



St Alban's

Catholic Primary and Nursery School

Member of St Clare's Catholic Multi Academy Trust, Diocese of Hallam

Let God's love shine in our lives as we grow and learn together

Attendance and Punctuality Policy

January 2024 – July 2024

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1. Preamble & Aims

At St Alban's, we expect all of our children to be successful learners and in order to be successful, our children need to be in school, on time, every school day. This is the moral and legal responsibility of all of us; parents and carers, teachers, school leaders and support staff within the St Alban's community. We have a duty of care to all of our children and are expected to keep them safe, support their well-being, aid them learn and encourage them to achieve their full potential and this policy is designed to outline the key responsibilities of parents and carers, school staff and our Governors in order to allow us to successfully carry out this duty of care.

As a Catholic school our Mission Statement is:

Let God's love shine in our lives as we grow and learn together through living out the Gospel Values:

- Being honest
- Being fair
- Being forgiving
- Being respectful
- Aiming high and doing our very best...and valuing the world around us.

Our ethos is rooted in Catholic core values where all pupils are offered a nurturing, secure, well-ordered school which will enable spiritual, emotional and intellectual growth tailored to the needs of all. These aims and high expectations can only be met when our children attend school punctually every day.

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. There is a link governor (Karen Seaman) who monitors pupil attendance and punctuality through meetings with key members of the team in school who lead on improving attendance and punctuality.

3.2 The headteacher

The headteacher (Mrs Ebsworth) is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 Safeguarding and SEN Support Lead

The school Safeguarding and SEN Support Lead (SSL), Mrs Davey will:

- Monitor attendance data across the school and at an individual pupil level
- Report concerns about attendance to the headteacher
- Work with outside agencies and professionals to tackle absence and punctuality issues, and persistent absence
- Arranges calls and meetings with parents to discuss attendance and punctuality issues

3.4 Class teachers

All class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office every morning by 8.55 am (KS2), 9.00 am (KS1 and FS2) and 9.05 am (Nursery) and every afternoon by 1.10pm (KS2), 1.05pm (KS1 and FS2) and 12.40 pm (Nursery).
- Promoting and rewarding children who attend on time every day and whole class attendance through House Points (Alban's) given daily to individuals and whole class rewards for the highest weekly class attendance.
- Reporting attendance and punctuality data, targets and expectations to parents and carer's at termly progress meetings

3.5 Pupil and Administration Manager

The school Pupil and Administration Manager (PAM) Mrs Hays:

- Liaise with parents and carers about absence and punctuality issues and record it on the school system.
- Monitors registers and patterns in absences and lateness/early collection
- Supports the Safeguarding and SEN Support Lead in their work
- Supports the team (HT and SSL) who work to improve attendance and punctuality in data analysis and monitoring
- Advises the headteacher when to carry out fixed-penalty notices in conjunction with the SSL

3.6 The Attendance Team

This team are made up of the Headteacher, SSL and PAM who will work closely to support families with children whose attendance is not 96% or above. The Attendance Team will monitor attendance through data driven analysis. Their primary role is to support families and improve the attendance of children who are not meeting the school target of 96% or above. The team will listen, understand, empathise and support but poor attendance will not be tolerated. Although the Attendance Team will lead on supporting parents and carers, this strategy to improving attendance is a whole school strategy meaning all staff in school are responsible for encouraging better attendance and punctuality and teachers are responsible for their class' attendance and punctuality and rewarding good attendance and punctuality weekly as well as a whole school system of celebrating all improvements. The systems in place are preventative and a consistent implementation is expected of all staff and this is monitored and reviewed by the Headteacher with the support of the Attendance Team.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- The pupil's parent/carer must notify the school on the first day of an unplanned absence, such as illness whereby they are unable to attend, by 8.30 am or as soon as practically possible via the attendance email attendance@st-albans.doncaster.sch.uk, School Spider Absence Request or calling and leaving a message on 01709 862298 as the last option.
- Provide the school with at least 3 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day and evidence of the appointment must be provided at the time of signing your child out.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will take our attendance register at the start of each school day and at the beginning of the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must be on the playground in their class lines at 8.45 am (KS2), 8.50 am (KS1 and FS2) and 8.55 am (Nursery) on each school day and at the Nursery gate for 12.25 pm (for afternoon sessions only) in readiness for the register being taken. Registers are taken and learning begins at the following times:

KS2	KS1 and FS2	Nursery
8.50am	8.55am	9.00am
1.00pm	12.55pm	12.30pm

4.2 Unplanned absence

The pupil's parent/carers must notify the school on each day of an unplanned absence, such as illness whereby they are unable to attend, by 8.30 am or as soon as practically possible via the attendance email attendance@st-albans.doncaster.sch.uk, School Spider Absence Request in the first instance or calling and leaving a message on 01709 862298.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. Until you have informed us of the actual illness preventing your child attending school each day, the absence will be recorded as unauthorised. Please see Appendix 4 for Public Health Guidance outlining childhood illnesses.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this. Children will be required to complete learning missed when they return to school either within the school day or at home, depending on the circumstances.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carers notifies the school in advance of the appointment and presents the appointment card or letter if necessary to a member of the attendance team either before the appointment or at the time of signing out. These planned absences must also be emailed in on the attendance@st-albans.doncaster.sch.uk, School Spider Absence Request made or called in on 01709 862298. If children are able to continue their learning, the parent or carer must inform their child's class teacher for learning to be sent home and completed over the period of the planned absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Parents and carers can sign children out and sign them back into school wherever possible.

The pupil's parent/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school may authorise.

4.4 Lateness and punctuality

A late arrival is deemed arriving after the class have gone inside to be registered and before the register closes, using the appropriate code as below:

KS2	KS1 and FS2	Nursery
8.50 am – 9.20 am	8.55 am – 9.25 am	9.00 am – 9.30 am

- After the register has closed, a child will be marked as absent, using the appropriate code.
- Late arrivals require the signature of and reason for lateness from the adult bringing the child to school or the parent/carers will be called if the child is not accompanied by an adult on their late arrival to school. This will be monitored by the attendance team and further actions will be taken if lateness becomes regular (once per week) over each four week monitoring period. Please see section 5.2 for improving and maintaining good attendance as punctuality will be reviewed 4 weekly alongside universal attendance monitoring. Parents/carers of children in Y5/6 who are arriving late alone will be asked to bring them to school if the late arrivals continue.
- Children arriving late will complete their learning in break times that day to catch up on what they have missed due to lateness.
- Children arriving late will miss: phonics lessons which are taught in EYFS and KS1 from 9.00 am – 9.40 am and spellings in KS2 8.55 am – 9.15 am.
- Children arriving late will not be ready for learning with teacher instruction therefore will not be able to fulfill their potential as they will have missed the teaching input which will have a damaging effect on their mental well-being.
- Children arriving late regularly will find it much more difficult to pass the National Checks and Tests in phonics in Y1 and spellings at the end of KS1 and KS2 which in turn will have a negative impact on their progress and self-esteem.

4.5 Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phoning or emailing parents and carers as soon as possible. If school cannot reach any of the pupil's emergency contacts, the school may take further measures eg. contacting the police.
- If we do make contact, we will offer support via the school attendance team or other professionals if involved with the family.
- Identify whether the absence is approved or not and apply the correct attendance code.
- Call or email the parent/carer each day the absence continues and ensure proper safeguarding action is taken where necessary and referrals are made in line with the safeguarding protocols in place.

4.6 Reporting to parents

Parents and carers will be made aware of their child's attendance and punctuality at termly parents and carers meetings for all children. Parents and carers who attend other meetings with school staff and external agencies, eg. SEN reviews, LAC reviews, will be informed of their attendance and punctuality at each meeting.

5. Absences and monitoring of attendance

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as circumstances that could not reasonably be foreseen.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

5.2 Monitoring Attendance

- The Attendance Team at our school monitors pupil absence on a 4 weekly basis.
- A pupil's parent/carer is expected to email or call the school before 8.30 am if their child is going to be absent due to ill health each day they are absent (see section 4.2).
- If a pupil's absence continues for longer than expected eg. longer than 2 days for a sickness bug, the school will contact the parent/carer of the pupil to discuss the reasons for this and offer support to enable the child to return to school as soon as possible. (See Appendix 4)
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

- St Alban's will collect and store attendance and punctuality data for internal monitoring, support and reviews, parents and carers progress meetings and annual reporting to parents/carers. We will use this to: track attendance of individuals, identify whether or not there are particular groups of children whose absences may be a cause for concern and to monitor and evaluate those children and families identified as needing intervention and support.

5.3 Analysing attendance

The Attendance Team will (See section 5.6):

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

5.4 Using data to improve attendance

The Attendance Team will (See section 5.6):

- Provide regular attendance reports to Class Teachers, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

5.5 Reducing persistent and severe absence

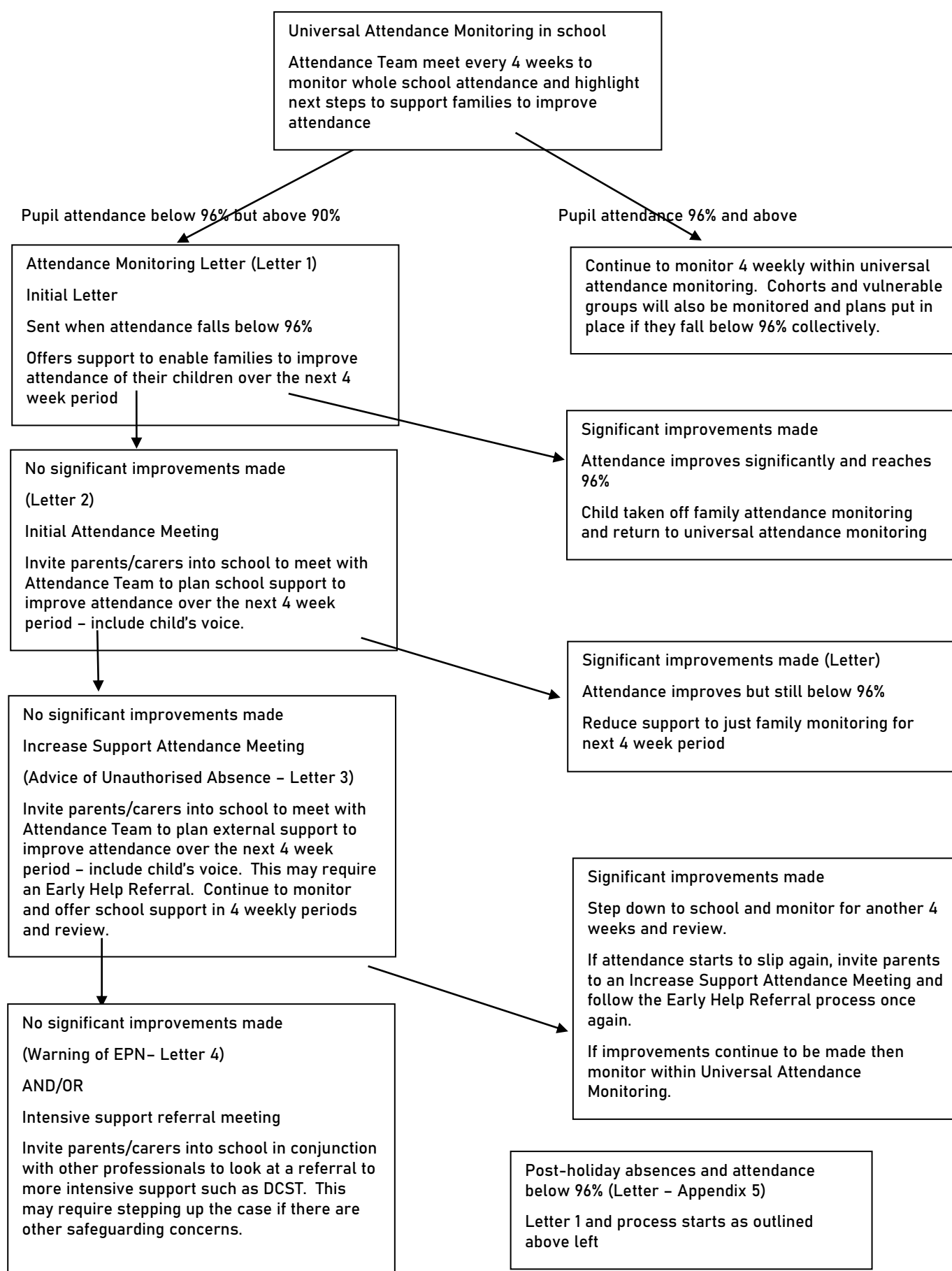
Persistent absence is where a pupil misses 10% or more of school.

The Attendance Team will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

If attendance, despite the early support and intervention process outlined below (Section 5.6) falls below 90%, this is deemed persistent absence and may well result in Educational Penalty Notices AND Intensive Support Referrals.

5.6 Improving and maintaining individual good attendance at St Alban's



The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance and punctuality

Individual Rewards

Daily: Children receive an Alban House Point every day they arrive on time and a bonus 5 Alban's if they arrive on time every day and have 100% attendance that week.

As and when children with significantly improving punctuality will receive stickers from the Attendance Team.

Every week children with 100% attendance receive a sticker which is celebrated in class each week.

Every 4 weeks, children with 100% attendance will receive a certificate and this is celebrated in our whole school Celebration Assembly.

Every term, children who achieve 100% attendance will join the winning House Point Team for a reward such as extra breaks, games, hot chocolate etc. as decided by the School Council.

Every year, children who achieve 100% attendance will receive a £10 voucher or prize of the equivalent amount of money or 100 extra Albans to spend in the Alban's shop.

Class Rewards

Each week, the winning class will receive the Attendance reward and extra playtime or games with their teacher.

Every term, the winning class will receive a treat with their teacher

Every year, the winning class will receive a reward as decided by the School Council

7. Policy Review

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Attendance Team. At every review, the policy will be approved by the full governing board.

8. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Why children must attend every day...

1. Children with good attendance at Nursery in School have the best start in life.
2. Good attendance improves a child's mental well-being and they achieve higher.
3. It is a legal requirement to attend school on time every day.

Remember:

There are **175 non-school days per year** to give families opportunity to spend time together, go on days out or holidays and attend routine appointments.

Just over half the year are school days - **190 days per year are school days**. All children are rewarded in so many ways every day they attend school which cannot be fully made up when they miss a day.

ATTENDANCE

0 days missed = 100% attendance – excellent = rewards galore!

5 days missed = 97% attendance – school target = monitoring

10 days missed = 95% attendance – lowest % expected = increased monitoring to improve

20 days missed = 90% attendance – persistently absent = intensive intervention to support and improve

This could then result in Fixed Penalty Notices or even court if not paid.

PUNCTUALITY

5 minutes late every day (arriving at the gate at 8.50 am (KS2) or 8.55 am (FS2 & KS1) = 3 days lost learning

15 minutes late every day (arriving at school at 9 am (KS2) or 9.05 am (KS1 & FS2) = 10 days lost learning

30 minutes late every day (arriving at school at 9.15 am (KS2) or 9.20 am (KS1 & FS2) = 19 days lost learning

This is then a reduced attendance to just over 90% so one day off ill in the whole year could result in intensive intervention to support and improve – which without improvements could result in Fixed Penalty Notices or even court if not paid.

Fixed penalty notices are currently £60 per parent per child which rises to £120 and if not paid in 28 days and a summons to attend Magistrates Court on the grounds of failing to ensure your child's regular attendance at school.

Child's Details			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Pupil Name (in full):		Date of Birth:	
Address (inc Post Code):			
Parent/Guardian Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Pupil:			
Address (inc Post Code):			
Reason for the Request:			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Pupil:			
Signature of Parent:		Date:	
Headteachers Decision and reason for Decision:			
Signature of Headteacher:		Date:	

Appendix 4:**Guidance from Public Health on illness that may require a child to have a day or more off school.**

This guidance refers to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to 'exclusion' as used in an educational sense.

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant staff contacts should consult with their GP or midwife
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT)
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have	If a particular cause of the diarrhoea and vomiting is identified there may be additional exclusion advice for example E. coli STEC and hep A

Infection	Exclusion period	Comments
	stopped	For more information see chapter 3
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT For more information see chapter 3
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, your local HPT will advise on control measures
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more

Infection	Exclusion period	Comments
		advice
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread.

Infection	Exclusion period	Comments
		Contact your UKHSA HPT for more
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff
Ringworm	Not usually required	Treatment is needed
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment	A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife

Infection	Exclusion period	Comments
Threadworms	None	Treatment recommended for child and household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB Exclusion not required for non-pulmonary or latent TB infection Always consult your local HPT before disseminating information to staff, parents and carers	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread Your local HPT will organise any contact tracing
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

*denotes a notifiable disease. Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or UKHSA health protection team of suspected cases of certain infectious diseases.

All laboratories in England performing a primary diagnostic role must notify UKHSA when they confirm a notifiable organism.

The NHS website has a [useful resource](#) which we will share with parents on the website as well as in this policy.

Appendix 5 – Draft letters to parents and carers

Initial Letter

Dear Parent/Carer

Absences from school resulting in an attendance level less than 96%.

I'm writing to inform you of our concerns regarding your child's absences from school during the last four school weeks, resulting in an attendance level below 96%. An attendance print is available on request to show your child's absences. Although you may have informed us of the reasons for all your child's absences since September, attendance below 96% is known to impact negatively on children's progress and well-being.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Due to the pandemic, children have already missed out on early social interaction and education and now we are over that period, from what we experienced and what research has highlighted, now more than ever, it is vital that your child attends school every day school is open. Our pupils' welfare, as well as academic achievement, is of paramount importance to us and we know that good attendance throughout the year is essential for their holistic success.

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than 10 sessions unauthorised absences within 13 weeks. You can find more information about Education Penalty Notices and our school attendance policy on the school website and by looking at previous emails we have sent to you as well as the Doncaster Council website.

We ask you to ensure your child's attendance improves significantly from now onwards and if you need support with this, contact the Attendance Team (Mrs Hays, Mrs Davey or Mrs Ebsworth) via the school office on 01709 862298 as soon as possible so we can arrange to discuss this and plan support for you and your child.

Yours sincerely,

Mrs L Ebsworth
Headteacher

Letter 2

Dear Parent/Carer

Attendance Meeting

I'm writing to express my concern at your child's recent absences from school following our previous letter informing you that your child's attendance was already below 96%. In the last 4 weeks, since sending you this letter, no improvements have been made. You can request a print out of your child's attendance to date.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. We are expected to seek their views about school as part of our duty of care.

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than 10 sessions unauthorised absences within 13 weeks. You can find more information about penalty notices and our school attendance policy which have been emailed out to you previously as well as links on the newsletter and copies on our school website.

We ask you to ensure your child's attendance improves significantly from today onwards and request that you meet with the Attendance Team (Mrs Hays, Mrs Davey or Mrs Ebsworth) if you need support with this. Please phone the school office on 01709 862298 as soon as possible so we can arrange an attendance meeting.

Yours sincerely,

Mrs L Ebsworth
Headteacher

Letter 3

Dear parent or carer

Significant absences from school

I'm writing to formally express my concern at [name's] significant absence from school. Despite having sent previously two letters informing you that your child's attendance is lower than 96% and our offer of support, your child's attendance has not significantly improved. A copy of your child's attendance is enclosed showing sessions missed.

At this stage we must have a meeting to plan how we can work together to improve your child's attendance imminently. Please contact the Attendance Team (Mrs Ebsworth, Mrs Davey or Mrs Hays) in the nextdays via message, email or telephone call to arrange a meeting for next week..... If you do not arrange and attend a meeting in this time, we will need to take further action.

Please note that unauthorised absences can result in a penalty notice being issued. You can find more information about penalty notices in our school Attendance and Punctuality policy. Copies of the policy are on the school website, or available from the school office and have been emailed previously.

As you know, we acknowledge that each family's circumstances are different and we aim to work with parents and carers to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we know through research that regular attendance throughout the year is essential for their success and fulfilment. At the meeting, we will discuss your child's attendance data and we know, working together, we can improve your child's attendance therefore we urge you to contact us as soon as possible.

Yours sincerely,

Mrs Ebsworth
Headteacher

Letter 4

Date

Dear parent or carer

Education Penalty Notice Warning.

I'm writing to formally express my continued concern at [name's] significant absence from school. Despite having sent letters informing you that your child's attendance had dropped below 96% and needed improving imminently, and our repeated offers of support from the Attendance team, your child's attendance has now significantly deteriorated to below 90%.

Your child's attendance is currently ****%.

Authorised absence is currently *****%

Unauthorised absence is currently ****%. This is ** number of sessions

As part of our ongoing work to support the mental well-being of our children, which is negatively impacted when they do not attend school, we seek to document the child's voice to support them.

Please note that, as we have already informed you, unauthorised absences can result in a penalty notice being issued. You can find more information about penalty notices in our school Attendance and Punctuality policy. Copies of the policy are on the school website, or available from the school office and have been emailed previously.

Doncaster Council will use legislation to enforce attendance at school where parents do not fulfil their duty to ensure their children attend school regularly. This could mean a parent or carer enters into the Local Authority Attendance Management Procedure, which may lead to further legal sanctions if a parent or carer fails to ensure regular attendance. Please see the link below.

[Promoting Good Attendance – City of Doncaster Council](#)

Failure to ensure that your child attends school on time every day from tomorrow and the following 14 school days could result in an Education Penalty Notice (EPN) being issued. It is imperative that you book an appointment to meet with myself and the Attendance team to enable us to put in place the intensive support that is now required, including the support of other agencies.

Yours sincerely,

Mrs Ebsworth

Headteacher

Improved Attendance but still lower than 96% letter

Dear Parent or carer

Improvement in attendance

I am writing to acknowledge that your child's attendance has improved since our last letter to you.

Due to this improved attendance, we are seeing the positive impact on your child in their attitude to learning and their progress.

Although we are happy with this improvement, we will still be monitoring your child's attendance as it remains below 96% therefore we need you to maintain this standard moving forward.

Please do not hesitate to contact us if you need any further support.

Yours sincerely,

Mrs Ebsworth
Headteacher

Post Holiday attendance below 96% Letter 1 alternative

Dear Parent/Carer

Absences from school resulting in an attendance level less than 96%.

I'm writing to inform you of our concerns regarding your child's absences from school, resulting in an attendance level below 96%. An attendance print is available on request to show your child's absences. Although we are aware that you have taken a term-time holiday, attendance below 96% is known to impact negatively on children's progress and well-being.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Due to the pandemic, children have already missed out on early social interaction and education and now we are over that period, from what we experienced and what research has highlighted, now more than ever, it is vital that your child attends school every day school is open. Our pupils' welfare, as well as academic achievement, is of paramount importance to us and we know that good attendance throughout the year is essential for their holistic success.

Please note that unauthorised absences can result in a penalty notice being issued if your child has more than 10 sessions unauthorised absences within 13 weeks. You can find more information about Education Penalty Notices and our school attendance policy on the school website and by looking at previous emails we have sent to you as well as the Doncaster Council website.

We ask you to ensure your child's attendance improves significantly from now onwards and if you need support with this, contact the Attendance Team (Mrs Hays, Mrs Davey or Mrs Ebsworth) via the school office on 01709 862298 as soon as possible so we can arrange to discuss this and plan support for you and your child.

Yours sincerely,

Mrs L Ebsworth
Headteacher