



Attendance Policy Wilburton CE Primary School

Approved by: Full Governing Body **Date:** 23/09/2024

Last reviewed on: 23/09/24

Next review due by: November 2025 by Standards Committee

Why we have this policy.

High attendance at school is important for children to do well in their learning. Children need to be on time and here every day. We need you to work with us to help make that happen. We expect children to be at school unless there is an unavoidable or exceptional reason, or unless there is a health problem that happens for a long time and means they cannot come. Children from Reception to Year 6 are all part of this policy.

This is the Government's information about how children must attend school: [Working Together to Improve School Attendance. August 2024.](#)

We have this policy so we can try to:

- Support children and their parents/carers to be at school every day and on time.
- Make sure all children can access school.
- Make sure that parents/carers know about the laws to do with attendance.

At school, we know that attendance is important and we will do all we can to support parents/carers to get children into school every day. Making sure children attend school is part of the work we do to make sure children are safe – called **safeguarding**.

What Everyone Must Do

Parents/carers:

- Make sure your child comes to school, and know that you have a legal responsibility to make this happen.
- Make sure your child is on time for school with all the things they need in time for the register. If your child is late, it might be marked as an 'unauthorised' absence.

- Tell school if your child has a medical appointment during the school day. We would like appointments to be after school if possible please. We might ask to see the text message, email or appointment card just to check that the appointment is happening.
- Make sure you contact school before 9am if your child cannot attend school, telling school the reason.
- Tell school if your child is unhappy coming to school, so that we can help you and your child solve the problem that is making them unhappy.
- Fill out the form if you need to take your child out of school during term time. We won't authorise the absence unless it is for an exceptional reason. This means it has to be unavoidable and really important. If you take your child out of school even when school have said it will be unauthorised, you might be given either a penalty notice (which is a fine you have to pay) or a prosecution.
- Tell school if your phone number, email address or home address changes. Make sure we have more than one person's details in case we need to ring someone for your child in an emergency.
- If we suggest some things to help your child with attendance or problems, try and work with us to let them happen.
- Talk to us about any problems with attendance. This could be face to face or on the phone or email. It's better face to face if you can.

A child registered with a school has to attend school in the term after they are 5 years old. This is called 'statutory school age'. Parents/carers have a legal responsibility to make sure their child comes to school.

School:

- Create and maintain a safe place to learn.
- Keep regular and accurate records of when your child is in school and if they are on time.
- Check children's attendance and do something if they are not in school regularly.
- Contact parents/carers when a child is not in school if we have not had a message to say why from a parent/carer.
- Find out why a child is not in school if you have not given us a reason. Your reason may not mean we authorise the absence. If your child is off school for a long time or lots of times because of a medical condition, we might ask you for some information from a doctor to help us support your child.
- Celebrate when children come to school every day. This can be in assemblies or by telling you your child is doing well.
- Meet with the Local Authority Attendance Improvement Officer at Cambridgeshire County Council (AIO) to help us check attendance and see what else we need to do.
- Tell Cambridgeshire County Council if a child is not attending school enough.
- Decide what we think will help a child who is not attending school, and put that help and support in place.
- Work with other services to help a child's attendance. E.g. other schools, Cambridgeshire County Council, Social Care, Early Help, and the local community.
- Share the information about how much your child is coming to school with you and explain what good attendance is.
- Have the same rules for everyone about coming to school every day and on time.
- Have special support and follow the Local Authority Medical Needs Policy for children who cannot come to school because of medical or behaviour needs. This follows Section 19 of the Education Act 1996.
- Think about having an Individual Healthcare Plan if a child has medical needs.

- Work with the Access and Inclusion team at Cambridgeshire County Council to support children with medical needs who cannot come to school every day.

The Attendance Champion for our school is the Headteacher, who is a member of the Senior Leadership Team. Their phone number and email address is 01353 740269, head@wilburton.cambs.sch.uk

All staff at school have to work hard to make sure attendance is good. The Headteacher is in charge of it. If we are worried about your child, we will tell you on the phone or by letter and you will be invited into school to talk to us about it.

Children:

- Come to school every day.
- Be here on time every morning.
- Have what they need for a day in school.
- Talk to their teacher about any problems they have that make them want to stay at home.

Governors:

- Look at the information about attendance every term.
- Make sure the Headteacher does everything in this policy.

The Local Authority (Cambridgeshire County Council):

- Support school and give us information and guidance by having meetings with us about attendance.
- Work with us when a child misses a lot of school.
- Work with schools to decide what legal sanctions (penalty notice or prosecution) would be appropriate.
- Work out what support a child needs to be able to access education if they have medical needs.

What School Does for Attendance

The Headteacher is our Senior Attendance Champion, but for day-to-day attendance issues, please contact our Attendance Officer (Administrative Assistant), on 01353 740269 or office@wilburton.cambs.sch.uk

We make sure all children can come to school every day, and other services help us to offer support. Some children, e.g. Young Carers, might need more help to be able to come to school. We show families where they can get extra help if they struggle with coming to school. Sometimes Social Care help us to decide if a child needs support. We will work with families in many different ways to help them come to school every day. We have a special person for safeguarding called a Designated Safeguarding Lead. Anyone can talk to that person at school if they need help.

School has to look at all pupils' information and see who is coming to school every day. We use this information to see what we need to do to help groups of children. We share this information with different staff to make sure everyone knows how to support the children.

We have to share our attendance information with the Department for Education (DfE) so that we can see whether our children's attendance is as good as other schools, both nearby and in the whole UK.

We look at the information and if a child is not coming to school regularly, we will work with them to help it get better and we will contact you directly. Children who miss 10% of time at school might get a fine or penalty notice and we call them '**persistently absent**' (absent a lot of the time). Children who miss half their time at school (50%) are called '**severely persistently absent**' and if this happens, we will ask parents/carers to do lots of work with us to help and support the child.

We train every staff member to understand attendance so that everyone knows how to support children to come to school, and everyone knows who can help. We train, remind and support all staff to follow this policy. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in end of year reports.

Part of our work means we decide how to spend school money and how we use our staff to support attendance. We check how this is going by looking at our data to make sure the money we spend has a good effect and is helping to improve attendance.

Supporting Attendance



As a school, we try to work together with parents/carers to improve school attendance. This means that we will **listen to you and support you**. **However, if this doesn't work, we may think about using the legal options below:**

When we need to, we will put support in place to help improve a child's attendance or lateness. If this doesn't work, and your child doesn't meet a target for attendance set by school, we will send your details to the Local Authority Attendance Team. This might mean you get a Penalty Notice/fine, or may be prosecuted by Cambridgeshire County Council, as per section 444 Education Act 1996. This could be a fine of up to £2500 and/or 3 months in prison.

Lateness and attendance are checked every day by the **school attendance officer** and weekly by headteacher who, together, will:

- Look at pupil attendance for certain groups in school.
- Look at pupil attendance for children with medical needs.
- Check for pupils who are 'Children Missing in Education' and tell the Local Authority about them.
- Follow certain actions for parents who have requested to home educate their child.
- Follow certain actions to take children off the school roll if they need to.
- Look at the registers every day, checking authorised/unauthorised absence and other reasons parents/carers have given for pupils who are not in school.
- Send a 'Late Letter' to parents/carers when their child is late a number of times.
- Contact parents by telephone, email, or letter to find out why a pupil is not in school.
- Tell parents/carers if their child's attendance is too low.

- Offer support or tell you where you can find support in the community.
- Follow the early intervention process:
 - Step One. Telephone call/email or in-person chat advising parent/carers of our concerns regarding the level of their child’s attendance/lateness, and offering support.
 - Step Two. Send an email/letter to offer support and further explain the effect the absence/lateness is having on the child.
 - Step Three. Send an invitation to attend a meeting to enter into an **Attendance Contract**. This is a supportive meeting, entered into voluntarily to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed.
 - Step Four. Should the Attendance Contract fail to improve attendance, or should there be no engagement with interventions and support despite every attempt by the school to support the family, a request for the issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age.
 - After Step 3, the school will consider using a **Notice To Improve** letter, a strategy used in partnership with the Local Authority to set targets for improved attendance. This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school, before referring parents for legal sanctions.
 - Following use of the pathway above, if attendance does not improve, the school will refer to the Local Authority for legal sanctions.
- Report pupils to the Local Authority when they have 10 ‘O’ coded (unauthorised absence) sessions in school in a row. 10 *sessions* in a row = 5 days.
- Report pupils who have been off for 10 *sessions* of ‘G’ codes (meaning they asked for leave but the Headteacher did not agree to it) in a row to the Local Authority. We will ask them to use a penalty notice/fine or prosecution (it depends on how many times your child has had unauthorised term time leave – we explain this later on).
- Report pupils with 15 *days* of ‘I’ (illness) codes in a row to the Local Authority.

Registers

Reception to Year 6:

- The classroom door is opened at 8:40am.
- All external classroom doors are locked at 8:45am.
- Once the external classroom door has been closed, entry to the school is via the main entrance.
- Registers are open at 8:40am and close at 9:00am. Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded as ‘L’ - late on the register.
- Pupils who arrive at school after registers close at 9:00am, without an unavoidable reason, will have their lateness recorded as ‘U’ - unauthorised late which then impacts on their overall attendance level.

Classroom door open	Register is being taken	Outside classroom door locked	Register has been taken	Register closes
8:40am	8:45am	8:45am	8:45am	9:00am
On time 😊	On time 😊		Late 😞	Unauthorised 😞😞

It is the law that we do the register every morning and afternoon at school. If we don’t know why a child is late, we have to mark it as unauthorised until a parent/carer gives us a reason. This must be

no later than 5 days after the mark is made. Only the Headteacher may authorise or unauthorise an absence. The register can only be changed when we don't know the reason but then a parent/carer gives us the reason. If we make a change, the register has to show the original mark, the changed mark, the reason for the change, the date the change was made, and the name of the person who made the change. Registers are kept for six years as a record.

Lateness

When children arrive late at school, it means the child, the teacher and other children are disturbed and miss learning. Where pupils start to be late a lot, we will phone, email or write a letter to you to explain what is happening and offer you support. If the lateness continues, parents/carers will be invited to a meeting at school to discuss their child's lateness.

If the lateness still does not get better, even with the school's support, we may ask the Local Authority to use one of the legal options.

Reporting a Pupil Absence

Parents/carers must contact school on the first day their child is not in school by 9am. You must ring or contact again every day that the child is not in school.

For any pupil not in school when the register closes at 9am, and school does not know the reason, a member of staff will try and get hold of the parent/carer.

The member of staff will ring every person on your child's record, starting with the first one, until we find out why the child is not in school. We will leave a message on voicemail if you do not answer. We will make a note of any conversations. Staff will mark the registers using one of the codes (see appendix 1 at the end of this policy).

If a parent/carer does not tell us why a child is absent, we will mark it as unauthorised. If we do not know where a child is, we might come to your house and knock on the door to see if your child is safe.

Illness

If your child has had sickness or diarrhoea, they can return after they have not been sick or had diarrhoea for 48 hours.

Children with mild coughs, colds, sore throats, sneezes and runny noses can come to school. However, if they have a temperature over 37.5 degrees, they should stay at home until their temperature has come down and they are well enough. This is a good website that the NHS and Government has made which tells you if your child is well enough to go to school or not: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/when-should-i-keep-my-child-at-home-when-ill/).

Children should come to school unless they are too unwell to do basic things. We will ring you if they need to go home.

Medical Needs and Special Education Needs and Disabilities (SEND)

If a child cannot go to school because they are physically or mentally unwell, we will offer support to try and make it possible for the child to attend. The support starts with what is available for all children and goes up in levels if children's needs get more complicated.

If a child needs things that are a little bit different with their uniform, transport, timetable or at lunchtime, we will consider that. If a child cannot come to school at all because of their medical needs, then we will work with the Local Authority **Access and Inclusion Team** to work out what can be provided. We might need medical information from your doctor to do this but we will talk to you about that if we do.

If a child has an EHCP (Education, Health and Care Plan), we will work closely with the child's SEN Caseworker to support them with coming to school.

We can make changes to our policies and the way we do things in school to help meet the needs of pupils who find it hard to attend school, under section 20 of the Equality Act 2010 (where a pupil has a disability). We will do this together with parents/carers.

General Non-Attendance

This is different to being absent due to illness or other authorised reasons, or for unauthorised term-time leave. General non-attendance is when a pupil is absent from school, without it being exceptional circumstances and without it being authorised by school. If your child does not attend school regularly, the school will work with you to find out why it is happening, and how school can help. If your child continues to be absent without authorisation from the school, then we may send your details to the Local Authority to consider a penalty notice or a prosecution. A pupil would need to be absent for 10 sessions (a morning or afternoon mark in the register is one session) over a period of 10 or more school weeks. Before school refer to the Local Authority for non-attendance, we will work with you and offer support. We may offer you an Attendance Contract Meeting where we discuss the barriers to attendance and try to break them down. If you do not join in with the support from school, we may choose to set targets for your child's attendance instead. We do this together with the Local Authority. This is called a Notice to Improve and is a last try at improving attendance before fines or a prosecution is asked for.

The Different Types of Leave

Authorised leave

This is if a child has been off school for a reason that we agree with. For example:

- Illness or a medical appointment. If they are well enough, children should be at school for the rest of the day if they go to an appointment.
- Religious Observance – official religious days which are decided by the religion. E.g. Eid.
- The absence has been authorised by the Headteacher because it is short, exceptional and unavoidable.

Unauthorised leave:

This is when a child is away from school when school would say no. E.g.

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- A parent/carer has not given a reason for the child not being in school.
- A parent/carer has not completed an Absence Request Form.
- Being off school for something that the Headteacher does not think is exceptional.

The code given to a child in the register is the Headteacher's decision. They will use guidance from the Government (DfE) to make their decision.

Term-Time Leave

Parents may not take their child out of school for a term-time holiday. If you want to ask for time off school, you must fill in a Term-Time Leave Request Form (Appendix 2). This has to be filled in **before** you take your child out of school and no later than 2 days before.

If school think you have taken your child out for term time leave, we will write to you and ask you to explain why your child was not in school. If you can't give school a reason, then the absence may be recorded as unauthorised, and we may send your details to the Local Authority for a penalty notice/fine.

Exceptional circumstances (*this means rare, unavoidable, short*) will be looked at by the Headteacher.

If you request term time leave for any of these, they will **not** be allowed. We would send details to the Local Authority for a penalty notice/fine:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extending the time off if a pupil has not come back to school after an agreed absence.
- Leave taken because some transport might be affected by things and might not run.

Penalty Notices

If a pupil takes unauthorised term-time leave for 10 sessions in a row or more (normally 5 days or more) they will receive a penalty notice.

The fine for a penalty notice is £80 per child, per parent/carer. If you haven't paid after 21 days, it goes up to £160. If you haven't paid after 28 days, you may be prosecuted in court. This could mean a fine of up to £2,500 and/or prison for up to 3 months per parent.

If you take **another** term time leave of 10 sessions (5 days) or more with the same child, in a three-year rolling period, the fine is £160 per parent, per child and you have 28 days to pay it. If you do it a third time, in a three-year rolling period for the same child, your details will be sent to the Local Authority for a prosecution (Section 444 Education Act 1996).

← Three-Year Period →		
<p>First Term Time Leave 10 sessions (5 days) or more.</p> <p>£80 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £80 x 3 = £240 per parent.</p> <p>The total would be £480.</p> <p>If you pay after 21 days it rises to £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Second Term Time Leave 10 sessions (5 days) or more.</p> <p>£160 for each child per parent.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>E.g. if two parents take 3 children away, the fine would be £160 x 3 = £480 per parent.</p> <p>The total would be £960.</p> </div> <p>If you don't pay after 28 days = a prosecution.</p>	<p>Third Term Time Leave 10 sessions (5 days) or more.</p> <p>Prosecution.</p>

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us. During this 20-day period, school will continue to try and contact you, and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

Appendices

Register Coding:

Attendance Codes – September 2024

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Term-time Leave Request Form:

Wilburton CE Primary School

Please note the following:

The Education (Pupil Registration) (England) Regulations 2006 as amended 2013 do not permit headteachers to authorise leave for holidays.

The headteacher will grant approval for absences with valid reasons as stated in the school's attendance policy, and may grant approval for other absences in exceptional circumstances.

If the exceptional circumstances are agreed, the headteacher will determine the length of absence authorised.

If leave of absence is granted, please contact the school to discuss measures to minimise the impact of the absence on your child's academic progress.

This form MUST be completed by the parents/carers before requests will be considered.

Dear Headteacher,

I wish to apply for leave of absence for:

Name of child(ren):

From (date): _____ to (date): _____

Reason for absence (continue on a separate sheet if needed):

Signature of Parent/Carer: _____ Date: _____

For the headteacher to complete:

Dear Parent/Carer,

Your leave of absence request is:

authorised

not authorised

Comment/Reasons for decision:

Signed _____ Date _____

Application for Leave of Absence during Term Time

Wilburton CE Primary School, the Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. The expected attendance for all pupils is 100%. 96% is considered to be the minimum standard. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

Please refer to our Attendance Policy for details of when absences may/may not be authorised. The policy can be downloaded from the school website or requested from the office.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Please note:

Application is to be made in advance by the parent with whom the child normally resides on the Pupil Absence Request Form. These may be obtained from the school office.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days of the application for leave as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

NB the word parent includes legal guardians and carers

Examples of absence letters:

Attendance Email 1

Date

Name of parent

Dear Parent

Re: Child's Name:

We have noticed that your child's/children's attendance at school is low and we are concerned about the learning that is being missed. We have attached a copy of the attendance record so that you can view a detailed breakdown of your child's attendance at school.

There are many reasons that can affect children's attendance, and we appreciate that most of them are out of your control. Sometimes, however, we might not be aware of the cumulative total of a child's absence. That is why we are getting in touch, and by doing so, we wish to reach out and ask if there are ways that we can work together to support attendance and learning. If there are any particular circumstances or issues that you would like to discuss, please call us.

We will continue to monitor attendance over the next six weeks and will get in touch if your child's learning continues to be affected.

Best wishes,

D. Aston and K. Wenn

Lateness Email 1

Date

Name of parent

Dear Parent

Re: Child's Name:

We have noticed that your child's/children's punctuality at school is of concern, and lateness is becoming an issue. Details of lateness is shown in the table below. If you wish to have a closer look at your child's attendance record, please ask at the Office for a copy.

Child's Name	Period	Number of days late	Total minutes late

When children arrive late into lessons they find it harder to settle into learning because they have missed the morning routine in class. It also affects other children because the teacher has to repeat what has been missed.

All children should arrive at school between 8:40-8:45am to begin their morning work, and registers are taken at 8:45am. If your child arrives after the registers close, it is recorded as an unauthorised absence.

If there are any particular circumstances or issues that you would like to discuss, please call us.

We will continue to monitor punctuality over the next six weeks and will get in touch if your child's learning continues to be affected.

Best wishes,

D. Aston and K. Wenn

Lateness Email 2

Date

Name of parent

Dear Parent,

Following our last email to you regarding your child's/children's punctuality at school, we are writing to you to say that it is still a concern. This is shown in the table below. If you wish to have a closer look at your child's attendance record, please ask at the Office for a copy.

Child's Name	Period	Number of days late	Total minutes late

Outside of exceptional circumstances, children should arrive at school by 8:45am so they can have the best start to their day. We know it is sometimes difficult if there are younger siblings etc, or if people have to be in different places, but arriving at school on time is really important for your child's learning. Where there are difficult circumstances, please talk to us about the help and support available as we really do want to help.

Your child's punctuality will continue to be monitored over the coming weeks and we hope we can work together with you to see an improvement.

Thank you,

David Aston and Karen Wenn

Invite to Attendance Contract Meeting

Date:

Name of parent:

Dear Parent,

Following our earlier correspondence highlighting our concern about your child's/children's attendance at school, I am writing to you because our concerns still remain. Therefore, we need to discuss the situation. **Please contact me to do so.**

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

In our discussion we will set a monitoring period (usually 8 weeks) and a target for attendance (usually at least 96%).

Best wishes,

D. Aston

David Aston

Headteacher