

ATTENDANCE POLICY



Latest review undertaken on 17th July 2023
by the Full Governing Body

Next review: Summer term 2024

Rationale

For a child to achieve their full educational potential a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. For our children to take full advantage of the educational opportunities offered it is vital that your child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good school attendance.

Good attendance is important because:

- statistics show a direct link between educational achievement and absence levels
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to maintain
- regular attenders find learning more satisfying
- regular attenders find transition points easier to manage
- figures from the DfE demonstrate this clearly under the old grading system

Pupils attendance of 93.5% and above, 75% achieved 5+ A*-C GCSE Grades

Pupils attendance of 89% and below, 25% achieved 5+ A*-C GCSE Grades

What is good attendance? The school target for attendance is **97%**. In discussions with the attendance officer, we have introduced the following guide for parents.

100%	Outstanding Excellence
97-99%	Excellent
95-97%	Good
92-95%	Advise improvement
90 -92%	Cause for concern
Below 90%	Serious cause for concern

It should be remembered that 90% attendance is equivalent to one day absence

every fortnight. Over an academic year this amounts to four weeks of absence.

Also, irregular attendance and lateness can have a significant impact on achievement. This includes:

- getting behind in work
- losing the thread of topics being taught
- becoming demotivated
- not feeling part of the school
- losing friendships
- anxiety at returning to school

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parent/s and the child. The Home School Agreement, which every family should sign, will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- celebrate good attendance with different rewards
- set attendance targets for the whole school

Roles and responsibilities

Members of the academy staff will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed.

They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the reasons for their child's absence and will encourage them to keep these to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Principal or Vice Principal.

Responsibilities of classroom staff

Ensure that all students are registered accurately.
Promote and praise good attendance with children at all appropriate opportunities.
Liaise with the Senior Leadership Team on matters of absence and punctuality.
Communicate any concerns or underlying problems that may account for a child's absence.

Support children with absence to engage with their learning once they are back in school.

Responsibilities of pupils

Attend every day unless they are ill or have an unavoidable reason for absence, like quarantine due to Covid

Arrive at school on time and fully equipped for lessons.

Get to registration and lessons on time.

Year 5/6 pupil's responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

all natural parents, whether they are married or not

any person who, although not a natural parent, has parental responsibility for a child or young person

any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Parents will:

inform the school on the first day of absence

discuss and complete the request form for any planned absences well in advance

support the school with their child in aiming for 100% attendance each year

make sure that any absence is clearly accounted for by telephone or text on the first and subsequent days of absence, and by email or letter if a phone is unavailable

avoid taking their child out of school for non-urgent medical or dental appointments only request leave of absence if it is for an exceptional circumstance.

Recording attendance

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together including weekends and school holidays. The LA Attendance Officer and SLT monitor attendance and procedures each term. Parents will be contacted by the school as soon as concerns are identified and may be invited into school for a meeting.

Legally the register must be taken twice daily. Once at the beginning of the school day and again in the afternoon.

Lateness/punctuality

It is important to be on time at the start of the morning and afternoon sessions and also to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late they can miss time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

When there is no pandemic:

The school day begins at 8.45am and all **pupils are expected to be in school by 9.00am when morning registration ends**. Late is between registration closing and 9.15am

At all times:

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

Arrival after the close of registration at 9.15am will be marked as unauthorised absence and coded **U** in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.

Note: If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M*, ***provided that we have evidence in the form of a letter or appointment card***. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

Punctuality at school is vital and registers should not be kept open for an extended period of time.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates (U code) are unauthorised absences and **may be subject to legal action** (see Section 6 for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school may follow advice from the Central Beds Attendance team and ask Central Bedfordshire Council to issue parents with a Penalty Notice.

What to do if my child is absent?

First day absence

A child not arriving at school where the parents haven't informed the school is considered a **safeguarding** matter. This is why information about the reason for any absence is always required. If your child is absent you must:

contact us as soon as possible on the first day of absence via email or telephone and continue to do so throughout the child's absence

send an email/letter in on the first day they return with an explanation of the absence – you must do this even if you have already contacted the office

If your child is absent we will:

telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance

invite you in to discuss the situation with our attendance officer and/or other staff if absences persist

refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations

Third day absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *Child Missing in Education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and/or wider family.

Ten days absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address.

Continued or on-going absence

If your child misses 39 or more sessions (a session is half day) of absence across the school year, for whatever reason, they are defined as a *persistent absentee with less than 90% attendance*. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level affect attainment. We monitor all absences thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Collecting at the end of the school day

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to share concerns, as necessary, with other agencies including both the Police and Children's Social Care.

Please note that if a child has not been collected by 3.30pm, or is still at Hadrian 15 minutes after a club ends, they will be placed into the after-school club and we will provide the parent/carer with the bill.

Request for leave of absence

Amendments to school attendance regulations were updated in September 2013:

The Education (Pupil Registration) (England) Regulations state that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

It is important to note that head teachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

There is, however, **no legal entitlement for time off in school term time** to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to write in advance and before making any travel arrangements.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence on 12 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail).

Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

For national guidance refer to:

1 *School attendance*, 2016, located at:

www.gov.uk/government/publications/school-attendance

Types of absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:

authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised

unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Unauthorised absences are likely to include: parents allowing their child/ren permission to be off school unnecessarily, such as for

shopping, birthdays, to look after siblings

truancy before or during the school day

absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

We will follow all guidelines and advice from the Government regarding covid infections. Please note that this may change throughout the year.

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have,

either by regular attendance at school or otherwise

Legal measures for tackling persistent absence or lateness

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

Penalty Notices

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school should request a penalty notice be issued. **The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.**

Penalty Notices can be issued when

- a pupil has taken a holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's newsletter, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and coordination.

Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

a fine of up to £2,500

a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences

an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction

a community order such as unpaid work, curfew or tagging

imprisonment - for up to three months

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child.

If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may also make things worse. Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Class rewards : The class with the highest attendance each week will get an extra ten minutes playtime

100% attendance all half term (individual reward): Children who are at school every day for a half term will be rewarded with a mixed classes extra play

99% attendance all week (whole school reward): If, as a school, we hit 99% attendance we will hold a splat the teacher event.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

Leavers

If your child is leaving our school (other than when transferring to a secondary school) i.e. leaving before the end of year 6 parents are asked to:

1. Give the academy officer comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing
2. If pupils leave and we do not have the above information, then your child is considered to be a *child missing education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Absence through child participation in public performances, including theatre, film or television work and modelling

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the principal to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the principal's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

The regulations related to children participating in public performances are separate to those around authorising leave of absence. For further advice and guidance on Child Employment and Performance Licences contact Central Bedfordshire Council on 0300 300 4953

Leave of absence will only be granted where assessment data show the child is;

- working at age related expectations or above
- they have hand in homework fully completed and on time
- they have excellent behaviour whilst at school and have received no level 3 or 4s during that Term
- a maximum of 39 sessions in any one academic year should not be exceeded

Absence through competing at regional, county or national level for sport

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the principal's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the principal and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Any absence recorded as part of a child's participation in a sporting competition is recorded as C, an authorised absence.

Leave of absence will only be granted where assessment data show the child is;

- working at age related expectations or above
- they have hand in homework fully completed and on time
- they have excellent behaviour whilst at school and have received no level 3 or 4s during that Term
- a maximum of 39 sessions in any one academic year should not be exceeded

Gypsy, Roma, Traveller and Showman families

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away. Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

The Admission and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Attendance letter 1 to be sent when attendance falls below 95%.

Dear

Attendance Letter 1 Re: Child name

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands below 95%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is **97%** and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child's education. Please see our attendance policy on our website.

Attendance letter 2 to be sent when attendance falls below 90%

Date.....

Dear

Attendance Letter 2 Re: Child name

I am writing to you with reference to the attendance of your child named above. The attendance register shows attendance currently below 90%. I am concerned that this attendance level may seriously impact upon his ability to fully access the curriculum.

We encourage all our pupils to keep their attendance above 97% wherever possible. We would appreciate your support in ensuring that your child's attendance improves to this level.

If a child's attendance falls below 90% they are classed as a "Persistent Absentee" in the eyes of the law and will be doing considerable damage to their education. Although 90% sounds reasonably high it equates to missing 19 days of school over the academic year – that's 95 lessons!

I appreciate that the academy may have been contacted and reasons for absences were offered. Understandably, absence for some illness is unavoidable but sometimes students

take time off for relatively minor ailments and could possibly be encouraged not to miss school, or return sooner when they show signs of improvement.

Unfortunately, we will be unable to authorise any further absences as illness from the date of this letter onwards unless satisfactory medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointment cards and texts, or sight of medication.

Should your child's level of attendance fail to improve or the school doesn't receive satisfactory evidence to support the absences, the academy may need to consider requesting that you attend a meeting with a member of staff, and maybe also the Local Authority School Attendance Officer. A Penalty Notice and fine may be issued in line with Central Bedfordshire Council's Code of Conduct, for ten absences (five school days) in a twelve-week period and this is something we wish to avoid.

If you have any concerns about your child's attendance, please can you let us know and we will do our very best to support you.

Please do not hesitate to contact office@hadrianacademy.co.uk if you would like to see a copy of the attendance register for your child, or to arrange to speak to me if you wish to discuss this matter further

Yours sincerely

Hadrian Attendance Officer

Penalty Notice letter to be sent where a child has had 10 unauthorised absences in a 12 school week period

Date.....

Dear

Penalty Notice Letter Re: Child name

I am writing to inform you that due to your child's irregular school attendance, following advice from the school attendance offer, it has been requested that the Local Authority issues you with a Penalty Notice

[http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.a
spx](http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx) OR have made a formal referral to the Local Authority School Attendance Officer who

will be in contact with you in the near future.

Should you have further information that would support your child's level of absence then I would ask that this is shared with either myself or the School Attendance Officer.

Yours sincerely

Persistent Lateness letter

Dear

Persistent Lateness Letter Re: Child name

I am writing to inform you that we are concerned as your child is persistently late for school. We encourage all our pupils to be on time each day as missing the same subject lesson every morning is causing gaps in learning. Please see the sign in sheet attached.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving at the classroom when everyone else is settled.

5 minutes late everyday = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late everyday = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late everyday = 10 DAYS OF SCHOOL A YEAR
20 minutes late everyday = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late everyday = 19 DAYS OF SCHOOL LAST YEAR

Meanwhile, if we can do anything to help you get to school on time, please do not hesitate to contact me.

Yours sincerely

Appendix 1

Legislation

Section 175 of the Education Act 2002

Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

It is not statutory for schools to have an attendance policy.

The following pieces of legislation should be included in your attendance policy and referred to in your letters to parents

Section 7 of The Education Act 1996

Requires parents to secure the education of their children of compulsory school age. *The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have,

either by regular attendance at school or otherwise

<http://www.legislation.gov.uk/ukpga/1996/56/section/7>

Section 576 Education Act 1996

Meaning of “parent”.

(1) In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or

(b) who has care of him,

(3) In subsection (1) “parental responsibility” has the same meaning as in the Children Act 1989. <http://www.legislation.gov.uk/ukpga/1996/56/section/576>

Section 23 Anti-Social Behaviour Act 2003

Penalty notices for parents in cases of truancy

(1) After section 444 of the Education Act 1996 (c. 56) (failure to secure regular attendance at school of registered pupil) insert—“444A Penalty notice in respect of failure to secure regular attendance at school of registered pupil

(1) Where an authorised officer has reason to believe—

(a) that a person has committed an offence under section 444(1), and

(b) that the school to which the offence relates is a relevant school in England,

¹⁴ Date: March 2020

he may give the person a penalty notice in respect of the offence.

(2) A penalty notice is a notice offering a person the opportunity of discharging any liability to conviction for the offence under section 444(1) to which the notice relates by payment of a penalty in accordance with the notice.

(3) Where a person is given a penalty notice, proceedings for the offence to which the notice relates (or an offence under section 444(1A) arising out of the same circumstances) may not be instituted before the end of such period as may be prescribed.

(4) Where a person is given a penalty notice, he cannot be convicted of the offence to which this section shall be payable to local education authorities in England.

(6) Sums received by a local education authority under this section may be used by the authority for the purposes of any of its functions which may be specified in regulations.

<http://www.legislation.gov.uk/ukpga/2003/38/contents>

the notice relates (or an offence under section 444(1A) arising out of the same circumstances) if he pays a penalty in accordance with the notice.

(5) Penalties under

Section 444(1) Education Act 1996

Offence: failure to secure regular attendance at school of registered pupil.

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend

regularly at the school, his parent is guilty of an offence.

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Section 444(1A) Education Act 1996

(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Appendix 2

Minutes of Attendance Meeting

Attendance Contract

Date/time of meeting:	
Venue:	Hadrian Academy
Pupil name:	
Date of birth:	
Present at meeting:	
Actions agreed ● Pupil will arrive at school by 8.50 a.m. every day. ● Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return. ● Parent will provide medical evidence for every sickness absence pupil may incur. ● If any issues are preventing pupil from attending regularly, school staff will be informed	
Attendance target:	100%
Timescale for improvement:	
Date for review meeting:	

I confirm that this Attendance Action Plan was agreed by all present.

Signed:

Parent/carer

Pupil

School Representative

Other Agency