

## Attendance and Punctuality Policy

<b>Person(s) responsible for updating the policy</b>	Vice Principal (Attendance Lead)
<b>Date approved</b>	March 2021 (Pending)
<b>Approved by</b>	Local Governing Body
<b>Period of review</b>	Every 3 years
<b>Status</b>	Non-statutory

### Contents

<b>1. Introduction</b>	<b>2</b>
<b>2. Scope and Purpose</b>	<b>2</b>
<b>3. Attendance Overview</b>	<b>3</b>
<b>4. Session Registration</b>	<b>4</b>
<b>5. Lesson Registration</b>	<b>4</b>
<b>6. Types of Absence</b>	<b>4</b>
<b>7. Persistent Absenteeism</b>	<b>5</b>
<b>8. Absence Monitoring Procedures</b>	<b>6</b>
<b>9. Punctuality to School</b>	<b>7</b>
<b>10. Roles and Responsibilities</b>	<b>7</b>
<b>11. Celebrating Excellent Attendance</b>	<b>9</b>
<b>12. Glossary of Terms</b>	<b>8</b>
<b>13. Appendix 1 - Attendance Codes</b>	<b>10</b>
<b>14. Appendix 2 - Staged Attendance Warning Letters</b>	<b>12</b>
<b>15. Appendix 3 - Staged Punctuality Warning Letters</b>	<b>16</b>
<b>16. Appendix 4 - Letters Relating to Term-Time Leave</b>	<b>18</b>

## 1. Introduction

- 1.1 At Springwest Academy, we seek to ensure that our students receive access to great lessons - every period, every day - so that they can achieve their academic potential, thrive in all aspects of life and develop the qualities needed for future success.
- 1.2 For our students to gain the greatest benefit from their education, it is vital that they attend school regularly. We therefore have a robust, clear strategy in place to:
  - Promote good attendance and reduce absence, including persistent absence;
  - Ensure that every student has access to full-time education to which they are entitled;
  - Act early to address patterns of absence
- 1.3 We actively support our parents to perform their legal duty to ensure that their children of compulsory school age, who are registered at school, attend regularly and are punctual to their lessons.
- 1.4 This policy meets the requirements of the [school attendance guidance](#) (2020)<sup>1</sup> from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#) (2015)<sup>2</sup>. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
  - [The Education Act 1996](#)<sup>3</sup>
  - The Education (Pupil Registration) (England) Regulations [2006](#)<sup>4</sup> and subsequent amendments in [2010](#), [2011](#), [2013](#) and [2016](#).

## 2. Scope and Purpose

- 2.1 This policy should be read in conjunction with the Trust's Safeguarding and Child Protection Policy. It is relevant for all staff at Springwest Academy.
- 2.2 In line with the expectations set out by the Department for Education, our Attendance and Punctuality Policy aims to:
  - Encourage students to attend school regularly and on time so that they are able to take full advantage of the opportunities that are available to them;
  - Secure full attendance unless absence is authorised by the school;
  - Identify barriers to regular attendance and put appropriate interventions in place;
  - Ensure a harmonious relationship between the school and the Local Authority in order to maintain good attendance;
  - Ensure that the overall attendance of students is at least in line with the national picture;
  - Reduce the rate of persistent absenteeism.

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<sup>1</sup> Department for Education (2020), 'School Attendance: Guidance', [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)




<sup>2</sup> Department for Education (2015), 'School Attendance: Parental Responsibility Measures', [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/581539/School\\_attendance\\_parental\\_responsibility\\_measures\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf)

<sup>3</sup> Education Act (1996), <https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/II>

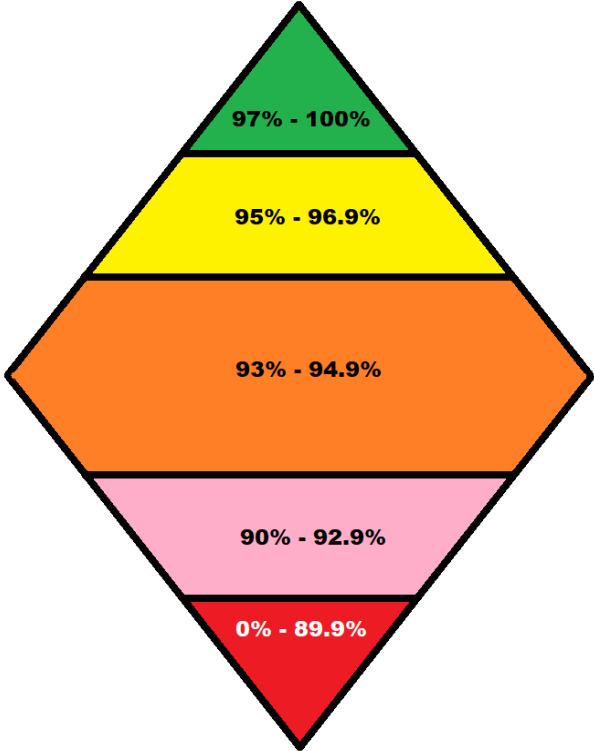
<sup>4</sup> Education (Pupil Registration) (England) Regulations (2006), <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

### 3. Attendance Overview

3.1 There are three key aspects to attendance at Springwest Academy:

<b>The Target</b>		<b>We expect all students to achieve 97% attendance (a maximum of 5 days of absence)</b>
<b>The Diamond</b>		<b>We use the school's attendance diamond to show the impact risk that non-attendance has on student achievement</b>
<b>The Tracker</b>		<b>We use the SOL Tracker to monitor each student's attendance trends so that we can intervene when necessary</b>

3.2 The different level of attendance that can be reached by the end of the academic year carries varying degrees of risk to students' underachievement. The table below sets out these risks in the context of the school's attendance diamond.

 <p>The diagram shows a diamond divided into five horizontal sections. From top to bottom, the sections are: green (97% - 100%), yellow (95% - 96.9%), orange (93% - 94.9%), pink (90% - 92.9%), and red (0% - 89.9%).</p>	<b>1 - 5 days of absence</b>	<b>Negligible risk of underachievement</b>
	<b>6 - 9 days of absence</b>	<b>Risk of underachievement</b>
	<b>10 - 13 days of absence</b>	<b>Serious risk of underachievement</b>
	<b>14 - 18 days of absence</b>	<b>Severe risk of underachievement</b>
	<b>19+ days of absence</b>	<b>Extreme risk of underachievement</b>

3.3 It is the responsibility of all members of staff to promote regular attendance to school in order that our students can take advantage of the opportunities that are on offer to them.

## **4. Session Registration**

- 4.1 Students must arrive for the morning session at 9:20am. Registers for this session close at 10:00am. If a student arrives after 9:20am but before 10:00am, they will receive a late mark. If they arrive after 10:00am, but before the afternoon session, this will be logged as an unauthorised absence.
- 4.2 If a student is absent, parents/carers must:
  - Contact the school before 9:00am on the first day of absence, explaining the reasons and expected date of return.
  - Provide documentary evidence for the absence where required to do so by the school
- 4.3 At 10:00am, the Attendance Officer will begin to make home contact for students who are absent on the day to ascertain the reason for absence.
- 4.4 If the Attendance Officer is unable to make home contact, they will continue to do so throughout the day and on each subsequent day of absence until the child returns to school.
- 4.5 If there is no contact made with parents/carers by the third day of absence the student will be referred to the Educational Welfare Officer and the school's safeguarding team, where a letter will be sent home asking for immediate contact to be made with the Attendance Officer. A second referral will be made if contact is still not made with the school after the tenth day.

## **5. Lesson Registration**

- 5.1 A register is taken within the first ten minutes of every lesson at school. This enables us to carefully monitor attendance and punctuality throughout the day and intervene swiftly where necessary.
- 5.2 If a student is to be withdrawn from a lesson by a member of staff (for example, for a planned intervention) then this member of staff is accountable for their whereabouts. This member of staff must ensure that the students receive a present mark on the appropriate lesson register and that this mark is tagged with a note to explain the reason for absence to the lesson.
- 5.3 Students will be marked late if they are late to class. Any persistent punctuality issues will be referred to the relevant Head of Department or ACO to determine appropriate next steps.

## **6. Types of Absence**

- 6.1 It is the legal duty of the parent/carer to provide information about any absence. All absences are unauthorised unless the school is satisfied that the absence is unavoidable.
- 6.2 Authorised absences are mornings or afternoons away from school for a good reason such as
  - Illness
  - Medical/dental appointments which cannot be rearranged to fall outside of school hours
  - Emergencies
  - Other unavoidable circumstances
- 6.3 The school will record absence as unauthorised where we determine that the reason given is not acceptable. Unauthorised absences are those which the school does not consider reasonable and for which no permission from the school has been given. Examples of unacceptable absences include:

- Parents/carers keeping children off school to help at home/wait for deliveries
- Truancy
- Absences which have not been properly explained
- Children who arrive at school too late to be marked as present
- Absence for shopping, looking after other children or birthday celebrations
- Day trips and holidays in term time

6.4 If the reason for absence is for religious observance, the school will authorise one day only when the day is:

- Exclusively set apart for religious observance
- Set by an official religious body (not by the parent/carer themselves)

6.5 Holidays in term time are an example of extended term-time leave and are disruptive to learning. They are strongly discouraged by the school and the Local Authority. Holidays in term time will not be authorised. In exceptional circumstances, special permission from the Principal may be granted. This must be applied for in writing at least one week before the intended holiday. Extended term-time leave will never be granted retrospectively.

6.6 The school will take action on unauthorised absences which could, if continued, lead to sanctions such as a Fixed Penalty Notice or legal proceedings which could then result in a fine of up to £2500 and/or a jail sentence of up to three months.

6.7 A sustained period of absence of 20 days or more may result in the student being removed from the school roll.

## **7. Persistent Absenteeism**

7.1 A student becomes a 'persistent absentee' when they miss 10% or more schooling across the academic year for any reason. Absence at this level does considerable damage to any child's educational prospects and full parental support and cooperation is required to tackle this.

7.2 Springwest Academy monitors all absences carefully. Concerns around the number and pattern of absences are communicated to parents early in order to prevent students from becoming persistent absentees. Communication with parents includes letters, telephone calls and meetings with relevant members of staff.

7.3 When a student falls into the persistent absentee category and a number of their absences are unauthorised, they will be referred to the Educational Welfare Officer at the Local Authority who will put additional support in place.

## 8. Absence Monitoring Procedures

- 8.1 The school monitors absence on a daily basis and scrutinises weekly patterns using the SOL Attendance best-practice approaches to improving attendance to school.
- 8.2 Where a student's absence reaches a certain trigger threshold, the school will take action as appropriate. The table below sets out these triggers and actions:

Attendance	Trigger	Actions
<b>Below 100%</b>	1+ day of absence	<ul style="list-style-type: none"> <li>Form Tutor conversation with student</li> </ul>
<b>Below 97%</b>	6+ days of absence	<ul style="list-style-type: none"> <li>Letter 1 (Attendance Officer) - First Warning</li> <li>6-8 days: Pastoral Mentor conversation with student</li> <li>9-10 days: ACO conversation with student</li> </ul>
<b>Below 95%</b>	10+ days of absence	<ul style="list-style-type: none"> <li>ACO invites parents for a meeting</li> <li>Letter 2 (Attendance Officer) - Second Warning</li> <li>Pastoral team monitors attendance</li> </ul>
<b>Below 93%</b>	14+ days of absence	<ul style="list-style-type: none"> <li>ACO invites parents for a meeting with AP KS3/4</li> <li>Letter 3 (Vice Principal) - Third Warning</li> <li>Pastoral team monitors attendance</li> </ul>
<b>Below 90%</b>	19+ days of absence	<ul style="list-style-type: none"> <li>School Attendance Panel Meeting takes place</li> <li>Letter 4 (Vice Principal) - Fourth Warning</li> <li>Referral to Educational Welfare Officer</li> </ul>
<b>No improvement/Targets Not Met</b>		<ul style="list-style-type: none"> <li>If no improvement is made, the number of absences will trigger the next stage</li> <li>The Local Authority may take legal action against the parent/carer if the targets set at the School Attendance Panel meeting are not met.</li> </ul>

- 8.3 It is essential that the school has up-to-date parent/carer contact information (telephone numbers, postal address and email addresses) to ensure that contact can be made without delay when necessary. It is the responsibility of parents/carers to notify the school of any changes to contact details.

## 9. Punctuality to School

- 9.1 Poor punctuality is not acceptable. It negatively impacts academic progress and limits a child's opportunities to succeed.
- 9.2 If a student is late to school, their mark will be determined by their time of arrival (see section 7.1).
- 9.3 The table below sets out each stage of the school's punctuality monitoring procedures

Number of times late in the term	Contact	Actions
1st	Text	<ul style="list-style-type: none"><li>● Form Tutor conversation with student</li></ul>
2nd	Text	<ul style="list-style-type: none"><li>● Form Tutor conversation with student</li></ul>
3rd	Phone call	<ul style="list-style-type: none"><li>● Form Tutor contacts home</li></ul>
4th	Phone call	<ul style="list-style-type: none"><li>● Pastoral Mentor contacts home</li></ul>
5th	Phone call	<ul style="list-style-type: none"><li>● ACO contacts home</li></ul>
6th	Letter	<ul style="list-style-type: none"><li>● Punctuality Warning Letter 1 sent by Assistant Principal (KS3/KS4)</li></ul>
<b>No improvement/Targets Not Met</b>		<ul style="list-style-type: none"><li>● If no improvement is made, the number of lates will trigger the next stage</li><li>● Punctuality Warning Letter 2 will be sent by the Vice Principal (Attendance)</li></ul>

## 10. Roles and Responsibilities

- 10.1 Some members of staff carry more strategic and operational responsibilities for attendance and punctuality than others. The key responsibilities of these members of staff are set out in sections 10.2 to 10.8.

### 10.2 Trust Executive Team and Local Governing Board

- Participate in the reviewing of this policy at least once every three years
- Monitor the attendance figures for the whole school on a regular basis
- Hold the Principal to account for the implementation of this policy

### 10.3 Principal

- Hold the Vice Principal (Attendance Lead) to account for the implementation of this policy
- Provide regular updates on whole-school attendance to the Trust Executive Team and the Local Governing Board
- Consider applications for leave during term time

#### **10.4 Vice Principal (Attendance Lead)**

- Ensure that this policy is implemented across the school
- Be responsible for the school's progress on attendance and punctuality
- Provide regular updates on whole-school attendance to the Principal and Trust Executive Team
- Evaluate the actions taken to maintain good attendance and reduce persistent absenteeism
- Ensure the high-priority status of attendance and punctuality issues and that all stakeholders are clear on their roles and responsibilities
- Follow-up on any policy compliance issues to ensure effective implementation
- Ensure that the Attendance Officer and the school's pastoral teams, including form tutors, are supported to take appropriate action to improve attendance
- Attend School Attendance Panel meetings where appropriate

#### **10.5 Attendance Officer**

- Liaise with pastoral teams each week to monitor attendance and remove barriers to good attendance
- Ensure that the correct attendance data has been entered onto SIMS by teaching staff and pastoral teams
- Follow-up absence in a timely manner to ascertain appropriate next steps
- Ensure that registers are completed within the first 10 minutes of each lesson
- Update and monitor the SOL Attendance Tracker and ensure that appropriate follow-up actions are swift and impactful
- Take responsibility for all students with attendance which falls below 90%
- Attend all School Attendance Panel meetings
- Issue attendance warning letters and liaise with the Educational Welfare Officer as required
- Liaise with the Local Authority to reduce the level of persistent absenteeism

#### **10.6 Assistant Principal (KS3/KS4)**

- Monitor the attendance and punctuality of the key stage for which they are responsible
- Ensure that pastoral teams are implementing this policy effectively to improve attendance and punctuality
- Ensure that the weekly actions that have been set by the Attendance Officer are carried out by the relevant year team.
- Attend School Attendance Panel meetings where appropriate

#### **10.7 Achievement Co-ordinators/Pastoral Mentors**

- Monitor the attendance and punctuality of their year group daily
- Take appropriate action for students with poor punctuality
- Contact families when attendance is falling and intervene as required
- Meet with families within one week of a student crossing a significant attendance threshold and put appropriate steps in place to ensure improved attendance
- Update attendance codes as appropriate



## **10.8 All teaching staff**

- Monitor the attendance of students in their care using the SOL Attendance Tracker
- Issue attendance reports to students with attendance that is between 97% and 94%
- Champion the need for students' attendance to be at least 97%

## **11. Celebrating Excellent Attendance**

- 11.1 It is important that excellent attendance is acknowledged and celebrated. Achievement in attendance is as important as achievement in subject areas and is therefore embedded in the school's expectations.
- 11.2 At the end of each full term, students who have 100% attendance will receive a certificate from the Principal. Students who have 97%+ attendance will receive a certificate from the Vice Principal (Attendance).
- 11.3 At each Progress Check point, parents are given information about attendance and punctuality to date.

## **12. Glossary of Terms**

- 12.1 **ACO** - Achievement Coordinator
- 12.2 **AO** - Attendance Officer
- 12.3 **DfE** - Department for Education
- 12.4 **PM** - Pastoral Mentor
- 12.5 **SLT** - Senior Leadership Team
- 12.6 **VP** - Vice Principal

### 13. Appendix 1 - Attendance Codes

Green = Authorised / Red = Unauthorised

Code	Meaning	Description	Approved Use
/	Present (AM)	Present during the AM session	All staff
\	Present (PM)	Present during the PM session	All staff
B	Approved Educational Activity	Educated off site <i>Examples: attending an alternative provision, attending another school as a 'guest pupil' that is not regular.</i>	AO/VPs
C	Exceptional Circumstance	Absent due to exceptional circumstances <i>Examples: a family bereavement, prison visits, absence as part of an agreed part-time timetable, the birth of a child</i>	AO/VPs
D	Dual Registration	Educated off site (registered at two schools) <i>The law allows for dual registration of students at more than one school. For example, a student who is on roll at School A but is attending School B regularly (e.g a managed move)</i>	AO/VPs
E	Exclusion	Excluded from school <i>Students must not be given a C code if they are excluded. The fixed term exclusion must be processed in the correct way with details reported to the Local Authority.</i>	Principal's PA /AO/VPs
G	Holiday (not authorised)	Unauthorised Holiday <i>Holiday has not been authorised by the school in advance or is in excess of the period agreed by the Principal.</i>	AO/VPs
H	Holiday (authorised)	Authorised Holiday <i>Holiday has been authorised by the Principal.</i>	AO/VPs
I	Illness	Absence due to illness <i>This code must not be used for medical/dental appointments.</i>	Medical / PMs / ACOs / SLT / AO / VPs
J	Interview	Attending an interview <i>The school should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.</i>	AO/VPs
L	Late (before 10am)	Late before registers close	All Staff
M	Medical/Dental Appointment	Attending a medical/dental appointment <i>This code must only be used if supported by evidence</i>	PMs / ACOs / SLT / AO / VPs
N	Reason Not Yet Provided	The reason has not yet been provided <i>This code must not be left on a student's record indefinitely.</i>	All Staff
O	Unsatisfactory Reason	Absence without a good reason <i>The reason given for absence is determined by the school to be unacceptable.</i>	PMs / ACOs / SLT / AO / VPs
P	Sporting Activity	Attending a supervised sporting activity <i>The student is taking part in a sporting activity that has been approved by the school and is supervised by someone authorised by the school</i>	AO/VPs

R	Religious Observance	Religious observance <i>This day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong.</i>	AO/VPs
S	Study Leave	Study leave <i>This should be used sparingly and only granted to Year 11 students during public examinations.</i>	AO/VPs
T	Traveller Absence	Gypsy, Roma and Traveller absence <i>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision.</i>	AO/VPs
U	Late (after 10am)	Late after registers close <i>The time of arrival must be noted on the register</i>	AO/VPs/ Reception
V	Educational Visit	Educational visit <i>This code should be used for a trip or visit organised by the school</i>	AO/VPs
W	Work Experience	Attending work experience <i>Used only for students in the final two years of compulsory education.</i>	AO/VPs
X	Not Required to Attend	Not required to be in school <i>Examples: circumstances relating to coronavirus</i>	AO/VPs
Y	Unable to Attend Due to Exceptional Circumstances	Unable to Attend <i>Examples: the school site is (partially) closed, local or national emergency, student is in custody.</i>	AO/VPs
Z	Not on Admission Register	Not on admission register <i>This code can be used in advance of students joining the school to ease administration burdens.</i>	AO/VPs
#	School Closure	School is closed to all students	AO/VPs

The DfE has a range of subcodes which can be applied to session marks I and X to enable schools to record additional information regarding a student's absence from a session. These are available for session marks only - not lesson marks.

The following subcodes can be recorded on the register in support of an I code:

- **I01** – Illness
- **I02** – Illness - Confirmed case COVID-19

The following subcodes can be recorded on the register in support of an X code:

- **X01** – non-compulsory school age
- **X02** – Self-isolating - COVID-19 symptoms
- **X03** – Self-isolating - COVID-19 contact inside school
- **X04** – Self-isolating - COVID-19 contact outside school
- **X05** – Quarantine - self-isolating
- **X06** – Shielding as advised
- **X07** – Government advice not to attend

## 14. Appendix 2 - Staged Attendance Warning Letters

### Letter 1 - Attendance Officer First Warning (Below 97%)

«addressee»  
«address\_block»

«date\_of\_printing»

Ref: AL1

Dear «addressee»,

**Re: «forename» «surname» «reg» - Current Attendance: «percentage\_attendance»%**

At Springwest Academy, we encourage all our students to strive for excellence. For a student to reach their full potential, a high level of attendance is essential. Students should aim for a **minimum of 97% attendance**, which equates to no more than 5 days of absence during an academic year.

I am drawing your attention to the fact that «forename»'s current attendance rate is below 97%, so learning at school is being missed. We do not include any coronavirus-related absences in any student's attendance figure.

All students have the opportunity to improve their attendance between now and the end of the academic year. Our pastoral team will continue to support «forename» to ensure improved attendance. If «forename» continues to miss learning due to absence, we will write to you again to arrange a telephone meeting with you to discuss how we can ensure that further learning is not missed.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Springwest Academy.

If you wish to discuss this matter further please do not hesitate to contact me at [attendance@springwestacademy.org](mailto:attendance@springwestacademy.org).

Yours sincerely,

Sophie Franc  
Attendance Officer

## Letter 2 - Attendance Officer Second Warning (Below 95%)

«addressee»

«address\_block»

«date\_of\_printing»

Ref: AL2

Dear «addressee»,

**Re: «forename» «surname» «reg» - Current Attendance: «percentage\_attendance»%**

Further to my previous letter, I am writing to express my ongoing concerns regarding «forename»'s deteriorating attendance at Springwest Academy.

«forename»'s current absence rate means that a large amount of learning at school is being missed. We do not include any coronavirus-related absences in any student's attendance figure.

As «forename»'s attendance has continued to fall, I have organised for a member of our pastoral team to make contact with you to support you in ensuring that further learning is not missed. I must remind you that it is your legal duty to ensure that «forename» attends school regularly and that failure to do so may lead to a Fixed Penalty Notice being issued to you by the Local Authority.

The pastoral team will monitor «forename»'s attendance for a period of 4 school weeks from the date of this letter. If, within this review period, «his\_her» attendance does not improve then you will be invited to meet with one of our Assistant Principals to discuss appropriate next steps.

From this point on, please be aware that you will be required to provide medical evidence to support any future absences due to illness. This can either be a Doctor's letter, a copy of a prescription for medicine, or the prescribed medicine packaging itself.

Yours sincerely,

Sophie Franc  
Attendance Officer

### Letter 3 - Vice Principal Third Warning (Below 93%)

«addressee»  
«address\_block»

«date\_of\_printing»

Ref: AL3

Dear «addressee»,

**Re: «forename» «surname» «reg» - Current Attendance: «percentage\_attendance»%**

I am writing to express further concerns with «forename»'s attendance at Springwest Academy. Since the previous letter you received from our Attendance Officer, «forename»'s attendance has not improved and is having a negative impact on «his\_her» progress.

In light of this, our Attendance Officer has scheduled an appointment with one of our Assistant Principals to discuss «forename»'s attendance and how we can best move forward.

Date of Meeting:

Time of Meeting:

Following this meeting, «forename»'s attendance will continue to be closely monitored. If attendance does not improve then you will be referred to the Educational Welfare Officer at the Local Authority, where legal action may be taken. I must therefore remind you of your legal duties.

**You have a legal responsibility to ensure that «forename» attends Springwest Academy regularly and on time. It is a criminal offence under Section 444 of the Education Act (1996) to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2500 or imprisonment of up to 3 months, or both. In addition, you would obtain a criminal record.**

I would like to reassure you that we have «forename»'s best interests at heart and believe that working together offers the best chance of success.

If you have any questions, please do not hesitate to contact our Attendance Officer.

Yours sincerely,

Craig Adams  
Vice Principal

## Letter 4 - Vice Principal Fourth Warning (Below 90%)

«addressee»

«address\_block»

«date\_of\_printing»

Ref: AL4

Dear «addressee»,

**Re: «forename» «surname» «reg» - Current Attendance: «percentage\_attendance»%**

I am writing to express deep concerns with «forename»'s attendance at Springwest Academy despite the measures of support we have put in place.

Since September, «forename»'s attendance has fallen to a level that is having a severe impact on «his\_her» progress at school. I enclose a copy of «his\_her» Registration Certificate for your information. I therefore now write to advise you that we have referred this matter to the Educational Welfare Officer at the Local Authority, where legal action may be taken against you.

In light of this, you are being invited to attend a School Attendance Panel at Springwest Academy to discuss appropriate next steps as well as how we can work together to ensure that «forename» attends school regularly from now on.

Date of Meeting:

Time of Meeting:

I must remind you that under Section 7 of the Education Act (1996), it is your duty to ensure that «forename» is in receipt of full time education suitable to age, ability and aptitude, either by regular attendance at school or otherwise. We are not aware that you are making any alternative provision for «forename»'s education nor of any other lawful reason why «he/she» is not attending school regularly as required.

**You have a legal responsibility to ensure that «forename» attends Springwest Academy regularly and on time. It is a criminal offence under Section 444 of the Education Act (1996) to fail to secure regular attendance of a registered pupil at school. On conviction, the magistrates' court may impose a fine of up to £2500 or imprisonment of up to 3 months, or both. In addition, you would obtain a criminal record.**

If you have any questions, please do not hesitate to contact our Attendance Officer.

Yours sincerely,

Craig Adams  
Vice Principal

## 15. Appendix 3 - Staged Punctuality Warning Letters

### Letter 1 - Assistant Principal First Warning (More than 6 lates in a term)

«addressee»  
«address\_block»

«date\_of\_printing»

Ref: PL1

Dear «addressee»,

**Re: «forename» «surname» «reg»**

At Springwest Academy, we encourage all our students to strive for excellence. For a student to reach their full potential, a high level of attendance and punctuality is essential.

I am drawing your attention to the fact that «forename»'s has been late to school at least six times this term and is not acceptable.

Our pastoral team will continue to support «forename» to ensure improved punctuality. If «forename» continues to miss learning due to poor punctuality, we will write to you again to arrange a telephone meeting with you to discuss how we can ensure that further learning is not missed.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Springwest Academy.

If you wish to discuss this matter further please do not hesitate to contact your child's Pastoral Mentor or Achievement Coordinator.

Yours sincerely,

INSERT NAME  
Assistant Principal



## Letter 2 - Vice Principal Second Warning (No improvement)

«addressee»

«address\_block»

«date\_of\_printing»

Ref: PL2

Dear «addressee»,

**Re: «forename» «surname» «reg»**

Further to the previous letter sent to you by one of our Assistant Principals, I am writing to express my ongoing concerns regarding «forename»'s deteriorating punctuality to school.

As «forename»'s punctuality to school has not improved, a large amount of learning is being missed. Therefore, the pastoral team will now monitor «forename»'s punctuality for a period of 4 school weeks from the date of this letter and will contact you to discuss how we can best work together to resolve this issue. If, within this review period, «his\_her» punctuality does not improve, you may be referred to the Educational Welfare Officer at the Local Authority. I must remind you that it is your legal duty to ensure that «forename» attends school regularly and on time.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Springwest Academy.

If you wish to discuss this matter further please do not hesitate to contact your child's Pastoral Mentor or Achievement Coordinator.

Yours sincerely,

Craig Adams  
Vice Principal

## 16. Appendix 4 - Letters Relating to Term-Time Leave

### Letter 1 - Rejecting a Request for Term-Time Leave

«addressee»

«address\_block»

«date\_of\_printing»

Ref: TTLN

Dear «addressee»,

**Re: «forename» «surname» «reg»**

Thank you for your request to take «forename» out of school between «date» and «date».

In this case, I am unable to agree to your request.

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

I have not taken this decision lightly. Any request for a term-time leave is considered individually and many variables are taken into consideration. As each request is unique, my decision in this instance cannot be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

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

If you wish to discuss this matter further please do not hesitate to contact me on [info@springwestacademy.org](mailto:info@springwestacademy.org).

Yours sincerely,

Simon Hart  
Principal

## Letter 2 - Accepting a Request for Term-Time Leave

«addressee»

«address\_block»

«date\_of\_printing»

Ref: TTLY

Dear «addressee»,

**Re: «forename» «surname» «reg»**

Thank you for your request to take «forename» out of school between «date» and «date».

Having considered the exceptional circumstances set out in your application, I can confirm that I am able to agree to a period of absence from school between «date» and «date». However, it must be noted that I have not taken this decision lightly.

Each request for term-time leave is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I will be able to agree to a similar request from you in the future.

If you wish to discuss this matter further please do not hesitate to contact me on [info@springwestacademy.org](mailto:info@springwestacademy.org).

Yours sincerely,

Simon Hart

Principal