



## Kingsbury School

### WHOLE SCHOOL POLICY ON ATTENDANCE Updated June 2018. Reviewed Annually.

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#### MISSION STATEMENT

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Kingsbury School seeks to ensure that all its students receive a full-time education which maximises opportunities for each student to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with and support students and their families to ensure each student attends school regularly and punctually. The school target for all students is 96%.

The school will establish an effective system of incentives and rewards acknowledging the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Kingsbury School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

All attendance and punctuality monitoring procedures are applicable to all Sixth Form students.

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#### WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS (See Appendix)

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1. To improve the overall percentage attendance of students at school.
2. To make attendance and punctuality a priority for all those associated with the school including students, parents, carers, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents, carers and students.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Attendance Compliance and Enforcement Service (ACE) and with other services and agencies.
9. To recognise the needs of the individual student when planning reintegration following significant periods of absence.

#### Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the year in which they reach the age of 16.

The Education (Student Registration) (England) Regulations 2006 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register just record whether the student was:

- Present
- Absent
- Present at approved educational activity
- Unable to attend due to exceptional circumstances.

Section 444 of the Education Act 1996, states that if a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school, his/her parent is guilty of an offence.

### **Leave of Absence**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**

### **Penalty Notices (Anti-Social Behaviour Act 2003)**

Penalty Notices will be considered when:

- A student is absent from school for the purpose of a holiday in term time and the absence has not been authorised.

Amendments have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure that his/her children's regular attendance at school.

The penalty is issued for £120 to be paid within 28 days; however, this is discounted to £60 if paid within 21 days. Parents who do not pay a fine within 28 days may be prosecuted.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Protocol.

## **Categorising absence**

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Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received. When a student's attendance falls below 92.5% absence is highly unlikely to be authorised without medical evidence. Parents and carers will receive a letter requesting medical evidence for any further absence.

### **Illness**

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

### **Medical / Dental Appointments**

Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day. Parents/carers should show the appointment card to school to confirm the appointment.

### **Other Authorised Circumstances**

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or personalised timetable agreed as part of a reintegration package.

### **Religious Observance**

Kingsbury School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. Parents/carers are requested to give advance notice to Kingsbury School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

## Deletions from the Register

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In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- The death of a student.
- A student has transferred between schools.
- A student is withdrawn to be educated outside the school system.
- Failures to return from an extended holiday after both the school and the local authority have tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the student.
- A student has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the student.

The school will follow the Local Authority's Children Missing Education Protocol when a student's whereabouts is unknown.

## Attendance Protocols

### Absence procedure for Kingsbury School

If a child is absent from school, the following will be initiated by the Attendance Team:

- A text service will be activated for all students who are not in school after close of register at 9.30 am.
- This may be followed up with a phone call or letter from the Attendance team or Form Tutor to verify the reasons for absence and whether additional support is needed to support the students return to school.

### Expected absence procedure for parent/carer

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken.

If a child is unavoidably absent from school parents/carers are expected to:

- Contact school by telephone call or text before close of register at 9.30 am on the first day of absence, identifying the **exact reason** for absence (not just 'ill' or 'unwell') and the expected date of return.
- A telephone call will be required in all circumstances.
- If no reason is provided, a letter will be sent home asking for the reason for absence.

## **Late arrival at school**

At Kingsbury School all students are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.35 am and we advise all parents/carers to ensure their child is on site prior to this. All students arriving after this time will be expected to report to the main office where their arrival will be recorded as late in the register. If a student is late three times in one week they will receive an after school detention on a Friday from 3-3.30pm.

The school register will officially close at 9.30 am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session.

All students who arrive late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival. Repeated arrival after the close of registration will result in a referral to the Attendance Compliance Enforcement Service (ACE) and may also result in a target being set and legal action.

## **Persistent Absence**

A student becomes a 'persistent absentee' (PA) when their attendance drops below 90% for any reason. Absence at this level is causing considerable damage to a child's educational prospects.

All students who are PA, or are considered to be on track to becoming PA, will be referred to the school's ACE Casework Officer and may also be referred to appropriate external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance, a request may be made to the Local Authority to pursue legal proceedings.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section (1) offence and a £2500 fine and up to a 3 month prison sentence, under a Section (1a) offence.

## **Appendix**

### **WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS**

#### **AIM NO 1**

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##### **To Improve the Overall Percentage Attendance of Students at School**

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance using measurable outcomes.

#### **AIM No 2**

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##### **To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Students, Parents, Teachers and Governors**

1. Produce termly/annual reports to governors.
2. Hold induction Year 7 evening for parents/students.
3. Use school publications and the Kingsbury School website to promote and celebrate good attendance
4. Provide training for staff in relation to newly implemented systems regarding attendance
5. Display weekly attendance figures and targets for tutor groups on the student notice board
6. Progress Leaders to meet bi-weekly with their SLT link to discuss students with attendance issues and decide on courses of action, prioritising disadvantaged students and SEN K students. In the first instance the Tutor will meet with the pupil and offer support. If there are further concerns, the Tutor will have a telephone conversation with parent(s)
7. The Attendance Officer will contact parents if there are further concerns regarding attendance. A home visit will be made if needed. The Attendance Officer will then arrange a meeting in school if the level of attendance remains a concern. A Common Assessment Framework will be offered at this meeting if the issues relating to the absences are complex or unknown. Referral to the Local Authority for Legal Action will be made if unauthorised absences continue
8. The Assistant Head Teacher with responsibility for attendance will liaise with the Attendance Officer and Progress Leaders to discuss intervention for students with persistent absence and/or concerning patterns of absence. To collect monthly information and data to share with the leadership team and the Attendance Governor.
9. Use reward systems, including; letters to parents, certificates, house points, prizes and postcards.

### **AIM NO 3**

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#### **To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks**

1. School's pastoral admin team to make contact with parents/carers on first day of absence and pass absence information of 'targeted' students to Attendance Officer.
2. Utilise 'web based' attendance software 'Keep kids safe' to enable efficient two way communication between school and parents/carers via text, voice, email, and e-mail
3. Maintain unambiguous procedures for statutory registration.
4. Ensure clearly defined late registration procedures.
5. Respond swiftly to lateness (in respect of both students and parents).
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Have clear procedures prior to referral to ACE
8. Review attendance regularly.

### **AIMS NO 4**

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#### **To provide support, advice and guidance to parents and students**

1. Highlight attendance in:
  - Tutor time
  - Assemblies
  - Parents evenings
  - Mentoring
  - Academic mentoring
  - Supportive group work
  - School bulletins
2. Seek improved communication with parents by introduction of 'keep kids safe' attendance system
3. Involve parents from earliest stage.

## **AIM NO 5**

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### **To develop a systematic approach in gathering and analysing attendance related data**

1. Using software 'keeping kids safe'/go4schools to collect and evaluate attendance data for use in awards/rewards and sanctions.
2. Half termly scrutiny of attendance data by the Assistant Head Teacher responsible for attendance.
3. To ensure standardised recording of attendance in Years 7 to 11, teaching staff will only enter / if present or N if absent or L if late. Pastoral admin staff to input any other marks (e.g. holiday, medical, school visit etc.)
4. If no satisfactory explanation given for absence after two weeks, decision to be made by Attendance Officer/Assistant Head Teacher if absence to be unauthorised.
5. Be consistent in the collection and provision of information.
6. Decide what information, if any, is provided for:
  - governors
  - pastoral staff
  - other school staff
  - parents
  - students (individual or groups)
  - ACE Casework Officer
  - Student Support Panel
7. Identify developing patterns of irregular attendance and lateness.

## **AIM NO 6**

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### **To further develop positive and consistent communication between home and school**

1. Initiate first day absence contact.
2. Make full use of computer generated letters (SIMS).
3. Promote expectation of absence letters/phone calls from parents.
4. Explore the wide range of opportunities for parental partnerships (see Aim 2).
5. Provide information in a user-friendly way (may include languages other than English, and non-written).
6. Encourage all parents into school.

## **AIM NO 7**

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### **To implement a system of rewards and sanctions**

1. Actively promote attendance and associated reward and effective sanctions.
2. Ensure fair and consistent implementation.
3. Involve students in system evaluation.
4. Take action which accords with objectives agreed between school and others, e.g., Parent, ACE, CAMHS, etc.

## **AIM NO 8**

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### **To promote effective partnerships with ACE and with other services and agencies**

1. Carry out initial enquiries/intervention prior to referral.
2. Gather and record relevant information to assist completion of ACE case files/'prosecution files.
3. Hold half termly attendance review with key school staff and ACE.
4. Arrange multi-agency liaison meetings as appropriate.
5. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
6. Encourage active involvement of other services and agencies in the life of the school.
7. Develop understanding of agency constraints and operating environments.

## **AIM NO 9**

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### **To recognise the needs of the individual student when planning reintegration following significant periods of absence**

1. Be sensitive to the individual needs and circumstances of returning students.
2. Personalise timetable where appropriate to reduce potential problems
3. Involve/inform all staff in/or reintegration process.
4. Provide opportunities for counselling and feedback.
5. Consider peer support and mentoring.
6. Involve parents as far as possible.
7. Agree timescale for review of reintegration plan.
8. Include ACE, parents and student in reintegration plan.

Ref: **School/Secondary Stage 1 letter**

«salutation»

«address block»

Date

Dear **salutation**

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate. «Forename»'s attendance is currently «percentage attendance»% which is below the school's target of ??% I am sure that this is as much a concern for you as it is for us.

There are of course, genuine reasons (such as illness), which can make attendance at school difficult. However please be aware that, missed lessons cannot be repeated and catching up on work is not as effective as the original learning experience. Children who have regular and/or prolonged absences from school will suffer in the long term from gaps in their learning.

«forename»'s Form Tutor will be discussing their attendance with them to establish if they have any additional concerns that the school could support.

An attendance of 90% equates to an average of one school day missed per fortnight and an attendance of 80% equates to an average on one day missed per week. As you know to achieve their full potential a student must have regular high attendance and punctuality.

I would urge you to encourage «forename» attends every day that they can and I would value your support in this matter. If you would like to discuss any concerns you have regarding attendance, please do not hesitate to contact me.

Yours sincerely

**Name**  
**Title**

Enc Registration Certificate

Ref: **School/Secondary Stage 2 letter**

«salutation»  
«address block»

Date

Dear **salutation**

**Re: «forename» «surname», «year/reg»**

With reference to the letter dated **INSERT DATE**. Following this letter «Forename», met with their Form Tutor to discuss attendance and agreed a target for improvement. I have reviewed «Forename»'s attendance and as you will see from the enclosed Registration Certificate there has not been a sustained improvement in «his/her»'s overall attendance which is currently «percentage attendance»%.

I will continue to monitor «Forename»'s attendance over the next 4 weeks. In the meantime I would appreciate your continued support to achieve this. If there has not been a significant improvement during this time, school will invite you to a meeting to discuss how we can work together to support your child.

As you are aware attendance of 90% equates to an average of one school day missed per fortnight and an attendance of 80% equates to an average on one day missed per week. As you know in order to enable «Forename» to reach their full potential «he/she» must have high attendance and good punctuality at school.

***I would like to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise (Section 444 of the Education Act 1996)***

If you require any further clarification regarding school attendance, please read our Attendance policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact me on **0000000000000000**.

Yours sincerely

**Name**  
**Title**

Enc Registration Certificate

Ref: **School/Secondary Stage 3 letter**

«salutation»

«address block»

Date

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of «forename»'s Registration Certificate, forename's attendance is currently «percentage attendance»% and is a concern. Since our previous correspondence <<insert date of letter/telephone>>, forename's attendance has not shown a sustained improvement.

An appointment has been made for you to discuss «forename»'s attendance on **DATE** at **TIME** with <<Designated Person>>. If this appointment is inconvenient, please contact the school to arrange a mutually agreeable appointment. If you do not attend the agreed meeting, this will take place in your absence and a target may be set.

It is the Head Teacher's/Attendance Lead's decision to authorise any absence based on the information provided by parents. I must inform you that further absences may **not be authorised** unless evidence is provided. In the case of illness, the school will accept as proof the following: medical appointment card/letter; proof of a prescription (medicine/tablets label/container) showing the date prescribed. In addition to this, a referral to the School Health and Wellbeing service can be completed if you feel that this would be of benefit to your child.

***The school would like to remind you that in line with Section 7 of the Education Act 1996, as a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure their full time education through regular attendance at school or otherwise.*** Failure to do so may result in a referral to the Local Authority's, Attendance Compliance and Enforcement Service.

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact me on **0000000000000000**.

Yours sincerely

**Name**

**Title**

Enc Registration Certificate

Ref: **School/Secondary Stage 4a letter praise**

«salutation»  
«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

With reference to my letter dated **INSERT DATE** I have reviewed «forename»'s attendance over the target period and I am very pleased to see that there has been an improvement in «his/her»'s attendance. Please find attached a registration certificate which shows «Forename»'s attendance which is currently running at «percentage attendance»%.

I will continue to monitor «Forename»'s attendance over the remainder of the academic year to ensure that this improvement is maintained however I just wanted to formally acknowledge the improvement and thank you for your continued support.

Should you have any queries in relation to this please do not hesitate to contact me.

Yours sincerely

**Name**  
**Head of Year/Attendance Lead/Head Teacher**  
Enc

Ref: **School/Secondary Stage 3 letter Meeting attended**

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Thank you for attending the meeting on **DATE** and your support to improve «forename»'s attendance.

I have outlined below the points that were discussed during the meeting:

*[Delete as appropriate and add local agreements]*

- ***【«Forename» will speak with (insert staff name) if they have any concerns in school】***
- ***【«Forename» will report to STAFF NAME on DAY at TIME weekly to discuss any school concerns and to be praised for improvement. This will also provide an opportunity for «Forename» to discuss any issues they may be experiencing in school】***
- ***【You will keep the school informed of any difficulties in getting «Forename» to school regularly and punctually】***
- ***【You will contact school by 9.30am to provide reasons when «forename» is absent from school】***
- ***【You will provide evidence to support absence where appropriate】***
- ***【A target for attendance has been set by school and agreed with both yourself and «forename». «forename» will achieve at least 95% attendance during the next 6 week period. (This equates to less than 2 days absence)】***
- ***【The offer of a Common Assessment Framework (CAF) was agreed and the Assessment process will commence】***
- ***【The offer of a Common Assessment Framework (CAF) was declined and therefore this has been recorded by the CAF Officer】***
- ***【We will seek help from external agency if deemed appropriate in supporting the family to improve «forename»'s attendance】***

The school will continue to monitor «forename»'s attendance and will contact you if there are any concerns during the target period. School will review «forename»'s attendance on **DATE** and inform you of the outcome.

It remains the school's decision to authorise absence during the target period where a valid reason is not provided.

***The school would like to remind you that in line with Section 7 of the Education Act 1996. As a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education through regular attendance at school or otherwise.*** Failure to do so may result in a referral to the Local Authority's, Attendance Compliance and Enforcement Service.

Thank you again for your continued support and please contact me on **0000000000000000** if you need to discuss your child's attendance.

Yours sincerely

**Name**

**Head of Year/Attendance Lead/Head Teacher**

Ref: **School/Secondary Stage 4a letter**

«salutation»  
«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Following the meeting that took place on <<Date>> a review of the attendance during the target period has now taken place. Unfortunately during the target period «forename» only achieved ??% attendance.

Please find enclosed a copy of «forename»'s Registration Certificate which shows «forename»'s overall attendance for this academic year at «percentage attendance»%.

Despite all efforts made, attendance has not improved since we **met/spoke**. The school will now discuss your child's attendance with the Attendance Compliance and Enforcement Service and a referral may be made.

***I would like to remind you that in line with Section 7 of the Education Act 1996, as a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure their full time education through regular attendance at school or otherwise.***

The school will continue to monitor «forename»'s attendance and are available to discuss any concerns you may have regarding this process. Please do not hesitate to call me on **0000000000000000**.

Yours sincerely

**Name**  
**Title**

Enc Registration Certificate

Ref: **School/Secondary Stage 4 ACE Referral letter**

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Following the letter <<dated>>, a referral has been made to the Attendance Compliance and Enforcement Service and you will be contacted by a Traded Casework Officer, in due course.

Please find enclosed a copy of «forename»'s Registration Certificate which shows «forename»'s overall attendance for this academic year at «percentage attendance»%.

***I would like to remind you that in line with Section 7 of the Education Act 1996, as a Parent/carer of a child of statutory school age, you have a legal responsibility to ensure their full time education through regular attendance at school or otherwise.***

The school will continue to monitor «forename»'s attendance and are available to discuss any concerns you may have regarding this process. Please do not hesitate to call me on **0000000000000000.**

Yours sincerely

**Name**

**Title**

Enc Registration Certificate

Ref: **School/Secondary Late letter Stage 1**

«salutation»

«address»»

Date

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

I am concerned about the number of times «forename»'s has been late for school this academic year. According to our records, «forename» has been late on ?? occasions. Please find enclosed a copy of «forename»'s Registration Certificate and a breakdown of the minute's late report for your information.

When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

The school have procedures in place for persistently late pupils which consist of **(SCHOOL INSERT OWN SANCTIONS)**.

We would therefore appreciate your support in this matter by discussing with your child the importance of good punctuality and ensuring that your child arrives in school before the start of the school day which is at ???. The school will continue to monitor your child's punctuality. Should you have any concerns regarding your child's Designated Person.

Yours sincerely

**Name**

**Title**

Enc

Ref: **School/Secondary Punctuality letter stage 2**

«salutation»

«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Further to our letter dated INSERT DATE there is still a concern regarding the number of times «forename» has been late for school this academic year. According to our records, «forename» has been late on ?? occasions since my last letter. Please find enclosed a copy of «forename»'s Registration Certificate and a breakdown of the minute's late report for your information.

National research indicates that persistent and unchallenged lateness often leads to absence and disaffection in later years. When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class, having an impact on all pupils.

*Being late 10 minutes every day for one year is equal to 30 hours, approximately 6 days in lost education and disruption to other students.*

The school have procedures in place for persistently late pupils. Pupils with 3 or more late marks in one week are issued with a **LUNCHTIME/AFTER SCHOOL** detention. **(SCHOOL CAN INSERT OWN SANCTIONS)**. This is outlined in our Attendance Policy and also reflected in the schools Behaviour Policy.

We would therefore appreciate your support in this matter by discussing with your child the importance of good punctuality and ensuring that your child in school before the start of the school day.

The school will continue to monitor «forename»'s punctuality during the next ?? weeks and this will be reviewed on **DATE**. If there has not been a significant improvement in your child's punctuality during this time, school may invite you to a meeting to discuss how we can work together to support an improvement; however should you have any concerns regarding your child's timekeeping in the interim please do not hesitate to contact me.

If you require any further clarification regarding school attendance and punctuality, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's persistent lateness please contact me on **0000000000000000**.

Yours sincerely

**Name**

**Attendance Lead/Head of Year/Head Teacher**

Enc Registration Certificate

Ref: **School/Secondary Punctuality letter 3 praise**

<salutation>  
<address block>

**DATE**

Dear <salutation>

With reference to my letter dated ????. I am very pleased to see that there has been an improvement in <forename>'s punctuality.

I will continue to monitor <forename>'s punctuality over the remainder of the academic year to ensure that this improvement is maintained however I just wanted to formally acknowledge the improvement and thank you for your continued support.

Should you have any queries in relation to this please do not hesitate to contact me.

Yours sincerely

**Name**  
**Attendance Lead/Head Teacher**  
Enc