

WITTON CHURCH WALK CE AIDED NURSERY & PRIMARY SCHOOL ATTENDANCE POLICY 2024 - 2025



'Where Every Door is Opened and Every Gift is Unlocked'

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for *'Everyday Excellence'* and believe in themselves in order to achieve their full potential.

Our school works within the recommendations of The Equality Act 2010.

Rationale

This Policy outlines the underlying philosophy, purpose, nature, organisation and management of pupil attendance at Witton Church Walk CE Aided Nursery & Primary School.

The Policy is a result of consultation with the wider school community and an analysis of existing attendance data to establish current absence trends. This information is reported to the Department for Education and forms part of our Ofsted. It aims to ensure the enjoyment and achievement for all pupils at Witton Church Walk CE Aided Nursery & Primary School.

Principles

The Governors, Head Teachers and staff wish to ensure every child has the opportunity to:

1. Fully participate in school life
2. Enjoy and achieve
3. Feel a valued member of the school community

Aims

- To reduce persistent absence in line with the national average
- To improve attendance to be in line with or above the national expectation of 96%
- To ensure there is a whole school, graduated response to improving punctuality and attendance
- To identify groups of pupils and individuals whose absence causes concern
- To identify pupils persistently absent from school
- To track pupils' attendance and monitor and evaluate progress
- To identify main causes of absence and take action to address them

Legal Responsibilities Relating to School Attendance

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

From 1st September 2013 the new law by the DfE does not give any entitlement to allow parents to take their child on holiday during term time. A request for holidays in term time is not believed, by current government, to be an 'exceptional circumstance'. Please refer to www.dfe.gov.uk.

Parental Responsibilities Relating to School Attendance

Parents must:

- Contact school on each day of absence to provide a reason for non-attendance before 9.00am
- Work with the school and any other agency to resolve any difficulties which may affect regular school attendance

School Responsibilities Relating to School Attendance

The Clerical Officer is the school attendance leader. As the attendance leader of the school, under guidance from the Bursar, she will ensure:

- Registers are accurately marked and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006
- A whole school approach to reinforce good attendance, teaching and learning to encourage all pupils to attend and achieve
- Individuals or group attendance targets are set and understood by staff, parents and pupils

Registration

Parents should ensure pupils are in school for 8.45am (Year 1 – Year 6) and 8.50am for Receptions & Nursery children for morning registration and 1.00pm for Key Stage 1 and 1.15pm for Key Stage 2 for afternoon registration.

A pupil arriving after 9am and 1.00pm/1.15pm will be marked late.

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school office to sign in. If pupils are not in class when the register is taken, they will be coded as 'L'. Any late arrivals after 9.30am will be coded as 'U' which is an unauthorised absence for that session.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists (appendix 8 & 8a).

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

Categorisation of Authorised and Unauthorised Absence

The parent must provide an explanation for any period of absence from school, it is the responsibility of the Head Teacher to decide whether or not the absence will be authorised.

School will usually authorise absences where a pupil is:

- Unable to attend school due to illness. This will be coded 'I'.
- Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays. This will be coded 'M'.
- Absent due to 'special' circumstances. This will be coded as a 'C' code and an example of this may be to attend a funeral of a close family member, to visit a close family member who is seriously ill or there has been a death or significant trauma in the family.
- A full list of all the codes can be found in Appendix 9.

School will not authorise absence for:

- Shopping
- Birthdays
- Days out
- Looking after brothers/sisters
- Or holidays

Holidays in term time will not be agreed by the school, if you take a holiday, the absence will be recorded as 'G' (family holiday not agreed), this will mean that the absence has been recorded on the school attendance register as unauthorised. The Educational Welfare Officer will be notified.

Where a pupil is taken out of school for the purpose of a holiday in term time without the prior permission of the school, the parent/carer (both parents), in accordance with section 444 of the Education Act 1996, may be issued with a Fixed Penalty Notice, currently £80 per child where the amount is paid within 21 days or £160 where the amount is paid within 28 days.

School Attendance guidance from Cheshire West and Chester Council

The National Framework for penalty notices introduces a new national limit of 2 penalty notices that can now be issued to a parent for the same child within a rolling 3-year period. If a second Fixed Penalty Notice is issued to the same parent for the same child, within three years of a first Fixed Penalty Notice, the second Fixed Penalty Notice is charged at a flat rate of £160 if paid within 28 days.

Once two Fixed Penalty Notices have been issued, if a 3rd unauthorised leave of absence occurs within a 3-year period, the Local Authority is able to move to prosecution immediately.

If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.

School may request medical verification where a pupil's attendance falls below 90%.

School Systems for Promoting Regular Attendance

School will:

- Contact parents on each day of a pupil's absence, where no notification has been received from the parent/carer by 9.30 am to ensure the safety of the pupil. Give a copy of this initial list to a member of the Safeguarding Supervision Team.
- Inform a member of the Safeguarding Supervision Team of any child where we have been unable to contact the parent by 10.00am.
- The Welfare & Attendance Officer may take the decision to visit the property.
- Analyse individual attendance pupil data to identify patterns of absence causing concern.
- Contact parents by letter when pupils' attendance falls below 96% to highlight concerns with family support worker.
- For all absences relating to illness that exceed 5 consecutive days a well-being or attendance meeting will record any ongoing needs or concerns that may impact attendance for the rest of the year. This will be held with the FSW or head teacher.
- If attendance does not rise family to meet SENCo and/or Family Support Worker and go through the Emotionally Based Attendance Toolkit – action will follow for both school and family with external agencies.
- Invite parents to discuss attendance when a pupil's attendance is below 90%.
- Prosecution – issue of a fixed penalty notice (appendix 8 & 8a).
- Use of an ESO – Education Supervision Order.

School will promptly make 'reasonable enquiries' as set out in the DfE Statutory CME Guidance (April 2021) to contact the parent/carer. Following 10 days of non-school attendance or after we have completed all reasonable checks as set out in the DE Statutory CME Guidance September 2016, i.e. attempts to contact parents/carers, emergency contact etc, we will refer to the Education Welfare Service (EWS) using the Missing Child Referral form (CME2).

The following are examples of the support which school can offer to increase a pupil's attendance:

- Use Individual Attendance Support Plans for pupils with attendance difficulties.
- Use Parenting Contracts where exclusion or behavioural issues are affecting a pupil's attendance in school.
- Use the Emotionally Based Attendance Toolkit – action will follow for both school and family with external agencies
- In partnership with LA use a full range of strategies, including legal interventions, to support improvement to attendance.
- Provide appropriate support to pupils to ensure successful reintegration following long term absence.
- Complete a TAF where complex and significant factors requiring a multi-agency response is identified.
- Work proactively to engage with parents and carers to resolve any difficulties which may be affecting school attendance, through parents' evenings, pupil reviews and home-school agreements.
- Make parents aware of the impact of poor attendance on attainment.
- Support provided from our Family Support Worker.

- Persistent non-attendance may be deemed as neglect & a referral to social care will be discussed.

Persons responsible for attendance in Witton Church Walk CE Primary School

- Head Teacher as School Attendance Champion
- Deputy Head teacher - Designated attendance lead
- Clerical Officer - First day contact link

Review of Policy

- This policy will be formally reviewed every 2 years, sooner if necessary
- The principles of this policy will be raised in the school newsletter regularly throughout the year
- Any complaints arising from the implementation of this policy should be addressed to the Head Teacher in the first instance

Appendix A

How attendance at Witton Church Walk will be monitored

1. Attendance will be checked weekly and any unauthorised absences or any child who was late more than twice in a week will receive a 'Reason for Absence' form (Appendix 1).
2. Attendance will be monitored monthly, when there is cause for concern, a text will be sent to any parent/carers when the attendance has fallen below 96% or has fallen in that two week period. (Appendix 2)
3. Attendance will be checked on the last Friday of every half term by the Clerical Officer. Any children who meet our safeguarding or vulnerable criteria will be monitored more regularly. All children below 96% will be monitored by:
 - A monitoring text from the Family Support Worker will be sent via school comms (Appendix 3)
 - Letter 1 (Appendix 4) will be sent out to all children showing less than 96% attendance.
 - Once letter 1 is issued the attendance for the child will be monitored for improvement. If this does not happen the parent/carers will be asked to attend a meeting with the Family Support Worker to offer support in relation to improving attendance through a referral to an appropriate agency if necessary. (Appendix 5).
 - A meeting will be held with the Head Teacher to put in place a parental contract to improve attendance. (Appendix 6a-c)
4. If deemed necessary or appropriate the Emotionally Based Attendance toolkit will be used by the FSW and SENCo
5. If the Parental Contract fails to increase attendance in a specified time then an Attendance Panel will be arranged between the parent and the Head teacher. This meeting will be minuted and wishes and feelings of the child will be shared. The child, if appropriate, will be invited as will a Governor from the school (Appendix 7a-e).
6. If your child's attendance does not improve after a Parental Contract and support from the Attendance Panel then a Fixed Penalty Notice or Education Supervision Order will be considered. The following will be considered before an ESO is implemented:

There are a number of principles, which the Children Act 1989 require the Court to consider before making an Order.

- Ascertainable wishes of the child
- Physical, emotional and educational needs
- The likely event on the child of any changes in their circumstances
- Any harm which the child has suffered or is at risk of suffering
- How capable the parents are of meeting the child's needs
- Age, sex, background and any characteristics of the child which the Court consider relevant

- The range of powers available to the Court under the Act in proceedings in question

Late children

Parents of children who are persistently late will be sent a letter explaining that we will monitor their child's attendance and punctuality. Parents will be made aware of how much learning time their children are missing.

Appendix 1 – Letter for unexplained late registration

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ
Tel: 01606 663610



'Where Every Door is Opened and Every Gift Unlocked'

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

Date:

Name of child:

Class:

Please give a reason for the absence listed below; if no reason is given within 5 days of the date of this letter then your child's absence will be unauthorised.

Dates of Absence		Reason for Absence
From	To	

Signed (parent/carer) : Date:
This means that your child has missed the equivalent of _____ minutes of learning time this week and could impact on their progress.
If lateness continues to be an issue the Education Welfare Officer may become involved.

Please do not hesitate to contact the school if you wish to discuss this any further.

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed	Unacceptable

Appendix 2 – Message sent via school comms from school when there is cause for concern.

Message Your Parents

Templates

Merge Tags

☒ Disable Replies

☐ Attach Files

To

Cc

Attendance - Appendix 2

This is just a gentle reminder to inform you of your child's attendance at school. Currently their attendance stands at __% and the expectation is that pupils should maintain at least 96% attendance.

Whilst I appreciate that there may be genuine medical reasons for your child's absences, patterns of absence are queried by the Attendance Officer in school at our regular meetings.

Thank you,
Attendance Team

B

I

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🔗

Send this message via:

☒ Smartphone

☐ Email

☐ Text Message

☐ Hide Sender

[Schedule Message](#)

Cancel

Send

Appendix 3 – Message sent via school comms from FSW (Jackie Ellison)

Message Your Parents



Templates ▼

Merge Tags ▼

☒ Disable Replies

Attach Files

To

Cc

Attendance

Currently your child's attendance is ____%. This is currently below the expected government guidelines of 96%.

If there is anything that I can offer to support increasing your child's attendance please contact me on Je@wittonwalk.cheshire.sch.uk

Please note that if the attendance does not improve the school's absence procedure will be followed.

Jackie

B *I* U

Send this message via:

☒ Smartphone ☐ Email ☐ Text Message

☐ Hide Sender

[Schedule Message](#)

Cancel

Send

Appendix 4

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ
Tel: 01606 663610



*'Where Every Door is Opened and
Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

Date:

Dear Parent/Carer

Child's name:

Class:

I am writing concerning your child's attendance at school. As you can see from the enclosed registration Certificate, currently their attendance stands at __% and the expectation is that pupils should maintain at least 96% attendance.

Good attendance is vital if pupils are to achieve their full potential. If they are not in school, they are not learning. One half day a week off school for a full year adds up to 19 days which is almost four school weeks.

Whilst I appreciate that there may be genuine medical reasons for your child's absences, patterns of absence are queried by the Attendance Officer in school at our regular meetings and we may request medical evidence if your child's attendance does not improve.

I will continue to monitor your child's attendance for improvement. Please do not hesitate to contact me should you wish to discuss this further.

Kind regards

Mrs K Magiera
Head teacher

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days absence across the year	Good
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80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed	Unacceptable

Appendix 5

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ
Tel: 01606 663610



'Where Every Door is Opened and Every Gift Unlocked'

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

Date:

Dear Parent/Carer

Child's name:

Class:

I am writing to you concerning your child's attendance at school. As you can see from the enclosed Registration Certificate, their attendance currently stands at ____% and the expectation is that pupils should maintain at least 96% attendance.

I am aware that there may be medical reasons for non-attendance and I am sensitive to this. Medical evidence will only be requested by us in instances of long term or repeated absences of over 15 days.

In response to the letter I sent to you on _____, attendance has continued to fall. As stated in the school attendance policy, schools now need to follow strict actions enforced by the Education Welfare department and the DfE.

I would like to invite you to meet Jackie Ellison, our Family Support Worker, to discuss attendance on _____ at Witton Church Walk Primary School, alternatively we can hold this meeting at your home address if this is more convenient for yourself.

If you would prefer to meet with me, then this can also be arranged.

If you need to rearrange the appointment on _____ or you would prefer a home meeting, then please call the school office or email Jackie at JE@wittonwalk.cheshire.sch.uk. If we do not hear from you to rearrange, Jackie will see you at the date and time stated above.

Kind regards

Mrs K Magiera
Head teacher

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed	Unacceptable

Appendix 6

PERSONAL DETAILS:

Name of Young Person		D.O.B.	
School			
Year Group/Class			

Name of Young Person		D.O.B.	
School			
Year Group/Class			

Name of Parent 1		D.O.B.	
Address of Parent 1			
Parent 1 Contact Number			
Emergency Contact Number			

Name of Parent 2		D.O.B.	
Address of Parent 2			
Parent 2 Contact Number			
Emergency Contact Number			

THE REASONS FOR THE PARENTING CONTRACT

Appendix 6a
PARENTING CONTRACT AGREEMENT

The following has been agreed between *the name of school* and the parent Mr/s *name of parent/parents*

(a) The School,, has agreed to:

- Make sure that a member of staff contacts parents immediately if *name of pupil* is not at school when the register is taken;
- Be available after school if there is anything parents wish to discuss in person;
-
-
-
-
-

(b) The parent, *name of parent*, has agreed to:

- Let school know if there are any problems that might affect attendance;
- Contact school if is to be absent that day;
- Keep their mobile phone in working order and switched on;
- Inform school of a change in mobile phone number;
-
-
-

Is the child, *Name of child*, of an appropriate age to comply with any expectations set in this contract?

- If yes then parents agree to support the child in achieving the expectations set out on the accompanying appendix.

TARGET:

Over the next 2 / 4 / 6 weeks / half-term (whichever is most appropriate)

REVIEW DATE:

The School will meet again on the above date to discuss how things are progressing and whether or not to make any changes to the contract.

NB: A meeting can be requested, at any time, by any of the people concerned to discuss the agreement.

An earlier review *should* be arranged if further difficulties or problems arise, or if it becomes clear that the target set above will not be met in the given timeframe. Consideration should then be given to the drawing up of a new agreement or the implementation of additional strategies e.g. TAF process, referral to iART, legal process etc.

FURTHER REVIEW DATES:

This contract will run from until and the attendance will be monitored for a period of six months after this date.

- We will next meet on (date)at (time) at (location).....
-
-
-
-

Appendix 6b

CONTRACT AGREEMENT

We agree to work together to meet the agreements set out in this parenting contract to help *name of pupil* attend school regularly and punctually and to behave well for the period of this contract *date to (date)*.....

Signed:

	Signature	Date
Parent(s)		
School		

USEFUL CONTACT NUMBERS AND ADDRESSES:

School Office		
Teacher/Headteacher		
Other Services		
(e.g. School Nurse)		
(e.g. Social Workers)		
(e.g. Children's Centre)		
Parenting Advice	www.parentscentre.gov.uk	
	www.parentlineplus.org.uk	0808 800 222

Appendix 6c

PUPIL'S AGREEMENT

NB: This appendix is only to be used where the pupil is of an appropriate age to comply with any expectations set out in this contract

(c) The pupil, (*name of pupil*), has agreed to:

- Let a teacher/member of school staff know if there are any problems that might affect attendance/behaviour;
-
-
-

I agree to work with school and my parent(s) to meet the agreements set out in this parenting contract to help me attend school regularly and punctually and to behave well for the period of this contract (*date*) to (*date*).

Signed:

	Signature	Date
Pupil		

Appendix 7

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610



*'Where Every Door is Opened
and Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

ATTENDANCE PANEL INVITE LETTER

Dear

Re: Name of Pupil and Date of Birth

I am writing to you concerning’s attendance at school, which stands at.....%.

As parents/carers we would like to invite you to meet with the **Attendance Panel** at school/other on.....at..... where we hope to be able to discuss any concerns or issues affecting your son/daughter’s attendance. The meeting will last approximately 15 minutes.

We look forward to your co-operation in this matter and if you have any questions please do not hesitate to contact the school on.....

Yours sincerely

Mrs K Magiera
Headteacher

Appendix 7b**ATTENDANCE PANEL ACTION PLAN (1)**

Attendance Panel Held on	
--------------------------	--

Name of Pupil	
---------------	--

Name of Parent/Carer (1)	
Address	
Attended	Yes / No

Name of Parent/Carer (2)	
Address	
Attended	Yes / No

Time of Appointment	
---------------------	--

Comments

Agreed Action

% at Panel	% at 1 st Review	% at 2 nd Review	% at 3 rd Review

Appendix 7c

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610



*'Where Every Door is Opened
and Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

FAILED TO ATTEND PANEL

Dear

Re: Name of Pupil and Date of Birth

Unfortunately you did not attend the Panel Meeting
on..... at..... to
discuss.....'s attendance.

Please find enclosed a copy of the Action Plan agreed in your absence.

.....'s attendance is a concern and must improve over the coming
weeks or the school may consider requesting a Fixed Penalty Notice.

If you wish to discuss this matter further please contact school
on.....

Yours sincerely

Mrs K Magiera
Headteacher

Enc

Appendix 7d

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610



*'Where Every Door is Opened
and Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

ATTENDED PANEL

Dear

Re: Name of Pupil and Date of Birth

Thank you for meeting with the Panel on to
discuss.....'s attendance.

Please find enclosed a copy of the Action Plan which we hope will encourage
and support..... The Action Plan will be reviewed in school
over the coming weeks.

If you wish to discuss the Plan or have any questions please do not hesitate
to contact school on.....

Yours sincerely

Mrs K Magiera
Headteacher

Enc

Appendix 7e

CONFIDENTIAL

ATTENDANCE PLANNING MEETING

HELD ON

AT:

RE: DOB:
REGISTERED PUPIL AT: YR

CURRENT ATTENDANCE RECORD:
(Record of attendance attached)

<u>Present:</u>	NAME	AGENCY

<u>Also invited but did not attend:</u>		

<u>Apologies:</u>		

INFORMATION PROVIDED BY SCHOOL

Response:

INFORMATION PROVIDED BY HEALTH AGENCIES

Response:

INFORMATION PROVIDED BY OTHER AGENCIES

Response:

INFORMATION PROVIDED BY PARENT/CARER

Response:

INFORMATION PROVIDED BY CHILD

Response:

SUMMARY

ACTION AGREED

REVIEW DATE AND TIME:

Appendix 8

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610

Date:



*'Where Every Door is Opened
and Every Gift Unlocked'*

Dear

I am writing to express my concern regarding <insert pupil name> continued irregular attendance. According to the class register, between <date> and <date> <insert pupil name> has been marked absent for **XX sessions, of which XX were authorised and XX were unauthorised.** <insert pupil name> has completed **XX full weeks in school out of a possible XX weeks.** A copy of the percentage attendance register is enclosed.

The <insert school> has made efforts to engage with you in attempting to improve this situation but despite this there has been no improvement in <insert pupil name> attendance.

Such attendance is not acceptable and I must remind you that S.444, Education Act 1996 requires you to make sure that your child comes to school, on time, every time the school is open. I am writing this letter to give you an opportunity to make sure that from now on and in future, your child attends school regularly.

Failure to do so may result in the Local Authority taking one of the following actions:

a) Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1,000.

b) Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.

I now look forward to your co-operation in ensuring an immediate and sustained improvement in your child's school attendance. If you wish to discuss this matter, please contact me at your earliest convenience.

Yours sincerely,

Mrs K Magiera
Head Teacher

Appendix 8a

Witton Church Walk CE Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610

Date:



*'Where Every Door is Opened
and Every Gift Unlocked'*

Dear

<insert pupil name> Re: Attendance – XX%

On <insert date>, we wrote to you concerning <insert pupil name> irregular attendance at school.

Unfortunately, I now have to contact you again as <insert pupil name> has continued to be absent from school during the last **XX** weeks.

Obviously, such a record is not acceptable, and I now have to warn you that unless there is an immediate improvement in <insert pupil name> school attendance, the Local Authority will have no option but to instigate one of the following options:

- a) **Initiating legal proceedings in the Magistrates Court under S.444(1) Education Act 1996. If convicted under this section, you may be fined up to £1000.**
- b) **Initiating legal proceedings in the Magistrates Court under S.444(1A) Education Act 1996. If convicted of this offence you may be fined up to £2,500 or be sent to prison for up to 3 months or both.**

Please contact me to discuss.

Yours sincerely,

Mrs M Magiera
Head Teacher

Appendix 9

New Attendance Codes Sept 2024

Attending a place other than the school.

These codes are classified for statistical purposes as attending an approved educational activity.

Code K Attending education provision arranged by the local authority

Code V Attending an educational visit or trip

Code P Participating in a sporting activity

Code W Attending work experience

Code B Attending any other approved educational activity

Code D Dual registered at another school

Absent leave of absence

These codes are classified for statistical purposes as authorised absence.

Code C1 Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code M Leave of absence for the purpose of attending a medical or dental appointment

Code J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S Leave of absence for the purpose of studying for a public examination

Code X Non-compulsory school age pupil not required to attend school

Code C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code C Leave of absence for exceptional circumstance

Absent - other authorised reasons

These codes are classified for statistical purposes as authorised absence.

Code T Parent travelling for occupational purposes

Code R Religious observance

Code I Illness (not medical or dental appointment)

Code E Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause.

These codes are classified for statistical purposes as not a possible attendance

Code Q Unable to attend the school because of a lack of access arrangements

Code Y1 Unable to attend due to transport normally provided not being available

Code Y2 Unable to attend due to widespread disruption to travel

Code Y3 Unable to attend due to part of the school premises being closed

Code Y4 Unable to attend due to the whole school site being unexpectedly closed

Code Y5 Unable to attend as pupil is in criminal justice detention

Code Y6 Unable to attend in accordance with public health guidance or law

Code Y7 Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Theses codes are classified for statistical purposes as unauthorised absence.

Code G Holiday not granted by the school

Code N Reason for absence not yet established

Code O Absent in other or unknown circumstances

Code U Arrived in school after registration closed