

# WOODLANDS PRIMARY SCHOOL



## Attendance & Punctuality Policy including EBSN

Updated: September 2022  
Review Date: September 2023

## **INTRODUCTION & AIMS**

At Woodlands Primary School we recognise the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences. Our school policy promotes good attendance, which is recognised and rewarded as an achievement. As a school, we monitor attendance and ensures quick and early intervention if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting children wellbeing and attendance. A child must attend school every day that they are required to do so unless an exceptional circumstance applies.

Our policy is accessible to leaders, staff, pupils, and parents, and is published on our school website. It will be sent to parents with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated. As the barriers to attendance evolve quickly, the policy will be reviewed and updated as necessary. In doing so, we will seek the views of pupils and parents.

Woodlands Primary School 'Attendance & Punctuality Policy' is based on the premise of equal opportunities for all.

### **1. LEGISLATION**

Regular and punctual attendance at school is a legal requirement. Regular attendance is essential to enable children to maximise their educational attainment, opportunities and further development.

- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) 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 parent is guilty of an offence".
- Section 576 Education Act 1996 - Meaning of "parent"

For the purposes of Education Law, the definition of a 'parent' and who is responsible for ensuring regular attendance to school is:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

### **2. REGISTERS**

Registers provide the daily record of attendance of all pupils. They are legal documents and the register may be required in a court of law, for example as evidence in prosecutions for non-attendance in school.

'Education (Pupil Registration) (England) Regulations 2006' (section 6)

Schools must take the attendance register at the start of the first session of each school day, morning (a.m.) and once during the second session, afternoon (p.m.).

On each occasion they must record whether every pupil is:

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

Woodlands Primary School will follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

The register will be marked using the codes as advised by the Department for Education (DfE) 'Working together to improve School Attendance Guidance' (for maintained schools, academies, independent schools and local authorities)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1073616/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf) (See appendix 3.)

### 3. PROCEDURE FOR REPORTING A CHILD'S ABSENCE

Children are expected to attend school regularly, unless there is good reason for absence.

There are two types of absence:

- Authorised (where the school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

Woodlands Primary School has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the **first day of absence** and each following day of absence, stating the reason. We ask that parents/carers contact school on 0151 329 3164 before 9am on the morning of any absence and leave a message on the school answerphone. The message should consist of name and class of your child and full reason for absence. Mrs Brown (our attendance officer) or one of the administration team will retrieve messages shortly after 9am and these will be coded in the statutory, daily attendance register. We ask parents/carers to give a full and accurate reason for a child's absence eg headache, temperature, vomiting. **NB: Each full day of absence equates to 2 absent sessions on the register (1 morning and 1 afternoon session).**

If you feel more support is needed with regards to your child's absence, please ask to speak to Mrs Brown, our school Attendance Officer or Mrs Liversey, our Deputy Head Teacher or alternatively your child's class teacher. You may also wish to discuss any absence concerns with a member of our extended pastoral team, including Mrs Morphet (DSL & SENDCo) or Mrs Cotton (DDSL & Learning Mentor)

Mrs Liversey, the school's Deputy Head Teacher is the senior leader responsible for the strategic approach to attendance in school.

The school office will make contact with home when a child is absent if the parent/carer has not notified the school of the absence. If no contact can be achieved or the reason for absence is not accepted the absence will be unauthorised.

### 4. WHAT CAN PARENTS/CARERS DO TO HELP/WORK IN PARTNERSHIP WITH SCHOOL?

At Woodlands Primary School we ask that parents let the school know straight away why your child is absent. Home/school communication is extremely important in supporting your child to achieve and feel settled in school. We ask that parents/carers try to make any dental/GP appointments for your child outside of school time

It is pertinent that school and parents /carers work together with a shared plan and outcomes when supporting a child / young person's attendance and wellbeing. If despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children / young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

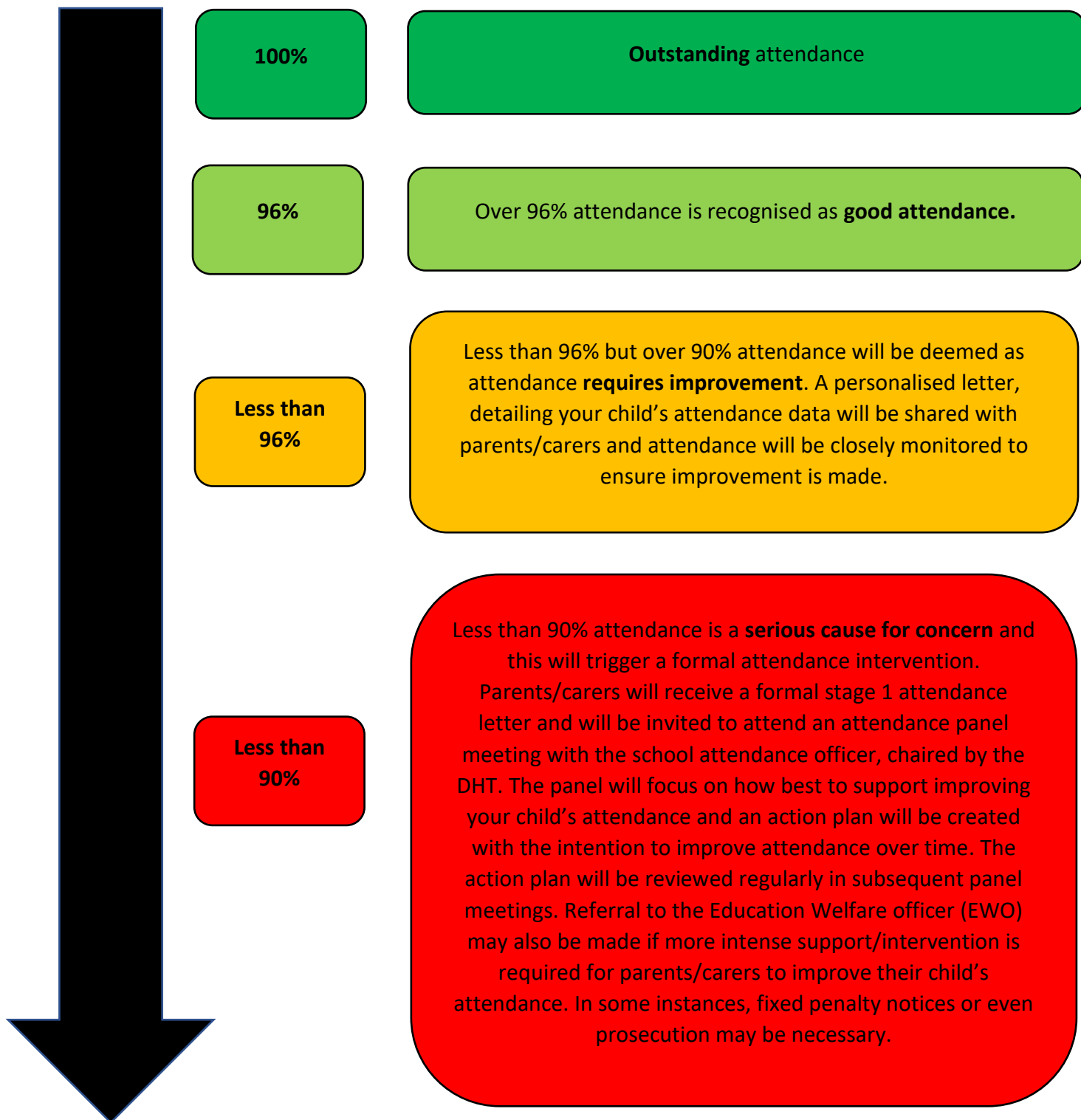
We will provide parents / carers with information about Emotionally Based School Non-attendance to discuss needs and strategies to support their child, as appropriate (see EBSN Parent Leaflet).

## **5. FORMAL ABSENCE MONITORING & SUBSEQUENT FOLLOW UP ACTIONS**

At Woodlands Primary School we robustly monitor and analyse attendance data to promptly identify and address possible concerns and allow for early interventions to support the child/family's underlying needs. This will include:

- Weekly attendance code analysis
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker
- Monitoring patterns of absence eg specific days across a period of time
- 'Welcome back' conversation/meeting for any pupils that have been absent for 5 or more days where no satisfactory explanation has been received about the child's absence, allowing us to check a child's wellbeing and to offer support to families to ensure there are no ongoing needs that will impact on attendance
- using attendance data to target attendance improvement for pupils or pupil cohorts who need it most.
- Supporting and directing parents/carers whose children have persistent absence to access wider support to begin to reduce and thus remove the barriers to attendance. This may result in the need for support to be formalised in conjunction with the local authority.

The table below sets out the attendance targets that we expect for each pupil at Woodlands Primary School. The table demonstrates how we, at Woodlands primary School, intend to monitor attendance and challenge persistent absence. It also shows at what stage parents/carers will be contacted about their child's attendance.



*A copy of all letters that are sent to parents are available to view in the appendices.*

## 6. EARLY IDENTIFICATION & INTERVENTION: ASSESS, PLAN, DO & REVIEW

Every pupil has a right to a full-time education and Woodlands Primary School sets high attendance expectations for all pupils. Woodlands Primary School will consider the individual needs of pupils and their families who have specific barriers to attendance and will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

For any child / child person who is absent from school it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff at Woodlands Primary School have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed.

Appropriate discussions will be important to help understand the underlying reasons that may be contributing to attendance difficulties. Assessments may be undertaken that focuses on the individual child's needs such as an SDQ, SEND assessments and wellbeing assessments and may include the holistic needs of the family, such as a TAF assessment. Assessments will include the views of the child/young person as well as parents/carers, and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. Cheshire West and Chester Council has developed guidance for schools - Emotionally Based School Non-attendance: Good practice guidance for schools (revised November 2021). This is a whole school framework with a graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Early Help and Prevention and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

## **7. MEDICAL ABSENCE**

Absence due to sickness should be reported to the school by phone on the first day of absence. The school should be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

Any medical absences in excess of 5 days (10 sessions) per academic year must be supported by medical evidence. If no medical evidence is received, then the absence may be recorded as unauthorised. The school will work with all families on an individual basis if medical absences exceed the maximum threshold.

If a medical absence is likely to be ongoing or long term, then school will offer support in accordance with the school's policies and statutory guidance relating to Children with health needs.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>. As a school we will plan how children can access Education and how and when the child will

return to school. In accordance with the Equality Act 2010 the school must also demonstrate that reasonable adjustments are made to meet child's Educational Needs.

For children who have a medical condition and cannot attend school, the school will refer to the Cheshire West and Chester Council's Medical Needs Team.

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/medical-needs-service/medical-needs-policy-latest.pdf>

The policy states that referrals must come directly from the child's school and must be supported by medical evidence from one of the following health professionals:

- consultant paediatrician or adolescent psychiatrist
- consultant child psychiatrist
- hospital consultant

Supporting evidence from a General Practitioner alone cannot be accepted.

## **8. LATENESS & PUNCTUALITY**

At Woodlands Primary School classroom doors will be open from 8.45am with school beginning at the following times:

Infant school 8.55am

Junior school 8.50am

All pupils are expected to be in school for registration by the following times:

- Register taken at *9.00am*
- Registers close *9.30am*

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school office to sign in. If pupils are not in class when the register is taken, they will be coded as 'L'. Any late arrivals after *9.30am* will be coded as 'U' which is an unauthorised absence for that session.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

Parents/carers may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

## **9. UNAUTHORISED ABSENCE & FIXED PENALTY NOTICES (FPN)**

An absence may be coded as 'unauthorised' if:

- i. no reason for absence has been given
- ii. medical evidence is not received when requested

- iii. a request for a leave of absence has been unauthorised
- iv. a pupil arrives at school after registration has closed at 9.30am.

Parents/carers should be aware that Woodlands Primary School may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice or other legal action. The Fixed Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court (*see appendix 1*).

## **10. APPLICATION FOR EXCEPTIONAL CIRCUMSTANCES**

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006, make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are '**exceptional circumstances**'

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

If parents do make the decision to take their child on an unauthorised family holiday during term time, parents must apply for the leave of absence in writing 4 weeks before the first day of the planned holiday. A holiday leave of absence form is available from our school office.

The Governing Body at Woodlands Primary School is responsible for ensuring any attendance issues are dealt with in line with school policy.

## **11. RELIGIOUS OBSERVANCE**

We recognise that some pupils may need to participate in days of religious observance. Where a day of religious observance

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs



We ask that parents/carers notify Woodlands Primary School in writing in advance where absence is required due to a religious observance.

## **12. ENFORCED SCHOOL CLOSURE**

If Woodlands Primary School was forced to close for a period of time, we have the facility to operate an online virtual school via Google Classroom. The expectation is children will still engage with ALL activities when work is set. Procedures for online learning is available in our Remote Learning Policy on the school website.

## **13. IMPACT**

All pupils will achieve well by developing knowledge and skills on their journey through school. Due to robust monitoring of attendance, all pupils, including vulnerable children and children with special educational needs and disabilities (SEND), will have fair and equitable access to school in order to achieve the best possible outcomes. Pupils will leave Woodlands Primary School ready for a successful transition to secondary education.

## **14. EMOTIONALLY BASED SCHOOL NON-ATTENDANCE (EBSN)**

Emotionally Based School Non-attendance (EBSN) is a term used to describe the needs of CYP who struggle to attend school due to underlying emotional based needs, such as anxiety, unhappiness and despair. These CYP may be reluctant to leave home and can present high levels of distress in response to parents' attempts to get them to school. This can result in prolonged absences from school. EBSN is complex and multifaceted, requiring a holistic approach to assessment and intervention. Good practice guidance emphasises the importance of early identification and intervention to support the needs of CYP who may struggle to attend school, developing a SMART support plan, with timely review processes (CW&C, 2018). The EBSN framework is embedded within the Woodlands Primary School Attendance Policy and we use many of the tools and resources to underpin our early identification of need and targeted support and intervention approach.

## Appendix 1

### Cheshire West & Chester

#### **Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)**

1. A Fixed Penalty Notice (FPN) can only be issued in cases of unauthorised absence.
2. A maximum of two FPNs may be issued in an academic year and these FPNs may be issued against each parent/carer of a child. Once two FPNs have been issued, should there be further unauthorised absences, the Local Authority are able to move to prosecution immediately.
3. A FPN may be issued per parent per child.
4. Penalty Notices may be considered appropriate if:
  - Unauthorised absences of at least 10 consecutive school sessions (five school days).
  - Sessions either side of a weekend or school holiday will be counted as consecutive school days.
  - For poorly attending learners, at least 10 sessions (five school days) lost due to unauthorised absence during a school term. These do not need to be consecutive.
  - For poorly attending learners, persistent late arrive at school in a term. Persistent means at least 10 sessions of late arrival.
  - The presence of an excluded child in a public place in the child's first five days of exclusion.
6. The school must notify parents of the Attendance Policy and clearly state that parents may receive an FPN for an unauthorised leave of absence relating to holiday in term time.
7. Schools and the Education Welfare Services will take into account any exceptional circumstances when determining whether to issue a FPN.

## Appendix 2

### What does 'percentage attendance' mean?

Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (P.A.). RSA will be specifically targeting this cohort of pupils, in an effort to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	1.4 Weeks	45 Lessons
90%	19 Days	38 Sessions	3.4 Weeks	95 Lessons
85%	29 Days	58 Sessions	5.4 Weeks	145 Lessons
80%	36 Days	72 Sessions	7.1 Weeks	180 Lessons
75%	48 Days	96 Sessions	9.3 Weeks	240 Lessons

### Appendix 3

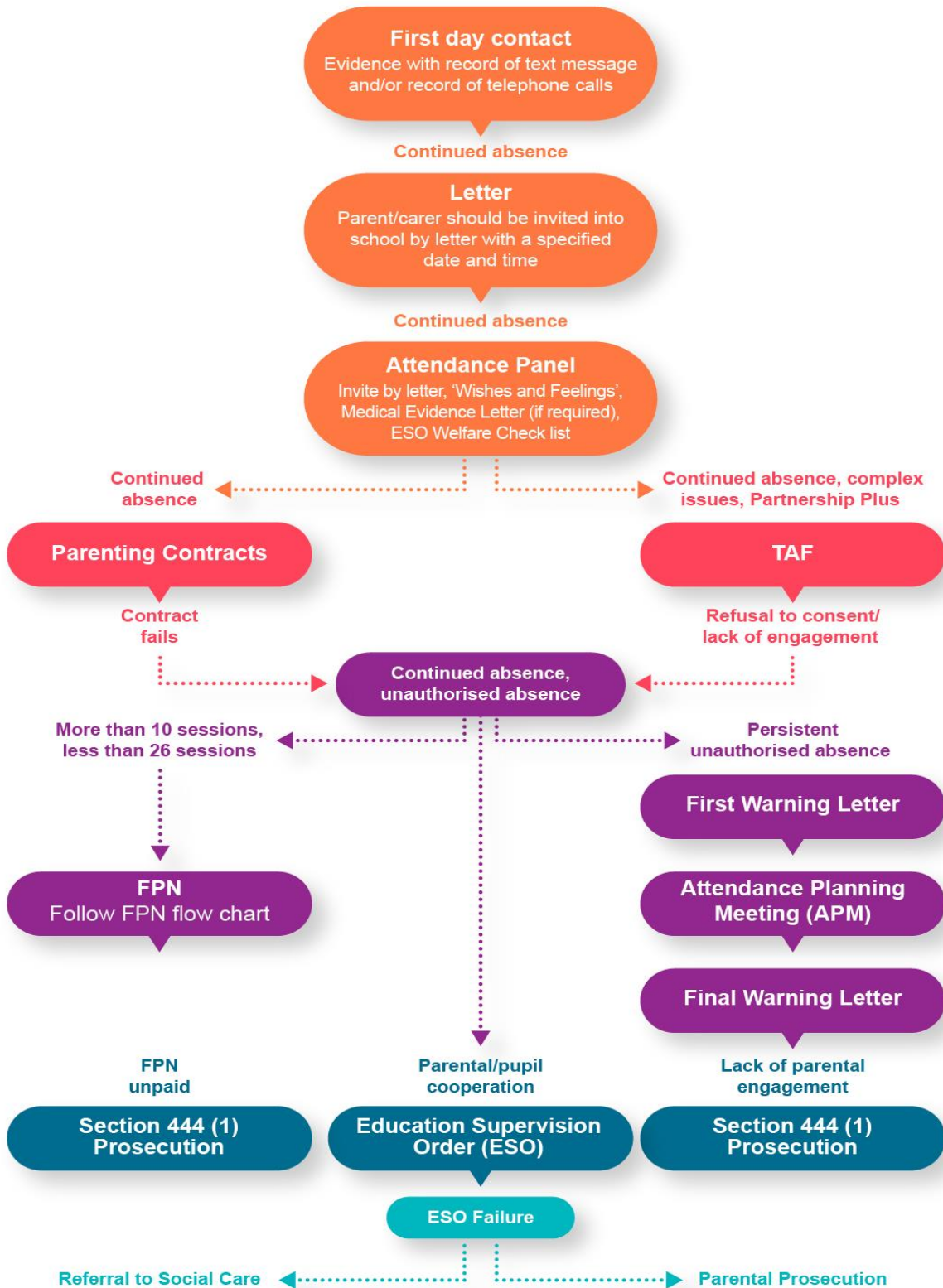
#### Absence Codes:

According to the DfE guidance the following codes are used on the register.

<b>Code I</b>	Illness	Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.
<b>Code M</b>	Medical or dental appointments	Parents/Carers are encouraged to arrange appointments out of school hours but the school will authorise if confirmation of the appointment is provided.
<b>Code C</b>	Other circumstances	This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – family funeral.
<b>Code D</b>	Dual Registered	This code will be used if a pupil is registered at two schools.
<b>Code J</b>	Interview	This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam
<b>Code P</b>	Approved sporting activity	This code will be used in times of approved sporting activities in school times, i.e. – training sessions, trials and sporting events.
<b>Code R</b>	Religious Observation	This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.
<b>Code V</b>	Educational visits and trips	
<b>Code W</b>	Work Experience	
<b>Code G</b>	Family holiday not authorised by the school or in excess of agreed period	
<b>Code U</b>	Arrived late to school after 9.30am	
<b>Code N</b>	Reason for absence not yet provided	
<b>Code O</b>	Absent from school without authorisation	
<b>Code X</b>	Not required to be in school (not compulsory school age)	



## Attendance Guidance Flow Chart



Second Offences and severe offences can go to Section 444 (1a) prosecution and will be PACE interviewed.

Woodlands Primary School  
Eddisbury Road  
Whitby  
Ellesmere Port  
Cheshire  
CH66 2JT



Email: [admin@woodlands.cheshire.sch.uk](mailto:admin@woodlands.cheshire.sch.uk)  
Website: [www.woodlands.cheshire.sch.uk](http://www.woodlands.cheshire.sch.uk)

Tel: 0151 329 3164

## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

Dear Parent/Carer

<Child's name> <Class>

### **SCHOOL ATTENDANCE & PUNCTUALITY**

School attendance and punctuality are important factors in ensuring that children meet their full potential and we have a duty of care, shared with the Local Authority, to monitor and challenge poor punctuality.

**Between <Dates> <Child's name> has been late to school <number> times.**

Please try to ensure that your child arrives at school on time, so that they are present for registration (8.55am for Infant children and 8.50am for Junior children). Meeting and exchanging news with friends and their teacher before school is important for children's social development. Lateness causes problems with attendance registers, lunch choices and missed instructions. It also disrupts the start of lessons.

We wish to work in partnership with you to improve your child's punctuality and will be closely monitoring this moving forward.

If you feel there are any circumstances that school need to be aware of or you wish to discuss this in further detail, please do not hesitate to contact us.

Yours sincerely

Mrs Liversey

Deputy Head

Woodlands Primary School  
Eddisbury Road  
Whitby  
Ellesmere Port  
Cheshire  
CH66 2JT



Email: admin@woodlands.cheshire.sch.uk  
Website: www.woodlands.cheshire.sch.uk

Tel: 0151 329 3164

## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

**Date:**

**Parent/Carer of «Forename» «Surname»**

**Class: «Reg»**

**DOB: «DOB»**

### **Attendance between 90% and 96%**

**«Forename»'s attendance as of the <date> was <Attendance>%**

Dear Parent/Carer

At Woodlands Primary School we have a strong focus on attendance to ensure that all pupils make excellent progress and achieve their very best potential.

Good attendance is key to ensuring that pupils progress well at school.

Our records show that as of the 9 January 2023 your child's attendance was **«Attendance»%**. Your child's attendance falls below the national expected minimum of 96% and we are therefore writing to make you aware. We understand that at this time of year one period off illness can have a great impact on a child's percentage attendance, however, school has a duty of care to inform parents when attendance falls below 96%. We will continue to monitor your child's attendance as per our attendance policy in the hope that this improves moving forward. If at any point we are concerned with reasons for your child's absence or patterns of absence we will be in touch.

«Extra\_Comment»

You do not need to make contact with us at this point, however if you feel that we can support you further please contact our Attendance Officer, Mrs Brown, on 0151 329 3164 between 10.30am and 4pm Monday to Thursday.

Please continue to follow school's attendance policy and report any absence by 9am on the first day by calling 0151 329 3164 and leaving a voicemail on our answerphone.

Yours sincerely,

Mrs Liversey  
Deputy Head Teacher



Woodlands Primary School  
Eddisbury Road  
Whitby  
Ellesmere Port  
Cheshire  
CH66 2JT



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Tel: 0151 329 3164

## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

**Date**

**Parent/Carers of «Forename» «Surname»**

**Class: «Reg»**

**DOB: «DOB»**

### **Attendance below 90%**

**«Forename»'s attendance as of the <Date> was «Attendance»%**

Dear Parent and Carer,

I am writing to you concerning your child's school attendance. As of the <Date> your child's attendance stood at **«Attendance»%**. School has a duty of care, along with the local authority, to ensure that children attend school regularly and to inform parents when attendance falls below 96%. Good attendance at school is vital if students are to achieve their full potential.

Please note that school will be monitoring your child's attendance this half term and expects to see an improvement. If their attendance does not improve or deteriorates further, then I may invite you to a meeting and ask to see evidence of their absence, i.e. appointment card, doctors letters, prescriptions etc. A further decline in attendance could result in a Fixed Penalty Notice being issued. If at any point we are concerned with reasons for your child's absence or patterns of absence we will be in touch.  
«Extra\_Comment»

May I take this opportunity to inform you that: under Section 444 of the Education Act 1996, you have a legal responsibility to ensure that your child attends Woodlands Primary School regularly. Failure to do so may lead in legal action being taken against you by the Local Authority resulting in prosecution.

You do not need to make contact with us at this point, however, if you feel that we can support you further please contact our Attendance Officer, Mrs Brown, on 0151 329 3164 between 10.30am and 4pm Monday to Thursday.

Please continue to follow school's attendance policy and report any absence by 9am on the first day by calling 0151 329 3164 and leaving a voicemail on our answerphone.

Yours sincerely  
Mrs S Liversey  
Deputy Head

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## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

**Date:**

**Parent of «Forename» «Surname»**

**Class: «Reg»**

### Attendance Stage 1 Letter

Dear «Parents\_names\_»

**Re: «Forename» «Surname» «Reg» Date of Birth «DOB»**

I am writing to you concerning your child's school attendance. As of <Date> your child's attendance stood at **«Attendance»%**. School has a duty of care, along with the local authority, to ensure that children attend school regularly and to inform parents when attendance falls below 96%. Good attendance at school is vital if students are to achieve their full potential.

I note that **«Forename»** has had **«Broken\_Weeks» broken weeks** where they have missed at least one morning or afternoon and **«Lates» late codes**. One half day a week off school for a full year adds up to 19 days which is almost 4 school weeks.

Your child currently also has **«O»** which are recorded as unauthorised absence. We have tried to contact you via telephone and letter so that you can provide a reason for absence so that we can recode these days off.

Please note that school will be monitoring your child(ren)'s attendance and would hope to see an improvement. If their attendance does not improve or deteriorates further during the next half term, then I may invite you to a meeting and ask to see evidence of their absence, i.e. appointment card, doctors letters, prescriptions etc. A further decline in attendance could result in a Fixed Penalty Notice being issued.

If you wish to discuss this in further detail, feel that there are any circumstances we need to be aware of or can support you in any way, please do not hesitate to contact me.

Yours sincerely

Mrs S Liversey  
Deputy Head Teacher

Woodlands Primary School  
Eddisbury Road  
Whitby  
Ellesmere Port  
Cheshire  
CH66 2JT



Email: [admin@woodlands.cheshire.sch.uk](mailto:admin@woodlands.cheshire.sch.uk)  
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Tel: 0151 329 3164

## WOODLANDS PRIMARY SCHOOL

Headteacher: Dr Victoria Carr, BA Hons QTS, MA, NPQH, MA, EdD.

**Date:**  
**Parent of «Forename» «Surname»**  
**Class: «Reg»**

### Attendance Panel Invite

Dear <Parent's name>

**Re: (Child's name) DOB <DOB> Address <Address>**

I am writing to you concerning **(Child's name)**'s attendance at school, which currently stands at .....%.

I would like to invite you to meet with the Attendance Panel at Woodlands Primary School at ..... on ..... The meeting will take place with Mrs Liversey and other relevant staff and will last approximately 15 minutes.

Here we hope to be able to discuss any concerns or issues affecting your child's attendance.

We look forward to your co-operation in this matter and if you have any questions please do not hesitate to contact the school on 0151 329 3164

Yours sincerely

Dr Carr  
Headteacher

