St. Nicholas Catholic Primary School

Policy on Attendance

Policy Written & Agreed: _____

Ratified by Full Governing Body: November 2026

To be reviewed: September 2027

St. Nicholas
Whole School Policy on Attendance

This attendance policy:

- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Executive Head Teacher and Senior Leadership Team.

St. John Paul II Multi Academy
Approach to Attendance Statement

St. John Paul II Multi Academy is committed to creating a culture of belonging to ensure all children feel valued and respected to live out their vocation. We believe that all children deserve to be in school every day and we recognise that it is our collective responsibility to ensure that this happens. To enable this, we will:

- create safe learning environments where all children can thrive
- ensure attendance is **everyone's** responsibility
- have clear systems and processes to monitor, analyse and improve attendance
- work in partnership with families to find supportive routines to remove barriers to excellent attendance
- provide early, targeted intervention to key groups where attendance is a concern

See **Appendix 7** for St. Nicholas Catholic Primary School '**Attendance Support Offer**'

See **Appendix 8** for St. John Paul II Multi Academy '**Universal Offer of Attendance**'

At St. Nicholas Catholic Primary School, we take a committed and professional approach to the safety, welfare and happiness of the children in our care. As a Catholic school we regard every individual as unique and special in God's family. It is important for all children to regularly attend school on time irrespective of gender, religion, cultural background and ability, to ensure they make the best of their God-given talents and skills.

Named Senior Leader Responsible for Attendance at St. Nicholas:
- Mr. Neil Porter n.porter@stnicholassutton.org.uk
- Mrs. Claire Noble-Barton c.noble-barton@stnicholassutton.org.uk

Attendance Policy Statement

To ensure our children derive maximum benefit from the educational opportunities available to them, we believe it is imperative for children to attend school regularly and punctually. This attendance policy identifies the approach of St. Nicholas Catholic School to promote and improve attendance and punctuality; ultimately raising standards.

We believe that attendance and punctuality are a shared responsibility between the school, the parents and the pupils themselves, supported by the Local Authority and MAC as necessary. It is essential that parents support their children in attending and receiving what they need from school.

Objectives

We believe regular attendance and punctuality is important so our objective is:
- To safeguard the welfare of pupils.
- To encourage parents to take an active role in the attendance of their children.
- To foster a culture where excellent attendance and punctuality are valued by the whole school community – teachers, parents and pupils – preparing pupils for life after school.
- To prevent absenteeism as it leads to underachievement.
- To promote punctuality so that lessons can begin on time without interruptions which helps everyone to learn.
- To provide a framework, with agreed roles and responsibilities.
- To provide support and guidance for parents and pupils.
- To develop positive and consistent communication between home and school, including set procedures for attendance information.
- To develop a systematic approach for gathering and analysing data.
- To improve the overall attendance of pupils at school and reduce unauthorised absence.
- To promote and reward attendance and punctuality as achievements.
- To promote affective partnership with the school and other agencies.
- To use outside agencies as appropriate and to best effect.
- To achieve 97%+ attendance and 100% punctuality.

Organisation – Attendance Register

School starts at 9.00 am and ends at 3.30 pm. All Classes maintain an Attendance Register using BROMCOM which is marked twice daily; morning registration closes at 9.10 am and afternoon registration closes at 1.25 pm.

Organisation – Punctuality & Lateness

The Governors and staff feel that punctuality is very important. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. Once the school gates have been locked at 9.00 am for Key Stage 1 and 2, the children are deemed late. Pupils/Parents must then report to the Reception Office to sign their child in using the computerised InVentry system which automatically feeds into our BROMCOM register system.

Punctuality is monitored at school according to local procedures. A daily check is made on punctuality by school office staff. When a child is late they are admitted through the main entrance (as the gates are locked at 9.00 am) and their name recorded on InVentry. This information is then transferred onto the School Information Management System BROMCOM and is kept on the individual pupil record.

For children where there are concerns an individual punctuality report is generated, this is sent with a letter to the parents.

Following this letter if there is no improvement in punctuality a meeting will be arranged, where the school will discuss what can be done to support the family.

Following the meeting if there is still no improvement a School Punctuality Review Meeting will be arranged involving Governors.

Punctuality at the end of the day is equally important. School finishes at 3.30 pm for all children. Children should be collected on time. Waiting and not knowing why parents/carers are late can cause anxiety for children especially when they see that every member of the class has been collected on time and has gone home.

Organisation - Attendance

A daily check is made on attendance by school office staff in the following way:

- Parents/carers must inform the school on the first day when a child is absent, giving the reason.
- Parents/carers are contacted on the first day of absence if they have not informed the school.
- Absence codes are entered throughout the week for any children where reasons have been given.
- Any child for whom an acceptable reason for absence has not been supplied will be marked unauthorised.

This helps to identify any unauthorised absences along with patterns and trends in any absences.

Communicating Absences

Parents are required to inform the school by a telephone call before 9.30 am each day or give written correspondence explaining the reason for their child's absence. Parents are encouraged to leave a message on the school answer phone or email the school office on enquiry@stnicholassutton.org.uk . The school operates a 'first day response' initiative. In the event of a child being absent and no explanation received by a telephone call or written correspondence, the office will contact parents by telephone to ascertain the reason for the child's absence. Where an explanation is not obtained then further telephone contact is made from the school, followed by a letter.

Leave of Absence and Holidays during Term Time

All requests for leave of absence (other than sickness) including holidays, must be made in writing using the relevant school form. DfE regulations from 1st September 2013 state that the Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. There are some examples of exceptional circumstances in the DfE guidance but this is not an exhaustive list. Under their discretionary responsibilities, Head Teachers consider each request on a case by case basis before a decision is made whether to authorise. The Head Teacher also determines the number of days a child can be away from school if the leave is granted.

On application for a lengthy period of absence, the Head Teacher will fully explain that in the event of the child not returning to school on the agreed date, the child may lose their place.

If your application is considered, but not granted, you will be informed. If authorisation has not been agreed but your child is taken out of school, the absence will be recorded as unauthorised. You will receive a letter informing you that if your child has not returned to school four weeks after the first date of absence your child will be taken off the school roll.

This school does not routinely issue fines for parents taking holidays or leave during term time. However, in circumstances where a child's attendance is still causing concern after the above actions, a fixed penalty notice or prosecution will be considered through a referral to the Local Authority Education Legal Intervention Team (ELIT).

Authorised and Unauthorised Absence

What circumstances would normally be considered authorised?

- ✓ Illness that makes you really unable to come to school (not just having a cold or a bit of a headache).
- ✓ If your child keeps being ill, then he/she must see a doctor and you must bring in a medical note.
- ✓ A child with repeated patterns of illness will be referred to the School Nurse/School Doctor.
- ✓ One day for each main festival of your child's religion.
- ✓ A family crisis (e.g. a death in the family).
- ✓ One day for a very special family event (e.g. a close family member wedding).

What circumstances would normally be considered UNAUTHORISED?

- $\mathcal{X}$ Leaving school early for a weekend getaway.
- $\mathcal{X}$ Any holiday during school time.
- $\mathcal{X}$ Helping the family (e.g. looking after children, parent sick).
- $\mathcal{X}$ Family occasions (e.g. meeting someone at the airport).
- $\mathcal{X}$ Having a haircut… Going shopping for shoes, clothes, etc…
- $\mathcal{X}$ Anything which can be avoided.

The school will decide whether to authorise a child's absence. If the school thinks that the absence could have been avoided, then it will not be authorised. It is the school who authorises absences, not the parents/carers.

Medical or Dental Appointments

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents should inform the school in advance and show the letter or appointment card as evidence. It is not usually necessary for whole days to be taken for appointments - so children should attend for the rest of the day where possible. Parents/carers are encouraged to make all medical appointments out of school hours.

Long Term Absences

Schools are required to inform the Local Authority of unexplained absences longer than 2 weeks. Parents taking their children out of school for unauthorised or unexplained absences for longer than 4 weeks may result in them being taken off the school roll. The admission committee of the school has responsibility for making this decision, taking the advice of the Head Teacher and the Local Authority. The Local Authority must be fully informed of this action.

Dealing with attendance concerns

The Attendance registers and Data kept on the Management Information System (MIS) BROMCOM are examined regularly. If there is a frequent pattern of absence or poor punctuality, the Head Teacher will write to parents in order to ascertain the reason for persistent absence or poor punctuality. Details of attendance or late arrivals to school are extracted from the computer database. The Head Teacher will show this to the parent(s).

Where there are any concerns regarding attendance or punctuality (E.g. attendance is **below 95%** and/or there is persistent lateness), a **letter** is sent to parents notifying them of concerns over attendance and the need to improve.

If attendance does not improve following this or if attendance is on or **below 90%**, parents are asked to meet with school leaders, in school, a **Formal Attendance Meeting (FAM)** will be arranged to discuss strategies for improvement. If appropriate, the school may refer parents to the appropriate agencies for further advice, support or actions through an Early Help referral.

If either strategy is not successful in improving attendance, referrals to the Education Legal Intervention Team (ELIT) will be made in accordance with the 'Support First' Attendance protocol.

This school does not routinely issue fines for parents for their child's poor attendance. However, in circumstances where a child's attendance is still causing concern after the above actions, a fixed penalty notice or prosecution will be considered.

‘Support First’ Quick Guide

Concerning levels of pupil absence either authorised or unauthorised

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Facilitating support – providing opportunities to hear the child’s voice if still in school; offering informal meetings to parents; addressing any barriers; ensuring sufficient time is given for agreed interventions to work **(If a social worker/family support worker/early help worker is already involved there is no need to offer Early Help but hearing the voice of the child is still crucial)**.

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At least one session of unauthorised absence

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Formalised Support – invite parents/carers to a Formal Attendance Meeting (FAM) using the ‘Invitation to a FAM’ letter and hold the FAM. Complete attendance contract if the parents attend.
Do not move to this step unless the ‘Facilitate Support’ stage has been completed, including capturing the voice of the child and offering early help.

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Outcome A - If a parent does not attend or respond, rearrange the FAM by sending a ‘rearranged FAM’ letter. If they still do not attend, send the DNA FAM letter.

Outcome B - If a parent attends, send the post FAM letter with a copy of the agreed formal attendance contract. Revisit the contract if required and extend the contract term as appropriate

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The child has 10 further sessions of unauthorised absence from the second day after the Post FAM letter was sent within a maximum 10 school week period.

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Notice to Improve - school to issue for first time offences, if the circumstances are appropriate, absence is sporadic, and it is thought the notice would lead to improvement

Notice to Improve not deemed appropriate as previous legal enforcement has been applied

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Enforce - Refer to ELIT via online form as soon as the child has 10 sessions of unauthorised absence after the FAM and/or 6 further sessions if a Notice to Improve has been used.
Do not move to this step if the threshold has not been met as it will not be accepted.

National Framework for Penalty Notices for school absence

The new regulations came into effect on 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of **ten sessions** (usually equivalent to five school days) for any unauthorised absence **within a rolling ten school week period**. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term.
- An increase to the rate of a penalty notice from £120 to **£160 if paid within 28 days** and £60 to **£80 if paid within 21 days**. If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at £80.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling three-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal interventions).

Strategies for Maximising Attendance

Government research has shown that children's attendance relates directly to their achievements. Any attendance that is below 95% is a cause for concern. The school ask that all parents/carers aim for 100% attendance.
The school consider attendance in the following way:

Attendance %	No Days/Lessons Missed	Judgement	Risk
100%	0 days/0 lessons	Excellent	No Concern
99.9 – 97.0%	5 days/25 lessons	Very Good	No Concern
96.9 – 95.0%	7.5 days/37.5 lessons	Satisfactory	Cause for Concern
94.9 – 90.0%	15 days/75 lessons	Poor	Risk of underachievement
Less than 90.0%	17.5 days/87.5 lessons +	Persistent Absentee	Severe risk of underachievement
Less than 50.0%	95 days/475 lessons +	Severe Absence	Extreme risk of underachievement

Individual certificates will be presented annually to pupils who have achieved 100% attendance during the whole academic year or shown a significant improvement in attendance throughout the year.

Attendance and punctuality will be promoted daily in class, through assemblies and in the weekly newsletters.

Attendance is reported to Governors termly in the Head Teacher Report.

If a child's attendance level drops **below 95%**, the Head Teacher will commence close monitoring of that child's attendance level. The school will send home a **letter** and the most recent attendance printout along with the '***How good is your child's attendance?***' guide. The class teachers will speak to the children about their individual attendance and to parents at Parents' Evening to encourage the children to take ownership of their own attendance.

If a child's attendance drops **below 90%**, the Head Teacher will write to the parents, continue to monitor and invite them to a **Formal Attendance Meeting (FAM)** if there are still concerns. An Early Help referral may be made.

If there is no improvement and it continues to fall below 90%, the Senior Leader responsible for Attendance will consult with the Education Welfare Officer and letters will be sent to parents inviting them to meet with school and Education Welfare.

The Governing Board has agreed to work with the Education Welfare Officer/Education Legal Intervention Team (ELIT) and regular poor attendees will be targeted under the 'Support First' protocol. Parents will be made aware of this process via the weekly newsletter and through individual letters to parents where attendance is a concern.

When all other strategies have been exhausted, we will act in line with the Local Authority Education Legal Intervention Team (ELIT) procedures so legal action will be considered and may be taken. This will include:

- Follow Birmingham City Council's Leave of Absence Process, make a referral for consideration of a Penalty Notice
- Penalty notices – a penalty of £80 or £160 depending on how soon payment is made. Applicable to both parents.
- Taking parents to court for unauthorised absence.
- Taking parents to court for persistent unauthorised absence.

Deletion of pupil from school roll

A pupil is deleted from the school roll if s/he is registered as a pupil of another school or if an absence exceeds the authorised period given for an Extended Leave of Absence. The school will **NOT** remove a pupil from roll where there is no known destination without consultation with Education Welfare Services/Education Legal Intervention Team.

Children Missing Education

If a child is persistently absent without contact from parents/carers the school staff will make every effort to contact the family. If no response to correspondence or home visits is received, then a referral to the Local Authority 'Children Missing from Education' team will be made.

If the school believes a child has left St. Nicholas Catholic Primary School but there is no record of them being taken on roll at another school, then the school will refer to the Local Authority 'Children Missing from Education' team for advice and support. School would then follow the current guidelines and procedures.

https://www.birmingham.gov.uk/info/20014/schools_and_learning/1325/children_missing_education

If the school is concerned about the child's safety or well-being, a Designated Safeguarding Leader will contact CASS immediately and an Early Help Request Referral will be made.

Children's Advisory Support Service (CASS) on 0121 303 1888

Monitoring & Evaluation of Attendance

Roles and Responsibilities

Teachers will:

- Record attendance accurately
- Promote attendance within the class
- Provide pastoral support alongside the attendance lead where attendance becomes a concern
- Discuss attendance with members of their class individually.

Senior Leadership team will:

- Support the Senior Leader responsible for attendance with 'Support First' protocols when necessary.
- Work alongside the Senior Leader responsible for attendance to promote excellent attendance in school.
- Ensure that registers are completed accurately.
- Be responsible for recording all attendance data and reasons for student absence.
- Use 'My Child At School' APP to contact a parent/carer who has not informed the school of an absence.
- Send letters at each threshold stage (Below 95% and Below 90%).
- Complete Early Help referrals for families where appropriate when attendance becomes a concern.
- Implement the 'Support First' attendance protocol when thresholds are met.
- Track the attendance of pupils on reduced or part time timetables.

Designated safeguarding leads will:

- Ensure that pupils with poor attendance and/or poor punctuality are placed on the "Children with a vulnerability or safeguarding concern" list.

Parents/carers will:

- Encourage excellent attendance and punctuality with their children.
- Inform the school via telephone call if their son/daughter cannot attend school and give a clear reason.
- Inform the school if their son/daughter develops a medical condition that requires a reasonable adjustment from the school. If this occurs, a meeting may take place between school and home to produce a risk assessment for pupils.

Children will:

- All children should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- All children are expected to be on the school site on time and ready to learn. Children are expected to be punctual to all lessons and registration.
- Children who arrive at school late must follow the correct procedures for recording their lateness and entering their lesson.
- Children who need to leave school for a medical appointment must follow the correct procedures for recording that they have permission to leave and have left the building.

Attendance Data will be evaluated termly. The impact of communication with parents – including letters sent home and discussion on patterns of attendance and punctuality – are evaluated termly by the SLT, with the assistance of the Office Staff in the light of data collated. The SLT will evaluate the effectiveness of attendance and punctuality following intervention and the impact this appears to have upon improving attendance and punctuality.

Potential Barriers to Attendance

St. Nicholas Catholic Primary School recognises that there will be barriers to attendance due to mental and physical illness. The school will work to offer support to pupils in these circumstances through offering internal support and referrals to external agencies.

While leaders should apply the school's policy fairly and consistently, the individual needs of pupils and their families who have specific barriers to attendance should be considered, along with the schools' obligations under the Equality Act 2010 and UN Convention on the Rights of the Child.

This policy will be reviewed annually.

Policy Written & Agreed: _____

Ratified by Full Governing Body: November 2026

To be reviewed: September 2027

St. Nicholas Attendance Procedures in line with SUPPORT FIRST Attendance Protocol

Named Senior Leader Responsible for Attendance at St. Nicholas:

- Mr. Neil Porter n.porter@stnicholassutton.org.uk
- Mrs. Claire Noble-Barton c.noble-barton@stnicholassutton.org.uk

1. School attendance letter sent out to all parents at the start of the new academic year via MCAS. The letter will be included in the St. Nicholas School Prospectus, the New Parent Induction Pack and be published on the school website.

   (1. Whole School General Attendance Letter – Appendix 1)

2. Monitor whole school attendance figure on BROMCOM each half term – Target 97%
   - Monitor attendance on BROMCOM each half term to identify any individual pupils who have fallen below:
     - 95% (Cause for Concern)
     - 90% (Persistent Absence)
   - Monitor attendance of our disadvantaged pupils on BROMCOM each half term.
   - Monitor attendance of our SEND pupils on BROMCOM each half term.
3. Appoint a Named Senior Leader Responsible for Attendance. At St. Nicholas, this is the Executive Principal.
4. Any pupils identified by the monitoring above will be added to our 'Vulnerable Pupil' list for DSL's to monitor.
5. Any pupils identified below 95% will receive a concern letter.

   (2. Head Teacher Concern Letter – Appendix 2)

6. If attendance falls below 90%, school calls a 'Formal Attendance Meeting' (FAM) with the parents.

   (3. Invitation to FAM Letter – Appendix 3)

7. Complete attendance review form at FAM with the parents.

   (4. Formal Attendance Meeting (FAM) Record Sheet – Appendix 4)

8. If further absence continues or an absence of **ten sessions** (usually equivalent to five school days) for any unauthorised absence **within a rolling ten school week period**, school will follow Birmingham City Council's Leave of Absence Process, making a referral for consideration of a Penalty Notice.

   (5. Notification of Local Authority Education Legal Intervention Team (ELIT) Referral Letter – Appendix 5)

   (6. School Attendance Legal Action – Information for Parents – Appendix 6)

Local Authority Legal Intervention - Leave in Term Time Referral Form

Appendix 1



School Attendance – a very important message for all parents/carers

September 2026

St. Nicholas Parents - Please Read

Monday 14th September 2026

Dear Parent/Carer,

This is an important update about school attendance for the 2026/27 academic year.

St. Nicholas Catholic Primary School and St. John Paul II Multi Academy are working in partnership with parents and Birmingham City Council to ensure all children attend school daily.

It is vital for **all** children to attend school to minimise, as far as possible, the longer-term impact of absence on their education, wellbeing and wider development. We also know that when not in school, children miss being with their friends and the wider social aspects of school.

Missing out on time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. ***Therefore, the government has confirmed that school attendance is compulsory for all children.*** So the usual rules on school attendance apply, including:

- parents' duty to send their child to school every day where they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the option for local authorities to consider the use of legal sanctions, including penalty notices and prosecution in court.

If your child is struggling to attend school, the first port of call is to discuss your issue/concerns with the school directly. The school has specialist staff who will be able to help, and all schools work closely with health and council teams who may also be able to help if needed.

Please note that, all requests for leave during term time are unlikely to be authorised by the Head of School or Executive Principal, unless exceptional circumstances apply.

Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

No school or local authority wants to take legal action. Every attempt to resolve parents' concerns and improve a child's attendance will be made before any formal legal action, which may include a penalty notice or court action, is instigated.

However, where all efforts fail and parents fail to ensure their child attends school, legal action will be considered.

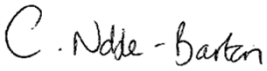
The most important thing is that the school and parents work together to keep children in school. The school is ready to listen so please contact them if you have any worries and they will try to help you.

Additionally, Birmingham City Council provides online information and guidance to parents on school attendance which you can access here: https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents

We wish you and your child/children all the best for the new academic year.

Kind regards,





Education Legal Intervention Team	Mr Neil Porter	Mrs Claire Noble-Barton
Birmingham City Council	Executive Principal	Head of School

Appendix 2

NB: Must be on School Headed Paper.

Attendance Concern Letter

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an Early Help Assessment so please contact us urgently to arrange a meeting. You can also find help and support here:
From Birmingham with Love

If you wish to discuss the contents of this letter or your child's attendance, please contact the school. If you call and there is no one available, please leave a message and contact telephone number and we will call you back.

I hope this is helpful to you and we look forward to seeing **«ChildFirstName»** in school more regularly from now on.

Yours sincerely,

Mr N. Porter
Executive Principal

Mrs C. Noble-Barton
Head of School

Appendix 3

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

‘Support First’ Attendance
Invitation to a Formal Attendance Meeting (FAM)

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»Yr «YearGroup» at St. Nicholas

I hope you are well.

Unfortunately, we are still concerned about *«ChildFirstName» attendance in school*.

We’ve been trying to support you with offers of additional support such as an Early Help Assessment to improve «ChildFirstName»’s attendance and prevent the need for legal action but there are still concerns.

In an attempt to resolve matters, a Formal Attendance Meeting has been arranged at *«SchoolName» on «AppointDate» at «AppointTime».*

It is very important that you attend. We cannot help you to reduce «ChildFirstName» absence from school without you attending the meeting and working together in partnership with us.

This meeting is your opportunity to discuss any matters of concern and find a way forward. If you would like assistance and support via an Early Help Assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, if you don’t attend this meeting and there is further unauthorised absence, it could result in the matter being referred to the Local Authority Education Legal Intervention Team (ELIT) for possible prosecution or a penalty notice being issued.

I must advise you that it is your legal responsibility to ensure your child attends school daily.

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

Mr N. Porter
Executive Principal

Mrs C. Noble-Barton
Head of School

Appendix 4

Formal Attendance Meeting (FAM) Record Sheet

Meeting held on:

At:

Attended by: ……..……....

……..

……..

Introduction

Thank you for attending this Formal Attendance Meeting. The meeting will provide you with the opportunity to explain why your child/ren has/have had unauthorised absence. *(if there is more than one child in the family, record information on separate sheets from page 2 onwards).*

Child Name: **DOB:** **Address:**	**Child Name:** **DOB:** **Address:**
Parent/Carer Name: **DOB:** **Address:** **Relationship to child/ren:**	**Parent/Carer Name:** **DOB:** **Address:** **Relationship to child/ren:**

If only one person attends the FAM:

Do you have a partner who lives at this address? If so what is their name?

Parent/Carer Name: DOB:

Relationship to child/ren:

For a parent who lives at a different address from child/ren describe all contact they have with child (how often/do they stay overnight/are they involved regarding their child/ren's education, etc…):

"You now have an opportunity to explain why your child has poor attendance. I am going to ask you some questions. Please answer them as fully as possible."

(Note that it is acceptable for staff to assist parents in answering the questions if necessary)

1. **What actions have you taken to get your child to attend School?**

2. **Are there any reasons, such as difficulties at home, housing problems, illness or disability issues, relationship or behaviour difficulties etc., which you think may be affecting your child's ability to attend School regularly?**

Y☐ N☐

If yes, could you please outline the difficulties the family is experiencing?

Would you like some assistance from relevant services in order to help to resolve these difficulties via an Early Help Assessment?

Y☐ N☐

3. **Has your child been too ill to attend school during the period of absence?**
   (Show copy of attendance printout)

Y☐ N☐

If yes:
What illness has the child had?

Have you taken your child to a GP or Consultant?

Y☐ N☐

What advice did they give you?

Do you have medical evidence i.e. a medical appointment card with one appointment entered, letter from a professional, doctor's note (not required), medication prescribed by a doctor, copy of a prescription, print screen of medical notes, letters concerning hospital appointments or any other relevant evidence? **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**

Y☐ N☐

If a doctor has not been consulted, why not?

Do you consent to a school nurse referral if needed?

Y☐ N☐

If yes, what is the name of your child's GP and which surgery are they registered with please?
If no, what is the reason for this?

4. Has your child been bullied?

Y☐ N☐

If yes, who have you reported this to in School and what action was taken?

If this has not been reported, why not?

5. Are any other agencies or professionals (involved with) working with your family?

Y☐ N☐

If yes, who are they and what work are they doing with your family?

6. Are there any travel issues affecting your child attending School regularly?
(Discuss transport arrangements at this point if pupil is in receipt of home / school transport)

Y☐ N☐

7. Is there any further support we can offer you?

Y☐ N☐

Attendance Contract

"We are now going to agree on a parent/school attendance contract to ensure that attendance improves. The contract will be in place for an initial 10 weeks. If you agree to the terms of the contract it must be signed."

(All paperwork must be **legible** and **signed**, **photocopied** and **a copy given to each parent at the end of the meeting -** all 7 pages of this document. **Send a typed copy of the Action Plan if writing is not easy to read).**

Actions by parent/carer

- Ensure your child attends school every day it is open, on time, escorting them into school and handing them over to a named person if necessary. **(If the parent is required to hand the child over to a member of staff / School Reception, and/or a part-time timetable has been agreed for a short period of time to re-integrate the child back into school please record the arrangements here:)**

- If your child is going to be absent for any reason, you will contact the school on the first day of every absence **before 9.30am** stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with medical evidence i.e. an appointment card with one appointment entered, letter from a relevant professional, hospital letter concerning appointments, medication prescribed by a doctor, copy of prescription, print screen of medical notes or any other medical evidence which enables the Head Teacher to authorise the absence as illness or medical appointment. School will not authorise medical absence without this evidence. **Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern.**
- Contact the school if your child is experiencing any difficulties preventing regular attendance.

Any other actions agreed;

Actions by School

- To respond to parental contact promptly.
- To continue to monitor attendance.
- To complete Early Help referral ***(delete as appropriate)***
- To complete a school nurse referral ***(delete as appropriate)***
- To **only** authorise absence due to illness when provided with medical evidence.
  (Handwritten notes or telephone calls from parents are not acceptable when attendance is of serious concern).

Any other actions agreed:

Statement

I must advise you that any further unauthorised absence within the 10 week term of this contract is likely to lead to legal action.

The law states that your child must attend school on every occasion that it is open unless there is a reason that enables the Head Teacher to authorise the absence under the Regulations. The law also states that it is parents' responsibility to ensure their child attends school regularly.

Statement read to the parent(s) Y☐ N☐

School representative:

Name: Signed: Dated:

Parent Statement

I confirm that I have read these notes and understand the contents of this meeting.

Parent/Carer: Signed: Dated:

Parent/Carer: Signed: Dated:

'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child or who has care of him/her.

Have copies of the Formal Attendance Meeting Record Sheet been given to the parent at the end of the meeting?

Y☐ N☐

Formal Attendance Meeting –
Record sheet to be used when parents don't attend the FAM

Meeting held on:

At:

Child Name: **DOB:** **Address:**	**Child Name:** **DOB:** **Address:**
Parent/Carer Name: **DOB:** **Address:** **Relationship to child/ren:**	**Parent/Carer Name:** **DOB:** **Address:** **Relationship to child/ren:**

Did the parents notify you that they couldn't attend the FAM? If yes, what was the reason given?

Did the parents request the meeting be re-arranged? Y☐ N☐

Rearranged date and if the parents attended:

Appendix 5

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

'Support First' Attendance

Notice of Local Authority Education Legal Intervention Team (ELIT) Referral

Dear «ParentTitle» «ParentLastName»

Re: «Child'sName» - D.O.B. «ChildDOB»Yr «YearGroup» at St. Nicholas

Your child, «ChildFirstName» has been identified as having poor attendance at St. Nicholas Catholic Primary School.

To assist you, the school have tried to engage with you to offer additional support such as an Early Help Referral; have invited you to attend a Formal Attendance Meeting (FAM); and have provided you with advice to improve your child's attendance in the form of a home/school Attendance Contract.

Despite this, there is now a significant amount of unauthorised absence. Section 444 of the Education Act 1996 states that: *'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

Please note that at this stage, there must be no further unauthorised absence if legal action is to be avoided.

You are now advised to:

- ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. You have also been made aware that your child will get an unauthorised absence mark if they arrive after registration closes.
- contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date.
- take your child to the doctor if unwell and provide the school with a:
    - Medical appointment card with one appointment entered
    - Letter from a professional such as a hospital Consultant or Psychologist
    - Evidence of a consultation with NHS 111
    - Medication prescribed by a GP
    - Copy of prescription
    - Print screen of medical notes
    - Letters concerning hospital appointments
    - Slip with date, pupil's name and surgery stamp, signed by Receptionist
    - Screen shot from the NHS app of any contact with the GP regarding the child's health

As your child's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are no longer acceptable as medical evidence. I must inform you that the Head Teacher will not authorise medical absence without the relevant evidence.

I will continue to monitor «ChildFirstName»'s attendance. **If there is any further unauthorised absence, we may have no other option but to submit a referral to the local authority which may result in you being prosecuted at court and/or a penalty notice being issued.**

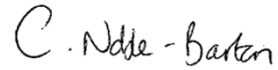
Please contact me if «ChildFirstName» is experiencing any difficulties preventing their attendance, including if you would like to access an Early Help assessment if declined previously. If an Early Help assessment is not appropriate as you are working with a social worker, family support worker or early help worker, please discuss the difficulties you are experiencing with your allocated worker and they may be able to offer you some additional support. If you call and I am not available, please leave a message and contact telephone number and I will call you back as soon as possible.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities. Most attendance problems can be sorted out by parents and school working in partnership.

Yours sincerely,



Mr N. Porter
Executive Principal



Mrs C. Noble-Barton
Head of School

Appendix 6

Birmingham City Council

'Support First' Attendance Leaflet
Legal Action Information for Parents

This leaflet is for only parents/carers whose child's attendance has not improved following offers of support from their child's school, including a formal meeting. **To avoid Legal Action being taken against you for failing to ensure your child attends school regularly, you are advised of the following:**

- Ensure your child attends school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. **(Please be aware your child may get an unauthorised absence mark when they arrive after registration closes).**
- Contact school on the first day of every absence by **9.30am** stating the reason for absence and the likely return date.
- Take your child to the doctor if unwell and provide the school with: medical appointment card with one appointment entered, letter from a professional, medication prescribed by a doctor, copy of prescription, print screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. **The Head Teacher will not authorise medical absence without evidence.**

How does your child compare?

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Legal Information and outcomes in respect of poor attendance

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school for first offences. For second offences the discount of £80 will not apply. (In cases of excessive absence, or repeat offences, whether for ongoing absence or leave in term time, the matter may be referred straight to Court)

- **The amount of the penalty is £80.**
- **If this is not paid within 21 days the amount rises to £160.**
- **If not paid within 28 days the Local Authority may prosecute** under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

- **The court can fine each parent up to £1,000 per child, order payment of the prosecution costs, impose a victim surcharge, and/or make a Parenting Order.**

Section 444(1A) Education Act 1996:

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

- **The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, impose a victim surcharge and order payment of the prosecution costs.**

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

Appendix 7

St Nicholas Catholic Primary School – Attendance Support Offer

Graduated, tiered support for pupils and families when attendance falls below government bandings

(Aligned with SJPII MAC Universal Offer)



Universal Offer (100–95% Attendance) – All Pupils

- **Positive welcome routines:** 3 points of contact - SLT on the gate, Teacher/TA classroom greeting, Office Staff greeting. Safe calm start.
- **Daily attendance monitoring:** via BROMCOM by 9:30am.
- **First-day calling:** and follow-up calls.
- **Home visits:** when no contact is made (Safeguarding).
- **Attendance messaging:** via MCAS reminders for unauthorised absence.
- **Rewards and recognition:** letters to parents and golden tickets for pupils.
- **Parent 'Start of the Year/Term' Letter:** expectation reminder.
- **NHS "too ill for school" guidance:** shared regularly via MCAS.
- **Attendance Advent Calendar:** incentive for everyday attendance in December.
- **RADY focus:** for disadvantaged pupils.

Early Intervention Tier (95–93% Attendance) – "Emerging Concern" *(DfE: below 95% = risk indicator)*

- **Watchlist placement:** use of BCC 'nudge' messages via MCAS.
- **Spells analysis:** tracking and evaluating, identifying patterns (e.g. key days, illness clusters).
- **Early conversation with parents:** supportive.
- **Targeted incentives:** stickers, praise, rewards, small goals.
- **Sports club prioritisation:** especially Fridays.
- **Focus discussion during weekly SLT meetings:** whole school approach.
- **Half termly SLT calls:** discuss barriers and support - Early Help offered.
- **Request for Everyday Saver travel:** transport cost support for families need through 'Family Hub' Sutton Coldfield.

Moderate Risk Tier (93–90% Attendance) – "At Risk of Persistent Absence" *(DfE: 90% = PA threshold)*

- **Graduated letters sent:** 'Support first' focus.
- **Formal attendance meeting:** with Attendance Champion.
- **Focus discussion during weekly SLT meetings:** whole school approach.
- **Morning check-ins:** with named SLT member.
- **Counselling referral:** 'Our Place' for emotional and anxiety barriers.
- **Sleep/routine support:** Parenting information and materials provided.
- **Home visit escalation:** if patterns persist.
- **Medical evidence request:** if illness is frequent, support from School Nursing Team.
- **Transport/routine solutions:** walking bus, earlier wake-up plan/reminders.
- **Risk of PA letters:** key points of the year.

Persistent Absence Tier (Below 90% Attendance) – "Persistent Absence" *(DfE definition)*

- **PA notification letter:** formal meetings.
- **Morning emails to parents:** escalate the daily support.
- **School Nurse referrals:** pupils with continued unexplained illness affecting attendance.
- **Multi-agency involvement:** Early Help re-offered.
- **Safeguarding considerations:** CME risk considered. LA informed if necessary.
- **Daily contact:** until pattern stabilises.
- **Counselling/therapeutic support:** 'Our Place' for anxiety/EBSA.
- **Behaviour or SEND needs reviewed:** if needs are contributing to absence.
- **Home visit further escalation:** for further or unexplained absences.

Severe Absence Tier (Below 50% Attendance) – "Severely Absent" *(DfE severe absence category)*

- **Immediate safeguarding review:** CME risk.
- **Intensive home visiting:** (daily if needed).
- **Emotionally Based School Avoidance (EBSA) assessment:** anxiety, SEND, trauma.
- **Legal intervention possibility:** ELIT Penalty Notice.
- **Medical pathway:** if chronic illness is verified. Section 19 review.

St John Paul II Multi-Academy's

Universal Offer for Attendance



Appendix 8

Our Culture and Aims

St John Paul II Multi-Academy schools are committed to embedding a strong culture of belonging and the highest expectations of attendance for all pupils, including those who are disadvantaged and/or SEND. Every child deserves to be in school every day and we recognise that it is our collective responsibility to ensure that this happens. We recognise that due to the diverse nature of our schools, policies and procedures will differ, however this document sets out our overarching guidance that ***all*** *schools will follow.*

Creating a Culture of Belonging

Welcoming, inclusive learning environments, where every day matters

Our schools will:

- Strategically foster a sense of belonging by having a positive welcome routine where all staff greet **every** child at the gate, the classroom or the corridor
- Be inclusive by ensuring that **all** pupils have the opportunity to access high-quality lessons and are involved in extracurricular activities
- Have clear and consistent routines in place to ensure school is calm and there is disruption-free learning so that pupils feel safe
- Build positive relationships with pupils and families so that school is a safe place to thrive
- Ensure that poor attendance is treated as a safeguarding and wellbeing concern
- Use the language of 'days missed' rather than just percentages
- Ensure all families have a named school contact who builds a relationship with them

Roles and Responsibilities

Attendance is a whole school responsibility. Everyone has a part to play.

All of our staff will:

- Uphold high expectations of attendance and create safe learning environments where all pupils can thrive
- Build relationships with pupils and families and listen to be able to understand the 'bigger picture' and identify the root cause of poor attendance
- Identify any early attendance concerns and discuss with families, where appropriate
- Report any patterns in absences to school leaders and the Senior Attendance Champion
- Work together to change the narrative - attendance is not optional

Our MAC leaders and Senior Attendance Champions will:

- Strengthen collaboration and share good practices across schools
- Commit to data sharing where there are siblings across schools
- Use BROMCOM messaging to proactively improve and promote positive attendance
- Provide high quality training for **all staff** on attendance
- Regularly go beyond the headline data ***(at a minimum, half termly)*** to identify trends, spells and patterns of absence and share with the appropriate staff (class teachers/form tutors, HoY) to address concerns
- Ensure key target groups (vulnerable pupils, including those who are SEND or Pupil Premium) are **always** reviewed in any attendance data analysis

Targeted Support

Early intervention is key to sustained improvement

Our schools will:

- Make attendance high profile - ensure it is discussed in staff meetings, in the classroom, whole school assemblies, parent meetings, induction days etc.
- Use BROMCOM messages to remind parents of attendance expectations, build relationships and positively promote good attendance
- Have a clear picture of daily attendance and punctuality **by 9.30am** to ensure next steps are taken promptly *(phone calls, home visits etc.)*
- Proactively educate families on when 'ill' is 'too ill' using the NHS guidance
- Capture of the voice of the child where attendance is a concern
- Have a clear graduated approach to attendance support which includes pupils at risk of persistent absence
- Prioritise timely **early** intervention to stop weak attendance in its tracks (95% and below)
- Ensure all intervention is bespoke and tackles the cause rather than the symptom of weak attendance
- Create BROMCOM Watchlists for key target groups to monitor and target specific support
- Discuss attendance alongside progress and attainment in Pupil Progress meetings
- Recognise excellent and improved attendance at a school and multi-academy level

Legal Intervention

When all other strategies have been exhausted, schools must act in line with the LA procedures

Our schools will:

- Continue to follow a 'Support First' approach to improve attendance and reduce absence
- Assess each attendance case which reaches the threshold for a referral to the Local Authority on a case-by-case basis
- Follow Birmingham City Council's Leave of Absence Process for any leave in term time which has ***not been identified as an 'Exceptional Circumstance'*** by the Principal to refer for consideration of a Penalty Notice
- Where significant early intervention and targeted support has been unsuccessful, follow Birmingham City Council's Support First protocol to refer for consideration of a Notice to Improve or a Penalty Notice