benefit from the high quality curriculum on offer then it is imperative that they spend as much of the allocated lesson time as possible in school. All absence disrupts the continuity of learning. We aim to create an ethos where children will look forward to and want to come to school and see good attendance and punctuality as the norm.

Our Mission Statement

At Moorgate we have a safe, trusting, enabling and stimulating environment.

We promote a sense of purposeful citizenship with shared values and respect for diversity and equality.

We believe in enabling independence and resilience for all our children; motivating them to aspire to and achieve their full potential in an inclusive and valued community.

We believe in preparing pupils for the future, ensuring that they have the life skills to make a positive contribution to the British society and the Global community in which they live and develop a strong foundation for personal health and well-being.

School Aims

- To achieve and maintain high standards of behaviour, working together to promote an atmosphere of mutual respect, trust and understanding where all are valued and included.
- To promote the spiritual, ethical, moral, cultural, intellectual and social development of our pupils, ensuring well-being and celebrating British values and diversity and respect of individual lifestyle choices, including gender awareness.
- To provide a supportive and nurturing environment to develop pupil's self-worth and caring attitude, enabling them to value and share responsibility for themselves, their families, relationships, society and the environment.

- To achieve and maintain an inclusive climate of equal opportunity, developing individuals to aspire to and reach their full potential, whilst safeguarding the entitlement of all pupils to a high quality of education.
- To involve and value children's contributions in the decision-making process that impacts upon their learning, personal development and their environment.
- To foster an inclusive atmosphere conducive to learning and teaching which provides a breadth and balance of learning experiences that meet the needs of all children to promote independent learning.
- To equip children with the skills, knowledge and positive character attitudes which will allow them to develop a joy in life and learning, confidence in themselves to problem solve and reason, resilience, tolerance and respect for others including an understanding of the diversity of modern society and the wider world.
- To provide a safe, secure, enabling and stimulating environment where children can develop and celebrate their abilities, interests and talents to the highest possible standard they can achieve.
- To include parents/carers as partners and for them to be actively involved in their child's progress in development and learning.
- To strengthen partnerships between home, school, the local and global communities.
- To prepare our children as future citizens; preparing them to engage and persevere as individuals, parents and workers with the awareness to accommodate economic, social and cultural change.

STATUTORY FRAMEWORK

Under the 1996 Education Act a child is required to attend regularly at the school where he/she is a registered pupil. Schools are legally required to maintain registers of attendance for all pupils of statutory school age. Attendance statistics have been published and L.A. targets have been set for several years. In 2005 it became a statutory requirement that all Governing Bodies set annual targets for attendance.

Information on past and present levels of attendance can be found in Appendix A.

ROLES AND RESPONSIBILITIES

Good attendance and punctuality are the responsibility of everyone in the school community. Children, parents, staff members and Governors all have their part to play. High standards of attendance and punctuality at Moorgate will only occur as a result of the constant commitment of the whole school community and the contribution of each individual will impact upon the total process.

PUPILS

All children will be expected to attend school regularly and arrive on time. This aspect of school life will be prominent in, and brought to the notice of all pupils through the Home/School Agreement. It will be reinforced through assemblies, lessons and letters home.

Not only will consistently good attendance and punctuality be praised and rewarded but improvements in attendance and punctuality will also be highlighted **Appendix B.**

Children experiencing difficulties maintaining good attendance and/or arriving on time will be encouraged to discuss their problems with Mrs Gleaves, the Integrated Working Officer and the Headteacher. In extreme cases professional support may be obtained via the Early Intervention Service Keyworker.

N.B. Very few children are wholly responsible for poor attendance or lateness. Parental attitudes and actions frequently pose a far greater problem.

PARENTS

Parents have a legal responsibility to ensure that their child is educated from the term after they are 5 years of age. At Moorgate parents are encouraged to support the school's positive attitude towards attendance and punctuality by signing the Home/School Agreement and by co-operating fully with school in providing the required information on pupil absences. Support for parents concerning attendance issues may be provided by the Integrated Working Officer or the Early Intervention Service Team as required. More detailed information on school processes and procedures can be found in **Appendix C.**

STAFF

All staff have a role to play in developing a positive attitude to attendance and punctuality. Staff should be seen to be positive role models in being punctual. It is accepted good practice as well as a health and safety requirement that staff arrive punctually for their duties, particularly when supervising children.

All staff can support the positive ethos by being aware of children who have been absent or arrive late and focusing on their return to school, or arrival in school, rather than admonishing the child for their absence (say "nice to see you back", "we missed you this morning" etc.).

Staff also play a vital role as the "eyes and ears" of the school and should alert the Integrated Working officer or Headteacher of any concerns they may have about absentee children (i.e., children seen out of school, conversations with other children, behaviour changes after absence etc.)

HEADTEACHER

The Headteacher maintains overall responsibility for day-to-day issues concerning attendance and punctuality. The Headteacher will monitor weekly attendance reports and, together with the Integrated Working Officer will co-ordinate all aspects of attendance including interviews, attendance letters and referrals. The Headteacher, Mrs Gleaves (Integrated Working Officer) and Mrs H Ramsden will be responsible for managing the whole school rewards systems for punctuality and attendance. **Appendix B**. Mrs Gleaves will produce detailed weekly, half termly and termly percentage and analysis information for the Headteacher. The Headteacher has a legal duty to ensure that all registers are maintained and to report to the Governing Body on attendance and punctuality matters. The Headteacher is also responsible for ensuring all statistical returns are completed and submitted and that relevant policies are in place and current.

INTEGRATED WORKING OFFICER AND MRS H RAMSDEN

The Integrated Working officer (Mrs Gleaves), with the support of Mrs Ramsden are responsible for dealing with day-to-day issues concerning attendance and punctuality and are directly answerable to the Headteacher and the Governing Body. These members of staff will monitor attendance and punctuality on a daily basis, keep electronic registers up to date with appropriate absence codes and following up all unreported absences and report any concerns to the Headteacher. They will also generate weekly, monthly and half termly attendance reports for the Headteacher and any reports/data which may be requested by the Early Intervention Service Team, staff members and outside agencies. They will also issue attendance/late arrival letters to parents and make referrals to the Early Intervention Service, on the instruction of the Headteacher. The Integrated Working Officer will meet with the Headteacher to monitor measures to improve attendance and punctuality as well as dealing with issues of poor attendance and frequent lateness.

CLASS TEACHERS

Class teachers have a statutory duty to complete attendance registers twice daily. (See **Appendix D** for Notes on Completing Registers). They should also provide safekeeping for all letters/communications received concerning absence/lateness. Class teachers should also keep the office staff informed of any verbal communication between themselves and parents/carers relating to any child not attending school.

Class teachers form the "front line" in identifying attendance and punctuality issues. They should be alert to patterns of absence (e.g. absent every other Friday, child late every Tuesday, sudden unexplained absence) as well as children with frequent poor attendance and punctuality. All concerns should be noted, with date and time, and reported immediately to the Integrated Working Officer or the Headteacher.

SUPPORT STAFF

Support Staff frequently have less formal, closer contact with individual children and as such are able to play an important part in supporting children to improve their attendance. Vulnerable children may be more likely to discuss problems concerning attendance and punctuality with support staff than other adults. Should support staff gain any relevant information, which may help in aiding a child to achieve improved attendance, they should immediately seek advice from the Integrated Working Officer or Headteacher.

OFFICE STAFF

The main roles of the office staff are to collate and maintain current contact information on pupils, record and update attendance data and provide pupil attendance information for appropriate members of staff and agencies. A more detailed list can be found in Appendix E.

GOVERNORS

The Governing Body are responsible for setting challenging annual targets for attendance and receiving the report from the Headteacher. It is also the duty of the Governing Body to ensure registers are properly kept and to review the school Attendance Policy at regular intervals. Governors can also assist in promoting the positive ethos of the school and support positive measures, such as the whole school rewards system, to improve attendance.

EARLY INTERVENTION SERVICE

In EXTREME cases of non-attendance/persistent lateness the Early Intervention Service Keyworker may make contact with parents in an effort to improve attendance/lateness. They are also responsible for issuing Penalty Notices [Appendix F](#). The Integrated Working Officer speaks to/meets with the Early Intervention Service as and when required.

PROCEDURES IN THE EVENT OF ABSENCE

1. Children should arrive at school before the start of the school day. Doors open at 8.50am. If a child arrives after 9.00am but before 9.30am, they are recorded as "late present" and marked as "L" in the register. If a child arrives after 9.30am, they are recorded as "late absent" and marked as a "U" in the register. A 'U' code is classed as an unauthorised absence.
2. If a child has attended a medical appointment, they will be recorded as "M" in the register and a polite request will be made for proof of the appointment. When they arrive at school (provided that it is before the lunchtime bell) they will be marked Late after medical.
3. If a child is going to be absent, the parent/carer should telephone school before 9.30am and inform us of the reason for the absence. The appropriate code will then be recorded on the electronic register and a note made in the sickness absence book.
4. If a child is still absent from school with no reason given, after 10am on the first day, contact will be made with the parents/carers by phone (or by phone and txt for persistent absentees), informing them that their child is absent and requesting an explanation why. Should the child fail to attend on the following day the same procedure will be implemented. On the third day, should no parental contact have been made, the Headteacher will be informed. This may result in a hand delivered letter or home visit and, for persistent absence the Early Intervention Service Keyworker may be involved.
5. Parents/carers are required to notify school as to why their child was absent. If the parents/carers fail to provide an acceptable reason a letter will be sent home ([appendix G](#)) for the parents/carers to complete and return. If the form is not returned to school, the absence will be recorded as a 'O' (unauthorised).

PROCEDURES FOR PUNCTUALITY

1. If a child continually arrives late for school, the Integrated Working Officer will speak to the parent/s to ascertain the reason/s why and offer support.
2. If the situation does not improve, a Late Arrival Letter [Appendix H](#) will be sent. Similarly, if a child is continually collected late after school has finished, a Late Collection Letter [Appendix I](#) will be sent.
3. If no improvement to timekeeping is evident, then a referral may be made to the Early Intervention Service.

PROCEDURES FOR MONITORING ATTENDANCE

1. The attendance of every child in school will be monitored, on a daily basis, by the Integrated Working Officer.
2. Phone calls, texts, letters sent home via pupil, hand delivered letters, posted letters, meetings and referrals to the Early Intervention Service will be dealt with by the Integrated Working Officer who will keep the Headteacher fully informed at all times.

3. The Integrated Working Officer will produce reports and analysis on a regular basis and share these with the Headteacher.
4. If a pupil continues to accumulate unauthorised sessions, the Integrated Working officer will make contact with parents/carers to try to resolve the situation.
5. If a pupil begins to accumulate unauthorised absence, the Integrated Working Officer will make contact with them to ascertain the reasons why and offer support to the family to rectify the situation. A fixed penalty notice warning letter may be sent out in some circumstances. **Appendix J** If, however, a pupil accumulates 10 unauthorised sessions in a 10 week rolling period, a letter requesting a fixed penalty notice (fine) will be sent to the Early Intervention Service and a letter will be sent to the family. The Integrated Working Officer will offer support and try to work with the family throughout the process of accumulated absence to try to avoid a fixed penalty being issued and the Headteacher will be kept fully informed of the situation.
6. If absence is due to persistent illness the school may request proof that the child has been seen by a doctor before illness can be authorised. In particularly severe cases of continual absence due to illness the school may request that a medical be carried out on the child **Appendix K.**
 - a. If the parent refuses for their child to attend a medical OR if the medical returns clear (no medical problem found) future absences will only be authorised with medical evidence i.e. **written** confirmation that he/she is **unfit** for school from their GP, or evidence of **prescribed** medication. If the absences continue the procedure detailed in (5) above will be followed.
 - b. If the medical returns positive, any child who has been absent for any extended period of time due to illness will be reintegrated back into school through a structured and individually-tailored programme. However, if school is concerned about a child with potentially long-term sickness or recurrent bouts of chronic sickness leading to extensive periods of absence the school will take all possible steps to address or respond to the situation by convening a multiagency meeting to include:-
 - pupil
 - parent
 - appropriate school staff
 - Early Intervention Service
 - representatives from other agencies as appropriate.

If it is agreed that tuition other than at school is appropriate for a short period of time, then the Headteacher will make the necessary arrangements.

7. At the end of every term reports are generated for the Headteacher showing the percentage attendance for each pupil. A letter is then generated for all pupils with attendance below 90% **Appendix L.**

Where other agencies are already involved with a family, any issues relating to absence and/or punctuality may be shared at an earlier stage in the interest of safeguarding children.

STRATEGIES FOR PROMOTING GOOD ATTENDANCE

- Moorgate School will provide an environment in which every pupil will feel valued and welcome. The school's ethos will ensure that children feel that their presence in school is important, that they will be missed if absent or late and that action to follow up their not being there will be taken.
- ALL staff will actively support systems to promote good attendance and punctuality by example and by the positive encouragement of children and in particular those most vulnerable.
- A varied and flexible curriculum will be offered to all children. Every effort will be made to ensure that learning tasks are relevant, interesting and matched to pupil's needs including those pupils with Special Educational Needs and pupils who are identified as gifted/talented/more able beyond their year group.

- Every effort will be made to resolve any issues of bullying in accordance with the school's Anti-Bullying Policy.
- Attendance data will be collected and analysed weekly in order to help identify patterns, set targets, correlate attendance with achievement and support and inform policy.
- Genuine effort to improve will be rewarded along with good attendance and punctuality. Parents and Governors will be encouraged to join in celebrating success.
- Parents will be reminded regularly (via letters, newsletters, school brochure, parents evenings and individual registration certificates) of the importance of good attendance and punctuality and encouraged to join in, in celebrating successful improvements in attendance and punctuality.
- Parents are informed that term time holidays cannot be authorised unless there are extreme and extenuating circumstances.
- Every effort will be made to ensure children who are going to be absent for any extended period of time receive work sent home to them. Work may be collected from school and should be returned for marking and comment. Reintegration packages with additional support when available will be used following long periods of absence.
- Through regular analysis of data and discussions with the Integrated Working Officer, the Headteacher will develop systems to identify, support and monitor progress for those children experiencing attendance difficulties.
- A comprehensive whole school rewards system to encourage improved attendance focusing on, individual, class/group attendance and punctuality and 100% attendance operates within school.

A SUMMARY OF THE COMPLETE POLICY CAN BE FOUND IN [APPENDIX Q](#)

ATTENDANCE TARGETS AND ABSENCE RATES

APPENDIX A

<u>YEAR</u>	<u>ATTENDANCE TARGET</u>	<u>ATTENDANCE WITH DIAMONDS</u>	<u>ABSENCE RATES WITH DIAMONDS</u>	<u>ATTENDANCE WITHOUT DIAMONDS</u>	<u>ABSENCE RATES WITHOUT DIAMONDS</u>
2025/2026	95.70%	94.14%	5.86%	94.84%	5.16%
2024/2025	95.70%	93.47%	6.53%	94.22%	5.78%
2023/2024	95.70%	93.82%	6.18%	93.98%	6.02%
2022/2023	95.70%	94.49%	5.51%	94.59%	5.41%
2021/2022	95.70%	91.14%	8.86%	93.17%	6.83%
2020/2021 Year interrupted by COVID	95.50%	96.21%	3.79%		
2019/2020 1 st Sept 19 to 20 th March 20 due to Corona Virus	95.50%	95.98%	4.02%		
2018/19	95.45%	96.02%	3.98%		
2017/18	95.40%	95.97%	4.03%		
2016/17	95.35%	95.51%	4.49%		
2015/16	95.30%	96.19%	3.18%		
2014/15	95.25%	95.87%	4.13%		
2013/14	95.20%	95.46%	4.54%		
2012/13	95.10%	95.15%	4.85%		
2011/12	95%	95.35%	4.65%		

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REWARDS SYSTEMS

APPENDIX B

Every member of staff prioritises attendance and punctuality.

At the end of each week the Integrated Working Officer will print off a report to determine which class has the highest attendance percentage, During Monday's assembly the classes with the top three highest attendance percentage the previous week receive a certificate which will remain on display throughout the year. Class percentages are displayed in the hall with a system of green circles (if a class achieves the target) and red circles (if the class does not achieve target) and with an actual percentage on classroom doors.

100% ATTENDANCE CHALLENGE.

Any class achieving 100% attendance for a week will receive an additional certificate.

All children maintaining 100% attendance for the half term receive a certificate.

Children who achieve 100% attendance over a full term will not only collect 2 certificates and a badge but will also be included in a draw to win a £15 ONE4ALL voucher for the pupil and £30 supermarket voucher for the parent/s.

Children who achieve 100% attendance for the whole academic year will collect 6 certificates and 3 badges and be included in a draw to win vouchers to purchase a bicycle. A congratulations letter will also be sent home to parents at the end of the summer term **Appendix M.**

Children who achieve 100% for multiple, continuous years will receive a certificate and book token. **(Appendix P).**

HOT SPOT AWARD

One day is chosen each week, and every child's name who is in school on that day is put into a draw during Friday's celebration assembly to win a prize from the prize box. Their photograph will then be displayed on the Hot Spot display in the hall.

PARENTS GUIDE TO ATTENDANCE

APPENDIX C

Parents/Carers Guide to Attendance and Punctuality

Punctuality

1. Children should arrive at school before the start of the school day at 8.50am. If a child arrives after 9.00am, they are recorded as late.
2. If a child continually arrives late, contact will be made by the Integrated Working Officer either by phone or by letter.
3. If a child arrives after 9.30am this will be recorded as an unauthorised absence.
4. If there is still no improvement in punctuality a referral may be made to the Early Intervention Service.

Attendance

1. If a child is going to be absent, the parent/carer should telephone school before 9.00am and inform us of the reason for the absence. Parents should not use class dojo or email to report absence.
2. If a child is still absent from school with no reason given after 10am on the first day, contact will be made with the parents/carers by phone requesting an explanation for the absence. If the child already has a poor attendance % then a home visit may be made by the Integrated Working Officer. Should the child fail to attend on the following day the same procedure will be implemented. On the third day, should no parental contact have been made, the Headteacher will be informed. This may result in further home visits and/or a letter given to the child upon their return, a letter hand delivered to the child's home address or a posted letter.
3. Attendance is monitored very closely each week. If a child reaches 10 sessions absent within a 10 week period, a referral may be made to the Early Intervention Service for the issue of a fixed penalty (fine). This will initially be a £160 fine issued to both parents (if relevant) to be paid within 28 days, reduced to £80 per child, per parent if paid within 21 days.
4. **Please be aware that if a Penalty Notice is issued and you do not pay it, you are liable to be prosecuted by the local authority in the Magistrates Court and could be fined up to £1,000.**

UPDATE: Following the Early Years Framework update introduced in July 2025, Parents/Carers of nursery children must inform the school office of any absences on 01204 333477.

Procedure if no contact from parent/Carer:

Day 1 – Nursery staff will try to make contact with parent/carer for a reason.

Day 2 – The school office will ring, txt and email parent/Carer for a reason.

Day 3 – If no contact has been made by day 3, a home visit will be carried out.

A Local Authority guidance leaflet is also available and a copy of this guide can be obtained from the school office on request.

NOTES ON COMPLETING REGISTERS

APPENDIX D

WHY DO WE MARK REGISTERS?

- A LEGAL REQUIREMENT
- Health and Safety
- Performance Tables
- Reports to Parents
- Reports to Governors
- Evidence to support the work of the Early Intervention Service (prosecutions non-attendance, Penalty Notices)
- Evidence in criminal proceedings
- Highlight attendance to promote positives
- Highlight absences to identify concerns.
- Information for SEF, SIP and OFSTED

Registers should be marked accurately, at the proper time (twice daily) and consistently across the school. There is a requirement within the register to distinguish between authorised and unauthorised absence. OFSTED may check to see if registers are marked efficiently and accurately and inspectors will look at trend patterns and comparisons with other like schools.

ELECTRONIC REGISTER PROCEDURES

- The bell goes for the start of the school day at 8.50am and the electronic register should be marked as soon as possible after that. The register should be submitted when the second bell rings at 9.00am.
- If for any reason a teacher is unable to access the electronic register they should obtain a paper copy from the office, and hand it back to the office once it has been completed.
- Pupils should be marked present with the appropriate electronic code (a diagonal line). Absent pupils should be marked with an 'N' by the class teacher. (The Integrated Working Officer or office staff will change to the correct code).
- Integrated Working Officer/Office staff will check the registers after 9.00am and add information (update attendance codes and register children who arrive late).
- The same procedure applies when the bell sounds for afternoon school at 1.15pm

ROLES AND RESPONSIBILITIES OF THE OFFICE STAFF

APPENDIX E

As more and more information and data is held electronically in school so the role of the office staff in issues concerning attendance and punctuality increases. The following list is an indication of examples of tasks undertaken by office staff. All tasks listed may not be undertaken and other tasks may have been omitted from this list.

- To update emergency contact information from parents annually or when details change.
- To update electronic registers daily.
- To liaise with parents by phone/text or in person re punctuality and unexplained absence.
- To pass on information concerning unexplained absence and punctuality to the Headteacher/Integrated Working Officer.
- To make registers available in the event of a fire or fire drill.
- To note all children arriving late.
- To support the Headteacher in providing printouts of relevant statistical attendance data.
- To provide relevant letters to parents concerning attendance and punctuality at the request of the Headteacher
- To provide attendance data including register certificates for appropriate members of staff and outside agencies under the guidance of the Headteacher.
- To raise awareness of any concerns about pupil attendance or punctuality with the Headteacher/Integrated Working Officer.

EARLY INTERVENTION SERVICE**APPENDIX F**

This takes the form of a leaflet produced by the Early Intervention Service which can be obtained from the Integrated Working Officer.

APPENDIX G



Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Yours sincerely,

Mrs. D. Hopwood
Head Teacher

.....

was absent from school on 13th June 2023 for the following reason/s:

APPENDIX H





Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Dear Parent/Carer

Late Arrival to School

We note from our records that _____ has been late for school on ____ occasions, totalling ____ hour and ____ minutes since the beginning of term. We are concerned that this is happening on a regular basis and hope that this will be rectified as quickly as possible.

Children must arrive in school no later than 8.55am (start of school). If they arrive after 9.00am they are classed as late. A copy of the new Attendance Legislation was sent out at the end of last term but if you need a further copy or if you have any questions regarding the new attendance legislation, please do not hesitate to contact me.

Yours sincerely

Mrs D Hopwood
Head Teacher



APPENDIX I



Mrs D Hopwood
Headteacher



Entwistle Street,
Bolton.
BL2 2RH



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Date

Dear Parent/Guardian,

Late Collection from School

We note from our records that your child(ren)
Has/have been collected late from school on a number of occasions recently.

We are concerned that this is happening on a regular basis, and hope that this will be rectified as quickly as possible. Constant offenders will be referred to the schools Educational Social Worker.

Infants finish school at 3.25pm. Juniors finish at 3.30pm. Any child not collected within 10 minutes of school finishing will be taken to the school office to wait for a parent or responsible adult to collect them. They will then have to sign the child out. No child may be collected by a person under the age of 16 years of age.

We hope this clarifies the position. If you have any queries, please contact school.

Yours sincerely,

Mrs. D. Hopwood.
Head Teacher



APPENDIX J



Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Date

Miss *****
12 ***** Street
Bolton
BL * **

Dear Miss *****

FIXED PENALTY NOTICE WARNING LETTER FIRST OFFENCE

I am writing to inform you that at the morning registration of Date, **Name** has accrued 8 unauthorised absence sessions since we returned to school on **Date**. If a child arrives at school after 9.30am or does not attend with no reason given, it is classed as an unauthorised absence. A copy of Name attendance record is attached for your information

Under the new Bolton Local Authority Guidance introduced in August 2024, should **Name** accrue a further 2 unauthorised absences before the end of the spring half term, then we will have no alternative other than to request that the Local Authority issue a Penalty Notice.

Penalty Notice details and timescales are as follows:

£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.
Payment should be made direct to the local authority NOT to the school.
Failure to pay after 28 days may lead to prosecution by the local authority.
There is no right of appeal against a Penalty Notice.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Mrs D Hopwood
Head Teacher



Date

Miss *****
12 ***** Street
Bolton
BL * **

Dear Miss *****

FIXED PENALTY NOTICE WARNING LETTER
SECOND OFFENCE (WITHIN 3 YEARS)

I am writing to inform you that at the morning registration of Date, **Name** has accrued 8 unauthorised absence sessions since we returned to school on **Date**. If a child arrives at school after 9.30am or does not attend with no reason given, it is classed as an unauthorised absence. A copy of Name attendance record is attached for your information

Under the new Bolton Local Authority Guidance introduced in August 2024, should Name accrue a further 2 unauthorised absences before the end of the spring half term, then we will have no alternative other than to request that the Local Authority issue a Penalty Notice.

Penalty Notice details and timescales are as follows:

£160 per parent, per child paid within 28 days.
Payment should be made direct to the local authority NOT to the school.
Failure to pay after 28 days may lead to prosecution by the local authority.
There is no right of appeal against a Penalty Notice.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Mrs D Hopwood
Head Teacher



LETTER ADVISING PARENTS THAT A FIXED PENALTY NOTICE HAS BEEN REQUESTED



Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Date

Parent contact details

Dear

Further to our recent Penalty Warning Notice in respect **CHILD'S NAME**, I am writing to advise you that CHILD'S NAME has accrued 10 unauthorised sessions. A copy of the attendance record is attached with the unauthorised absences highlighted.

I must now inform you that we now have no alternative other than to request that the Local Authority issue a Penalty Notice.

Penalty Notice details and timescales are as follows:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Payment should be made direct to the local authority NOT to the school.

Failure to pay after 28 days may lead to prosecution by the local authority.

There is no right of appeal against a Penalty Notice.

Second offence within 3 years

£160 per parent, per child paid within 28 days.

Payment should be made direct to the local authority NOT to the school.

Failure to pay after 28 days may lead to prosecution by the local authority.

There is no right of appeal against a Penalty Notice.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

Mrs D Hopwood
Head Teacher





Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Date:

Dear Parent/Carer of _____

During a review of attendance it has been noted that _____ has now had ____ absences due to medical reasons. His/her attendance is now ____% which is well below the National average and we therefore feel that it is necessary to arrange for a medical to be carried out on _____ to establish the underlying cause of this continued absence from school.

We would be grateful if could contact school in order to discuss this situation further.

Yours sincerely

Mrs D Hopwood
Head Teacher



UNDER 90% END OF TERM LETTER

APPENDIX L



Mrs D Hopwood
Headteacher



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Dear

In order to comply with LA guidelines, I have completed a detailed analysis of each child's attendance for the academic year so far (those of statutory school age).

Unfortunately, our records show that _____'s attendance from _____ to _____ is currently _____% which is well below that national expectation and the schools target of (target for year).

For the majority of pupils, reasons for absence are completely reasonable and cannot be avoided (e.g. sickness) and for many it is unlikely that they will have much absence for the rest of the school year.

The purpose of this letter is not to be critical but to make you aware of your child's current attendance levels and to the fact that these will be monitored further this term to ensure this pattern does not continue.

Failure to improve will result in contact being made by our Integrated Working Officer or, in severe cases, a referral being made to the Local Authority's Early Intervention Service, with the possibility of a fixed penalty notice.

If you wish to discuss this matter further, please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely

Mrs D Hopwood
Head Teacher



**CONGRATULATIONS TO PARENTS LETTER ON CHILD ACHIEVING 100%
ATTENDANCE FOR FULL YEAR** **APPENDIX M**



Mrs D Hopwood
Headteacher



Entwistle Street,
Bolton.
BL2 2RH



Tel: 01204 333477
Fax: 01204 333478

Website www.moorgate.bolton.sch.uk/clc
Email: office@moorgate.bolton.sch.uk

Date

Dear Parent/Carer of

I am writing to congratulate you and _____ for his/her achievement of 100% attendance for the whole academic year of _____.

Please can I take this opportunity to thank you for your continued support of the school and once again congratulate you on _____ outstanding attendance.

Yours sincerely

Mrs D. Hopwood
Head Teacher





Moorgate Primary School Attendance Certificate

THIS CERTIFICATE IS AWARDED TO

Name

**FOR OUTSTANDING CONTINUOUS
ATTENDANCE**

ATTENDANCE POLICY SUMMARY

APPENDIX Q

Introduction

Sets out the links with and place of the Attendance and Punctuality Policy within the context of Safeguarding and Welfare of Children.

Mission Statement

At Moorgate we recognise the importance and value of good attendance and punctuality. We aim to create an environment where children feel valued, safe and welcome and an ethos where children want to come to school and arrive on time.

Statutory Framework

Children are legally required to attend school and schools must keep registers of attendance (1966 Education Act). Schools are required to publish attendance statistics and since 2005 Governing Bodies have been required to set Attendance Targets - Appendix A.

Roles and Responsibilities

Good attendance and punctuality are the responsibility of everyone within the school community. Specific responsibilities apply to particular groups:-

Pupils

All pupils will be expected to attend regularly and arrive on time. This will be reinforced through Home/School Agreement, assemblies and letters home. Consistently good and marked improvements in attendance and punctuality will be praised and rewarded Appendix B. Children with difficulties will be encouraged to discuss their problems with the Headteacher and Integrated Working Officer. The Local Authority Early Intervention Service may also be involved.

Parents/Carers

Parents/Carers have a legal duty to ensure children attend school. Support is available from the Headteacher and Integrated Working Officer Appendix C.

Staff

All staff have a role to play in supporting good attendance. Staff should be good role models. Punctuality is good practice as well as a H & S requirement. Staff can support the ethos by positive comments when children return/arrive at school. Staff play a vital role in alerting school to concerns about absentee children.

Class Teachers have a legal responsibility to complete registers twice daily Appendix D. **Support Staff** have less formal, closer contact with individuals and, as such can have a significant input in supporting children with problems.

Headteacher

The Headteacher maintains overall responsibility for day-to-day issues, monitoring attendance, interviews, referrals, correspondence and rewards systems Appendix B. The Headteacher is responsible for ensuring registers are maintained and statutory reports and information are provided for Governors and LA.

Integrated Working Officer (Mrs L Gleaves), Mrs H Ramsden

These staff are responsible for dealing with day-to-day issues concerning attendance and punctuality and are directly responsible to the Headteacher. They are also responsible for generating reports for the Headteacher, Governors, outside agencies and LA.

Office Staff

Much of the information and data concerning attendance is now held electronically and as such Office Staff are responsible for collating, maintaining and updating information stored electronically Appendix E.

Governors

Governors are responsible for ensuring school meets its statutory requirements by setting targets for attendance, receiving the Head Teacher's report, ensuring registers are kept and reviewing policy. Governors also assist by supporting the positive ethos and the rewards systems

Early Intervention Service

Supports school in cases of extreme non-attendance or lateness through telephone calls, home visits and initiating penalty notices/court proceedings. Appendix F

Procedures in the Event of Absence

Lists the routine to be followed from the commencement of the school day regarding any child found to be absent. It indicates in detail courses of action and specific time scales to be followed.

Procedures for Punctuality

Indicates the course of action to be taken for children arriving in school after starting time.

Procedures for Monitoring Attendance

Indicates the action to be taken concerning children who are absent from school.

Strategies for Promoting Good Attendance

List by bullet point all the strategies used to support children in achieving and maintaining good attendance. They also support our work in **Safeguarding** children.

Appendix A Annual Attendance Targets and Absence Rates**Appendix B** Rewards Systems**Appendix C** Parent's Guide to Attendance**Appendix D** Notes on Completing Registers**Appendix E** Roles and Responsibilities of Office Staff**Appendix F** Early Intervention Service**Appendix G** Letter regarding 'N' code absence for unknown reasons**Appendix H** Letter regarding late arrival at school**Appendix I** Letter regarding late collection from school**Appendix J (1)** Warning letter to parents for 15 unauthorised absences**Appendix J (2)** Letter informing parents that a fine has been requested**Appendix J (3)** Request to EIS to issue a fine to parents.**Appendix K** Letter advising parent of request for medical**Appendix L** Under 90% termly attendance letter**Appendix M** Congratulations to parents letter for child achieving 100% attendance for full year.**Appendix P** Certificate for 100% multiple, continuous years attendance.**Appendix Q** Attendance Policy Summary