

Brandwood Community School

Attendance Policy

Approved by: The Pupil Inclusion and Community Governor Committee October 2025
Review Date: October 2026

Introduction

The Head Teacher, staff and governors of our school are committed to all learners receiving the best education possible and being given every opportunity to achieve the highest standards. In order to achieve this, we strive to ensure excellent levels of attendance and punctuality are achieved for all groups of learners. The Head Teacher, SLT, Attendance Lead, EYFS Lead, class teachers and Attendance Officer take appropriate action so that all learners achieve optimum attendance and punctuality by ensuring that any barriers, which may impede attendance or punctuality levels, are reduced or removed as quickly as possible.

Consequently, we aim to:

- ◇ Ensure that all learners have an equal right and access to an education in accordance with the National Curriculum
- ◇ Offer an environment in which learners feel safe, valued and welcomed, where they know that their presence is important
- ◇ Ensure learners with medical conditions are supported to achieve optimum attendance seeking the advice and guidance of specialist medical professionals where appropriate
- ◇ Encourage excellent levels of attendance and punctuality with the intention of enabling all learners to take full advantage of the educational opportunities available to them and prepare them for the future (high school and employment)
- ◇ Provide support for individual learners and their families in meeting their attendance and punctuality obligations and responsibilities
- ◇ Proactively tackle and address any persistent absenteeism or lateness through the Local Authority policy and corresponding procedures, including fining through the use of penalty notices or court proceedings
- ◇ Liaise with external agencies to improve school attendance in line with 'Working Together to Improve School Attendance 2024'

We strive to ensure all members of our school community are treated equally in line with the Equality Act 2010. This policy will be applied fairly and consistently but in consideration of the individual needs of learners and their families who have specific barriers to attendance. We are committed to ensuring that we develop an inclusive culture, where there is mutual respect and trust so that all learners can grow fully as individuals.

As a Rights Respecting School we respect and value each other's views and opinions allowing all voices to be heard, Article 12 and 13 which relate to the UNCRC (United Nations Conventions of the Rights of the Child) as we hold the recognition of commitment to our Respecting Rights work and policies are an important part of this.

The following rights in particular pertain to this policy:

Article 4: You have the right to know your rights.

Article 19. Children have a right to an education.

Statutory Framework

It is the responsibility of the parents or carers to ensure their child's attendance at school, as required by law (ref Section 7, 1996 Education Act). The Department for Education has developed statutory guidance known as 'Working Together to Improve School Attendance' 2024 stating that schools, governing bodies and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance.

Within the statutory framework, it states that schools have a legal responsibility to ensure that their attendance data is submitted to the local authority on a termly basis to enable comparisons to be made to the national attendance figures.

For more information regarding the statutory guidance please visit-
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Key Members of Staff Responsible for Attendance

| | |
|----------------------------------|----------------------|
| DSL & Attendance Lead | Miss Chloe Lund |
| Attendance Officer | Mrs Joanne Blakemore |

Parents & Carers

Parents and carers are responsible for ensuring that their child or children attend school regularly, punctually, properly equipped and ready to learn. If a child is prevented, for any reason, from attending school or is going to be late, parents and carers are expected to notify school by 9am on the same day by phone call or in writing, as appropriate.

Learners

All learners are expected to attend school regularly and punctually and adhere to the school policies on behaviour and uniform. At the end of each half term those whose attendance is 100% will have their achievement celebrated on the phase newsletter, on the school website and receive a certificate and a badge. Learners who achieve 100% attendance for the academic year will be rewarded with a 100% attendance school trip at the beginning of the following academic year. Learners will not be penalised, in this instance, if they have to attend medical appointments for a medical condition, which cannot be arranged outside school hours providing they return to school after their appointment, if appropriate.

Governors

Attendance reporting takes place on a termly basis at the Pupil Inclusion and Community Governor Committee Meetings, whereby the Head Teacher presents the current, detailed overview of attendance, persistent absenteeism, unauthorised absence and punctuality data analysis by learner group. The EYFS Lead, DSL & Attendance Lead and Attendance Officer work alongside the Head Teacher to identify, investigate and address all attendance and punctuality issues. The Attendance Governor completes monitoring visits on a regular basis to oversee attendance procedures.

School

All school staff but particularly class teachers endeavour to encourage, promote and reward good attendance and punctuality through class incentives, positive reinforcement and by personal example. Promoting good attendance and punctuality is the responsibility of all school staff, who are expected to respond to absenteeism and lateness firmly and consistently but with care. All members of staff should report persistent lateness to the Attendance Lead, who will work alongside the Head Teacher to follow up concerns.

The Attendance Officer collates weekly attendance and punctuality figures for each class as well as the year to date attendance and sends this to class teachers each week. This enables good attendance and punctuality to be celebrated in staff meetings and in class. The regularity of this reporting also ensures persistent absenteeism or poor punctuality is identified at the earliest opportunity and followed up accordingly by the Attendance Lead.

The Attendance Lead checks the individual attendance of those at risk of developing poor attendance and punctuality on a daily basis. Regular and rigorous analysis of half termly attendance and punctuality data highlights improvements, persistent concerns and patterns of absence and lateness, which are then addressed in line with school policy accordingly on a graduated scale.

The EYFS Lead, DSL & Attendance Lead and Attendance Officer attend half-termly Social Inclusion meetings to review current class attendance data and the attendance of all identified persistent absentees to ensure that current interventions and support are having a positive impact. If concerns continue despite intervention and support, further action will be taken, the same process is applied to punctuality.

The Attendance Lead attends half-termly inclusion reviews with the class teachers to review the current attendance of their class to date and discuss any individual concerns to ensure these are raised at the earliest stage, alongside celebrating and promoting individual attendance where appropriate.

Persistent concerns about the attendance of any individual following intervention from school will be referred immediately to the appropriate external service via the Early Help Assessment Form e.g. School Nurse or Early Intervention Team and 6 weekly Child Action Meetings (CAMs) to review progress will be initiated. As part of the newly published government guidance, a keyworker is assigned to each Local Authority school from the Early Intervention Service and termly targeted support meetings are attended by the attendance lead and key worker to identify learners who require further support.

Appendix 1 demonstrates the steps we take to successfully treat the root causes of absenteeism and remove barriers to attendance, in school or more broadly, which requires schools and local partners to work collaboratively with, not against families.

Leave of Absence

Pupil registration regulations state that Head Teachers should not approve leave of absence from school during term time, unless in exceptional circumstances. **Exceptional circumstances are rare, significant, unavoidable and short.** If parents or carers feel there are exceptional circumstances why their child needs to be absent from school, they must apply in advance by completing the Leave of Absence request form (**Appendix 2**) and submit this to the Head Teacher, detailing the dates and the reasons for requesting extended leave.

Any extended leave of 5 days or more, which is taken without authorisation from the Head Teacher will result in the Local Authority issuing a penalty fine.

To clarify any absence of more than 4 days will not be authorised unless exceptional circumstances, which are rare, significant, unavoidable and short, can be proven.

Penalty Notices

A penalty notice is a monetary fine. They are used as an alternative to prosecution and can be issued following a period of 5 or more days of unauthorised absences from school when support to address persistent absenteeism has been unsuccessful or when parents or carers have not engaged with the support in place. Warning letters for penalty notices will be sent to parents and carers by school after **5 sessions (2.5 days)** of unauthorised absences. Following the warning letter, **a further 5 sessions (2.5 days)** of unauthorised absences or more will trigger a referral directly to the Local Authority and penalty fines will be issued.

A warning letter will not be sent where the absence is due to an unauthorised family holiday or extended leave but a fine will still be evoked after 5 or more days. Penalty fines are per parent or carer and per child.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- ◇ The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days (this is an increase of £20 compared to last year)

- ◇ A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- ◇ A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. Further prosecution will be sought if there are continued unauthorised absences, which will result in fines of £1,000 or £2,500 or three months incarceration.

Home Visits

Home visits are carried out by the Attendance Officer where possible or the Early Intervention Service. This will include visiting the home of identified persistent absentees on the day of any absence to ascertain the reasons for poor attendance and inform parents and carers of their legal obligations. There is then further liaison with school to advise of necessary referrals to the Local Authority if attendance or punctuality does not improve. All home visits are logged on CPOMS.

Early Intervention Team

A referral is made to the Early Intervention Team (EIT) using the Early Help Assessment Process if school has on-going serious concerns about attendance. The EIT then assess each case and decide whether the case will be assigned a key worker, who will carry out regular home visits to challenge poor attendance and support the family to improve this. Regular Early Help Assessment Review Meetings will then take place in school to monitor the progress being made and any further action that needs to be taken.

Registration

The class teacher ensures that the register is completed accurately on a daily basis (using Bromcom) by allocating appropriate absence codes.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence. Within regulation 10 of the recently published guidance on 'Working Together to Improve School Attendance 2024', an amended list of attendance registration codes is introduced and must be used by all schools (**Appendix 3**).

Learners are expected to enter school at 8.40am. The register is taken punctually at 8.45am and again at 12.15pm (EYFS), 12.30pm (Y1-3) and 1.15pm (Y4-6). All learners who arrive in school after the morning register has been closed, after 9am, have to register at the school office using the 'Inventry' system and will then receive a late mark.

When there appears to be regular or a pattern of late marks, the Attendance Lead will be notified. A meeting will be arranged with parents and carers to share concerns and to establish the reasons for poor punctuality so that appropriate support can be provided. If punctuality does not improve, despite the support and intervention put in place, further action will be taken.

Absence

Parents and carers must explain all absences from school with a telephone call to the Attendance Officer on the first day of absence. If there is no answer in the office or if the line is busy, absences can be reported on the answer machine; parents and carers are asked to leave their child's name, class, and reason for absence. The attendance officer, in liaison with the attendance lead, then makes the decision whether to authorise or unauthorise the absence.

Absence from school will be authorised for the following reasons only:

- ◇ Sickness
- ◇ Unavoidable medical or dental appointments or procedures, but whenever possible these should be made outside of school hours and proof of the appointment provided
- ◇ Days of religious observance
- ◇ Exceptional circumstances e.g. a death in the family etc.

Absence from school will not be authorised for:

- ◇ Holidays
- ◇ Shopping trips
- ◇ Looking after parents or family members
- ◇ Domestic chores
- ◇ Birthdays or similar events
- ◇ Trips to the airport

Continuous absence due to reported illness is authorised if deemed to be genuine by school in consultation with the school nurse or other relevant external agencies where appropriate.

Parents and carers **do not** have the right to take their child out of school for holidays during term time.

Absence or Lateness Procedures

The Attendance Officer monitors all registers on a daily basis and responds to all unexpected and unexplained absenteeism with a phone call to parents or carers, passing on information regarding absences to class teachers, the Attendance Lead and if appropriate the Designated Safeguarding Lead.

Any absence of learners who: are looked after or previously looked after, have a safeguarding plan, are currently in the child protection arena or have been identified as having persistent absenteeism or lateness is reported, by the class teacher, to the relevant senior member of staff who then makes a phone call to the parent or carer. A referral is then made to the Early Intervention Team (EIT 4220), if they are involved, who will make a home visit and report the outcome to school. For learners who are looked after, previously looked after or have a safeguarding plan, the Designated Safeguarding Lead or Attendance Officer will make a referral to the allocated social worker for the family.

The half termly review and analysis of the attendance and punctuality figures highlight any learner whose attendance is 95.8% or below or has more than 15% lateness. Parents and carers will be informed of this and the Attendance Lead, in liaison with the Head Teacher, identify any barriers to excellent levels of attendance and punctuality and implement all necessary intervention strategies to reduce or remove these barriers in line with the procedures set out below.

Attendance

- An initial letter is sent to parents and carers, informing them that attendance is of concern and reminding them of their obligations to ensure excellent levels of attendance (**Appendix 4**). Parents and carers are invited to attend a meeting with the Attendance Lead to discuss the attendance or punctuality issue and agree on a programme of support to improve this. If their absence is due to a holiday, the holiday absence letter is sent (**Appendix 5**).
- If there is minimal improvement to attendance levels during the following half term, a second letter will be sent informing parents and carers of their legal duty and to warn them that continuing absence from school may be unauthorised. Parents and carers are invited to attend a meeting with the DSL & Attendance Lead or EYFS Lead to discuss ways to improve attendance (**Appendix 6**).

- The final action that will be taken is a letter informing parents and carers that any future absences will be classed as unauthorised unless proof of illness is provided and they will be invited to attend a meeting with the Head Teacher **(Appendix 7)**.

Punctuality

- An initial letter is sent to parents and carers to inform them of the frequency of lates logged by the school and the total number of minutes of education that have been lost due to this. Parents and carers are invited to meet with the Attendance Officer to discuss the punctuality concerns and agree on a programme of support to improve this **(Appendix 8)**.
- If there is not an improvement in punctuality in the following half term, a second letter will be sent to inform parents and carers any further late arrivals to school, after 9.10am, will be classed as an unauthorised absence. Parents and carers will be invited to meet with the DSL & Attendance Lead or EYFS Lead to discuss punctuality. Once 10 unauthorised absences have occurred, a referral will be made to the Local Authority and a penalty notice will be issued, which will result in a monetary fine. Parents and carers will receive a warning letter for a penalty notice from school after 5 unauthorised absences **(Appendix 9)**.

Persistent Absenteeism

A face-to-face meeting is held and a letter is also sent out at the beginning of every academic year to parents or carers of children who were identified as being a persistent absentee during the previous year to: remind them of their child's previous poor attendance, try and encourage improved attendance and to explain the procedures of close monitoring and penalty notices where appropriate **(Appendix 10)**.

Significant improvements in attendance and punctuality, where this has not previously been the case, will also be highlighted during half termly attendance reviews and parents or carers will be sent a congratulatory postcard to acknowledge and celebrate the improvement in attendance or punctuality **(Appendix 11)**.

Approved by: The Pupil Inclusion and Community Governor Committee October 2025

Review Date: October 2026

Appendix 1

Action Taken to Support, Monitor & Improve Attendance

EXPECT

Aspire to high standards of attendance from all learners and parents and carers and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual, group and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN & UNDERSTAND

When a pattern is spotted, discuss with learners and parents or carers to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help parents and parents and carers to access the support they need to overcome the barriers. This might include an early help assessment form where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, school, parents and carers and external agencies should work together to explain the consequences clearly and ensure support is also in place to enable families to respond.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention, penalty notices or prosecution to protect the learner's right to an education.

Appendix 2

Leave of Absence Request

| | | | | | | | |
|--|--|--------------------|--|--------------------|--|--------------|--|
| Child's Name | | Class | | | | | |
| Parent or Carers' Name | | | | | | | |
| Date of Request | | | | | | | |
| Reason for Leave of Absence Request | | | | | | | |
| Leave of Absence period | | | | | | | |
| Date From: | | Date To: | | | | | |
| Leave of absence may be granted in exceptional circumstances. | | | | | | | |
| Please tick to decide if the leave of absence is: | | | | | | | |
| Rare | | Significant | | Unavoidable | | Short | |

Signed Parents and Carers _____

.....

Leave of Absence has been granted

Leave of Absence has been declined

Signed

Mrs Holmes

Headteacher

Appendix 3

Absence Codes

| Code | Description | Statistical Meaning |
|------|---|----------------------|
| C | Leave of absence for exceptional circumstances | Authorised Absence |
| C1 | Participating in a regulated performance or undertaking regulated employment abroad | Authorised Absence |
| C2 | Leave of absence for compulsory school age pupil subject to a part-time timetable | Authorised Absence |
| E | Suspended or permanently excluded and no alternative provision made | Authorised Absence |
| G | Holiday not granted by the school | Unauthorised Absence |
| I | Illness | Authorised Absence |
| J1 | Attending an interview for employment or for admission to another educational institution | Authorised Absence |
| M | Attending a medical or dental appointment | Authorised Absence |
| N | Reason for absence not yet established | Unauthorised Absence |
| O | Absent in other or unknown circumstances | Unauthorised Absence |
| Q | Unable to attend the school because of lack of access arrangements | Authorised Absence |
| R | Religious observance | Authorised Absence |
| S | Studying for a public examination | Authorised Absence |
| T | Parent travelling for occupational purposes | Authorised Absence |
| U | Arrived in school after registration closed | Unauthorised Absence |

Attendance Codes

| Code | Description | Statistical Meaning |
|------|--|---|
| / | Present for Morning Registration | Present |
| \ | Present for Afternoon Registration | Present |
| B | Off-site educational Activity | Present - Attending an educational activity that takes place outside the school |
| K | Attending education provision arranged by the local authority. (Schools must also record the nature of the educational activity) | Present - Attending an educational activity that takes place outside the school |
| L | Late arrival before the register is closed | Present |
| P | Participating in a supervised sporting activity | Present - Attending an educational activity that takes place outside the school |
| V | Educational visit or trip | Present - Attending an educational activity that takes place outside the school |
| W | Work experience | Present - Attending an educational activity that takes place outside the school |

Other Codes

| Code | Description | Statistical Meaning |
|------|---|--|
| D | Dual registered at another school | No Statistical Meaning (Neither Present or Absent) |
| Y1 | Unable to attend due to transport normally provided not being available | No Statistical Meaning (Neither Present or Absent) |
| Y2 | Unable to attend due to widespread disruption to travel | No Statistical Meaning (Neither Present or Absent) |
| Y3 | Unable to attend due to part of the school premises being closed | No Statistical Meaning (Neither Present or Absent) |
| Y4 | Unable to attend due to the whole school sit being unexpectedly closed | No Statistical Meaning (Neither Present or Absent) |
| Y5 | Unable to attend as pupil is in criminal justice detention | No Statistical Meaning (Neither Present or Absent) |
| Y6 | Unable to attend in accordance with public health guidance or law | No Statistical Meaning (Neither Present or Absent) |
| Y7 | Unable to attend because of any other unavoidable cause. (Schools must also record the nature of the unavoidable cause) | No Statistical Meaning (Neither Present or Absent) |
| X | Non-compulsory school age pupil not required to be in school | No Statistical Meaning (Neither Present or Absent) |
| Z | Prospective pupil not on admission register | No Statistical Meaning (Neither Present or Absent) |
| # | Planned whole or partial school closure | No Statistical Meaning (Neither Present or Absent) |
| - | All should attend but No mark recorded | No Statistical Meaning (Neither Present or Absent) |

Appendix 4

Dear _____,

As you are aware high levels of attendance in school are extremely important. By attending school regularly your child will make optimum progress and be well equipped to tackle tests and assessments. Regular attendance at school also supports the development of valuable social skills and friendships. Poor attendance could have a potentially detrimental effect on these aspects of development.

School attendance figures are regularly monitored. Please see the sheet attached, which shows the attendance percentage for your child for this year so far. As you can see, _____ attendance is now _____%. Any figure below 96.1% is considered below an acceptable level and therefore any future attendance will now be closely monitored.

You can help to improve this concern and avoid any further disruption to your child's education by:

- Making sure they understand the importance of good attendance and punctuality
- Discussing any problems they may have at school and talk to their teacher about anything of concern
- Encourage them to come to school when they have minor ailments e.g. a cough or a cold
- Arranging appointments and outings after school hours, at weekends or during school holidays.

I would like to invite you into school at a convenient time to discuss this matter further and to see if I can support you and your child to improve their attendance in the coming term. Please contact school to arrange an appointment.

Yours sincerely,

Miss Lund

Attendance Lead

Appendix 5

Dear _____,

I am writing to make you aware of your child's overall attendance figure. Due to your recent family holiday, _____ attendance is now ____% for this year so far. An attendance figure below 96.1% at the end of the academic year is considered to be below an acceptable level. Although we are aware of the reason why your child has been absent from school, we must now work together to ensure their attendance figure improves over the coming half term.

High levels of attendance in school are extremely important. By attending school regularly your child will make optimum progress and be well equipped to tackle tests and assessments. Regular attendance at school also supports the development of valuable social skills and friendships. Poor attendance could have a potentially detrimental effect on these aspects of development.

If you would like to discuss your child's attendance in further detail, please do not hesitate to contact the school office to arrange an appointment. Thank you.

Yours sincerely,

Miss Lund

Attendance Lead

Appendix 6

Dear _____,

Last half term you were contacted regarding attendance concerns. Unfortunately, as attendance levels have not improved this remains a serious concern.

All parents and carers have a legal responsibility to ensure that their child receives full time education. If your child has a poor attendance record further legal action may be taken, in line with Local Authority policy and procedures, so it is important that we work together to improve this immediately to avoid any further action, which may include a penalty fine.

Please contact the school office to make an appointment as soon as possible. Failure to do so may result in any further absence being recorded as un-authorised and the case being referred to the Local Authority.

Yours sincerely,

Miss Lund

Attendance Lead

Appendix 7

Dear _____,

As you are aware, school has serious, on going concerns about the attendance levels of your child. Currently _____ attendance is _____ however the national expectation for school attendance is 96.1%. Research has shown that less than expected attendance levels can seriously affect academic progress and relationships with peers.

Unfortunately as attendance levels have not improved, despite previous discussions, school will be unable to authorise any further absences unless appropriate proof of illness is provided to the school office on the day of the absence. Proof of illness can include prescriptions or prescribed medication however a doctor's appointment card will not suffice.

This means that unless proof of actual illness is provided, any further absence will be marked as un-authorised. If your child has repeated un-authorised absence, further legal action will be taken by the Local Authority and you will be subject to a significant monetary fine in line with the agreed attendance policy.

All parents and carers have a legal responsibility to ensure that their child receives full time education. Please contact school to discuss this as a matter of urgency.

Yours sincerely,



Mrs Holmes

Head Teacher

Appendix 8

Dear _____,

Attendance and punctuality are essential to ensuring that your child gets the most out of their time at school.

Unfortunately the punctuality of your child is below an acceptable level. Your child has been late to school ___ times so far this half term, which equates to ___ hours of education missed. Arriving late to school is disruptive for your child and also for the other children in the lesson.

Please help to improve the punctuality of your child and avoid disruption to their education by ensuring they arrive in time for the start of school at **8.45am** every day.

We would like to invite you into school to discuss this concern and to support you to try improve matters. Please contact the school office to arrange a convenient date and time to do so.

Yours sincerely,

Miss Lund

Attendance Lead

Appendix 9

Dear _____,

Unfortunately despite recent meetings and reminders _____ punctuality continues to be of concern and remains below an acceptable level. There have been _____ lates during the _____ term. As a result of this _____ attendance is now _____, which is significantly below the national expectation of 96.1%. As previously discussed, any further lates, that appropriate medical evidence cannot be provided for, will be un-authorized.

As we have discussed previously arriving late to school is disruptive for your child and also for the other learners in the class. Research has shown that less than expected attendance levels can seriously affect academic progress and relationships with peers.

Please help to improve the punctuality and attendance of your child and avoid disruption to his education by ensuring _____ arrives in time for the start of the school day at **8.45am**.

We would like to invite you into school to discuss this matter further and to support you to improve this. Please contact the school office to arrange a convenient date and time to do so.

Yours sincerely

Miss Lund

Attendance Lead

Appendix 10

Dear _____,

As you will be aware, last year your child was persistently absent (absent for more than 10% of the school year). Therefore, we hope to support you to improve your child's attendance in the new school year. It is important that they attend school every day, wherever possible. Your child's attendance will be closely monitored and if poor attendance continues further action may need to be taken.

High levels of attendance in school are extremely important. Regular attendance at school supports children to learn valuable social skills by building friendships and participating in the whole school community. Poor attendance could potentially have a detrimental effect on both these aspects of your child's development.

You can help to ensure your child has good attendance this year and avoid any further disruption to their education by:

- ◇ Making sure they understand the importance of good attendance and punctuality and encourage them to attend every day
- ◇ Discussing any problems they may have at school and talk to their teacher about anything of concern
- ◇ Encourage them to come to school when they have minor ailments e.g. a cold
- ◇ Arranging appointments and outings after school hours, at weekends or during school holidays.

So far this year, your child has made a great start by coming into school as much as possible and their current attendance is _____.

Please ring the school office on 01204 333444 at a convenient time to discuss this matter further and to see if the school can support you and your child to ensure their attendance improves this academic year.

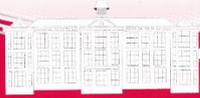
Yours sincerely,

Mrs Holmes
Head Teacher

Appendix 11

Fantastic News!

Brandwood
Community Primary School



Congratulations on
'Outstanding Attendance'
last Half Term

Brandwood
Community Primary School

