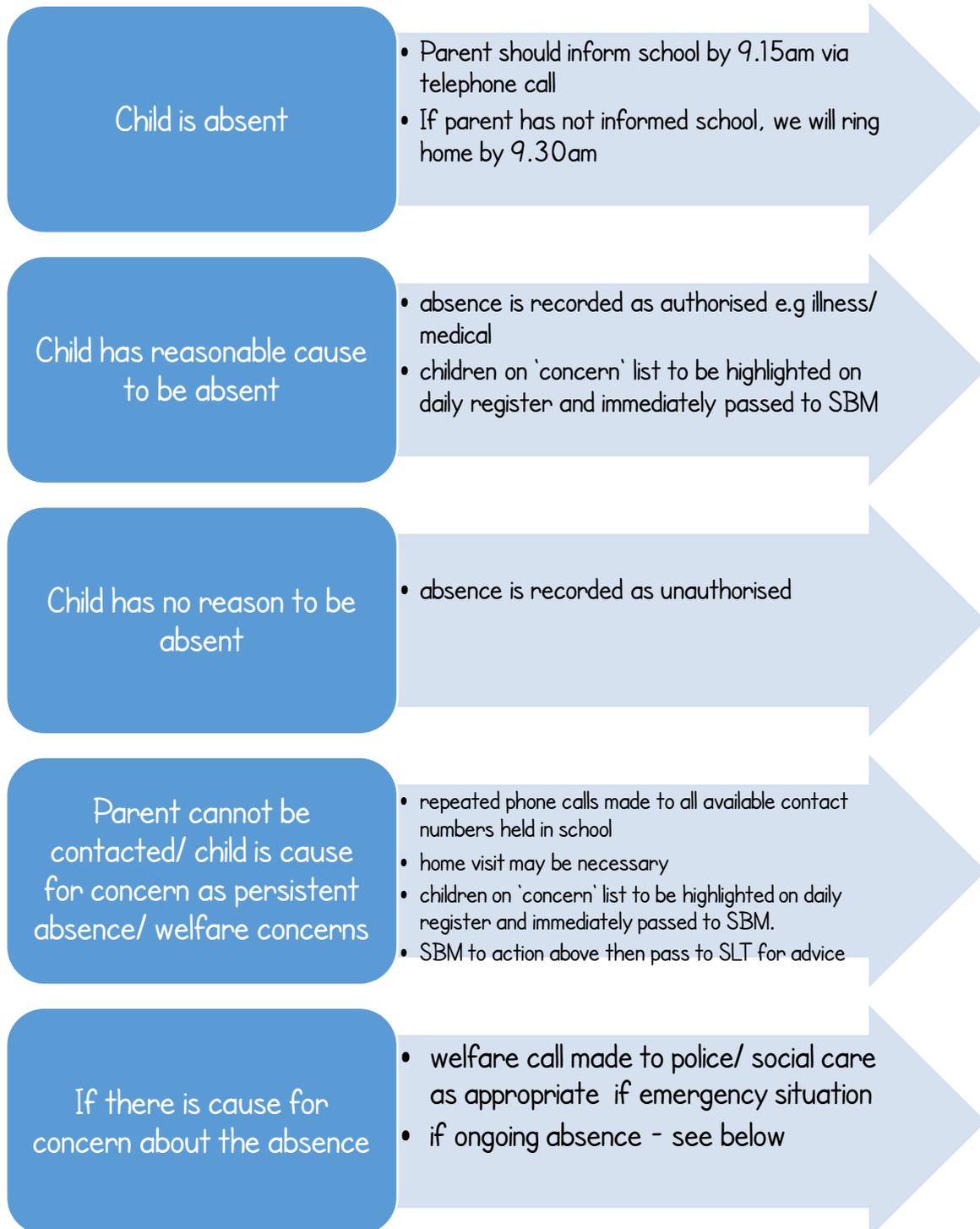
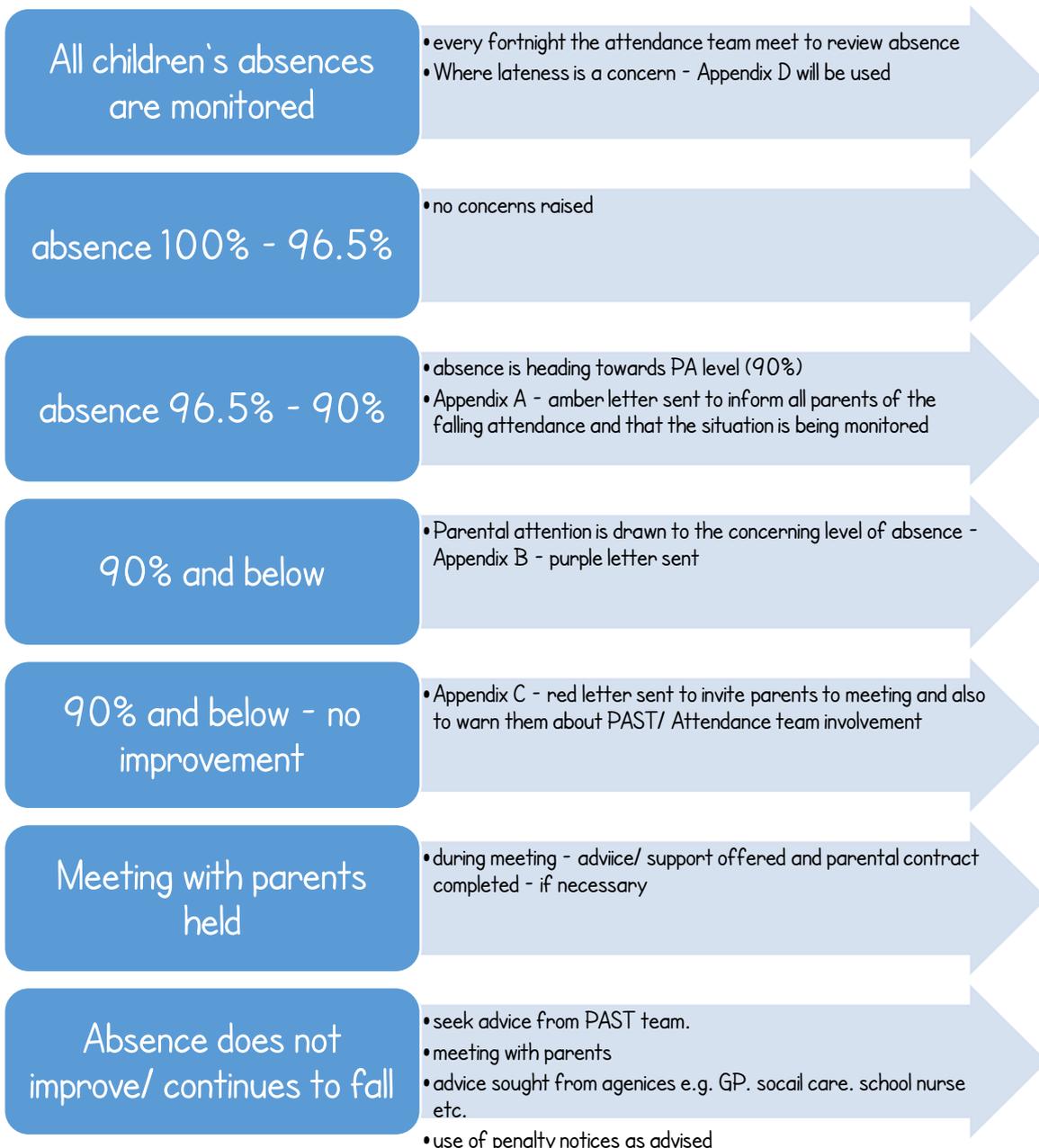




Attendance Flow Chart - Actions







STAINING
CE VC Primary School

Staining Road, Staining, Blackpool, FY3 0BW

Tel: (01253) 882983

Email: bursar@staining.lancs.sch.uk

Website: www.staining.lancs.sch.uk

Headteacher: Jennifer Shoulders

Appendix A - Amber Letter

Tuesday, 12 December 2023

Dear _____

ATTENDANCE CONCERNS

Regular school attendance is very important so that children are given as much opportunity as possible to develop academically and socially. When children are absent from school, they often find it difficult to catch up on the work they have missed and can feel unsettled by this.

The attendance of all our children is monitored regularly. Our latest register check shows that _____'s attendance is currently ___%. This is of concern as it is much lower than the national average. For this reason, we ask for your support in improving _____'s attendance, as we believe that this is one of the main ways in which our children will be happy at school and achieve their full potential.

If _____'s attendance does not improve, we will need to contact you again in order to discuss the situation further. It may also be necessary to ask the Local Authority Attendance Officer for assistance in this matter. If you would like some advice on improving attendance, or to discuss this further, please contact school as soon as possible to make an appointment.

In the meantime, we would expect to see an improvement in _____'s attendance.

Yours sincerely





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Appendix B - Purple Letter

Tuesday, 12 December 2023

Dear Parent

Re: (Name of Child, DOB)

Despite writing to you previously about our concerns regarding your child's attendance, (child's name)'s attendance has now fallen to (number) %. A copy of their attendance record accompanies this letter.

Attendance is given high priority by school and by local and central government. If attendance at school is low, children often struggle to keep up with school work and can be quickly overtaken by their peers as there is a direct correlation between poor attendance and progress. Children can also find it difficult to maintain friendships if they are often absent from school. For these reasons, school and the Department for Education pay particular attention to reducing the numbers of pupils who are classed as persistent absentees. These are children whose attendance falls below 90% at any point during the school year, for whatever reason.

Persistent Absence that does not show improvement may need to be brought to the attention of the Local Authority Attendance Officer.

Therefore, we would ask for your support in reaching an improved level of attendance. If there is any way in which you feel school can support you, or if you have any queries about the content of this letter, please contact school and arrange an appointment to see (name of teacher).

I have to remind you that as a parent/carer it is your legal responsibility to ensure that your child attends school regularly. Failure to do so could result in legal action being taken against you. To stop this happening (child's name)'s attendance at school must improve.

Yours sincerely



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Appendix C - Red Letter

Tuesday, 12 December 2023

Dear Parent

Re: (Name of Child, DOB, School)

It is of concern that your child's attendance level has fallen to (number) % during this academic year. A copy of (name of child)'s attendance record is enclosed. We have written to you previously to share our concerns about your child's attendance, despite this, it has continued to fall.

We value (Child's name)'s attendance at school and wish him/her to receive the best educational opportunities available to him/her. We would like to support you to improve your child's attendance.

You are invited to attend a meeting in school on _____ at _____. If the date or time of this meeting is not convenient please contact school as soon as possible and we will endeavour to rearrange it. Please note that failure to attend this meeting, or failure to contact school to rearrange, is likely to result in school making a referral to the local authority attendance team.

We will also be discussing your child's absence with the School Attendance Consultancy Team and could possibly then make a referral to the Pupil Attendance Support Team (PAST) for further intervention. If a referral is made, then a PAST worker will contact you to see how they can offer support in improving your child's attendance.

As a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your child attends school regularly. All Lancashire schools share the government's determination to raise levels of pupils' attendance and attainment to ensure the best possible start in life for our children.

New powers were introduced under the Anti-Social Behaviour Act 2003, which allow an authorised officer to issue each parent with a Penalty Notice for each child, with a fine of £120 (reduced to £60 if paid within timescales), as an early deterrent to prevent unauthorised absence developing. Failure to pay the Penalty Notice would result in legal proceedings being taken against the parents concerned.

Whilst we would wish to avoid taking this step, if there is no improvement in your child's attendance, we may have to speak to the Local Authority Legal Team, and the issuing of a Penalty Notice may become unavoidable.

Yours sincerely



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Appendix D - Lateness Letter

Tuesday, 12 December 2023

Dear Parent,

During a routine check on attendance and punctuality, it has come to light that your son/daughter (name of child) has been late on (enter Number) of occasions during (the past month, half term, term) (delete as appropriate).

When a child is late, even if only by a few minutes, this can cause considerable disruption. It is disruptive not just to their own learning, but to the learning of the rest of the class.

'Lost minutes equal lost learning'. Just 5 minutes late per day equates to 3 days of school missed each year.

(A report is attached to this letter detailing how many minutes your child has missed from school as a result of lateness over the past month, half term, term.)

Your cooperation in ensuring there is an improvement in (name of child)'s attendance would be greatly appreciated.

If you require any assistance or have any concerns, please do not hesitate to contact school.

Yours sincerely,



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