

Ditton Primary School  
ATTENDANCE POLICY 2021 – 2022



Date of Approval	May 2021
Signed Chair of Governing Committee	Dr. Denise Lee
Signed Head of School	Mrs J Pyne
To be reviewed	September 2022
Ratified FGC	May 2021

Aims

- To emphasise the importance to all pupils and their families that maximum attendance at school is vital for achieving their full potential.
- Parents of all new children arriving to the school will be given a copy of the Attendance Policy and will be asked to sign to confirm that they have read it and will support the school in promoting good attendance.
- To reinforce the notion that every child has a right to access the education to which they are entitled and that parents are responsible in law for the regular and punctual attendance of their child.
- To make explicit to all (pupils, parents/carers, teachers) the school's expectations on attendance levels and support strategies to help pupils maximise their attendance.
- To stress the need for home and school to work in partnership to achieve high attendance.

Purpose

Regular attendance at school is vital. Put simply, absence means missed learning; without it the learning process becomes fragmented and unsatisfactory. Ditton Primary School wants each and every child to have the best possible attendance at school to enable them to reach their full potential. There is a strong link between good school attendance and achieving good results for children. Children who frequently miss school may fall behind in their work which may affect their future prospects. Absence may also have an effect on friendships. Young people who are frequently absent from school are more likely to become involved in, or be a victim of crime and anti-social behaviour.

Under the Education (Pupil Registration) Regulations 1995 the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning (8.50am) and the afternoon (12.30pm)

for reception, 12.45pm for Years 1, 2, 3 and 4 and 1.00pm for Years 5 and 6) sessions of the school day. This register will also indicate the reason for an absence and whether it was authorised or unauthorised.

The school sees 96% attendance or above as the target for all pupils. Amendments to the Education (Pupil Registration) Regulations 2006 and September 2013 make clear that Headteachers may not authorise holidays (or other leave of absence) in term time unless there are very exceptional circumstances. The school upholds these regulations and supports the use of financial penalties and court action where necessary.

### Promoting Good Attendance

Good attendance will be celebrated on a weekly basis. Temperature gauges on the classroom doors will be updated weekly so that children are aware of the class attendance percentage.

Class attendance will be shared with parents on the weekly newsletter, with any classes achieving 100% highlighted.

Different incentives may be used throughout the year.

### Absence During Term Time

#### Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent emails or telephones the school to explain the absence.

Only the school can authorise any absence. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

#### Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. This includes children who arrive after 9:20am, when registers are closed. These absences will affect the child's overall attendance record which is monitored by the Education Welfare Service and remains on their school file.

#### Persistent Lateness and Punctuality

It is the duty of parents/carers to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. School starts at 8.50 am for all pupils when the morning register is taken. Children may enter their classrooms from 8.35am. It is important to be on time, as the first few minutes of the school day are often used to give out instructions or organise school work for the rest of the day. If a pupil misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often unsettling for the child.

Parents who arrive after the gates and classroom doors are closed must bring their child into school through the school office reception. Parents must sign their child's name in using the late slips, giving a reason for the lateness. The child will be marked as 'L' (late) in the register with the reason noted and number of minutes late entered.

If a child arrives at school after 9.20am this will affect their attendance rate percentage, as they were absent at registration. This applies in all cases for being late, including travel delays. Parents must sign their child's name on a late slip, giving a valid reason for the lateness. Lateness after 9:20am will be marked as 'U' (unauthorised absence) and will count towards the child's overall attendance record.

Parents of those children who are regularly late arriving to school may be invited to make an appointment with the Headteacher/Attendance lead or Education Welfare Officer to investigate reasons for lateness and suggest solutions to enable more punctual attendance.

Lateness is monitored weekly by the school and the Educational Welfare Officer when she visits. In the case of repeated lateness (2 or more times in one week), an email will be sent home to parents notifying them of this advising them on how many occasions their child has been late that week and how many minutes of education they have missed due to this (Appendix 7). A half termly email will be sent when parents have received three or more late emails during a half term period (Appendix 7).

#### What Happens When a Child is Absent

When a child is absent, the class teacher will record the absence in the register, using the appropriate code, or if the reason has not yet been established, recording 'N'. At 9:20am each morning, the attendance lead will check the class registers and begin contacting parents/carers of any child who is absent but whose absence has not been reported by that parent/carer.

On the first day of a child's absence, parents are asked to contact the office to give the reason for the absence before 9:30am. This may be done by phone, email, letter or in person. Parents are to contact the school office every day of their child's absence.

If a child has a medical or other necessary appointment, parents should contact the office prior to the day of the absence. If a child is absent due to illness for longer than 3 school days, medical evidence may be requested by the school.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The office staff will then be in contact as soon as possible with the parent or guardian, in order to check on the safety of the child. If no contact is made with the parent/carer and there are concerns about the child's well-being, a home visit may take place or contact made with outside agencies.

Should the pupil have been absent for two continuous weeks without a satisfactory explanation having been received, or should there be child protection or other immediate welfare concerns, then the school may of course make an earlier referral to the Education Welfare Officer, Parent Support or Social Care. Should the child be currently involved with Social Care, the child's social worker should be notified immediately.

#### Requests for Exceptional Leave of Absence

Children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to them. Absence during term time, as a result of term time holiday, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in schools. Ditton Primary School therefore strongly discourages holidays being taken in term time and will not authorise term time holiday.

#### Guidance for Parents

Ditton Primary School follows the DfE guidelines, which took effect from September 2013 and state that requests for leave can only be granted in 'exceptional circumstances'. Parents/carers should understand that any request for leave of absence in term time leave will be treated on an individual basis. Decisions to authorise absence will be based on individual family circumstances. The school will not, as a rule, agree to leave of absence during term time unless there are exceptional circumstances. In all cases, absence will not be authorised unless an 'Application for Leave of Absence from School During Term Time' form has been completed (Appendix 5) and the Headteacher deems the circumstance to be exceptional. Exceptional circumstances will not include financial restraints and making use of holiday discounts.

As of 18<sup>th</sup> April 2017, any parent/carer who takes a child out of school for term time leave of more than 6 consecutive sessions (3 days) over a 4-week period, not authorised by the school (under the exceptional circumstances rule), may receive a Penalty notice fine.

Ditton Primary School will communicate the details of leave of absence taken in term time through:

- the school's overall attendance policy;
- school newsletters;
- parent induction evenings/parents' evenings.
- Termly reports

#### School Response

Ditton Primary School will make clear to parents/carers the likely educational impact upon their children if extended leave is taken during term time. The importance of being at school near and during SATs will also be stressed.

#### Repeated Unauthorised Absences

Ditton Primary School operates a graduated response to absences. This system is intended to enable the school to continuously and consistently monitor and address issues pertaining to poor school attendance. The system offers school the opportunity to target non-attendance methodically and progressively up to and including the point at which a request for a penalty notice may be necessary. The system is based on a four step process which the school will follow when there are concerns about any emerging patterns of absenteeism.

#### How the Graduated Response System Works:

1. The school produces a record of attendance every fortnight for all pupils whose attendance has fallen below 96%.
2. These pupils are discussed at weekly attendance review meetings, looking for emerging trends and patterns. Families are targeted by the Head of School/Attendance lead/Educational welfare Officer for additional support.
3. Discussions are held with the Education Welfare Officer (EWO) weekly in relation to the attendance of any pupil whose attendance has fallen below 96%. During these meetings, the EWO will challenge the school to provide evidence of interventions for any child whose attendance has fallen below 96%. The EWO will also look at all authorised absences including illness and those due to exceptional circumstances at these meetings.

#### Step 1 – Letter 1

4. For those pupils who have been identified for the first time with attendance falling below 96%, a copy of Letter 1 (Appendix 1) is sent to the parents/carers and copied to the Education Welfare Officer.
5. Should the pupil's attendance improve, but the improvement fails to be sustained, a further copy of Letter 1 may be sent at a later date.
6. This is recorded by saving a copy of the letter in the attendance letters folder on the school network. The file name indicating Letter Type, Child's Name and Date.

#### Step 2 – Amber Letter

7. If attendance does not improve, and amber letter (Appendix 2) will be sent and parents/carers will be contacted by phone to advise them of this. They will be reminded about the importance of regular school attendance and any immediate issues will be discussed.
8. The Attendance lead will discuss barriers to the pupils' regular school attendance and identify any possible solutions.

9. A target of 96% attendance over a specified monitoring period will be set and medical evidence will be required for any further absences to be recorded using the 'I' code.
10. This call will be documented and parents will receive an email documenting what interventions have been agreed, the 96% attendance target and the monitoring period. Parents/carers will be informed that a penalty notice could be issued if targets are not met (Appendix 3).

### Step 3 - Letter Requesting Formal Parent Contract Meeting

11. Following the sending of Letter 1 and the telephone call, should the pupil's attendance fail to improve within a four-week period, or should it fall to a lower level, parents/carers will be sent Letter 2 (Appendix 4). They will be invited to attend a Formal Parent Contract Meeting with the Attendance lead and Educational Welfare officer to discuss issues that may be affecting the pupil's attendance and identify how the school can help address this. This meeting will be formally documented (Appendix 5) and parents/carers will be reminded that it is their, "legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that their child attends the school at which he/she is registered, regularly and punctually." During the meeting, a minimum attendance target of 96% over a 4 week monitoring period will be set. The Attendance lead and EWO will sign this formal agreement and all parents/carers present at the meeting will be asked to sign that they understand and agree to this.
12. This is recorded by saving a copy of the letter in the attendance letters folder on the school network. The file name indicating Step 2, Child's Name and Date.
13. Parents/carers will be requested to contact the school within seven days receipt of the Letter 2 to arrange a date to attend a formal Parent Contract Meeting with the Headteacher/Deputy Headteacher.

### Step 4 – Request for Second Parent Contract Meeting or Penalty Notice

14. Following the formal Parent Contract meeting, should the pupil's attendance fail to improve within the agreed 4 week monitoring period, or should it fall to a lower level and no satisfactory explanation for the absences has been provided, then the school may request:
  - a. A further Parent Contract Meeting to discuss extending the monitoring period
  - b. A penalty notice for non-attendance form will be completed
15. The Education Welfare Officer will be informed and may write to parents/carers

### Attendance Monitoring

The Head of School and Attendance lead monitor the attendance of children whose attendance is falling below the 96% threshold due to unauthorised absences or a pattern of regular authorised absences and implement strategies to enable attendance to improve.

Through letters, the school website, the school attendance policy document and consultation evenings, parents/carers are reminded about their responsibility to ensure their children attend school regularly and the consequences of poor attendance.

Parents will be encouraged to understand the full implications for both their children's academic progress and their social groupings when they miss school.

Class teachers are responsible for monitoring attendance in their class, and for bringing any concerns to the attention of the Attendance lead. If there is concern about a child's absence, teachers will contact the school office immediately. If there is a longer-term concern about the attendance of a particular child, this will be reported to Headteacher, who will contact the parents or carer.

The Education Welfare Officer visits the school regularly and will challenge the school regarding the attendance of any child whose attendance falls below 96%, even if this is due to authorised absences such as illness.

## Reviewing Attendance

It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that the school attendance figures are as high as they should be. The responsibility to authorise requests for absence has been delegated to the headteacher. Letters will be sent to all parents who request absence and the seriousness of unauthorised absence will be clearly explained.

The school will keep accurate attendance records.

A termly attendance report for governors and the SLT will be compiled by the Attendance Team. This will include numbers of and reasons for authorised and unauthorised absences; attendance figures for year groups and key groups with analysis of those figures and actions/review of actions for improving attendance in subsequent terms.

## Penalty Notices

Penalty notice fines will only be issued in relation to absence from school, which is unauthorised. They may be issued in two circumstances:

1. Unauthorised Absence - Penalty notices will be issued to parents/carers if one of the criteria below is met:
  - a. At least 8 unauthorised sessions over a 4 week period with all absences recorded as unauthorised.
  - b. 90% and below mostly unauthorised over a longer period.

Before issuing a Penalty notice, the school will deploy other strategies to help the family improve attendance rates. Such strategies might include:

- First day absence phone calls/emails;
- Step 1 – sending Letter 1 to the child’s parents/carers to remind them of their legal responsibilities;
- Step 2 – call the child’s parents/carers and offer the help of other services if this has not already been done;
- Step 3 – sending Letter 2 requesting formal parent contract meeting and set targets for improvement;
- Step 4 – request for a second parent contract meeting or referral to the Education Welfare Service requesting a penalty notice.

2. Unauthorised Term Leave (including holidays) - As described above, in the ‘Requests for Exceptional Leave of Absence’ section of the policy, any parent/carer who takes a child out of school for term time leave for **6 consecutive sessions (3 days) or more** over a 4-week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty notice.

Code	Description	Code	Description
C	Other authorised circumstances	O	Unauthorised absence
E	Excluded	P	Approved sporting activity
I	Illness	R	Religious observance
L	Late (before registers closed)	U	Late (after registers closed)
V	Educational visit or trip	M	Medical/dental appointment
N	No reason yet provided for absence	X	Non-compulsory school age absence

## APPENDIX 1

### Step 1 - Letter 1



**Ditton Primary School**  
Liverpool Road, Widnes, Halton WAB 7HD



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#### ATTENDANCE AWARENESS LETTER

Date

Dear Parent/Carer of .....

Address

During a recent attendance review, it was noted that ..... 's attendance is currently ..... %. If the absence is due to medical reasons, please ensure that we have the relevant doctor's notes and appointment details.

I am sure that you are aware that it is important that ..... maintains regular attendance as any absence may interrupt their academic progress as well as having a detrimental effect on friendships. You should also be aware that regular attendance at school is a legal requirement.

Please note that the Educational Welfare officer, Kay Radcliff, attends school on a weekly basis to monitor the attendance of our pupils. She will challenge the school to improve the attendance of any pupil who falls below 96%.

If there are particular circumstances that we may not be aware of which are having an influence on ..... attending school regularly, or if you have any questions or queries please do not hesitate to contact me.

We will continue to monitor ..... 's attendance and look forward to seeing an improvement.

Yours sincerely,

Mrs. S. Hardman  
Attendance Lead  
Ditton Primary School

## APPENDIX 2



## Step 2 – Amber Letter



Ditton Primary School

Liverpool Road, Widnes, Halton WAB 7HD

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### ATTENDANCE AWARENESS LETTER

Date

Dear Parent/Carer of .....  
Address

During a recent attendance review, it was noted that ..... 's attendance is currently .....%. This is despite us informing you that their attendance was a concern.

I am sure that you are aware that it is important that ..... maintains regular attendance as any absence may interrupt their academic progress as well as having a detrimental effect on friendships. You should also be aware that regular attendance at school is a legal requirement.

Please note that the Educational Welfare officer, Kay Radcliff, attends school on a weekly basis to monitor the attendance of our pupils. She will challenge the school to improve the attendance of any pupil who falls below 96%.

If there are particular circumstances that we may not be aware of which are having an influence on ..... attending school regularly, or if you have any questions or queries please do not hesitate to contact me.

We will continue to monitor ..... 's attendance and look forward to seeing an improvement. In order for ..... 's absences to be recorded as authorised, we now require proof of any medical appointments or illnesses. If no supporting documents are received the absence will be recorded as unauthorised.

Yours sincerely,

Mrs. S. Hardman  
Attendance Lead  
Ditton Primary School

0151 424 5861  
www.dittonprimary.co.uk  
ditton.office@wpat.uk  
@ditton\_ps



## APPENDIX 3

## Step 2 – Telephone Discussion Record

### ATTENDANCE: STEP 2 – TELEPHONE CALL TO PARENTS / CARERS

The purpose of this call is to:

1. Establish details
2. Identify causes for absence and seek possible solutions
3. Agree actions that the parent/carer(s) and school should take to support the student
4. Set attendance target and discuss monitoring period
5. Remind parent/carer(s) of legal responsibilities regarding their child's school attendance

To be completed by the Attendance Officer prior to the meeting:

Student Details						
Student's Name:				Date:		
Time:		Year Group:		DoB:		
Attendance %:		Unauthorised Session:		Authorised Sessions:		

### Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology

Soft Letter			Attendance Phone Call		
Amber Letter			Attendance Email		

### People Present on Call

Name	Role/Relationship to child

### Medical Needs Protocol:

Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?	Yes	No
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### Agency/Partnership Intervention

Is there any Social Care / Health Involvement?	Yes	No
Details:		
Has Early Help been completed previously for the student?	Yes	No
Details, including whether it was successful or not:		

Does the student have an EHCP?	Yes	No

<b>Planned Absence</b>		
Do you have any plans for holiday/leave during term time this academic year?	Yes	No
Details:		

<b>Identifying issues at school or home that may affect attendance and need support</b>					
Issue	Yes	No	Issue	Yes	No
1. Alleged Bullying			5. Student / Staff relationships		
2. Medical			6. Academic		
3. Home related difficulties			7. Behaviour / Attitude		
4. Transport			8. Community / Other		

For every issue raised:

1. Provide details and any actions taken by the parent(s) or school to support with this issue prior to this meeting.
2. Agree actions to be taken by the parent(s) or school to support with this issue after this meeting.

<b>Details of Issues and Agreed Actions</b>	
1. Issue Raised Include details and any previous actions	2. Agreed Action Indicate Parent / School responsibility

<b>Summary of Actions Agreed</b>		
Parent(s) Actions	Date Completed	
Schools Actions	Date Completed	Evidence with Attendance Officer

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EHA Offer		
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No
If declined, please give the reason(s):		

ATTENDANCE TARGET
<p>Attendance should be a minimum of 96% over the 4-week monitoring period.</p> <p>Should your child have 8 unauthorised sessions or more during the 4-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.</p> <p><b>There are 2 sessions per school day, AM and PM registration.</b></p>

4 SCHOOL WEEK MONITORING PERIOD				
START DATE:	END DATE:			PARENT(S) NOTIFIED
Date & Method (e.g. Letter)				
"During this monitoring period, medical evidence will be required in order to authorise absence due to illness."				

Please read both of these statements to the parent(s), before signing the contract:

Legal Responsibility					
"I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually."					
Attendance Target Review					
"If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning."					
Staff Signature:		Date:		Print Name:	

**APPENDIX 4**

## Step 3 - Letter 2



Ditton Primary School

Liverpool Road, Widnes, Halton WA8 7HD

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### ATTENDANCE AWARENESS LETTER

#### **Request for a Formal Attendance Meeting with Attendance Lead and Educational Welfare Officer**

Date

Dear Parent/Carer of .....  
Address

I am writing to inform you that .....’s attendance is still causing concern. We are anxious that continued poor attendance is affecting .....’s progress and we would like to meet with you to discuss this.

Should .....’s attendance remain at an unsatisfactory level, the Local Authority may take formal action against you. This could result in a Penalty Notice and/or prosecution through the magistrate’s courts for failing to ensure regular school attendance of your child under Section 444 of the Education Act 1996. This, in serious cases, can result in a fine of up to £2500 and/or 3 months in prison.

**Please could you contact the school office to book an appointment within 7 days of receipt of this letter.**

During this meeting, we will discuss any concerns that you may have so that we can continue to support ..... in making good progress as well as working with yourself to improve their attendance.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mrs. S. Hardman  
Attendance Lead  
Ditton Primary School

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## APPENDIX 5

## Step 3 (cont.) - Parent Contract Meeting

### ATTENDANCE: PARENT CONTRACT MEETING

The purpose of this meeting is to:

6. Establish details
7. Identify causes for absence and seek possible solutions
8. Agree actions that the parent/carer(s) and school should take to support the student
9. Set attendance target and discuss monitoring period
10. Remind parent/carer(s) of legal responsibilities regarding their child's school attendance

To be completed by the Attendance Officer prior to the meeting:

Student Details					
Venue:		Date:		Time:	
Student's Name:		Year Group:		DoB:	
Attendance %:		Unauthorised Session:		Authorised Sessions:	

### Summary of School Actions (Indicate with date(s) when action was taken) - or attach chronology

Soft Letter		Attendance Phone Call	
Soft Letter re		Attendance Email	
Amber Letter		Student Attendance Support Meeting	
Letter 2		Parent Attendance Meeting	

### People Present

Name	Role/Relationship to child

### Medical Needs Protocol:

Has the student had more than 15 days of authorised absence for illness? (If yes, has a Health Plan been discussed with parent/carers)?	Yes	No
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### Agency/Partnership Intervention

Is there any Social Care / Health Involvement?	Yes	No
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Details:

Has Early Help been completed previously for the student?	Yes	No
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Details, including whether it was successful or not:

Does the student have an EHCP?	Yes	No
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### Planned Absence

Do you have any plans for holiday/leave during term time this academic year?	Yes	No
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Details:

### Identifying issues at school or home that may affect attendance and need support

Issue	Yes	No	Issue	Yes	No
2. Alleged Bullying			6. Student / Staff relationships		
3. Medical			7. Academic		
4. Home related difficulties			8. Behaviour / Attitude		
5. Transport			9. Community / Other		

For every issue raised:

3. Provide details and any actions taken by the parent(s) or school to support with this issue prior to this meeting.
4. Agree actions to be taken by the parent(s) or school to support with this issue after this meeting.

### Details of Issues and Agreed Actions

3. Issue Raised Include details and any previous actions	4. Agreed Action Indicate Parent / School responsibility
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Summary of Actions Agreed		
Parent(s) Actions	Date Completed	
Schools Actions	Date Completed	Evidence with Attendance Officer

EHA Offer		
Would the parent like to complete an EHA? (possible Family Worker, Young Person's Worker, etc.)	Yes	No
If declined, please give the reason(s):		

**ATTENDANCE TARGET**

**Attendance should be a minimum of 96% over the 4-week monitoring period.**  
 Should your child have 8 unauthorised sessions or more during the 4-week monitoring period, you could be at risk, without further warning, of a penalty notice or legal proceedings in court.  
**There are 2 sessions per school day, AM and PM registration.**

4 SCHOOL WEEK MONITORING PERIOD				
START DATE:	END DATE:			PARENT(S) NOTIFIED
				Date & Method (e.g. Letter)



“During this monitoring period, medical evidence will be required in order to authorise absence due to illness.”

Please read both of these statements to the parent(s), before signing the contract:

**Legal Responsibility**

“I must remind you that as a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.”

**Attendance Target Review**

“If the Attendance Target is met, then this contract will be reviewed, If the Attendance Target is not met, then we may extend the monitoring period, or you may be at risk of a Penalty Notice or legal proceedings in Court, this might be without further warning.”

Staff Signature:		Date:		Print Name:	
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Parent/Carer Signature:		Date:		Print Name:	
Parent/Carer Signature:		Date:		Print Name:	
Parent/Carer Signature:		Date:		Print Name:	

## APPENDIX 6

### Late Letters



Ditton Primary School

Liverpool Road, Widnes, Halton WA8 7HD

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#### HALF TERMLY PUNCTUALITY AWARENESS LETTER

Date

Dear Parent/Carer of .....  
Address

It has been noted during our weekly attendance review that ..... has shown a pattern of persistent lateness during this half term. Between ..... and ..... they were late on ..... occasions and missed ..... hours of learning.

It is the responsibility of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruptions.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity to discuss this.

Please note that if your child arrives after registers have closed, this will be recorded as an unauthorised absence. I must remind you that as a parent it is your legal responsibility as stated under Section 444 of the Education Act 1996 to ensure that your child attends the school at which they are registered regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely,

Mrs S. Hardman  
Attendance Lead  
Ditton Primary School