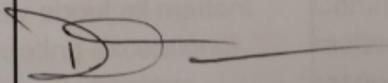




Beoley First School
Promoting Good Attendance policy

Approved by:	Full Governing Board	Date: September 2024
Signed		Chair of Governors
Next review due by:	September 2025	

Note: this policy combines (and therefore abrogates) the previous ‘Term Time Holidays Policy and standard Attendance Policy adopted from Worcestershire County Council

Preamble

We want Beoley First School to be an exceptional school for all children. We want our children to have a consistent presence here to benefit fully from the educational offer, to make a genuine contribution and to flourish, fulfilling as much of their potential as is possible. This policy supports and promotes good attendance. The message that we as teachers and parents give our children about the value of education, the importance of regular attendance and punctuality are vital to the way children engage with the possibilities of the present and realise the possibilities of the future.

1. Aims

1.1 Beoley First School is committed to maximising educational opportunities and achievement for all pupils.

What we will do	What we ask you parents to do
<p>Call home on the morning of the first day a child is absent and do everything we can to locate a missing child.</p> <p>If we think patterns of absence may indicate children are at risk of harm, we will take appropriate steps to keep them safe.</p>	<p>Report children’s absence promptly so that we know where they are and that they are safe.</p>
<p>Complete the register accurately, with integrity.</p> <p>Trust parents, carers and children to abide by our policies and expectations.</p>	<p>See that children attend school every day it is possible to do so and be open and honest with school about the reasons for absence.</p>
<p>Communicate respectfully about all matters related to attendance, treating exceptional circumstances (bereavement, religious observance etc.) with delicacy and empathy.</p> <p>Show understanding of the barriers to attendance and work in partnership with parents, carers and pupils to overcome them.</p>	<p>Communicate respectfully about all matters related to attendance, and respect pupil’s right to an education.</p>

<p>Provide a school where children want to attend and parents and carers feel the educational offer is valuable, where the learning and opportunities are a “pull factor” for our families.</p> <p>Consistently promote, explain and model our attendance policy so it is clear to parents, carers and pupils and it enables them to improve attendance.</p>	<p>Inspire in children an idea of the value of education and how important school is.</p> <p>Not undermine the value of education by keeping children off without good cause or giving the message that school only matters sometimes.</p>
<p>We will show we value children’s education and futures by being determined about reducing absences and endeavouring to get them into school where we can make a difference.</p> <p>We will value the engagement of parents and the assistance offered by wider services.</p>	<p>Value the school’s attendance procedures and policy, recognizing that this is intended to improve their child’s education, wellbeing and future prospects.</p>
<p>Engage with pupils, parents and carers to improve attendance and reduce absence, by reaching out, making adaptations and adjustments where possible and working in genuine partnership.</p> <p>Promoting and engaging with wider services through the school’s Support for Parents offer, to provide extra help for families where attendance needs to improve.</p>	<p>Engage with the school in conversations and good will to improve attendance and reduce absence.</p> <p>Engage with help and services where they are offered, taking advice and working in partnership with the school to improve pupils’ attendance.</p>

If pupils are to thrive they need to attend school regularly and punctually. For pupils to gain the best from their time at school, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all pupils. The community of Beoley First School actively promotes good attendance and discourages unnecessary, unjustifiable or avoidable absence. Promoting good attendance and punctuality prepares pupils for the rigours and disciplines of adult working life. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- a. Promoting good attendance
- b. Reducing absence, including persistent and severe absence
- c. Ensuring every pupil has access to the full-time education to which they are entitled

- d. Acting early to address patterns of absence
- e. Building strong relationships with families to ensure pupils have the support in place to attend school
- f. We will also promote and support punctuality in attending school and 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:

- a. Part 6 of [The Education Act 1996](#)
- b. Part 3 of [The Education Act 2002](#)
- c. Part 7 of [The Education and Inspections Act 2006](#)
- d. [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- e. [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- f. It also refers to:
- g. [School census guidance](#)
- h. [Keeping Children Safe in Education](#)
- i. [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board is responsible for:

- a. Promoting the importance of school attendance across the school's policies and ethos
- b. Making sure school leaders fulfil expectations and statutory duties
- c. Regularly reviewing and challenging attendance data
- d. Monitoring attendance figures for the whole school

- e. Making sure staff receive adequate training on attendance
- f. Holding the headteacher to account for the implementation of this policy

3.2 Rates of attendance, action and impact are reported to the Full Governing Board for scrutiny and challenge.

3.3 The headteacher is responsible for:

- a. Implementation of this policy at the school,
- b. Monitoring school-level absence data and reporting it to governors,
- c. Supporting staff with monitoring the attendance of individual pupils,
- d. Monitoring the impact of any implemented attendance strategies,
- e. Issuing fixed-penalty notices, where necessary.

3.4 The headteacher is also the **Senior Attendance Champion** and is additionally responsible for:

- a. Leading attendance across the school
- b. Offering a clear vision for attendance improvement
- c. Evaluating and monitoring expectations and processes
- d. Having an oversight of data analysis
- e. Devising specific strategies to address areas of poor attendance identified through data
- f. Building relationships with parents/carers to discuss and tackle attendance issues
- g. Creating intervention reintegration plans in partnership with pupils and their parents/carers
- h. Delivering targeted intervention and support to pupils and families.

3.5 The school attendance officer is responsible for:

- a. Monitoring and analysing attendance data (see section 7)
- b. Benchmarking attendance data to identify areas of focus for improvement
- c. Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- d. Working with external attendance support officers to tackle persistent absence

3.6 Class teachers are responsible for recording attendance twice daily, using the correct codes, and submitting this information to the school office via the register

3.7 Office staff will:

- a. Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- b. Relay/transfer calls from parents/carers to the headteacher where relevant in order to provide them with more detailed support on attendance.

3.8 Parents/carers are expected to:

- a. Make sure their child attends school every day they are well enough to do so, on time.
- b. Call the school to report their child's absence before 8.55am on the day of the absence and advise when they are expected to return
- c. Provide the school with more than 1 emergency contact number for their child
- d. Ensure that, where possible, appointments for their child are made outside of the school day

3.9 Pupils are expected to attend school every day they are well enough to do so, on time.

4. Recording attendance

4.1 The Attendance Register

4.11 We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- a. Present
- b. Attending an approved off-site educational activity
- c. Absent
- d. Unable to attend due to exceptional circumstances

4.12 Any amendment to the attendance register will include:

- a. The original entry

- b. The amended entry
- c. The reason for the amendment
- d. The date on which the amendment was made
- e. The name and position of the person who made the amendment

(See appendix 1 for the DfE attendance codes.)

4.13 We will also record:

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

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

4.15 Pupils must arrive in school by 8.45am on each school day.

4.16 The register for the first session will be taken at 8:45am, and will be kept open until 8:55am. The register for the second session will be taken at 1:15pm and will be kept open until 1.25pm.

4.2 Unplanned absence

4.21 The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible by emailing or calling the school office. Messages may be left on the school answer phone if the office is not yet staffed or the line is engaged, (see also section 7).

4.22 We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

4.23 Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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.

4.24 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 in advance.

4.3 Planned absence

4.31 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment, via email, telephone or by speaking face-to-face with office staff.

4.32 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.

4.33 The pupil's parent/carer 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 can authorise.

4.34 We strongly discourage any unnecessary or avoidable absence from school in order to promote the best possible educational outcomes for pupils.

4.4 Lateness and punctuality

4.1 A pupil who arrives late:

- a. Before the register has closed will be marked as late, using the appropriate code
- b. After the register has closed will be marked as absent, using the appropriate code

4.2 The school monitors punctuality alongside attendance and seeks to promote good punctuality. Where patterns of lateness become apparent the school will advise parents of this and seek to change the trend through engaging in dialogue, offering advice and signposting, where appropriate, to services through the Supporting Families Offer (Support for Parents).

4.3 The school is aware that persistent lateness has a detrimental effect on children's education, wellbeing and future prospects, and will take action to reduce lateness and reduce the impact of lateness on children's potential.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- a. Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may seek advice from Children's Services, inform the police or perform a home visit in pairs.
- b. Identify whether the absence is approved or not.
- c. Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- d. Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels, through termly attendance reports and in the annual school achievement report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

5.11 The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

5.12 We define 'exceptional circumstances' as:

- a. Court appearances.
- b. Unavoidable serious incidents (e.g. accidents or injuries which prevent children being brought to school).
- c. Bereavement and attendance at funerals.
- d. Exclusion from school.
- e. Involvement in public performance, examinations or sporting events, at the discretion of the Headteacher.

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

5.14 Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

5.15 Valid reasons for **authorised absence** include:

- a. Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- b. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- c. Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gipsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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 Legal sanctions

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

5.22 If issued with a fine, or penalty notice, each parent/carer must pay £80 within 21 days or rises to £160 if paid after 21 days but within 28 days. The payment must be made directly to the local authority.

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

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

- A. Whether the relationship with the school has broken down, e.g.
 - a. Lack of communication regarding attendance or punctuality
 - b. By refusing to engage with the Early help plan
 - c. Dishonesty regarding reasons for absence.
- B. The number of unauthorised absences occurring within a rolling academic year
- C. One-off instances of irregular attendance, such as holidays taken in term time without permission
- D. Where an excluded pupil is found in a public place during school hours without a justifiable reason
- E. Where a pupil is in a public place whilst excluded from school, after parents have been informed that they must not be so.

5.25 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

6.1 Weekly messaging in the newsletter about the average attendance, its trends and significance, and

6.2 Rewarding the class with the highest attendance with the keeping of a special mascot 'The Beoley Bee' for the week.

6.3 Writing to families with good attendance to thank them for their commitment.

7. Monitoring, analysing and responding to attendance data

7.1 Monitoring attendance

7.11 The school will:

- a. Monitor attendance and absence data half-termly, termly and yearly at a school, class and individual pupil level
- b. Identify whether or not there are particular groups of children whose absences may be a cause for concern
- c. Monitor the attendance of significant groups such as disadvantaged pupils, pupils with special educational needs, pupils from minority ethnic groups, and pupils who speak English as an additional language.
- d. Track the attendance and trends of the most vulnerable pupils (e.g. those who are both disadvantaged and have special educational needs) and seek to promote good levels of punctuality and attendance.

7.12 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.

7.2 Analysing attendance

The school will:

- a. 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.
- b. Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- a. Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families (for example before pupil progress meetings, SEN meetings or parental consultations).
- b. Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

7.41 Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

7.42 The school will:

- a. Use attendance data to find patterns and trends of persistent and severe absence.

- b. Communicate through letters the absence rate which is of concern and its trend, offering help through discussion and signposting to services. (see Annexe A)
- c. Hold regular meetings with the parents/carers 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.
- d. Include attendance support in the Supporting Families Offer (Support for Parents) offer and signpost to this
- e. Provide access to wider support services to remove the barriers to attendance.
- f. Engage with DfE and Local Authority attendance coaching and support, to develop its own offer.

8. Monitoring arrangements

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

9. Links with other policies

This policy links to the following policies:

- a. Child protection and safeguarding policy
- b. Behaviour policy

Appendix 1: attendance codes

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

School Attendance Codes 2024

Present Codes

/\	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered

E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed

Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)
-	All should attend / no mark recorded

Appendix 2: Standardised letters

2.1 Attendance

Stage 1 Pupil attendance falls below 95% and is moving towards persistent absence (PA) threshold.

Dear xxxxxxxxxxx

Absences from school

We've noticed that [pupil name] has missed a lot of school recently. We're concerned that he/she/they are missing out on key experiences because of this, and that they risk falling behind. [insert any other detail]

[Name] has missed [insert number of days missed and over what time period].

We know that every family's circumstances are different and want to work with you to provide the best education for your child. We are aware of [insert known reasons for absence]. Please let us know if there's anything else going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on [number] as soon as you can so we can arrange a meeting with myself to discuss any reasons for these absences, offer help and support if it is needed and come up with a plan to ensure that [name]'s attendance improves and that they can catch up on any missed schoolwork and not fall behind.

Yours sincerely,

Mr Philp

Headteacher

Stage 2 Attendance falls below Persistent Absence Threshold (90% or less)

Dear

We have noticed that [name] has missed a lot of school so far this year and our records show their attendance is now at [inset figure] %. This is known as persistent absence and we would really like to work with you to help turn this around and get [name] attending more regularly.

Invitation for a meeting to discuss attendance

We would like to invite you to come in to have a chat about [name]'s attendance at school. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to attend
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to attend school regularly

Please contact the school office on [number] as soon as you can so we can arrange to discuss the above questions, and how we can work together to help [name] catch up on any missed school work.

Yours sincerely,

Mr Philp

Headteacher

Stage 3 Persistent absentee with no improvement.

Dear

We have noticed that [name] continues to have high rates of absence and has missed even more of school. Our records show their attendance is now at [inset figure] %. This continues to be a persistent absence and we would really like to work with you to help turn this around and get [name] attending more regularly. Any absence risks children missing opportunities to learn but absence of this

Invitation for a meeting to discuss attendance

We would like to invite you to come in to have a chat about [name]'s attendance at school. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to attend
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to attend school regularly

Please contact the school office on [number] as soon as you can so we can arrange to discuss the above questions, and how we can work together to help [name] catch up on any missed school work.

Yours sincerely,

Mr Philp

Headteacher

E Above average attendance

Dear [names]

Above average attendance

I just wanted to write to you all as a family to say well done and thank you for your support of attendance at school.

At this point in the year, our records show [name] has above average attendance of [%]

Everybody gets ill, or sometimes has appointments they can't avoid, and we don't want to put pressure on families, but we do want to notice and celebrate how hard they are trying. We do our best to make this a school children and families want to attend. But without a real commitment to our school from families like yourselves, this level of attendance is very hard to maintain. Thanks for that commitment – it's so important.

Please keep it up and know that you are giving your child the most valuable gift they will ever receive. A consistent education.

In gratitude and partnership,

Stephen Philp

Headteacher

F Pupils successfully maintaining 100%

Thursday, 02 May 2024

Dear [names]

100% Attendance. Well done and thank you!

I just wanted to write to you all as a family to say well done and thank you for your support of attendance at school.

At this point in the year, our records show [name] has attended every single session.

Everybody gets ill, or sometimes has appointments they can't avoid, and we don't want to put pressure on families, but we do want to notice and celebrate how hard they are trying. We do our best to make this a school children and families want to attend. But without a real commitment to our school from families like yourselves, 100% attendance is impossible. Thanks for that commitment – it's so important.

Barring obvious illness, which cannot be helped, please keep it up and know that you are giving your child the most valuable gift they will ever receive. A consistent education.

In gratitude and partnership,

Stephen Philp

Headteacher

G Improved attendance – Well Done!

Dear [names]

Improved attendance. Well done and thank you!

I just wanted to write to you all as a family to say well done and thank you for your support of attendance at school.

Since we last discussed [name]'s attendance matters have improved, going from [%] to [%]. This means [name] is getting more out of school and missing less opportunities to learn which is brilliant news.

I hope the support we are offering is helpful and credit to you, that parents, whatever you are doing seems to be working so keep it up and know that by ensuring they are in school regularly you are giving your child the most valuable gift they will ever receive: a consistent education.

In gratitude and partnership,

Stephen Philp

Headteacher

H Granting an absence request

Your request for an authorised absence for your child

Thank you for your request to take [name(s)] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. At [school name] we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

We consider each request for absence on its merits and the family's specific circumstances.

Please be aware that that fact that I've agreed this request doesn't mean I'll necessarily be able to agree to any similar request from you, or other parents, in the future.

Yours sincerely,

[Name]

Headteacher

I Refusing an absence request.

Your request for absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case I cannot consent to your request.

At [school name] we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its specific circumstances, and I have taken many variables into consideration.

Because each request is different, this decision can't be compared with decisions made by the school in the past, and it won't affect future decisions.

I'm sorry to disappoint you on this occasion.

Yours sincerely,

[Name]

Headteacher

J After a significant unauthorised absence

Unauthorised Holiday absence

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised holiday because [explain the evidence you have].

At [school name] we believe that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

Absences like these could have a detrimental effect on [name(s)] education.

We would ask that you do everything you can going forward to ensure that your child is in school every day that they are well enough to do so that they get the best education they can, as it is their right and legal entitlement.

Yours sincerely,

Stephen Philp

Headteacher

2.2 Punctuality

A Persistent lateness

Poor punctuality

I'm writing to you because [name] has been late to school [number] times in [timeframe].

They have arrived at school after the register had closed on the following dates:

· [date]

· [date]

· [date]

They also arrived at school late (but before the register had closed) on the following dates:

· [date]

· [date]

· [date]

The school day begins promptly at [time] and registration closes at [time]. Afternoon registration takes place between [time slot].

Arriving promptly makes sure that your child doesn't miss schoolwork, and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Being late for school and arriving after everyone else is unsettling and distressing for many children and places them at a disadvantage.

We would like to invite you to come in to have a chat about [name]'s punctuality. We would like to find out whether there is anything:

- Happening at school that makes it difficult for [name] to get to school on time
- Happening at home that we can help with, or that you think we should be aware of
- We can do to make it easier for [name] to be on time for school

Please contact the school office on [number] to arrange a meeting.

Yours sincerely,

[Name]

Mrs Brown

Attendance Officer