

Bounds Green School



Attendance Policy

Staff Lead	HCB
Governor Responsible	Mark Chapman
Status	Statutory
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Review Period	Every 2 Years
Approved/Signed	

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1. Aims

At Bounds Green, we aim to ensure every child receives the best education possible, in an orderly, trusting and caring environment. We are committed to providing all our children with a high quality education; one that will not only support them in developing knowledge, skills and attitudes, but will help our learners achieve their potential and will inspire and challenge them to life-long learners in a fast-changing world.

At Bounds Green, we foster a culture of openness and acceptance, mutual respect and trust. All staff help our children's develop their values and attitudes and every child is celebrated as unique.

We also have a culture where all staff notice and respond quickly to absent children in their classes or around the school. We are therefore committed to meeting our obligation concerning school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Effective partnership with the Education Welfare Service

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance \(Sept 2022\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)

› [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

› [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

› [School census guidance](#)

› [Keeping Children Safe in Education](#)

› [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school (Link Governor – Mark Chapman)
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance (Deputy Head Teacher)

The designated senior leader is responsible for:

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

The designated senior leader responsible for attendance Helen Chrysafi-Bartrip can be contacted via the school office on 0208 888 8824 or through admin@boundsgreen.haringey.sch.uk

3.4 The Attendance and Punctuality Officer

The Attendance & Punctuality Officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Discuss with the SLT the appropriate strategies to use with families, based on data and knowledge of our children and families (eg. phone calls, letters/emails, meetings, Educational welfare involvement, attendance fine)
- › Meet weekly with Deputy Head to highlight any concerns/trends
- › Meet every half term with the Deputy Head to review pupils below 90% attendance
- › Working with education welfare officers to tackle persistent absence
- › Deal with leave requests in term time
- › Send out texts/emails using School Comms for 1st day absence
- › Communicate with parents/carers when absences are unexplained or unauthorised
- › Identify children who have been late, after the registers have closed and communicate with parent/carers and staff
- › Identify classes with best attendance and punctuality every week – to be celebrated in assembly
- › Publish the school's attendance every two weeks via the newsletter
- › Advising the head teacher when to issue fixed-penalty notices

The attendance officer is Janice Adam-Saib and can be contacted via the school office on 0208 888 8824 or through admin@boundsgreen.haringey.sch.uk

3.5 Role of the Educational Welfare Service and the Educational Welfare Officer

The Educational Welfare Officer will work with Janice and Helen to support the school with specific families or attendance issues across the school. The EWO will follow up referrals made by the school and attend meetings, provide leaflets and posters and give advice as to what should be done next.

The Educational Welfare Service operates within a legal framework on behalf of the Local Education Authority in discharging its legal obligations. The EWS aims to ensure that those sections of the Education Act 1996 which relate to children receiving efficient full-time education suitable to their age, ability and aptitude, whether by regular attendance at school or otherwise, are applied in line with the LEA's value, policies and procedures, and Equal Opportunities policies. Additionally, the Service carries out responsibility under Education Act 1996 which relates to the employment of children and their engaging in public entertainment. The EWS is also responsible for initiating proceedings under the Children Act 1989 and acting as supervisors for young people subject to Education Supervision Orders. The Service is actively involved in assisting the LEA in discharging its functions under the Education Act 1996 in respect of children with Special Educational Needs

3.6 Class teachers

Class teachers hold important responsibilities for the general welfare of children in their classes; attendance and punctuality is an important feature of their responsibility and is part of good primary practice. An attendance register is a legal document and must be completed accurately and on time. Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 8:55am (Reception classes) and 9:05am for all other year groups.

Class teachers are also responsible in:

- reporting any concerns to the Attendance and Punctuality Officer

- Entering the reasons of absence on the register, if they have this information and communicating this to the Attendance and Punctuality Officer in person if further information has been given by the parent/carer.

3.7 School admin staff

School admin staff will:

- › Take calls from parents/carers about absence on a day-to-day basis and record it on SIMS
- › Check Schoolcomms for any messages received and record it on SIMS
- › Check admin emails for any messages received and record it on SIMS
- › Transfer calls from parents/carers to the Attendance and Punctuality Officer in order to provide them with more detailed support on attendance

3.8 Parents/carers

The role of the parents/carers in supporting the school's efforts in securing high levels of attendance is crucial. At Bounds Green, we intend to maintain close, effective and positive links with our parents/carers and ensure that they are contacted at an early stage to deal with unexplained absences of their child.

Parents/carers are expected to:

- › Make sure their child attends every day on time, unless the child is too ill to attend because they are suffering, for example, from high temperature, diarrhea or vomiting or are in the infectious stage of a disease such as conjunctivitis or chicken pox.
- › Call the school to report their child's absence via the school's absence line (0208 888 8824 – press 1) before 8:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- › Parents/carers must not email the school to report any absences.
- › Inform the school what their child is suffering from – the school requires clear information (not a comment such as 'unwell'). The school will send a text/email requesting a reason if a parent/carer has not called by 9:30am. If the school is not told the reason for the child's absence it will be recorded as unauthorised absence.
- › Provide a doctor's certificate if this is requested by the school
- › Provide the school with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of the school day, except in an emergency
- › Inform the school in advance and show them the appointment card/letter if their child has to attend a hospital appointment during the school day.
- › Avoid booking holidays and allowing their child to take time off school for other reasons during the school term. **In exceptional circumstances, the Head Teacher can use their discretion to authorise up to 10 days leave of absence in a year, eg for ill relatives abroad or flight delays, though evidence must be provided.** Permission for leave of absence must be applied for in advance by filling in a form which is available from the office. Failure to seek permission in advance will result in the absence being recorded as unauthorised. Please note, if the child does not have good attendance, the leave of absence will not be authorised. **Haringey will issue fines if unauthorised holidays are taken.**
- › Inform the office if their child is reluctant to come to school, so that we can work together to support your child through any difficulties or concerns they might be experiencing. The office staff will inform the Deputy Head.

3.9 Pupils

Pupils are expected to:

- Have a good understanding of the importance of good attendance and punctuality. This means attending school every day on time
- Make sure they understand the possible implications for themselves and to the parent/carers if they don't come to school, daily and on time
- Go to bed at a reasonable time for their age so that they arrive in school at the expected time. [Suggested times are for 3 – 5 year olds, 11 – 13 hours, 5 – 9 year olds, 10 – 11 hours and 10 – 14 year olds, 9 – 9.75 hours.](#)
- Talk to their adults about any issues they may have that could prevent them from attending school daily and on time (eg. travelling issues, friendship issues, emotional barriers, poor sleeping arrangements)

4. Recording attendance

4.1 Electronic attendance register

We will keep an electronic SIMS attendance register, and place all pupils onto this register.

We will take our electronic attendance register at the start of each school day. These need to be saved by the class teacher in order for the office to process.

We will take our electronic attendance register at the start of the afternoon, immediately after the children have returned to class from their lunch break.

Paper copies of each register are promptly printed by the office staff in case of an emergency.

The class teacher will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

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

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

The Local Authority is ultimately responsible for the satisfactory attendance of every pupil. In some cases, legal action may be required, either to ensure parents/carers uphold their responsibilities, or to safeguard the child's welfare. During such proceedings, the detail of school attendance could become important evidence therefore a further need for accurate and consistent registration is necessary.

4.2 Unplanned absence

The pupil's parent/carer must call the school to report their child's first day of unplanned absence via the school's absence line (0208 888 8824 – press 1) before 8:30am.

Parents/carers must not email the school to report any absences.

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.

If there are doubts about the authenticity of the illness, the school may 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.

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.

[If attendance is below 90% parents/carers will be asked to provide proof.](#)

4.3 Planned absence

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, [and provides evidence eg a screenshot of the appointment.](#)

Notification of medical appointments should be passed to the office in advance – either in person, or via email to janice@boundsgreen.haringey.sch.uk

For longer absences, the parents are requested to complete a leave of absence form obtained from the school office (see 3.8)

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.

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.

4.4 Lateness and punctuality

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code. Morning registration closes at 8:55am for Reception and 9:05am for other year groups.
- › After the register has closed pupils will be marked as absent, using the appropriate code
- › If a child arrives after 9:30am, they will be marked as U – unauthorised absence
- › The school sends a schoolcomms to parents/carers if their child is late for 3 or more times the previous week.

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:

- › Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- › If there is a concern regarding the child, the school will telephone the parent/carer. If the school cannot reach any of the pupil's emergency contacts, the school may contact the next responsible adult on SIMS, [complete a home visit](#), call Social Services (known cases) or the Police.
- › Identify whether the absence is approved or not
- › 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

Text and contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. The Attendance & Punctuality Officer should inform the Deputy Head immediately. If absence continues, the school will consider involving an Education Welfare Officer after liaising with the Deputy Head.

4.6 Reporting to parents/carers

Head teachers are responsible for ensuring attendance data is sent out to parents at the end of each summer term in the annual pupil report. However, the school will regularly monitor data and will inform parents/carers of their child's attendance and absence levels. Where improvements have been made, these will be noted and letters/phone calls will be made. However, where absence escalates and children miss 10% or more of school, we have an expectation to meet with our families to work together and to put targets in place.

The Attendance & Punctuality Officer and Deputy Head meet every half term to review children with below 90% attendance. Letters are sent where necessary and meetings arranged to discuss the absences further with families, and to provide support and strategies to improve the pupil's attendance.

4.7 Attendance meeting with the parents/carers

During attendance meetings, parents/carers are firstly treated with respect and dignity and we model understanding and respect. We discuss their individual circumstances and listen to their responses. In communicating with our families, we discuss the importance of attendance and link this to attainment and the wide wellbeing of their children. We often challenge views, correct misconceptions, and explain what is expected. We address barriers (both in school and out of school) and we work together to create a plan of action with agreed outcomes. On some occasions, class teachers also attend meetings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence and exceptional circumstances

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.

- In exceptional circumstances, the Head Teacher can use their discretion to authorise up to 10 days leave of absence in a year, eg for ill relatives abroad or flight delays, though evidence must be provided. Permission for leave of absence must be applied for in advance by filling in a form which is available from the office. Failure to seek permission in advance will result in the absence being recorded as unauthorised. Please note, if the child does not have good attendance, the leave of absence will not be authorised. [Haringey will issue fines if unauthorised holidays are taken.](#)

facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 school weeks before the absence. Parents should complete a leave of absence request form, accessible via the school office and school website. The school will require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

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

dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- Other possible 'exceptional circumstances' where the headteacher may grant term time holiday – Nadine to confirm

5.2 Legal sanctions

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.

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

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

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

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

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

6. Strategies for promoting attendance

We promote attendance and punctuality at Bounds Green School in the following ways -

- Assemblies on the importance of attendance and punctuality
- Lessons in class to help children understand the importance of attending daily and on time, and the implications of not attending and/or arriving to school late
- Celebration assemblies with certificates and mascots for best attendance and punctuality. The classes will get to keep the mascots for the following week.
- Classes with the best attendance and punctuality each half term will be rewarded with a game to keep and a trophy and certificate to display in the class.
- Children identified with a particular difficulty with attendance and punctuality is supported through an individual pastoral support plan, individual incentives such as a sticker chart.
- Governors are kept informed on matters relating to attendance and punctuality in the Headteacher's report and during link visits

7. Attendance monitoring

The Attendance & Punctuality will be monitored throughout the year by the Attendance & Punctuality Officer. The school's attendance target is 97%. Children's' data will be reviewed and those with persistent absences, and those who fall below 90% will be identified.

Meetings are then held between the Attendance & Punctuality Officer and the Deputy Head to decide the plan of action for each family/cohort/group. This is done to ensure that children's' attendance and punctuality meets the expected standard, and effective intervention is provided where children's' attendance and/or punctuality falls below the standard.

1. Also, during Pupil Progress Reviews with the Assessment Lead, teachers meet to discuss progress and attainment. They scrutinise their assessment data and recognise the interplay between attendance and attainment and the wider wellbeing of the children. Any attendance/punctuality trends noticed are passed immediately to the Attendance and Punctuality Officer. Further actions are agreed and shared with individual families and staff.

7.1 Monitoring attendance

The School will:

- › Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level daily
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

The attendance and Persistent Absence (P.A.) of all children will be RAG rated (Purple, Green, Amber, Red) each half term.

Purple	Green	Amber	Red
Attendance at or above 97%	Attendance between 95.5 – 96.9%	Attendance between 90 – 95.4%	Attendance 90% or below

Lilac or Green - Attendance at or above 95.5%

Attendance is above or broadly in line with the national Primary average. Any falls in attendance will be identified through concerns raised by Class Teacher or half termly RAG rating.

Amber – Attendance 90% - 95.4%

Attendance is well below national average and It is likely that a child is disadvantaged by poor attendance. A child's attendance needs further improvement to avoid becoming disadvantaged in their learning. Attendance will be monitored each half term.

The Deputy Head Teacher will speak to the child in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer will also make a phone call home to discuss this with parents, if necessary.

Red – Attendance 90.0% or below

If a child's attendance falls in the band below 90%, a letter is sent home explaining the child's current attendance rate and that the child's attendance is now being monitored. Absences for illness will not be authorised without medical evidence of illness.

After the *four-week* monitoring period, and if targets are met, a letter is sent home from the Deputy Head to congratulate the child and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to *within 95.5% - 96.9% (green band)*.

If unauthorised absences continue following an attendance letter then the child will be referred onto the Educational Welfare Officer's caseload.

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 body.

7.2 Analysing attendance

The School will:

- › Analyse attendance and absence data half termly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

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

7.3 Using data to improve attendance

The School will:

- › Class teachers, the Attendance & Punctuality Officer and other school leaders, regularly review attendance data SIMS which could facilitate discussions with pupils and families
- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

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.

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › 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
- › Provide access to wider support services to remove the barriers to attendance
- › Seek advice and support from the Educational Welfare Service

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by the Senior Leader responsible for attendance. 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:

- › Child protection and safeguarding policy
- › Behaviour policy

Appendix 1: attendance codes

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be

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

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

Appendix 2: sample letters sent home



Head Teacher – Nadine Lewis
Bounds Green Road
London
N11 2QG
Tel: (020) 8888-8824
Fax: (020) 8365-7986
www.boundsgreenschool.co.uk

Date

Below 90% including lateness

Parent Name
Address

Dear

Re: Child's Name (Class)

The school has a statutory duty to monitor the attendance of each of the pupils, and reports are sent to the Local Education Authority and Government. During this academic year, your child has been absent on a number of occasions and therefore has an attendance record of%. The Government expects that in a normal year the average attendance for a child should not fall below 90%.

We are also concerned that your child is missing important learning time, as has been late on **occasions**. As part of the home-school agreement, one of the key home responsibilities is to ensure your child arrives to school on time. Not only do they miss the start of the lesson, but also disrupt the class by their late arrival. It often means that the teacher has to recap what has already gone on, which further reduces the learning time for everyone.

If you wish to discuss the matter, please do not hesitate to make an appointment to see me at school.

Yours Sincerely,

Helen Chrysafi-Bartrip
Deputy Head Teacher

Janice Adam-Saib
Admin/ Attendance Officer



Head Teacher – Nadine Lewis
Bounds Green Road
London
N11 2QG
Tel: (020) 8888-8824
Fax: (020) 8365-7986
www.boundsgreenschool.co.uk

Y1 – Y6 3 or more lates in a week

Friday, 08 December 2023

Dear Parent/Carer,

**Re: «firstname» «surname»
Class - «year» «reg»**

On checking the official registers for last week, I noticed that «firstname» has arrived late to school on «total_lates_before» occasions. May I remind you that school begins promptly at 8:55am for children in Years 1 – 6.

If children are late for school, valuable learning time is lost, and arriving late into class is very disruptive to others. Please ensure that «firstname» arrives to school on time.

Thank you for your co-operation.

Yours Sincerely,

**Nadine Lewis
Head Teacher**



Head Teacher – Nadine Lewis
Bounds Green Road
London
N11 2QG
Tel: (020) 8888-8824
Fax: (020) 8365-7986
www.boundsgreenschool.co.uk

reception 3 or more lates in a week

Friday, 08 December 2023

Dear Parent/Carer,

**Re: «forename» «surname»
Class - «year» «reg»**

On checking the official registers for last week, I noticed that «forename» has arrived late to school on «total_lates_before» occasions. May I remind you that school begins promptly at 8:45am for Reception children.

If children are late for school, valuable learning time is lost, and arriving late into class is very disruptive to others. Please ensure that «forename» arrives to school on time.

Thank you for your co-operation.

Yours Sincerely,

Nadine Lewis



Head Teacher – Nadine Lewis
Bounds Green Road
London
N11 2QG
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www.boundsgreenschool.co.uk

Friday, 08 December 2023

Below 90% & proof of absence

Dear

Re:

The school has a statutory duty to monitor the attendance of each of the pupils, and reports are sent to the Local Education Authority and Government. During this academic year, your child has been absent on a number of occasions and therefore has an attendance record of _____. The Government expects that in a normal year the average attendance for a child should not fall below 90%.

Your child's attendance is below the expected average and unfortunately, there has not been an improvement in his attendance since the Autumn Term. This is still considered unsatisfactory.

Therefore, with this in mind, we will be monitoring your child's attendance during the academic year and must request that you provide evidence for all absences from school.

Please could you ensure that any absences from school are kept to a minimum for the next half term, and that your child's attendance record improves. The school has a duty to refer unacceptable levels of absence, whether authorised or unauthorised, to the Education Welfare Service. I hope that this will not be necessary as your child's attendance improves.

If there are any special circumstances you wish to inform the school about, please do not hesitate to contact me.

Yours sincerely,

Helen Chrysafi-Bartrip
Deputy Head Teacher

Janice Adam-Saib
Admin/ Attendance Officer



Head Teacher – Nadine Lewis
Bounds Green Road
London
N11 2QG
Tel: (020) 8888-8824
Fax: (020) 8365-7986
www.boundsgreenschool.co.uk

Friday, 08 December 2023

Below 90% letter

Dear

Re:

The school has a statutory duty to monitor the attendance of each of the pupils, and reports are sent to the Local Education Authority and Government. So far this academic year, our child has been absent on a number of occasions and therefore has an attendance record of _____. The Government expects that in a normal year the average attendance for a child should not fall below 90%.

Please could you ensure that any absence from school are minimised, and that your child's attendance record improves. Missing a number of days out of school impacts on children's learning and social wellbeing.

The school has a duty to refer unacceptable levels of absence, whether authorised or unauthorised to the Education Welfare Service. I hope that this will not be necessary as your child's attendance improves.

If there are any special circumstances you wish to inform the school about, please do not hesitate to contact me.

Yours Sincerely,

Helen Chrysafi-Bartrip
Deputy Head Teacher

Janice Adam-Saib
Admin/ Attendance Officer



Head Teacher – Nadine Lewis
Bounds Green Road
London
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Friday, 08 December 2023

Below 90% Y6

Dear

Re:

The school has a statutory duty to monitor the attendance of each of the pupils, and reports are sent to the Local Education Authority and Government. During this academic year, your child has been absent on a number of occasions and therefore has an attendance record of _____. The Government expects that in a normal year the average attendance for a child should not fall below 90%.

With your child's attendance level falling into the poor category, we do have concerns that this may affect their SAT's levels in the Summer Term. It is important you ensure that any absence from school are minimised for the next half-term, and that your child's attendance record improves. The school has a duty to refer unacceptable levels of absence, whether authorised or unauthorised to the Education Welfare Service. I hope that this will not be necessary as your child's attendance improves.

If there are any special circumstances you wish to inform the school about, please do not hesitate to contact me.

Yours Sincerely,

Helen Chrysafi-Bartrip
Deputy Head Teacher

Janice Adam-Saib
Admin/ Attendance Officer



Head Teacher – Nadine Lewis
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Friday, 08 December 2023

Below 90% with improving attendance

Dear

Re:

The school has a statutory duty to monitor the attendance of each of the pupils, and reports are sent to the Local Education Authority and Government. During this academic year, your child had been absent on a number of occasions and therefore has an attendance record of _____. The Government expects that in a normal year the average attendance for a child should not fall below 90%.

We have noticed a small improvement in your child's attendance and I hope it continues to improve in this way. I would like to reassure you that whilst more improvement is needed, the recent progress has not gone unnoticed.

If there are any special circumstances you wish to inform the school about, please do not hesitate to contact me.

Yours Sincerely,

Helen Chrysafi-Bartrip
Deputy Head Teacher

Janice Adam-Saib
Admin/ Attendance Officer



**CONGRATULATIONS
TO**

CLASS

**FOR HAVING THE BEST
PUNCTUALITY
WEEK COMMENCING**





CONGRATULATIONS
TO
_____ **CLASS**
FOR HAVING THE BEST
ATTENDANCE
WEEK COMMENCING

