

Attendance Policy



Leigh
Stationers' Academy

2025-26

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Vision: A community where no student is left behind.

We are united by the belief that every young person should feel known, valued, and supported to succeed - academically, socially, and personally.

Mission

At Leigh Stationers' Academy, we develop principled, knowledgeable, and ambitious learners who contribute to their communities and the wider world. Rooted in the values of the International Baccalaureate, we empower students to strive for academic excellence, nurture their wellbeing, and embrace diversity. Through our distinctive college model and inclusive culture, every young person should feel known, valued, and supported to succeed - academically, socially, and personally, ready for life beyond school.

Values – The LSA Way

Our values define who we are and how we work:

1. **Leadership** – We develop confident, principled students who act with integrity, take initiative, and contribute positively to their community.
2. **Scholarship** – We nurture curiosity, independence and a love of learning that lasts a lifetime. Our students develop the habits of lifelong learners who think critically, reflect deeply, and seek to understand the world.
3. **Achievement** – We believe every student can succeed and we support them to realise their personal, academic and future goals.

Aims

At Leigh Stationers' Academy, we are committed to building a community where no student is left behind. We believe that excellent attendance underpins academic achievement, personal development, and a strong sense of belonging. This policy supports our mission to develop principled, knowledgeable, and ambitious learners by ensuring every student has consistent access to high-quality education.

Our aims are to:

- Ensure every student can benefit from a broad, balanced, and ambitious curriculum, without missing out due to absence or lateness.
- Take prompt and proportionate action to improve attendance and punctuality when concerns arise, working closely with families and external partners.
- Provide support for students facing barriers to attendance, recognising that most young people want to be in school and may need help to meet expectations.
- Recognise and celebrate excellent attendance and punctuality, reinforcing the importance of commitment and responsibility.
- Remind parents and carers of their legal duty to ensure regular school attendance, as set out in Section 7 of the Education Act 1996.
- Promote a culture of high expectations, aiming for 100% attendance through clear communication, timely follow-up, accurate monitoring, and effective support.

This approach reflects both statutory guidance, including the DfE publication 'Working Together to Improve School Attendance', and our core values of Leadership, Scholarship, and Achievement. We aim to ensure every young person feels known, valued, and supported to succeed—academically, socially, and personally.

Legal Framework

This policy is underpinned by national legislation and statutory guidance, ensuring that Leigh Stationers' Academy meets all legal requirements related to school attendance.

It is informed by the following key legislation:

- **The Education Act 1996** – places a legal duty on parents to ensure their child of compulsory school age receives full-time education, either by regular attendance at school or otherwise.
- **The Education Act 2002** – outlines the responsibilities of schools and local authorities in promoting the welfare of children, including attendance.
- **The Education and Inspections Act 2006** – provides powers for schools and local authorities to enforce attendance where necessary.
- **The Education (Pupil Registration) Regulations 2006** – sets out the requirements for the admission register and attendance register, and the circumstances in which a pupil can be removed from the register.

This policy also reflects the following statutory guidance issued by the Department for Education:

- **School Attendance Parental Responsibility Measures (January 2015)** – sets out the legal measures available to address persistent absence and the responsibilities of parents and carers.
- **Working Together to Improve School Attendance (August 2024)** – the key guidance for schools and local authorities on promoting and improving attendance.
- **Summary of responsibilities where a mental health issue is affecting attendance (February 2023)** – the key guidance for schools and local authorities on promoting and improving attendance.

By aligning with these frameworks, we reinforce our commitment to ensuring that every student is known, valued, and supported to attend, engage, and succeed.

Roles and Responsibilities

At Leigh Stationers' Academy, we believe that improving attendance is a shared responsibility, rooted in strong relationships, clear expectations, and a united commitment to student success. The following roles contribute to our collective effort to ensure every student is known, valued, and supported to attend and thrive.

Royal Borough of Greenwich (RBG)

As our Local Authority, RBG supports our attendance strategy by:

- Providing specialist advice and support to the academy.
- Meeting regularly with the Attendance Lead to review progress and reduce persistent absence.
- Supporting the academy with family support, guidance and sign-posting relevant services.
- Processing Penalty Notices and supporting with legal action if and when required.

Leigh Academies Trust (LAT)

As part of the wider trust, LAT will:

- Regularly review academy attendance data and hold leaders accountable for improvement.
- Ensure that the Attendance Policy is reviewed annually and that systems are in place for effective implementation by all stakeholders.

Academy Leadership Team

The Leadership Team is responsible for creating a culture where attendance is a shared priority by:

- Appointing a senior leader to oversee attendance and a dedicated Attendance Lead within each college to manage day-to-day processes and build positive relationships with students and families.
- Actively promoting the importance of good attendance to students and families.
- Reviewing and updating the Attendance Policy annually in line with legislation and local authority guidance.
- Keeping all staff informed of their responsibilities in promoting, recording, and addressing attendance issues.
- Reporting attendance data regularly to Leigh Academies Trust and RBG.
- Ensuring that robust systems are in place for recording, monitoring, and reporting attendance.

Attendance Lead

The Attendance Lead plays a central role in supporting improved attendance by:

- Monitoring and reviewing individual and whole-school attendance patterns.
- Communicating with parents and carers regarding attendance concerns.
- Coordinating targeted support, including referrals to external agencies where appropriate.
- Working in partnership with virtual schools to support the attendance of students with a social worker.
- Leading attendance rewards and recognition across the academy.

All Staff

Every member of staff contributes to our whole-school approach by:

- Accurately completing lesson registers within the first 15 minutes of each session.
- Discussing attendance with their tutor group and flagging concerns to the relevant pastoral team.
- Actively promoting the importance of attendance in lessons, tutor time, and wider interactions.
- Engaging with any professional development linked to attendance and inclusion.

Parents and Carers

Parents and carers play a vital role in supporting regular attendance by:

- Ensuring the academy holds up-to-date contact details.
- Ensuring their child attends school every day during term time and avoiding appointments during the school day whenever possible.

- Informing the academy before 08:30 on each day of absence.
- Communicating with the pastoral team if there are any concerns or barriers to attendance.

Attendance Register

In line with statutory requirements, Leigh Stationers' Academy maintains an accurate attendance register for every pupil. This is a legal obligation for all schools where pupils are not exclusively boarders, and it forms a crucial part of our safeguarding and academic monitoring systems.

Register Timings

The attendance register is taken twice daily:

- Morning session – by 09:00 (Communication via our Management Information System (MIS) will be sent by 10:10 for any child recorded as unauthorised, where no communication has been received from a parent.)
- Afternoon session – by 13:20

At each session, the register will record each pupil's attendance status as:

- Present
- Attending an approved off-site educational activity
- Absent (authorised or unauthorised)
- Unable to attend due to exceptional circumstances

All attendance marks follow the official DfE attendance codes. A full list is available in the 'Working Together to Improve School Attendance' (DfE, 2024).

Record Retention

All entries in the attendance register are securely stored and retained for a minimum of three years from the date of entry, in accordance with legal requirements.

Arrival Time and Punctuality

Punctuality is a key element of student responsibility and reflects our shared commitment to Leadership, Scholarship, and Achievement. The academic day begins with tutor time at 08:35, and all students are expected to be on site and ready to learn by 08:30.

In the event a student arrives after 08:35, they must report to their college reception and sign in.

Lateness without a valid reason will be recorded as unauthorised. Persistent lateness will result in sanctions, in line with the academy's Behaviour for Learning Policy. It is essential that all students sign in when arriving late to ensure their safety and compliance with fire safety and safeguarding protocols.

Reporting an Absence

If your child is too unwell to attend school, you must inform us each day they are absent.

Years 7–11:

Email: attendance@stationers.latrust.org.uk

Years 12–13 (Woolf College):

Email: woolf@stationers.latrust.org.uk

When reporting an absence, please include:

- Your child's full name

- Their college and year group
- A clear reason for the absence

If a Student Becomes Unwell During the School Day

If a student reports to their pastoral team feeling unwell, the team will use their relevant training to assess them (for example, taking their temperature). Where possible, we will encourage the student to return to lessons after a short period of observation.

If a student is physically sick, we will contact the parent or carer to arrange for them to be collected. We do not operate a 48-hour rule for sickness; however, students should only return to school when they are well enough to attend.

If your child tells you they are feeling unwell before school but you believe they are able to attend, please inform the relevant pastoral team so that we can monitor them and contact you if their condition worsens.

Absence Categories

The table below outlines the various categories of absence at Leigh Stationers' Academy, detailing how each is reported and/or recorded.

Category	Description
Unplanned Absence and Illness (I)	Parents/carers must contact the academy by 08:30 on the first day of absence, either by email or telephone. If a student is absent for more than five days in an academic year, medical evidence may be requested for any further absences to be authorised.
Medical or Dental Appointments (M)	Appointments should be made outside school hours wherever possible. If this cannot be avoided, the student should attend school for part of the day. Parents must inform the academy in advance and provide evidence of the appointment where possible.
Authorised Absences (C)	Authorised absence may be granted in exceptional circumstances, such as a family bereavement. All such requests (excluding illness or medical appointments) must be submitted in writing via email, in advance, for approval by the relevant Head of College or senior leader.
Fixed Term Suspensions (E)	If a student is suspended, the absence is recorded as an authorised absence. Suspensions are managed in line with the academy's Behaviour for Learning Policy and are subject to review and reintegration procedures.
Family Holidays and Extended Leave (G/H)	The academy does not authorise holidays during term time. Any request for extended leave due to exceptional circumstances must be made in writing to the relevant Head of College with a minimum of two weeks' notice. The Principal will consider the request and respond accordingly.
Religious Observance (R)	Up to three days' authorised absence will be granted for recognised religious observance. Parents should notify the academy in writing in advance.
Sporting Activity/ Competition (P)	Requests for absence due to participation in recognised sporting activities or competitions must be submitted in writing to the relevant Head of College. Approval is at the discretion of the academy, and evidence of the activity will be required.

If you wish to request a leave of absence or report a circumstance requiring authorisation, please contact your child's College Team directly, using the following email address:

- Angelou College: angelou@stationers.latrust.org.uk
- Caxton College: caxton@stationers.latrust.org.uk
- Hansard College: hansard@stationers.latrust.org.uk
- Equiano College (DSP): equiano@stationers.latrust.org.uk
- Woolf College (Post-16): woolf@stationers.latrust.org.uk

Please ensure that requests are submitted in writing with at least two weeks' notice wherever possible.

Monitoring Attendance for Vulnerable and At-Risk Students

At Leigh Stationers' Academy, we are committed to ensuring that no student is left behind. This includes maintaining a robust approach to monitoring the attendance of vulnerable and at-risk pupils. Our procedures are as follows:

- **Ongoing Monitoring:** Attendance is monitored daily for all students, with particular attention to those identified as vulnerable. Concerns are recorded promptly and reviewed by the relevant pastoral and safeguarding teams.
- **Immediate Response:** Where concerns arise, appropriate action is taken without delay. This includes engaging the Head of College, Designated Safeguarding Lead, or external agencies, as required.
- **Home Visits:** These will be conducted to either confirm a student's whereabouts or to meet with the student in person. The academy will always conduct a home visit on the sixth day of absence, or sooner in cases of unauthorised absence.
- **Safeguarding Compliance:** All procedures follow the academy's Safeguarding and Child Protection Policy, including statutory guidance and multi-agency referral protocols.

Education for Health Needs, Including SEMH

Leigh Stationers' Academy is committed to ensuring that all students, including those with physical health needs or social, emotional, and mental health (SEMH) challenges, have full access to their right to an education. Where a student is identified as having health needs that impact attendance, the academy will work in partnership with parents/carers, external professionals, and the Local Authority to explore appropriate support and interventions.

In line with DfE guidance: Working Together to Improve School Attendance (May 2022):

Pupils with Medical Conditions or SEND

Paragraph 40 states:

"Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education."

Local Authority Responsibilities

Paragraph 41 states:

"Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education."

Where appropriate, the academy will make referrals to external agencies, consider reasonable adjustments, and use a flexible, personalised approach to support re-engagement and sustained attendance. This may include reduced timetables as a short-term measure, access to onsite or external therapeutic services, or referral to the Local Authority for alternative provision.

Persistence and Severe Absence

We adopt the following definitions in line with DfE guidance:

- **Persistent Absentee:** A student whose attendance falls below 90% at any point in the academic year.
- **Severely Absent:** A student whose attendance is below 50%.

These students are prioritised for intervention and support, with clear plans in place to re-engage them in learning.

Children Missing from Education (CME)

In line with Royal Borough of Greenwich and London Borough of Bexley protocols, the academy follows a clear procedure where a student has been absent for more than 20 consecutive sessions (equivalent to 10 school days) with no contact:

- **Initial Investigation:** The Attendance Lead or Officer attempts contact via phone, email, or home-school communication systems.
- **Home Visit:** If contact remains unsuccessful, home visits are undertaken to check the child's welfare and determine their location.
- **Referral:** Where the child cannot be located or safeguarding concerns arise, a CME referral is submitted to the local authority.

Interventions and Penalty Notices

In partnership with the Royal Borough of Greenwich, Leigh Stationers' Academy adopts a graduated approach to improving attendance. While legal sanctions are available, we prioritise early help and supportive intervention in line with our values of leadership, scholarship, and achievement. Strategies may include:

- **Attendance Improvement Plans (AIPs):** Structured support plans developed in collaboration with families to identify barriers and implement solutions.
- **Education Supervision Orders:** Issued through the local authority to formally monitor and support a child's school attendance.
- **Parental Support Orders or Agreements:** Voluntary or court-mandated actions ensuring parents engage with their responsibilities.
- **Fixed Penalty Notices (FPNs):** Financial penalties issued by Greenwich Council for unauthorised absence, applied under specific circumstances.

Fixed Penalty Notice Criteria

A referral for a penalty notice may be made where:

- A student has accrued 10 sessions (5 days) of unauthorised absence within a rolling period, including late arrival after the register has closed (post-09:00). This includes codes G (Unauthorised Holiday), O (Unauthorised Absence), and U (Unauthorised Late).
- A family has taken an unauthorised holiday, lasting 5 days or more (10 sessions).
- A suspended pupil is found in a public place during school hours without valid justification.

Fixed Penalty Notice Charges

- £80 per parent/carer if paid within 21 days.
- £160 per parent/carer if paid between 22 and 28 days.

Penalty Notices are issued to each parent/carer for each child involved. Payments must be made directly to Greenwich Council.

If the fine is not paid within 28 days, you may be prosecuted in the Magistrates' Court under Section 444(1) of the Education Act 1996. We must advise you that if the prosecution takes place, the maximum fine is £1,000 per parent per child.

Where a second Penalty Notice is issued within a rolling three-year period, it will be charged at a flat rate of £160 with no early payment reduction.

If there are three or more separate periods of unauthorised absence within a rolling three-year period, a further Penalty Notice will not be issued. Instead, a statutory attendance referral may be made to the local authority, which may result in prosecution.

Leigh Stationers' Academy works proactively to support families in avoiding legal intervention wherever possible, prioritising early identification of issues, open communication, and appropriate support.

Strategies for Promoting Attendance

At Leigh Stationers' Academy, we are committed to creating a culture where excellent attendance is expected, encouraged, and celebrated. In line with our vision of a community where no student is left behind, we implement a range of proactive strategies to promote and support regular attendance:

- Maintain regular and transparent communication with students, staff, and parents/carers regarding the importance of attendance.
- Provide parents/carers with access to real-time attendance data via the MyChildAtSchool (MCAS) platform.
- Send same-day notifications to parents/carers when a student is absent without a known reason.
- Issue attendance concern letters when a student's attendance falls below academy expectations.
- Conduct home visits where contact is limited or barriers to attendance are suspected.
- Work in partnership with external agencies, including Early Help, Children's Social Care, and Attendance Advisory Officers, to support students and families.
- Publicly reward and celebrate attendance for tutor groups via weekly student briefings.
- Implement Attendance Improvement Plans (AIPs) to provide targeted support and clear expectations.
- Award certificates, postcards, and other rewards to recognise improved or excellent attendance.
- Offer short-term uniform loans to support students where financial hardship may be a barrier to school attendance.

Removing a Pupil from Roll

In accordance with The Education (Pupil Registration) (England) Regulations 2006, Leigh Stationers' Academy may remove a pupil from the school roll only after all appropriate measures have been taken and statutory criteria have been met.

A pupil may be removed from roll in the following circumstances:

- Following authorised leave of absence: If a pupil fails to return to the academy within 10 school days of an authorised leave of absence and no reasonable explanation has been provided, the academy will make all reasonable enquiries to establish the pupil's whereabouts. If these enquiries are unsuccessful, the pupil may be removed from roll, in consultation with the Local Authority.
- After extended unauthorised absence: If a pupil has been absent from the academy for 20 consecutive school days or more without authorisation, and no reasonable explanation has been given, the academy will conduct all reasonable enquiries to determine the pupil's location. Where these efforts are unsuccessful, the pupil may be removed from roll.

In all such cases, the academy will follow statutory guidance and work in partnership with the Local Authority to ensure the appropriate safeguarding procedures are followed and that no child is removed from roll without due process.

We will only add a pupil to the admission register once we have received written confirmation from the person responsible for the pupil's attendance that they have accepted the school place.

If the local authority has offered a place but we have not received written confirmation from the person responsible for attendance, we will write to the local authority requesting written evidence. The pupil will not be added to the admission register until this has been received. If written confirmation is not received within 10 school days, the offer will be withdrawn and the place allocated to another pupil in line with our Admissions Policy.

A pupil's name will be added to the admission register on the first day agreed between the school and the person responsible for attendance. If no date has been agreed or notified, the name will be added on the first day the pupil attends. Names must be added before, or at the start of, the first session on that day.

If a pupil does not attend on the agreed start date, we will write to the person responsible for attendance requesting written confirmation within 10 school days that they wish to take up the place. If no confirmation is received, the pupil's name will be removed from the admission register and the place offered to another pupil in line with the Admissions Policy.

Appendices	
Document	Appendix
Attendance Flow Chart	1
Attendance Concern - Letter 1	2
Attendance Concern - Letter 2	3
Attendance Concern - Letter 3	4
Notice to Improve Letter	5
Attendance Infographic & Cohort Information	6

Appendix 1: Attendance Flow Chart

Vice Principal: Mr Anthony Farr					
Assistant Principal for Attendance	Senior Attendance Officer	College Admin: Angelou	College Admin: Caxton	College Admin: Hansard	College Admin: Woolf
Argy Kalos	Leigh MacKenzie	Maureen Pear	Cheryl Campbell	Lana Range	Cathy Francis

Concern & Investigate	<ul style="list-style-type: none"> • Trigger: 3 days (6 sessions) of absence or 2 days (4 sessions) of unauthorised absence. • Action: Letter (ACL 1) sent to parents/carers outlining the academy's concerns and offering support.
Stage 1	<ul style="list-style-type: none"> • Trigger: 6 days (12 sessions) of absence or 4 days (8 sessions) of unauthorised absence. • Action: Letter (ACL 2) sent, encouraging parents/carers to provide medical evidence and offering support.
Stage 2	<ul style="list-style-type: none"> • Trigger: 8 days (16 sessions) of absence or 6 days (12 sessions) of unauthorised absence. • Action: Letter (ACL 3) sent, inviting parents/carers to a support meeting to create an Attendance Action Plan. • Referral: Royal Borough of Greenwich (RBG) informed.
Stage 3	<ul style="list-style-type: none"> • Trigger: Continued deterioration in attendance. • Action: Notice to Improve (NTI) letter issued with a clear deadline for improvement. • Referral: RBG Attendance Advisory Officer notified.
Stage 4	<ul style="list-style-type: none"> • Trigger: Continued deterioration in attendance. • Action: <ul style="list-style-type: none"> • Option 1 – Penalty Notice: PN issued via RBG. • Option 2 – Pre-Conference Meeting: Parents/carers invited to a support meeting with the School Liaison Officer (SLO) or Attendance Lead, with a warning of potential legal proceedings.
Stage 5	<ul style="list-style-type: none"> • Trigger: Continued deterioration in attendance despite interventions. • Action: RBG Attendance Advisory Officer initiates legal proceedings.
	<p>Penalty Notice(s)</p> <p>Under the national framework effective from 19 August 2024, a Penalty Notice (PN) may be issued per parent, per child if any of the following occur:</p> <ul style="list-style-type: none"> • 10 unauthorised sessions (5 days) within a rolling 50-school-day period (including codes: O – unauthorised absence, U – late after registers close). • 10 sessions of code U (late after 09:10) within a 50-day period. • Holiday taken during term time (code G): 5 days or 10 sessions of unauthorised leave. <p>Charges:</p> <ul style="list-style-type: none"> • £80 per parent/carer if paid within 21 days. • £160 if paid between 22 and 28 days. • Failure to pay within 28 days may result in prosecution in the Magistrates' Court. • Second PN within a rolling 3-year period: flat rate of £160 with no early payment reduction. • After 3 periods of unauthorised absence in 3 years, no further PNs will be issued—a statutory referral will be made instead.
	<p>Note: The absence thresholds above are intended as a guide. The academy reserves the right to issue ACL letters or other communications where there are concerns regarding a pupil's attendance.</p>

Appendix 2: Attendance Concern - Letter 1

Student Name (10/01/2010) **Attendance Concern - Letter 1**

We are writing to you regarding «chosen_forename»'s attendance, which is currently «percentage_attendance»%, and is below our Academy's and the Department for Education's expectations. Our aim at Leigh Stationers' Academy, as stated in our Home Academy Agreement, is for all students to achieve at least 97% attendance and to arrive on time.

«chosen_forename»'s attendance has become a cause for concern and must be addressed as soon as possible. We recognise the intrinsic link between good attendance and achievement. Therefore, it is imperative that this issue is acknowledged to ensure your child's overall success at Leigh Stationers' Academy is maximised.

We are bringing this to your attention as we would like to work with you to remove any barriers that may be impacting attendance. Please do not hesitate to contact us using the following email (angelou@stationers.latrust.org.uk) if there is any we can do to support your child.

We look forward to a significant and sustained improvement. We would also like to take this opportunity to thank you for your ongoing support.

Appendix 3: Attendance Concern - Letter 2

Student Name (10/01/2010) **Attendance Concern - Letter 2**

We are writing to you to express our concern regarding «chosen_forename»'s attendance, which has continued to decline following our previous communication. At Leigh Stationers' Academy, we recognise that the relationship between attendance and achievement for every child is inextricably linked. Therefore, it is imperative that this issue is acknowledged and addressed to ensure your child's overall success with us is maximised.

Unfortunately, «chosen_forename»'s attendance has declined and is currently «percentage_attendance»%. Where possible, we encourage you to provide medical evidence, especially for any future absences.

The Department for Education have released updated guidance, and we are obliged to reiterate the following key points:

- Every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure that their child receives an education.
- Academies must work closely with their Local Authority to ensure where a child's attendance deteriorates that referrals are completed, which may result in a Penalty Notice being issued.
- A Penalty Notice can be issued when a child has accumulated ten sessions (5 days) of unauthorised absence.
- The first Penalty Notice issued to a parent/carer in respect of a particular pupil will be charged at £160 if paid within 28 days. This is reduced to £80 if paid within 21 days.
- A second Penalty Notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third Penalty Notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

As an academy, we pride ourselves on our pastoral care and support from our wellbeing team. Therefore, if there is anything we can do to support your child further, please do not hesitate to get in touch with us using the following email: (angelou@stationers.latrust.org.uk).

We look forward to a significant and sustained improvement. We would also like to take this opportunity to thank you for your ongoing support.

Appendix 4: Attendance Concern - Letter 3

Student Name (10/01/2010) Attendance Concern - Letter 3

Further to our previous communications, we are disappointed to see that «chosen_forename»'s attendance has continued to decline. Unfortunately, «chosen_forename»'s attendance has fallen significantly below our academy expectations and is currently «percentage_attendance»%.

Given the importance of school attendance and the impact this has on student wellbeing and achievement, we are required to meet with you to discuss ways forward. During the meeting, we will explore whether there are any barriers preventing your child from attending regularly. Furthermore, we will review our wellbeing support and intentions, and initiate an Attendance Improvement Action Plan. A meeting has been provisionally booked for:

Date:		Time:	
Location:	Crown Building, Leigh Stationers' Academy	Present:	

Please let us know if this meeting time is not convenient so we can reschedule for a time that is suitable for you. If there is anything we can do to support your child further, please do not hesitate to get in touch with us using the following email: (angelou@stationers.latrust.org.uk).

We look forward to a significant and sustained improvement. We would also like to take this opportunity to thank you for your ongoing support.

Appendix 5: Notice to Improve Letter

Student Name (10/01/2010)

Notice to Improve – Formal Warning of Potential Penalty Notice

At Leigh Stationers' Academy, we recognise that the relationship between attendance and achievement for every child is inextricably linked. Furthermore, the law clearly states that every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude, and any special educational needs they may have. It is the legal responsibility of every parent to make sure that their child receives an education.

If a child of compulsory school age who is registered pupil at a school fails to attend regularly at the school, any person who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996, may be guilty of an offence under S.444 Education Act 1996. The offences under the Education Act 1996 also include when a pupil is accessing alternative provision.

Penalty Notices can be issued where a pupil has lost at least 10 sessions (5 days) to unauthorised absence in any 10 school weeks. «chosen_forename» has recorded **XX** unauthorised absences between **XXX**.

I can see that we have implemented the following support/interventions:

- Attendance Concern Letter 1 - issued on **XX**
- Attendance Concern Letter 2 - issued on **XX**
- Attendance Concern Letter 3 - issued on **XX**
- Parental meeting carried out on **XX**
- Attendance Improvement Action Plan - **summarise plan/impact**
- **Other support/interventions**

Unfortunately, despite the above, we have yet to see a significant and sustained improvement in «chosen_forename»'s attendance and they are currently at «percentage_attendance» %.

Before a decision is made whether to issue a Penalty Notice, you will be given an opportunity to improve «chosen_forename» attendance for a period of 20 school days between **00/00/2024 and 00/00/2024**. During this time, you must ensure your child does not record any unauthorised absence from school. We may request medical evidence to authorise any absence reported as illness during the Notice to Improve Period.

Should further unauthorised absence occur, a referral may be made to the Local Authority for consideration of a Fixed Penalty Notice (FPN) and/or Court action, including the use of Education Supervision Orders (ESO).

It remains the Local Authority's decision on the type of intervention offered or used. If a FPN is considered, it is issued to each parent of each child, and the penalty amount is £160 if paid within 28 days, reduced to £80 if paid within 21 days.

If a second penalty notice is issued within a rolling 3-year period, then the charge will be at a flat rate of £160 per parent per child if paid within 28 days.

In both instances, failure to pay the penalty in full at the end of the 28-day period may result in prosecution by the Royal Borough of Greenwich.

In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will not be issued. A referral will be made to the Royal Borough of Greenwich which will consider the case for prosecution.

Please note that the payment should not be made to the school, but directly to the Royal Borough of Greenwich as outlined on the Penalty Notice.

We look forward to a significant and sustained improvement. We would also like to take this opportunity to thank you for your ongoing support.

Appendix 6: Attendance Infographic & Cohort Information

What does your child's end-of-year attendance mean?

There are 190 school days in a full academic year. Attending every day ensures your child receives the best possible education. The table below outlines how absence impacts attendance and learning outcomes:

Days Absent	Attendance %	Weeks Absent	Outcome
1	99%		Making Good Progress
5	97%	1	LSA Minimum Target
10	94%	2	Cause for Concern
15	92%	3	Underachieving
20	89%	4	Underachieving
25	86%	5	Underachieving
30	84%	6	Considerable Underachievement
35	81%	7	Considerable Underachievement
40	78%	8	Serious Underachievement

Attendance Cohorts

Pupils are grouped into attendance cohorts based on their overall attendance percentage. This system helps the academy to recognise excellent attendance, identify emerging concerns, and target support and intervention where it is most needed.

- **COHORT 1: 97-100% attendance – Exceptional**
- **COHORT 2: 94-96% attendance – Good**
- **COHORT 3: 91-93% attendance – Concerning**
- **COHORT 4: 51-90% attendance – Persistent Absentee**
- **COHORT 5: Below 50% attendance – Severely Absentee**