Bilton CofE Junior School
Bilton Infant School
Bawnmore Community Infant School

# BILTON COMMUNITY FEDERATION
# ATTENDANCE PROCEDURES

| POLICY APPROVAL | |
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| **Statutory, recommended, or additional policy** | **STATUTORY** |
| **Policy review cycle** | **ANNUAL** |
| **Policy reviewed by** | **E Newton (Executive Headteacher)** |
| **Policy review date** | **September 2026** |
| **Policy Valid from:** | **1st September 2026** |
| **Date of next review** | **September 2027** |
| **Date approved by Governing Body** | **25/09/25** |

We believe this document relates to the following legislation:

- Keeping Children Safe in Education – Sept 2026
- Education Act 2002
- Children Act 2004
- Crime and Disorder Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School Attendance (Pupil Registration) (England) Regulations 2024

The following documentation is also related to this policy:

▪ DfE Guidance "Working together to improve school attendance: Statutory guidance for maintained schools, academies, independent schools, and local authorities" July 2026

▪ NHS Guidance "Is my child too ill for school?" https://www.nhs.uk/live-well/is-my-child-too-ill-forschool/

## Introduction

It is our aim that our policies and procedures reflect our vision and values as a federation.

**Vision: 'Empowering children to make a positive impact on the world.'**

**Values: Care, Honesty, Respect, Co-operation, Forgiveness and Resilience**

The staff and governors at our 3 schools are committed to our vision. In order to achieve that a child's regular attendance at school is needed.

For every lesson missed a gap will be created in a child's learning and development. For every day missed from school that will usually mean 5 lessons. So, the maths tells us that any child missing more than 10 days of school in a year will have missed 50 lessons and created considerable gaps in their learning. This has a significant impact on your child's education and development.

The following procedures are guidelines for each school to follow in regard to supporting good attendance.

These procedures support the Bilton Community Federation Attendance Policy, which can be found on any of the school websites.

At any stage the Head of School may use their discretion to escalate a case to another level of support, or a referral to Warwickshire Attendance Service, where there is concern.

In order for any of these to work and be effective we need parents to be part of that. In return we can support you and your child.

The procedures for supporting parents and carers are outlined below.

## ATTENDANCE PROCEDURES

**Guidance and Legislation:**

The government is highly focused on school attendance and the importance of children being in school. It's guidance document: Working Together to Improve School Attendance came into place from August 2024. This document rightly emphasises the need for schools and families to work together to support good attendance.

It outlines clear expectations for parties to work together to: have **high expectations** in regard to attendance; **monitor and use the attendance data** regularly to support good attendance; to **listen and understand** the situations around poor attendance; to **facilitate support** for families where attendance is a struggle; to **formalise that support** where necessary and where attempts have been exhausted **to enforce attendance through statutory intervention.**

This is a significant shift for the Department for Education and shows a real sense of urgency to deal with rising attendance issues in schools. Parents and carers need to be aware that persistent and serious attendance issues are now being dealt with more forcefully and the route towards penalty notices and criminal prosecution has become much clearer. Whist there is a big emphasis on support and collaborative working between school and families, the consequences for not engaging with this are more serious.

We recognise the importance of good attendance, whilst also understanding some of the barriers to this. Our procedures below focus on supportive conversations with children and families to engage in overcoming barriers together. However, they also respond to the guidance and are clear about what will happen if there is not the engagement required from families to overcome barriers.

Schools monitor sessions missed, which is either a morning or afternoon in school. So one day absent will be 2 sessions and a week absent will be 10 sessions.

The below procedures are to ensure it is clear to families and schools what will happen should attendance become a concern.

## Procedures:

In order to maintain consistency across our schools and individual cases we have a range of procedures of support, that we work towards and these are laid out below. The stages and actions are colour coded to support understanding of this:

| INITIAL SUPPORT | FURTHER SUPPORT | ENGAGED SUPPORT | ESCALATION |
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It is important to note that every case will be considered on an individual basis and the appropriate action will be at the Head of School's discretion and that at any stage a personalised support plan may be necessary.

| Stage | Point of Concern | Action |
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| **1** | **5 sessions** or more (Over **2 days**) missed in a half term | **Conversation 1**<br>Class teacher conversation with parent – hand over ***support slip with guidance and advice.*** |
| **2** | **Further absence of 2 sessions** (**1 day**) or more within that term and following term.<br>*Total sessions missed now 7 or more.* | **Conversation 2**<br>Class teacher second conversation – offering support as the concern is growing. Do they need support or a meeting to help them? |
| **3**<br><br>**Under 97.5% for Year** | **8 sessions (4 days)** missed within one half term or **overall attendance YTD shows 10 or more session absences**.<br>*At this stage the absence for the year cannot now be higher than 97.4%.* | **Email 1 – Support**<br>Letter will be sent to parents from school:<br>• Offering support whilst expressing concern. Parents will be encouraged to contact the school. |
| **4**<br><br>**Under 96% for Year** | **12 sessions (6 days) missed in any half term** or **overall attendance YTD shows more than 16 sessions absent**.<br>*At this stage the absence for the year cannot now be higher than 95.9%.* | **Email 2 – Supportive Concern**<br>A more formal letter will be sent to parents:<br>• Offering support yet urging them to contact school<br>• Expressing concern about attendance<br>• Informing the parents of current attendance<br>• Enclosing a registration certificate, if patterns show need to do this<br>• Reminding parents of their legal responsibilities and the nature of 'persistent absence'<br>• Urging the parents to contact the school to discuss attendance further or share any information which may be impacting their child/children's ability to attend school regularly.<br>**Senior Team in school made aware and attendance is monitored for a fixed period.** |
| **5** | No improvement since Stage 4. | **Email 3 – Formal Notice of Concern from School** |

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| | Any further unauthorised absences. | A letter will be sent to parents:<br>• Inviting parents to an appointment with the Attendance Lead on a specific date.<br>• Informing parents of ongoing concern about attendance.<br>• Informing the parents of current attendance.<br>• Enclosing a registration certificate.<br>• Reminding parents of their legal responsibilities and the definition of 'persistent absence'.<br>• Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence.<br>**Attendance Meeting:**<br>• To discuss attendance; agree an **Attendance Support Plan**; consider whether it may be appropriate to involve outside agencies, and setting an internal school **attendance target**.<br>• Parents informed that should they chose not to attend or be unable to attend, the meeting may take place without them and an Attendance Support Plan put in place. |
| **6** | **School Led Attendance Contract**<br><br>*This stage should be in place once attendance drops below 90%.* | **Email 4 – School Led Attendance Contract**<br>Attendance is monitored as part of a **School Led Attendance Contract** with a parent.<br><br>At this stage the process is personalised around the targeted contract and the Attendance Lead in school will oversee the support plan around the contract.<br><br>*Paperwork shared with parents will make clear the potential consequences of further absences in regard to prosecution.* |

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| **7**<br><br>**Under 90% for the year and not improving** | **Persistent Absence**<br>Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%) and not improving. | **Email 5 & Referral for Local Authority Support:**<br>Letter will be sent to parents from the Executive Headteacher:<br>• Explaining that as attendance is now a serious concern the case will be referred to WAS and they may make a formal request for support.<br>• Parents will be offered opportunity to meet and discuss this.<br><br>*Paperwork shared with parents will make clear the potential consequences of further absences in regard to prosecution.* |
| **Ongoing** | **Engagement with Warwickshire Attendance Service** | *At this point, whilst the school will continue to be involved and offer support wherever it can, the process is managed by the Warwickshire Attendance Service.*<br><br>*Decisions to issue Notices to Improve and Penalty Notices will be decided by them, as will any potential prosecution.* |
| **During any monitoring period, where attendance improves.** | | Praise will be communicated to parents:<br>• Informing the parents of attendance during the monitoring period.<br>• Notifying parents that the school will continue to monitor attendance to ensure sustained improvement. |

## Communication Guidance Templates:

**Conversation 1 (where possible face to face or via email/message if not):**

For example: We've noticed that there have been a few absences and that your child's attendance has dropped off slightly. Is there anything we can do to help? Is everything ok?

**Conversation 2 (where possible face to face or via email/message if not):**

For example: Since we last spoke I have noticed there have been a few more absences for your child. This is starting to worry us slightly, is everything ok? Can we help at all?

**Email 1: Further Support**

Dear Parent / Carer,

We have noticed that your child has now had a few absences this term and this is starting to cause us some concern.

I am sure we all agree that their attendance at school is vital to support their education and development and understand that any absences create gaps in their learning. It would be really good to speak further with you and see what the situation is and how we can help before this becomes more of a concern.

We would ask you to speak with their class teacher / give the school a call and speak with their class teacher and check in with them to ensure we understand the situation and can help in any way.

Many thanks,

Class Teacher's Name

**Email 2: Further Support**

Dear Parent / Carer,

Further to our recent communication we have noticed that your child's attendance this term / for the year has not improved and is now a concern for us as a school.

We are here to help you and your child and as always, a good understanding of circumstances is vital for us to offer the right support. We know this can be difficult, but working together always makes it easier.

We would urge you to contact the school and arrange an informal meeting to discuss the situation and see how we can support you in improving your child's attendance. We also need to remind you of your legal duty to support your child's attendance at school.

They have currently missed ?? sessions, which equates to ?? missed days of learning and approximately ?? missed lessons.

If you could contact us either by telephone or email to arrange a meeting we would be grateful. Our contact details are: Telephone: ??????? / Email: ???????

Kind regards,

School Office

**Email 3: Engaged Support (Attendance Support Plan)**

Dear Parent / Carer,

Further to our recent communication with yourself, your child's (CHILDS NAME) attendance is now a formal concern to us and we need you to engage with our support to address this.

As we have expressed throughout our communication, we are here to support and in order to do that we need your full engagement as a parent / carer in this process.

Your child has now missed ?? sessions, which is the equivalent of ?? days and ?? lessons of learning and this will be impacting upon your child's education and development, which is not acceptable.

We have set a meeting up for (Time and Venue) and urge you meet with us to discuss the situation and find ways we can address this concern going forward. In this meeting we would like to agree a plan with you to support your child's future attendance. If there are reasons for this poor attendance such as medical appointments, illness or anything else, we would urge you to bring any supporting evidence of this to this meeting (such as doctors appointment letters / prescriptions etc) to help us clarify the situation and help going forward.

We also need to remind you that your child's levels of attendance are now getting close to / in line with persistent absence as defined by the Department for Education and this increases that concern.

If for any reason you cannot make the agreed meeting, please contact (share details)

Yours sincerely,

SLT / HoS

**Email 4: Engaged Support (School Led Attendance Contract)**

Dear Parent / Carer,

**School Led Attendance Contract**

As you are aware the school has been supporting you to improve the attendance of your child, ???????. The school is concerned that we are not seeing enough improvements in your child's attendance and as such we need to look at a School Led Attendance Contract.

Your child has now missed ?? sessions, which is the equivalent of ?? days and ?? lessons of learning and this will be impacting upon your child's education and development, which is not acceptable.

This contract will set out the expectations of all parties and what they need to do to support the improvement of your child's attendance. This is now a contract, rather than a plan, and we would expect your engagement in this and adherence to the agreed actions.

We need you to understand that if this process does not lead to improvements in attendance then we would need to refer this to Warwickshire Attendance Services. Once referred to them they would manage this case and could issue Notices to Improve and/or Penalty Notices if improvements are not forthcoming.

As with every stage of this process, we are here to help. We need your engagement with this to allow all parties to support the improvement in your child's attendance.

We would like to invite you to a meeting on ??????, in which we will discuss and agree the School Led Attendance Contract with you. If you cannot make this time and date please contact the school office to arrange another time. Should you not attend, or make contact to re-arrange, the school may well issue the contract and expectations from that in your absence.

We look forward to seeing you at the meeting as above, or hearing from you if you need to re-arrange.

Yours sincerely,

Head of School

**Email 5: Notification of Referral to Warwickshire Attendance Services**

Dear Parent / Carer,

**Notice of Referral to Warwickshire Attendance Service**

After numerous attempts to support you and your child to improve their attendance, we have not seen enough improvement or engagement to reassure us that this matter is being taken seriously.

Your child has now missed ?? sessions, which is the equivalent of ?? days and ?? lessons of learning and this will be impacting upon your child's education and development, which is not acceptable.

As with every stage, we are here to help and support you, but we also have a legal requirement to ensure your child attends school to support their full education and development. Due to the high levels of absence we have now referred your case to Warwickshire Attendance Services (WAS).

This means that WAS will take the lead in managing this case and it may lead to the issuing of Notices to Improve, or Penalty Notices if they do not see improvements and engagement from yourselves.

We are, as always, keen to support you and your child and if you wish to contact the school to discuss this please contact the Head of School through the school office.

Yours sincerely,

Executive Headteacher