



AVANTI HOUSE
EXCELLENCE · VIRTUE · DEVOTION

2024-2025

ATTENDANCE POLICY

'Educational Excellence Character Formation Spiritual Insight'

	Name	Date Approved	Review Date
Principal	Mrs Lalita Joshi	September 2024	September 2025
Chair of School Stakeholders Committee (SSC)	Sam Patel	March 2025	July 2025

s patel

Contents

1. Introduction.....	3
2. Associated Policies and Procedures	3
3. Monitoring, Reviewing and Evaluating our Practice.....	4
4. Principles.....	4
5. School Procedures	5
Behaviour for Learning Policy.....	5
Home School Communication.....	5
Parent/carers Support.....	5
Pupil Support.....	5
Whole School Developments.....	5
6. Lateness and Punctuality.....	6
7. Referral to the Early Intervention Services in accordance with Local Authority Guidance and Legislative Guidance	6
8. Children Missing Education	6
9. Staff Training.....	8
Attendance Table.....	11
Appendix A – Attendance Interventions	12
Appendix B - Roles and responsibilities.....	15
10. Templates.....	18

1. Introduction

Avanti House Primary School operates a unique approach towards improving levels of attendance and works in partnership with both our pupils and their families, in order to ensure that school attendance is the best that it can be. We recognise that good attendance can be influenced by a number of factors, and these are as follows:

- Emotional wellbeing, self-worth and self-esteem of our pupils;
- Relationships at different levels, extending into the home environment;
- Different forms of communication between different individuals and at each level;
- Pupil attitudes and engagement in their learning;
- Behaviour management systems which are employed to motivate pupils for good or better attendance levels;
- Staffing structures within schools;
- Pupil and/or family awareness;
- Tracking and monitoring systems;
- Health;
- Responses and consistencies in approaches;
- Ethos and culture of the organisation.

We believe that all pupils will only achieve academic excellence, character development and spiritual insight, if they attend school on a regular basis. Taking into consideration the above key factors and adopting a *proactive, personalised and holistic* approach, specific interventions are carefully planned in order to address any attendance issues in a timely manner.

2. Associated Policies and Procedures

This strategy should be read in conjunction with other closely associated policies and procedures:

Child Protection and Safeguarding;

Teaching and Learning Guidance;

Special Educational Needs and Learning Disabilities Policy

Health and Safety;

Anti- Bullying and Cyber Bullying;

Home School Agreement

Our approaches towards attendance are also reflected in the following:

- Staff/Pupil Induction Process;
- Home / School diaries;
- Pastoral care meetings;
- Weekly Attendance meetings

3. Monitoring, Reviewing and Evaluating our Practice

Yearly

This strategy and associated procedures will be monitored formally on a yearly basis, as an integral part of the school's Policy and Information List. It will also be informed by any legislative guidance and associated recommendations.

Everyday Practice

Associated procedures will be reviewed as an integral part of our everyday practice and this is reflected in the following:

- Attendance meetings;
- Pastoral care meetings;
- Attendance monitoring;
- Senior Management Team Meetings;
- Staff Meetings;
- Parent/guardians/carers Meetings;
- Collective Worship, Celebration Assemblies;
- Our approach towards the curriculum.

The information that is generated as an integral part of the above procedures will be reviewed on a daily and weekly basis and feeds into all aspects of teaching and learning and the continued professional development of all staff.

When legislative changes occur with regard to any statutory, or non- statutory guidance and good practice, recommendations are circulated. The Lead Professional responsible for monitoring and reviewing this strategy are expected to bring these changes to the attention of the Principal and SSC for their consideration. Any further adaptations are consequently included and brought to the attention of all stakeholders.

All members of staff have clear responsibilities and roles with respect to attendance (see Appendices).

4. Principles

We believe that in order to achieve the aims of the school and to enable effective teaching and learning to take place, good attendance is a necessity. Avanti House Primary School is based on inclusive principles that recognise and respect diversity, strive to promote equality and give both rights and responsibilities equal weighting.

This Attendance Strategy aims to develop in our students an acceptance of responsibility for their own attendance as they mature and grow. It also identifies ways in which we endeavour to remove barriers to ensure good or better attendance.

We seek to create an effective learning environment in the school that encourages good attendance at all times by promoting:

- The pupils self-esteem and self-worth;
- Healthy lifestyles;

- Self-reflection and students taking ownership where possible for their levels of attendance;
- Positive relationships based on mutual respect.

We seek to support this process of personal development by ensuring that:

- Our systems are proactive in their approach and demonstrate early intervention and prevention strategies.
- We create a safe and caring learning environment which is free from disruption, violence, bullying and any form of anti-social behaviour and is a 'fun' learning environment for all underpinned by the school's values.
- We work in partnership with our parents/carers and local community to develop a shared approach towards improving or supporting good or better attendance.

5. School Procedures

5.1 Proactive School Systems

Behaviour for Learning Policy

The school has a unique approach towards behaviour management and this supports the development of pupil ownership at all levels. The emphasis on the creation of an orderly, but fun and safe learning environment for all pupils acts to encourage a deeper level of understanding and good or better attendance.

Home School Communication

Our Home School Communication Books act to alert parents/carers as to how they can support good or better attendance. They also encourage self-ownership and growing self-awareness.

Parent/carer Support

Parents/Carers are supported not only at an individual level but also in a more collective manner as a whole school. Parents/carers can speak to all members of staff regarding any concerns they may have about their child, however the attendance is tracked daily by the school.

Pupil Support

Pupil attendance is tracked on a daily, weekly and half termly/termly basis. The Student Council who represent the pupils meet regularly with relevant staff and Principal in order to discuss any whole school or individual issues that are arising that could impact on attendance. Individual support is offered to children via our Intervention Programmes and personalised learning programs, an integral part of the workings of the Inclusion Department.

Whole School Developments

Whole school approaches towards teaching and learning that act to engage all pupils on their learning journey are also in place.

5.2 Monitoring, Tracking and Analysing Attendance Data

Attendance is monitored, tracked and analysed by the School Administrator and Attendance lead as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of learners are identified and interventions to support good or better attendance are implemented (see Appendix).

5.3 Safeguarding

All pupils who are registered on the schools Child Protection Register are monitored and tracked on a daily basis.

6. Lateness and Punctuality

The school works in a proactive manner with our pupils and families and recognises that persistent lateness to school impacts very negatively on a child's learning, however, the school also recognises that there will be occasions where this may be unavoidable due to external factors or family issues. The Inclusion team work with all families on an individual basis in order to address any concerns surrounding the punctuality of pupils to school. The impact of action taken is tracked via the school's attendance meetings on a weekly basis.

7. Referral to the Early Intervention Services in accordance with Local Authority Guidance and Legislative Guidance

If attendance patterns demonstrate cause for concern and school actions are having limited impact, the school will seek the advice of the relevant social services department and will complete a Common Assessment Form (CAF) in order to ensure a multi-disciplinary approach towards any attendance concerns. The formulation of a CAF could possibly result in warning letters to parents/carers of prosecution and the preparation and presentation of prosecution files to a court for non-attendance if attendance does not improve. If a child is absent without good reason (unauthorised absence) for a period of ten school days, or they demonstrate patterns of poor attendance the school will inform and work in partnership with the local authority and any associated agencies such as the Educational Welfare Officer to address any issues.

8. Children Missing Education

Pupils leaving the school but future provision not known

In some circumstances, parents/carers tell a school that they are withdrawing their child but are unable or unwilling to say where or how their child will continue his/her education. For example, the family might be relocating but be unable to secure a new school-place for the child in advance. It is important that our families get the support they need to secure their child's education and in this instance, the school will inform the local authority as soon as possible of the impending departure in order that appropriate arrangements are put into place and where appropriate, the authority will inform the pupils' home-authority. Once the pupil has completed his/her final day, the school will follow local authority procedures with respect to the safeguarding of the child.

Failure to return after extended leave

Schools can only delete pupils who fail to return on the date they were expected back from extended leave **if they fail to do so within 10 school days**. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before attempting to delete the child from the register. The school and the local authority will make reasonable enquiry to locate the pupil before the deletion

is made.

If the pupil has a good reason to be absent, he/she will be marked authorised absence using the relevant Attendance Code. If, in the school's view, the pupil does not have a good reason, the parents/carers will be reminded of:

- the date the school said it expected the pupil to return;
- the parents' responsibility to ensure that the child attends school regularly;
- the possibility of legal sanctions against the parents/carers;
- the possibility of the school deleting the pupil from the school roll; and
- that the pupil must be marked unauthorised absence.

If, after making reasonable enquiry, the school is unable to contact the parents/carers or has any concerns about the pupil and his/her welfare, it will seek assistance from the local authority.

The outcome of both the school's and the authority's attempts to trace the pupil will dictate the next steps. If we are unable to find the pupil, the school will refer the case to the appropriate agencies. The school will delete the pupil from the school registers and, if it does so, it will transfer the student's information to the Lost Pupil database, as a safeguard against the child missing his/her education. If the pupil is located, the school will take steps to address the reasons for the pupil's failure to attend, accessing support from other agencies where appropriate.

Term Time Holidays

Avanti House Primary School takes into consideration the faith element of our school and this is reflected in our school calendar. The school does not endorse holidays being taken during term time unless it is an emergency.

9. Staff Training

Staff will have access to appropriate training and development sessions in order to ensure that all members are able to support good or better attendance in a proactive manner.

Our Mission

At Avanti House Primary School, we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

Every child matters, every day matters.

Parental home agreement

Parents/ carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance team, or inform your child's class teacher.

FAQ's

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

What is an EPN?

EPN stands for 'Education penalty notices'
EPN's are issued for unauthorised absences, this includes term time holidays.

I'll just go on holiday and pay the fine?

EPN's have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500!

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

School Attendance

Parent Guide



AVANTI HOUSE
PRIMARY SCHOOL

To inspire spiritually compassionate changemakers

Avanti House Primary

ATTENDANCE TEAM-

Principal- Mrs Lalita Joshi
Assistant Principal- Mrs Anjali Pant
Business Support Manager- Mrs Jagruti Patel
Office Admin—Mrs Yachna Kochar

Telephone: 02082496831
E-mail: ahs.primary@avanti.org.uk
Website—

[Avanti House Primary School – another Avanti Schools Trust](#)
[Sites site](#)

Every day counts

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Every minute counts

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!

Make each day count.

Attendance Procedures

Absence-

If your child is going to be absent from school- you must contact the school office before 9.30am to provide a reason for absence.

Medical evidence-

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

Punctuality-

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

Fines / holidays

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from Knowsley council.

Please refer to the 'EPN guide for parents' on our school website.

Celebrating Attendance

Celebrating our children's attendance achievements is key to keeping our children motivated and engaged. We celebrate attendance in so many ways such as....



- Weekly class trophy
- Termly attendance certificates
- Extra playtimes
- Lunch with leadership.

- And most importantly celebrating our children's 'small wins' every single day!



Attendance Table

Condition	Helping your child to attend school	Can my child attend school?
Colds/Flu	<ul style="list-style-type: none"> -Make sure they learn to put their hand over their mouth when they cough or sneeze. -Encourage them to wash their hands regularly. -Encourage them to dispose of any used tissues hygienically – put them in a bin or down the toilet. -Make sure they eat a healthy diet with ample fresh fruit and vegetables. -You can give them different medicines to help clear a nose or soothe a sore throat. 	<p>Yes. Your child can attend school providing they do not have a high temperature or any other symptoms i.e. severe muscle cramps, high temperature, rash.</p> <p>Let your class teacher or a member of staff know that they are not feeling very well.</p>
Coughs	<ul style="list-style-type: none"> -Cool drinks to soothe the throat. -Take medicine to help soothe the cough. 	<p>Yes. Your child can attend school, but make sure they see a doctor if the cough worsens or has difficulty with breathing. If the cough does not clear up after 6 weeks see a doctor.</p>
Earache, Migraine and Headaches	<ul style="list-style-type: none"> -Your child may be sensitive to certain foods – talk to your GP or Nurse. -Do not allow your children to spend too much time straining their eyes i.e. too much television or computer work. -Take them for an eyesight test if they have not had one for a while. -Get some medication from the chemist. 	<p>Yes. Your child can attend school but do let your class teacher know who will keep a close eye on their progress.</p>
Stomach Ache	<ul style="list-style-type: none"> -Encourage your child not to miss their meals and to eat regularly. -Do not allow them to eat too much of anything, especially things like sweets and sugary drinks. -Do things that will relax your child, as stomach aches can be caused by them feeling tired or could be an indication that there is something worrying them. 	<p>Yes. If you know what is causing your child's tummy ache and they have no other symptoms and have seen a doctor or nurse.</p> <p>ALWAYS refer to a doctor if their stomach hurts in one specific place.</p>

Appendix A – Attendance Interventions

Attendance Interventions

Attendance Percentage	When	Action	Templates	Who?
100%	Weekly Termly	<ul style="list-style-type: none"> ➤ Office to provide Certificate of Excellence of 100% attendance list to Class Teacher. ➤ 100% Certificates distributed in classes (termly) ➤ Weekly attendance trophy for highest class attendance. ➤ 100% attendance for 2 terms: additional playtime ➤ 100% for the entire academic year: Lunch with the leadership team 	<ul style="list-style-type: none"> ➤ 100% Certificate ➤ L1 Template 	Principal
98%+	Termly	<ul style="list-style-type: none"> ➤ Office to provide 98% attendance list to Class Teacher ➤ 98-100% attendance certificate in the summer term 	<ul style="list-style-type: none"> ➤ Certificate ➤ L2 Template 	Principal
Below 96%	5 Days Absence	<ul style="list-style-type: none"> ➤ STAGE 1 letter sent home. ➤ Weekly tracking of the child's attendance takes place until a positive trend can be seen. 	<ul style="list-style-type: none"> ➤ L3 Template 	Principal
Below 96% with no improvement	8 Days Absence	<ul style="list-style-type: none"> ➤ STAGE 2 Letter sent 	<ul style="list-style-type: none"> ➤ L4 Template 	Principal

Still No improvement	10 Days Absence	➤ STAGE 3 Letter Sent	➤ L5 Template ➤ Meeting	Principal and
90% and below	14 Days Absence	➤ Formal warning notice may be sent home	➤ School continued to external and internal support	Principal and Assistant Principal
Still no improvement	16 Days Absence	➤ The school will work with LA	➤ Continued to Support the Family	Principal and Attendance Lead
Below 90%	19 Days	➤ The Child is now considered a Persistently Absent	➤ Safeguarding referrals can be made	Principal Assistant Principal and Safeguarding Lead
Attendance patterns demonstrate a positive change in attendance	Half Termly	➤ Congratulation letter sent home	➤ L6Template	

General absence (not including holidays taken in term time)	Weekly reviews	<ul style="list-style-type: none"> ➤ Tracking of attendance and removing barriers to Learning (attendance, behaviour, achievement and progress) ➤ Pupils categorised and tracked according to absence levels: ➤ Tracking of unauthorised absence. 		Principal
Absence due to term time holiday - unauthorised	Weekly review at attendance meeting	<ul style="list-style-type: none"> ➤ Absence request response given by Principal if form is completed by family. ➤ If term time absence is taken, then a letter from Principal will be sent. ➤ If more than one occasion, Parent/carer invited into school to meet with Principal/Assistant Principal. 		Principal
Lateness	Weekly review at attendance meeting	<ul style="list-style-type: none"> ➤ Daily tracking from the school administration. Office to provide weekly lateness figures to Principal. ➤ Once a child reaches three lates, a telephone call is made home by the School Office. ➤ If lateness persists (above 10%), a formal letter will be sent by the Principal. ➤ If lateness continues, a formal meeting will be requested by the Principal. 	<ul style="list-style-type: none"> ➤ L7 sent to parents 	Principal

Appendix B - Roles and Responsibilities

Principal

- To oversee the strategic direction and associated practice on attendance.
- Meeting regularly with the inclusion team, SLT, for updates on pupil attendance.
- To report to the SSC and the LA/DfE as and when required.

Inclusion team

- To ensure attendance procedures are current and up to-date and reviewed on a termly basis, as an integral part of the safeguarding audit.
- To support the school leadership in compiling, implementing and reviewing the Attendance Strategy. Ensuring all interventions are acted upon as agreed by all staff involved with attendance.
- To track, monitor and analyse attendance on a daily, half termly, termly and yearly basis and to include different groups of learners.
- To work with the office staff to ensure that all data is managed effectively, and any data is fit for purpose i.e. analysis of trends with different groups of learners, follows procedures and adheres to safeguarding requirements and DfE legislation.
- Meet, or have contact, regularly with the Education Welfare Officer (EWO) and inform the class teacher as appropriate to monitor attendance and related issues.

Office team

- Registers are checked accurately according to the attendance guidelines provided by the inclusion team.
- The ICT attendance module (ARBOR) is up to-date and provides relevant attendance data from when required.
- Any delegated person/s liaises with the inclusion team regarding attendance issues and provides the necessary data to monitor and track attendance as requested.
- Termly and annual summary printouts of attendance are supplied as and when requested

- Those children arriving late and after the close of registration are code 'U' on the school attendance system.
- Those children leaving or returning the premises during the day other than at the usual times e.g. medical appointments or other authorised circumstances are recorded on the school attendance system.
- Registers are taken at the agreed meeting point outside the school building in event of an emergency evacuation and in line with procedures
- Teachers are clear as to their responsibilities over the maintenance of registers and other attendance issues
- All associated intervention strategies (see Appendix B) are carried out

Teachers will:

- Ensure registers are recorded accurately after close of registration in the morning and afternoon, as defined by school procedures
- Inform the inclusion team and SLT of any concerns regarding attendance.
- Make themselves aware of patterns of non-attendance and lateness and inform the inclusion team of any concerns.

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THIS CERTIFICATE IS PRESENTED TO



Signed _____ Dated _____

ATTENDANCE



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Common Road
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Middlesex
HA7 3JB

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Email: ahs.primary@avanti.org.uk

Template 1

Date

Dear «salutation»

It is with great pleasure that I am writing to inform you of «forename»'s excellent attendance this term. I have recently reviewed our figures and «forename»'s percentage attendance is commendable at 100%.

I know from experience that there is a strong link between good attendance and academic progress and I am sure that this will help «forename» to fulfil «his/her» potential.

I hope you will take the opportunity to congratulate «him her» and reinforce the excellent attendance habits «he_she» has developed over the coming months.

I must also acknowledge your role in our education partnership. Without your influence and strong support, I am sure it would be more difficult to achieve such a positive result. I look forward to writing many similar letters over «forename»'s time at Avanti House Primary School.

Yours sincerely

Mrs Joshi
Principal



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Template 2

Date

Dear Families,

I am delighted to inform you that your child's attendance is currently within 98%-100%, which is a great achievement. Our school target is 97% and above so I would like to congratulate you on your efforts to keep your child's attendance high.

I must also acknowledge your role in our education partnership. Without your influence and strong support, I am sure it would be more difficult to achieve such a positive result. I look forward to writing many similar letters over «**forename**»'s time at Avanti House Primary School.

Yours sincerely

Mrs Joshi
Principal



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Date

Template 3

**Avanti Attendance Procedures
Stage 1**

Dear Parent/Carer of

I hope this message finds you well.

We have noticed that [Child's Name] has been absent recently, and we understand that there may have been circumstances, such as illness or other challenges, that have contributed to this.

Currently, her/his attendance stands at [write percentage], which is below our school target of 97%. We want to work together to ensure her/his attendance improves and that she/he doesn't proceed to the next stage of our escalated attendance approach.

As a reminder, an attendance rate of 90% or lower is considered Persistently Absent (PA), which equates to 19 days missed over a school year. (Child's name) has already accumulated 5 days of absence since the beginning of the academic year. We know that regular attendance plays a crucial role in helping students reach their full potential, and catching up on missed lessons is never quite the same as being present for the original learning experience.

We completely understand that there can be many reasons for absences, and we are here to support you in any way we can. If there's anything you would like to discuss or if you have concerns regarding (child's name) attendance, please feel free to reach out to her/his Class Teacher or Progress Lead. Your attention to this matter is greatly appreciated, and we are committed to working with you to ensure (child's name) success.

Thank you for your understanding and cooperation.

Warm regards,

Yours sincerely

Mrs Joshi
(Principal)



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Template 4

**AST Attendance Procedures
Stage 2**

Dear Parent/Carer of **NAME**

NAME's attendance is currently **PERCENTAGE**% which is below the school's target of 97%.

NAME is currently on stage 2 of the escalated approach, we need to ensure that they do not proceed to the next stage where possible. There are of course, genuine reasons (such as illness), which can make attendance at school difficult.

The school will continue to monitor **NAME**'s attendance over the next 4 weeks. If there has not been significant improvement during this time, school will be in contact to discuss the next steps so that we can work together to support **NAME** in achieving an improvement.

An attendance of 90% is recognised as Persistently Absence (PA) and equates to 19 days missed over a school year. Once a child has been absent for 19 days or more, they remain PA for the rest of the academic year. When a child accumulates 10 days absent, they are identified as 'Risk of Persistent Absence'. **NAME** has now accumulated **NUMBER** days absence since the beginning of the academic year. As you know to achieve their full potential a student must have regular high attendance and punctuality.

I have 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)

We kindly request that you contact the office to schedule a suitable date and time to meet your Year Group Progress Lead and the Attendance Leads (Mrs Joshi and Mrs Pant) by the end of this week. Your prompt attention to this matter is greatly appreciated, as we aim to address this concern in a timely manner.

Yours sincerely

Mrs Joshi
(principal)



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Template 5

Avanti Attendance Procedures Stage 3

Dear Parent/Carer of **NAME**

NAME's attendance is currently **PERCENTAGE**% which is below the school's target of 97%.

NAME is currently on stage 3 of the escalated approach, we need to ensure that they do not proceed to the next stage where possible. There are of course, genuine reasons (such as illness), which can make attendance at school difficult.

The school will continue to monitor **NAME**'s attendance over the next 4 weeks. Where we believe that a meeting to discuss your child's attendance concerns is required, we will be in touch with an appointment date and time.

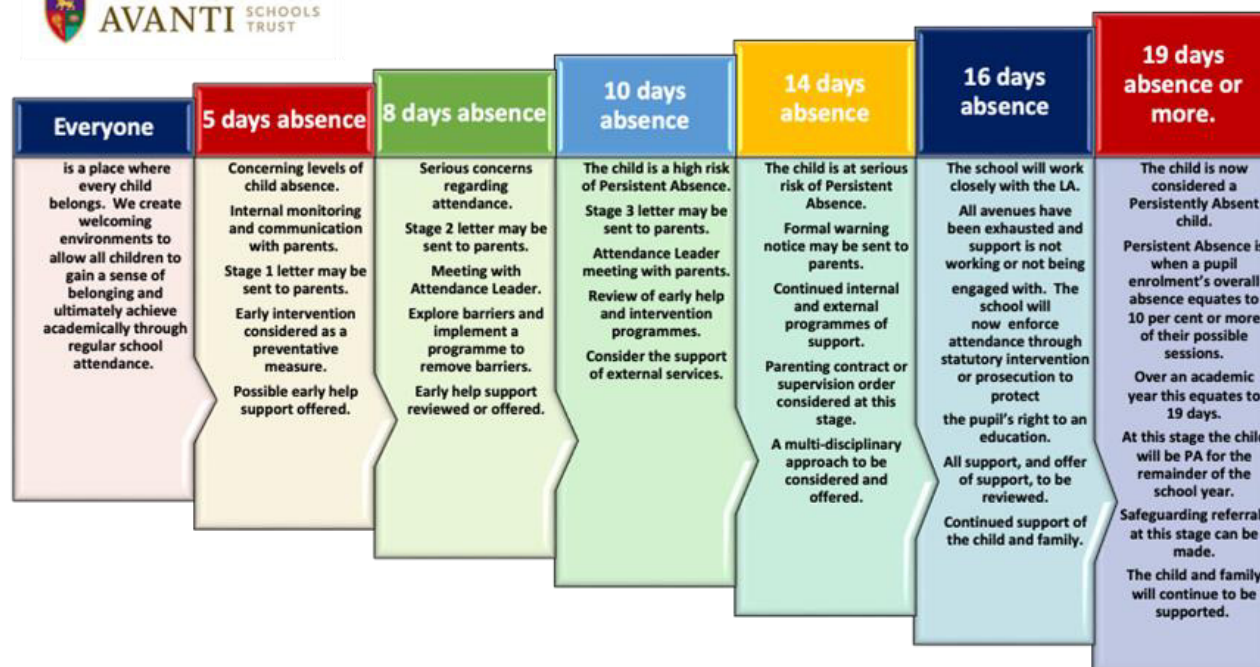
An attendance of 90% is recognised as Persistently Absence (PA) and equates to 19 days missed over a school year. Once a child has been absent for 19 days or more, they remain PA for the rest of the academic year. When a child accumulates 10 days absent, they are identified as 'Risk of Persistent Absence'. **NAME** has now accumulated **NUMBER** days absence since the beginning of the academic year. As you know to achieve their full potential, a student must have regular high attendance and punctuality.

It is the Principal's decision to authorise any absence based on the information provided by parents/carers. 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.

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.

We kindly request that you contact the office to schedule a suitable date and time to meet the Attendance Leads (Mrs Joshi and Mrs Pant) by the end of this week. Your prompt attention to this matter is greatly appreciated, as we aim to address this concern in a timely manner.

Yours sincerely,



EXPECT

A culture where all children can, and want to, be in school.

MONITOR

Use attendance data to identify patterns of poor attendance.

LISTEN & UNDERSTAND

Understand barriers to attendance, work together to remove them.

FACILITATE SUPPORT

Access support to overcome barriers outside of school.

FORMALISE SUPPORT

This may include formalising support through a parenting contract or education supervision order.

ENFORCE

Statutory intervention or prosecution to protect the pupil's right to an education - when there is no other option.



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Template 6

Dear XXXX,

I am delighted to inform you that since our meeting on: XXXX regarding your child's attendance I can see a positive improvement. XXXX attendance at the end of XXXX was XX% and is now XX%. May I take this opportunity to thank you for encouraging XXX to improve his/her attendance.

Regards,

Mrs Joshi
Principal



Template 7

Poor punctuality

Dear XXXX

I'm writing to you because [name] has been late to school [number] times in [timeframe].

They arrived at school after the register had closed on the following dates:

- [date]
- [date]
- [date]

They also arrived at school late (but before the register had closed) on the following dates:

- [date]
- [date]
- [date]

The school day begins promptly at [time] and registration closes at [time]. Afternoon registration takes place between [time slot].

Arriving promptly makes sure that your child doesn't miss schoolwork and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice, if your child arrives late after the register closes in 10 sessions in a rolling period of 10 weeks.

We would like to invite you to come in for a chat about [name]'s punctuality. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to get to school on time
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to be on time for school

Please contact the school office on [number] to arrange a meeting.

Yours sincerely,

Principal



AVANTI HOUSE
Excellence · Virtue · Devotion

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PRIMARY SCHOOL
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Template 8

Dear **XXX**

Re: Leave of Absence for XXX

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I regret I cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance can't be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

I'm sorry to have to disappoint you on this occasion.

If the leave is taken, it will be logged as unauthorized. Please also be advised that under certain circumstances, if unauthorized absence take or if it becomes very frequent, the school can adhere to the local authority legislation on unauthorized absent.

Yours sincerely,

(Principal)



LONDON BOROUGH OF HARROW

TEL: 020 8424 1360

EMAIL: EDUCATIONPENALTYNOTICE@HARROW.GOV.UK

Education Penalty Notice Changes coming into force for fines issued after 19th August 2024

5 Consecutive days of term time leave

Penalty notice fines will be issued for term time leave of 5 or more consecutive days.

Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 Sessions of unauthorised absence within a 10-week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child

If paid within 28 days

Reduced to:

£80 per parent, per child

if paid within 21 days

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days

Third Offence and any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a penalty notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.