

BRANSTON JUNIOR ACADEMY

ATTENDANCE POLICY (Pupils)

1.0 STATEMENT OF INTENT

- 1.1 This Academy has the following aspirations:

Life is an unwritten page...our mission is to prepare children for an exciting and unknown future by encouraging Resilience, Reflection, Responsibility, Respect and Relationships. Together we will support children to write their own unique adventure, because 'Learning is a habit for life'.

BJA Mission Statement

- 1.2 Branston Junior Academy aims to work together with parents to ensure that all children registered at the Academy, attend both regularly and punctually.

2.0 LEGISLATION AND GUIDANCE

- 2.1 This policy is based on the Department for Education's (DfE's) statutory guidance on 'Working together to improve school attendance' (applies from 19th August 2024). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2022
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil registration) (England) regulations 2006 (and 2010/2011, 2013 and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) regulations 2013.

3.0 EXPECTATIONS AND RESPONSIBILITIES

All Pupils

- 3.1 We expect all pupils to attend school regularly. If the school has any concerns over absence we will initially invite parents to meetings about attendance discreetly, perhaps by telephone call or letter. In some circumstances this may mean discussing with them the reasons why a referral is being made to the Education Welfare Service or another agency and the expectation that this is to support and assist the family. If there are Child Protection concerns then the Lincolnshire Safeguarding Child Protection Procedures will be followed immediately, in line with our school's Safeguarding Policy.

Parents

- 3.2 It is the responsibility of parents and carers to be fully aware of our School Attendance Policy and to ensure that their children attend school regularly and punctually. The gate is opened at 8.45am and is closed at 9am. Register closes at 9.30am. Afternoon registration closes at 1.40pm. School finishes at 3.30pm.
- 3.3 It is the responsibility of parents and carers to contact the school as soon as is reasonably practical, whenever their child is unable to attend school or unable to attend on time. Preferably this contact is made on the first morning of absence. Contact can be made by phone, letter, email, Scholarpack app or in person.
- 3.4 It is the responsibility of parents and carers to provide appointment information for any appointments (medical, examination etc), as soon as possible ahead of the absence request date. It is the parents' responsibility to provide evidence of absence to support their request.
- 3.5 It is expected that parents/carers will contact the school in confidence, as soon as is reasonably practical, whenever any problem occurs that may affect their child's performance in school.
- 3.6 If parents/ carers are requesting an absence from school, they will need to complete a 'Leave of absence' form and return to the school prior to the date that absence has been requested for. Each absence request is examined by the Headteacher. **Applications will automatically be counted as unauthorised unless they meet the threshold of 'exceptional circumstances' which must be detailed in the application.** It will be the Headteacher's discretion as to whether an absence is authorised or unauthorised.

Registration

- 3.7 Registration is undertaken by the Class Teacher twice daily.
- 3.8 Any child arriving at school between 9am and 9.30am, are asked to be signed in by an adult, using a 'Pupil Daily Signing In/Out Sheet' (pink slip). The Administrator will amend the registers to say the child(ren) is now in school.
- 3.9 Any child arriving at school after 1.30pm, are asked to be signed in by an adult, using a 'Pupil Daily Signing In/Out Sheet' (pink slip). The Administrator will amend the registers to say the child(ren) is now in school.
- 3.10 Any child arriving at school after 9.30am, are asked to be signed in by an adult, using a 'Pupil Daily Signing In/Out Sheet' (pink slip). The Administrator will amend the registers with a 'U' meaning 'Late' (after Registers) unless they have been attending a medical appointment (or similar) and school has been made aware of the late arrival.

Branston Junior Academy

- 3.11 Information regarding overall procedures for notification of absence is issued to parents annually.
- 3.12 Parents or carers are contacted when reasons for absence are unknown and unauthorised. Where concerns are raised due to lack of attendance and no contact being made by parents, then on day 3 a message will be sent requiring reason for absence but also informing parent of welfare check the next day if no reason given; the Headteacher and another staff member will make a 'welfare check' on the house on day 4.
- 3.13 If a child remains absent from school without notification of a reason, for 10 consecutive days, then the child will be classed as 'Missing Education' and a notification will be made as such to the Local Authority. This then can then trigger further actions such as informing social services and/or asking the police to carry out a welfare check.
- 3.14 Branston Junior Academy maintains regular, efficient and accurate recording and monitoring of attendance; including the reporting of attendance statistics. We take appropriate action on any problem notified to us. Emerging patterns of authorised absence is reported to the headteacher by staff or parents.

4.0 ABSENCES FROM SCHOOL

Requesting an absence from school

- 4.1 If parents/ carers are requesting an absence from school, they will need to complete a 'Leave of Absence' form and return to the school prior to the date that absence has been requested for; this can be in paper or digital form.
- 4.2 Each absence request is examined by the Headteacher. **Applications will automatically be counted as unauthorised unless they meet the threshold of 'exceptional circumstances' which must be detailed in the application.** It will be the Headteacher's discretion as to whether an absence is authorised or unauthorised.

Authorised and unauthorised absence

- 4.3 All absences are classed as **unauthorised** until a satisfactory reason for the absence is given.
- 4.4 Whilst an absence may be agreed between parents and the headteacher, it may still be counted as unauthorised, as the reason for the absence may not be deemed to be appropriate or reasonable, or there may be on-going attendance concerns.
- 4.5 **Only the headteacher, in the context of the law, can approve an absence, not parents.**

- 4.6 Authorised absence is where the school has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as a satisfactory reason for absence.
- 4.7 **Unauthorised absence** includes (but is not limited to) holidays, shopping trips, birthdays, visiting or being visited by friends.
- 4.8 **Authorised absences** may include:
- Illness
 - Music or dance exams
 - Close family bereavements (parents, siblings, grandparents)
 - Hospital, medical and/or emergency dental appointments.
 - Days of religious observance
 - Fixed term exclusion
 - Permanent exclusion until removed from roll or reinstated
 - Off-site education

5.0 PERSISTENT ABSENCE

Persistent absence has a huge impact on learners, their potential and their success in school – see below:

Above 97%	Fewer than 6 days absence in one academic year Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.
95%	Fewer than 10 days absence in one academic year Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.
90%	19 days absent from school in one academic year Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their best.
85%	29 days absent from school in one academic year These pupils are missing six weeks of their education and will find it difficult to keep up and achieve of their best.
80%	Pupils with this level of attendance are missing a year of school over five years that they attend school. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.

As a school, we aim for 95% attendance and above for all our pupils. If attendance falls below 95% when we carry out our termly attendance checks. Each case will be judged on a case by case basis. If no justifiable reason can be found for absence then parents will be informed by letter and subsequent attendance will be closely monitored.

6.0 PERSISTENT LATENESS

Persistent lateness also has a huge impact on learners, their potential and their success in 'school', particularly because they are often missing the general messages from the teacher about the day ahead and/or the whole-school assemblies where we all come together. They also may be missing out on interventions and activities that may have been specifically created for them.

10 Days	10 days absent in <u>one</u> academic term First Persistent Lateness letter sent to parent. Lateness monitored.
20 Days	20 days absent in <u>one</u> academic term Second Persistent Lateness sent to parent to request a meeting

At Branston Junior Academy we class 'persistent absence' as a child regularly arriving at school beyond the time of registers closing, without prior agreement from the headteacher.

If a child is classed as being 'persistently late' then parents will be informed by letter and their subsequent arrival times will be closely monitored. It may be that a meeting is requested with the parents to ascertain the reasons why the child is regularly arriving late and therefore what school and home can do together to rectify this.

7.0 FIXED PENALTY NOTICES

- 7.1 The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.
- 7.2 If Branston Junior Academy issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.
- 7.3 Before issuing a penalty notice, the school will consider the individual case, including:
 - Whether the national threshold for considering a penalty notice has been met (10 session of unauthorised absence in a rolling period of 10 school weeks)
 - Whether a penalty notice is the best available tool to improve attendance for that pupil
 - Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
 - Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

- 7.4 A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).
- 7.5 Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent / parents who allowed the absence.
- 7.6 The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
- 7.7 If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- 7.8 A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

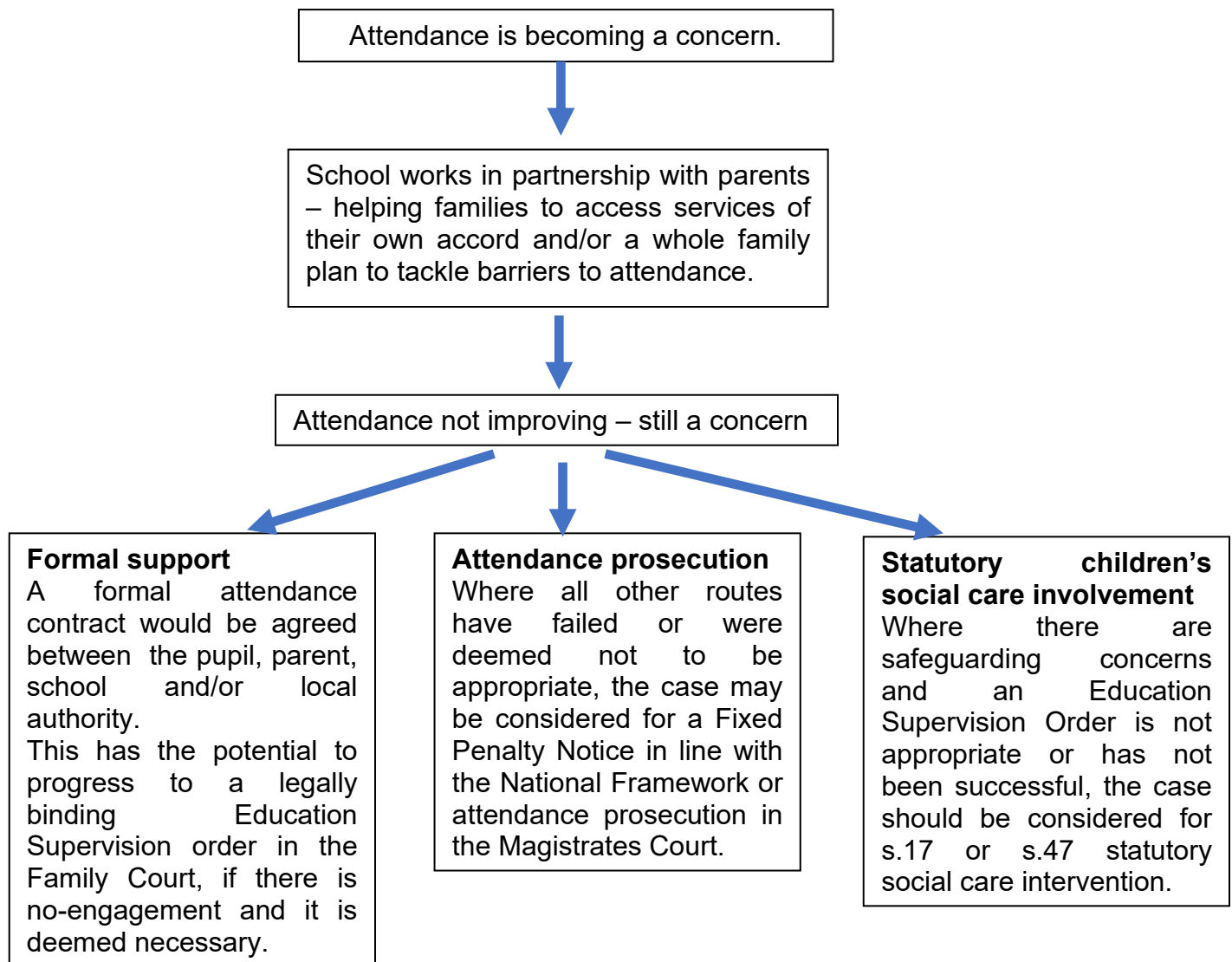
Notices to improve

- 7.9 If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, Branston Junior Academy may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period



8.0 ATTENDANCE MONITORING

- 8.1 Branston Junior Academy monitors attendance and absence data (including punctuality), half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information is shared with the DfE on request.
- 8.2 Data is 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.

- 8.3 The Senior Leadership Team and Governing Body of Branston Junior Academy benchmark school attendance with that of local, regional and national levels as appropriate, to identify areas of focus for improvement.

Analysing attendance

- 8.4 Branston Junior Academy will:
- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
 - Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
 - Conduct thorough analyses of data to identify patterns and trends
 - Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

- 8.5 Branston Junior Academy will:
- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
 - Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
 - Provide regular attendance reports to the Governing Body to benchmark school data with that of national
 - Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
 - Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

- 8.6 Persistent absence is where a pupil misses 10% or more of school. Severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to Branston Junior Academy's strategy for improving attendance.
- 8.7 Branston Junior Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain that help is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority where relevant
- Implement sanctions where necessary

9.0 Positive Attendance

Principles

Recognition focuses on sustained attendance, improvements and equity: we prize consistent attendance for all pupils.

9.1 How we recognise very good attendance

1) Termly 100% certificates and recognition

Each term children who have attended every day within that term are celebrated in assembly and presented with an 100% Attendance Certificate. Each term every child has the chance to attain 100% attendance as there is an acknowledgement that illness can happen in a term.

2) Annual 100% Attendance

Children who attend school for a full academic year are presented with certificates to acknowledge sustained excellent attendance. These are presented at the end of year awards assembly.

3) Targeted recognition for improvement

Where families have engaged with support for low attendance and that attendance has improved acknowledgement is given to those families for the improvement in the attendance rate. This could be in the form of letter, email or telephone conversation.

4) Family engagement and communication

Attendance messages are a regular part of the Branston Bulletin where important communication regarding attendance rates and strategies for families to keep attendance at a very good level are shared.

5) Attendance culture

Staff at Branston Junior Academy encourage positive attendance in their conversations with families and children.

9.2 This recognition approach is reviewed annually by the Headteacher and Attendance Lead, informed by school attendance data and pupil/family feedback.

1.0 INTRODUCTION

- 1.1 This document applies to those children whose parents have chosen to educate their children at home. The document sets out:
- the parents' rights and responsibilities to educate their children at home,
 - the legal duties and responsibilities of Headteachers and Lincolnshire County Council (LCC) Children's Services.
- 1.2 Elective Home Education (EHE) is the term used by the Department for Education (DfE) to describe the education provided by parents or carers at home, rather than providing education for their children by sending them to school. This is different to home tuition provided by a Local Authority or education provided by a local authority other than in school.

2.0 LINCOLNSHIRE'S APPROACH TO ELECTIVE HOME EDUCATION

- 2.1 The aim of LCC Children's Services is to work in partnership with parents who electively home educate to support their right to do so.
- 2.2 LCC believe that:
- Every child has the right to education that is suitable to their age, ability, aptitude and any special educational needs they may have.
 - Parents / carers are the prime educator of their child within or outside the schooling system
 - Parents / carers who home educate their child have the responsibility to ensure their child is suitably educated - LCC believe that a suitable education is one that primarily equips a child for life within the community of which s/he is a part of, and one which prepares them for life in a modern civilised society, enables them to achieve their full potential and be prepared for independence in adulthood.
- 2.3 In formulating a viewpoint of whether the education a child is receiving is suitable to their age, ability, aptitude and any special educational needs they may have, a discussion with the child should be made, to enable their views to be sought and considered.

3.0 LEGAL CONTEXT FOR ELECTIVE HOME EDUCATION

- 3.1 Parent's Rights and Responsibilities
The *Education Act (1996) Section 7* states that the parent of a child who is of compulsory school age (5-16) has a legal duty to see that their child receives efficient full-time education suitable to:
- his/her age according to ability and aptitude and
 - to any special educational needs s/he may have either by regular attendance at school or otherwise.
- 3.2 A parent's right to choose the way in which their child is educated is further strengthened by Section 9 of the 1996 Act which establishes the general principle that: "*So far as is compatible with the provision of efficient*

instruction and training and the avoidance of unreasonable public expenditure, pupils are to be educated in accordance with the wishes of their parents."

- 3.3 The terms "efficient" and "suitable" education are not defined in law, despite the detailed prescription of expectations in schools. Case law has broadly described an "efficient" education as one that: *"Primarily equips a child for life within the community of which s/he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if s/he wishes to do so"*.
- 3.4 There are no compulsory subjects for children who are home educated and parents can choose those most appropriate for their child.
- 3.5 If a child is currently on the school roll, the parent must inform the school in writing of their intention to home educate.
- 3.6 If a child is registered at a school as a result of a school attendance order the parents must get the order revoked by the Local Authority before the child can be removed from the school's register and educated at home.
- 3.7 If a child is subject to an Education Supervision Order then the parents must get permission from the Supervising Officer before electing to home educate.
- 3.8 In electing to home educate parents do not have to seek the permission of LCC Children's Services, except where a child has a Statement of Special Educational Needs and is registered at a Special School or where LCC Children's Services have a Care Order. If the child is subject to a Child Protection Plan then advice should be sought from LCC Children's Services as soon as possible.
- 3.9 Children with Special Needs with or without a Statement can be educated at home. However where a child does have a statement of Special Educational Needs and begins home education, the Local Authority has a legal duty to undertake reviews. This is to ensure that the child's educational needs are met.

4.0 DUTY OF HEADTEACHERS

- 4.1 Sections 8 (1) and 13 (3) of 'The Education (Pupil Registration) Regulations 2006' made it a duty of Headteachers to inform the Local Authority (prior to removing the child from the school's register) that a parent has confirmed to them in writing that they will now educate their child at home if that is the parents' wish.
- 4.2 If a Headteacher is informed of a parents intention to home educate it is the Policy of LCC Children's Services for Headteachers to acknowledge the request of the parent and arrange a meeting with the parent and, if appropriate, the child. The aim of the meeting is to discuss the implications of EHE and to

explain about how to return to a state education system in the future, if that is the parents' wish.

- 4.3 Flexi-schooling (part-time school attendance) where children are given permission to receive part of their education off-site. This is a matter for schools rather than Children's Services to negotiate with parents but it should be a short-term measure (typically no more than 2 school terms) used in conjunction with a Health Care Plan or Team Around the Child care plan.

5.0 DUTY OF LOCAL AUTHORITIES

- 5.1 Local Authorities have no statutory duties in relation to monitoring the quality of home education on a routine basis but under Sections 437 (1) of the Education Act 1996 Local Authorities shall intervene if it appears that parents are not providing a suitable education.
- 5.2 It is LCC Children's Services policy that the education provision should be considered annually through an Education Provision Visit (EPV) and the child's view should be ascertained and considered as part of the review. The primary purpose of the education provision visit is to establish the suitability of the education provision to the child's age, aptitude, ability and needs. In addition to this the visit should be supportive and enable opportunities for the sharing of advice and guidance on matters relating to the child's education and wellbeing.
- 5.3 If it is determined that the child is not receiving suitable education then Section 437 (3) of the Education Act 1996 will apply. This refers to the serving of School Attendance Orders in which the Local Authority has recourse after all reasonable steps have been taken to resolve the situation. If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent.
- 5.4 Local Authorities have further duties under Section 11 of *The Children's Act 2004* and section 175(1) of the *Education Act 2002* to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.

6.0 DISPUTES BETWEEN PARENTS AND CHILDREN'S SERVICES

- 6.1 It should be possible to resolve most disputes without recourse to formal statutory procedures. However, where children of compulsory school age are not being educated at school and Children's Services has serious doubts about the parents' educational provision, then a school attendance order will be served.
- 6.2 Children's Services will bear in mind; however, that should the case proceed to court, the action will fail if the parents can satisfy the court that they are providing a suitable education. The court will accept evidence in a number of

forms and will be looking for evidence that would convince a reasonable person on the balance of probabilities (rather than beyond all reasonable doubt) that a suitable education is being provided.

- 6.3 At any stage during this process the parents may present evidence that they are now providing a suitable education and apply to have the order revoked.

7.0 CHILD PROTECTION AND SAFEGUARDING CONCERNS

- 7.1 *Working together to Safeguard children* states that, 'all agencies and individuals should aim proactively to safeguard and promote the welfare of children. As with school educated children, child protection issues may arise in relation to home educated children. If any child protection concerns come to light in the course of engagement with children and families, or otherwise, these concerns should immediately be referred to the appropriate authorities using established protocols'.
- 7.2 The welfare and protection of all children, both those who attend school and those who are educated at home, is of paramount concern and the responsibility of the whole community. School in itself is a protective feature and children who are educated at home may not have access to other trusted adults who can recognise and act if a child is considered to be at risk of harm. Staff who come into contact and provide services to families who home educate must be aware of their role in safeguarding and promoting the welfare of children and young people.
- 7.3 Parents who choose to employ other people to educate their child(ren), will also be responsible for ensuring that those whom they engage are suitable persons to have access to their children. Parents should satisfy themselves by taking up appropriate references and/or requesting a potential tutor to consent to a DBS (Disclosure and Barring Services) check.

COMMENCEMENT OF SECTION 155 OF THE EDUCATION AND SKILLS ACT 2008

From 3rd September 2021, the criminal offence for parents who fail to secure their children's regular attendance at school will be extended to include failure to attend an alternative provision. Parents will be legally responsible for ensuring that their children of compulsory school age attend the alternative provision arranged for them. This could be in circumstances where the child has been excluded for a fixed period from school or where the child has been asked to attend for educational purposes. Parents must be notified of the arrangements by the appropriate authority and informed of the consequences of non-attendance.

This legislation puts attendance at any alternative provision on the same footing as attendance at a school or pupil referral unit (PRU), and supports the government's focus on improving attendance for all pupils.

School attendance and holidays during term time

At Branston Junior Academy the highest possible attendance rate for every child is a school priority and we are constantly monitoring attendance and punctuality to ensure that each individual can achieve their best.

The school will not authorise any absence during term-time unless there are exceptional circumstances.

Should parents or carers choose to take their child on holiday during term-time, they must accept that unless there are 'exceptional circumstances' outlined in writing, then the absence will be classed as unauthorised and is therefore against the law.

The information below demonstrates a summary of how school attendance can affect a child's future progress and we would ask that parents bear this in mind before considering to allow their child to remain absent from school for any avoidable reason including holidays:

Above 97%	Fewer than 6 days absence in one academic year Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.
95%	Fewer than 10 days absence in one academic year Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.
90%	19 days absent from school in one academic year Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their best.
85%	29 days absent from school in one academic year These pupils are missing six weeks of their education and will find it difficult to keep up and achieve of their best.
80%	Pupils with this level of attendance are missing a year of school over five years that they attend school. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.

CHILDREN MISSING EDUCATION

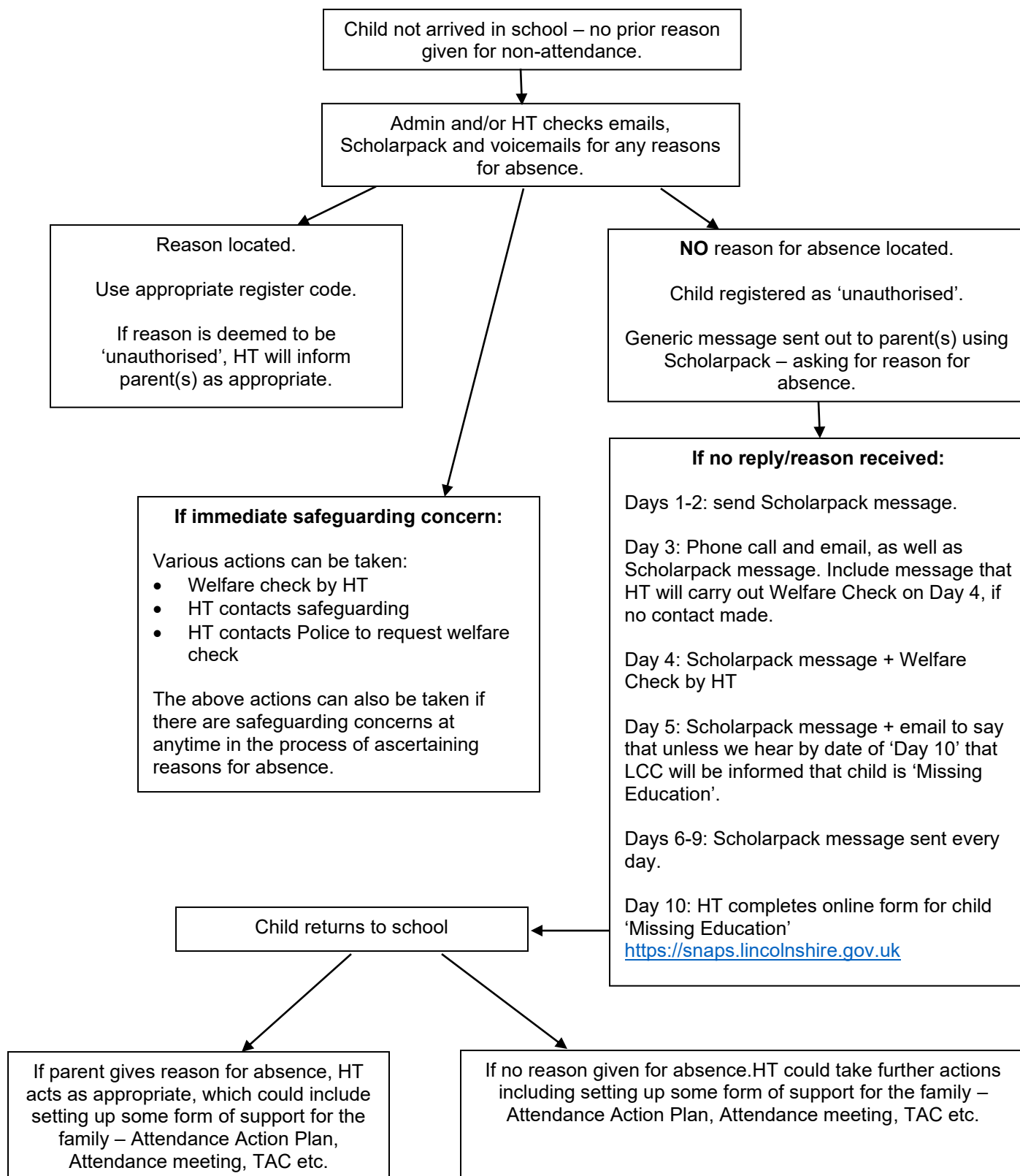
- Children Missing Education are defined as children of compulsory school age who are not on a school roll or being educated through alternative provision (e.g. at home, privately or through alternative provision).
- The school/academy must endeavour to make 'all reasonable enquiries within their capacity to ascertain the whereabouts of the young person (i.e. telephone calls, letters to parents/carers etc, visit to the home, contact with other involved agencies). They should also consider the safety and welfare of the child at all times and contact with social care and police should be made as soon as such concerns arise.
- As soon as a child is deemed to be 'missing education' the school must enter relevant details on the Lincolnshire 'snap' system <https://snaps.lincolnshire.gov.uk>
 - This information will be accessed by the CME Tracker who will attempt to find the child through a range of internal and external contacts and agencies
 - If a child is not found in education, a visit will be made to the last known address by a member of the Inclusion and Attendance team who will carry out further investigations
 - If child is still not found in education, a review date for further investigations will be scheduled based on the information gathered
 - At any point the child is found in education, information is recorded onto the ICS database and case is closed unless the child has the involvement of other agencies.
- If there are specific safeguarding concerns, then school can also contact the Customer Service Centre (CSC).

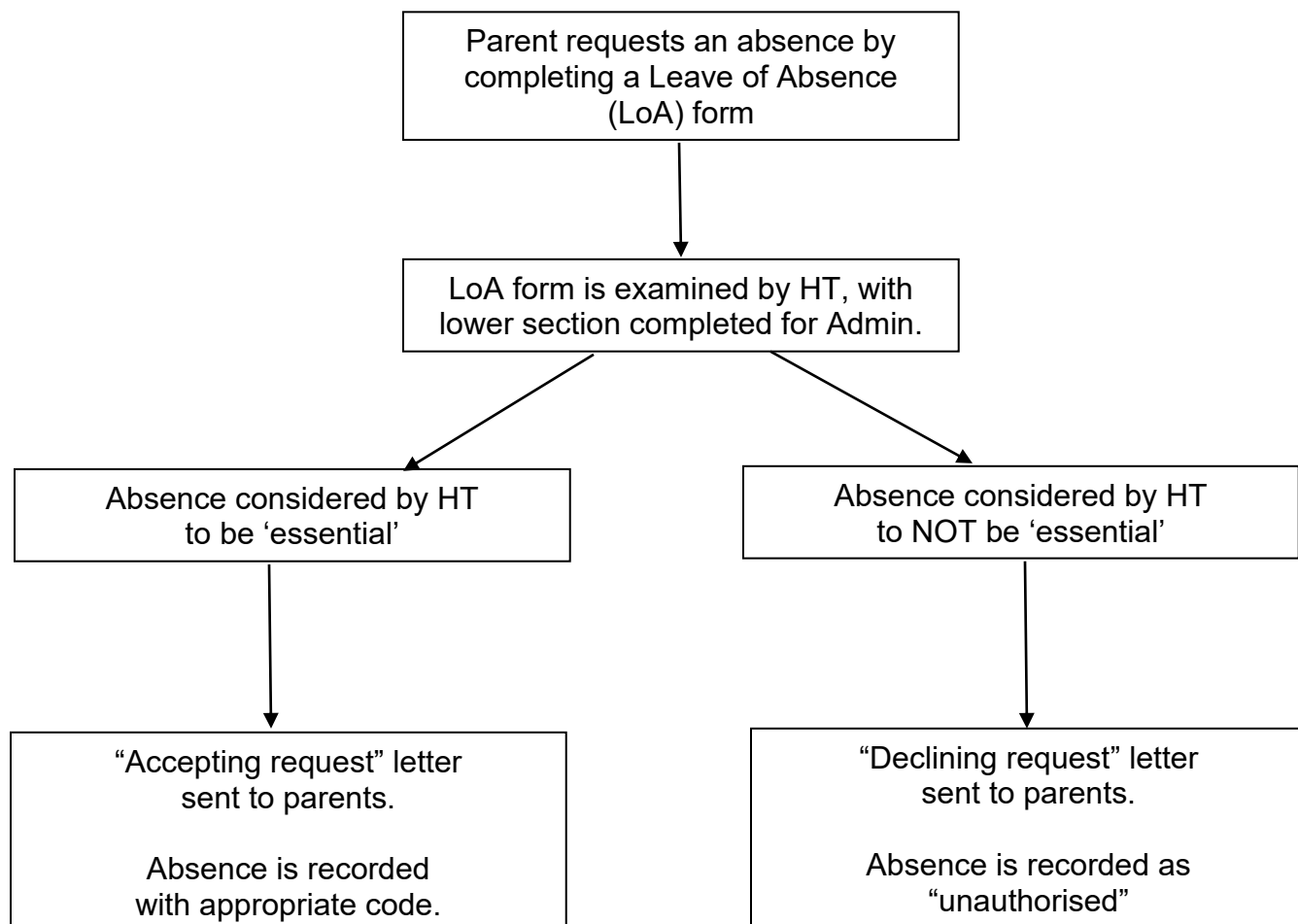
Children's Services Customer Service Centre (CSC)
01522 782111

- The contact number for support, is the **Inclusion and Attendance team 01522 552427**

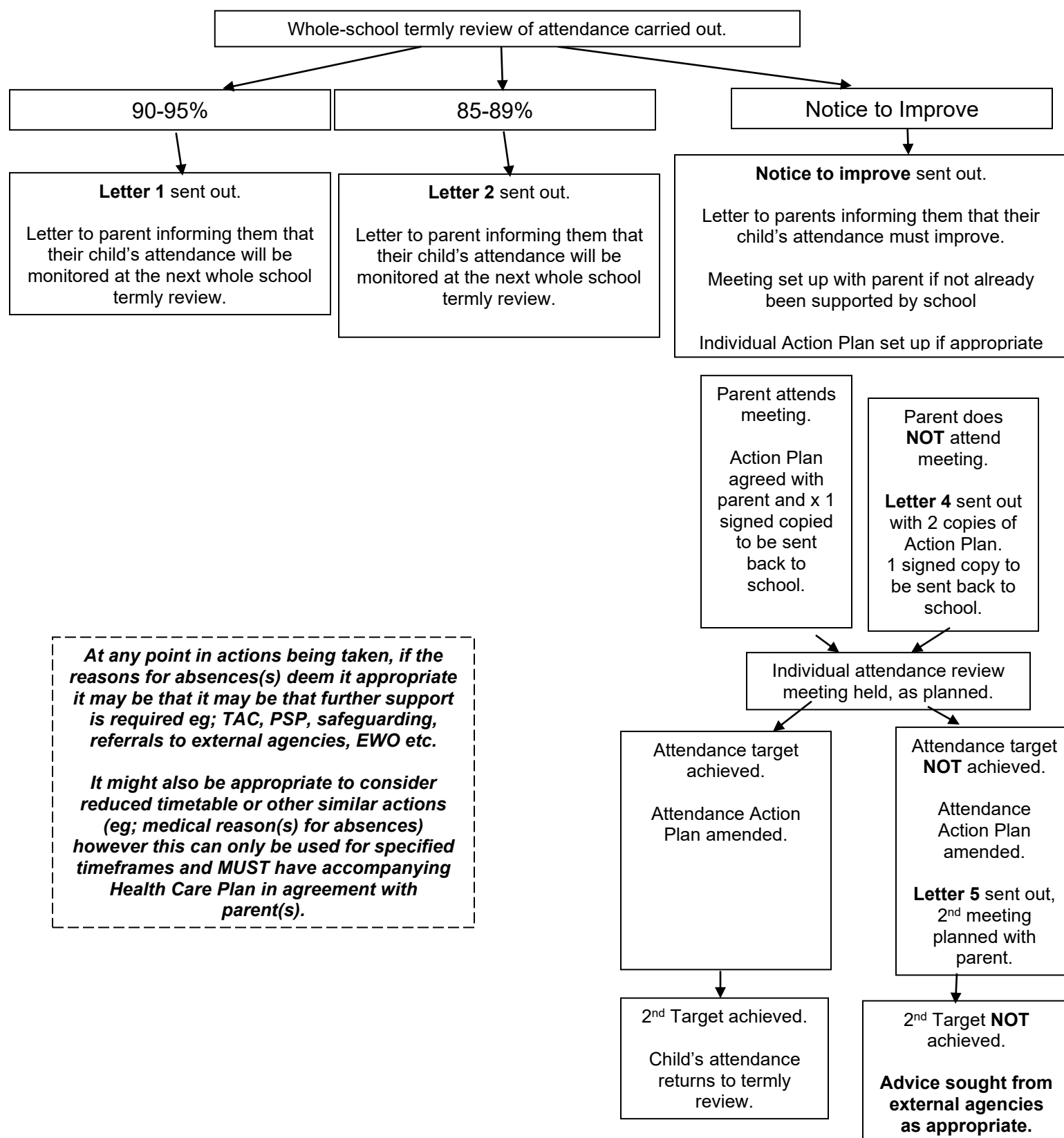
ATTENDANCE

ATTENDANCE ACTION FLOWCHART – child not arrived in school

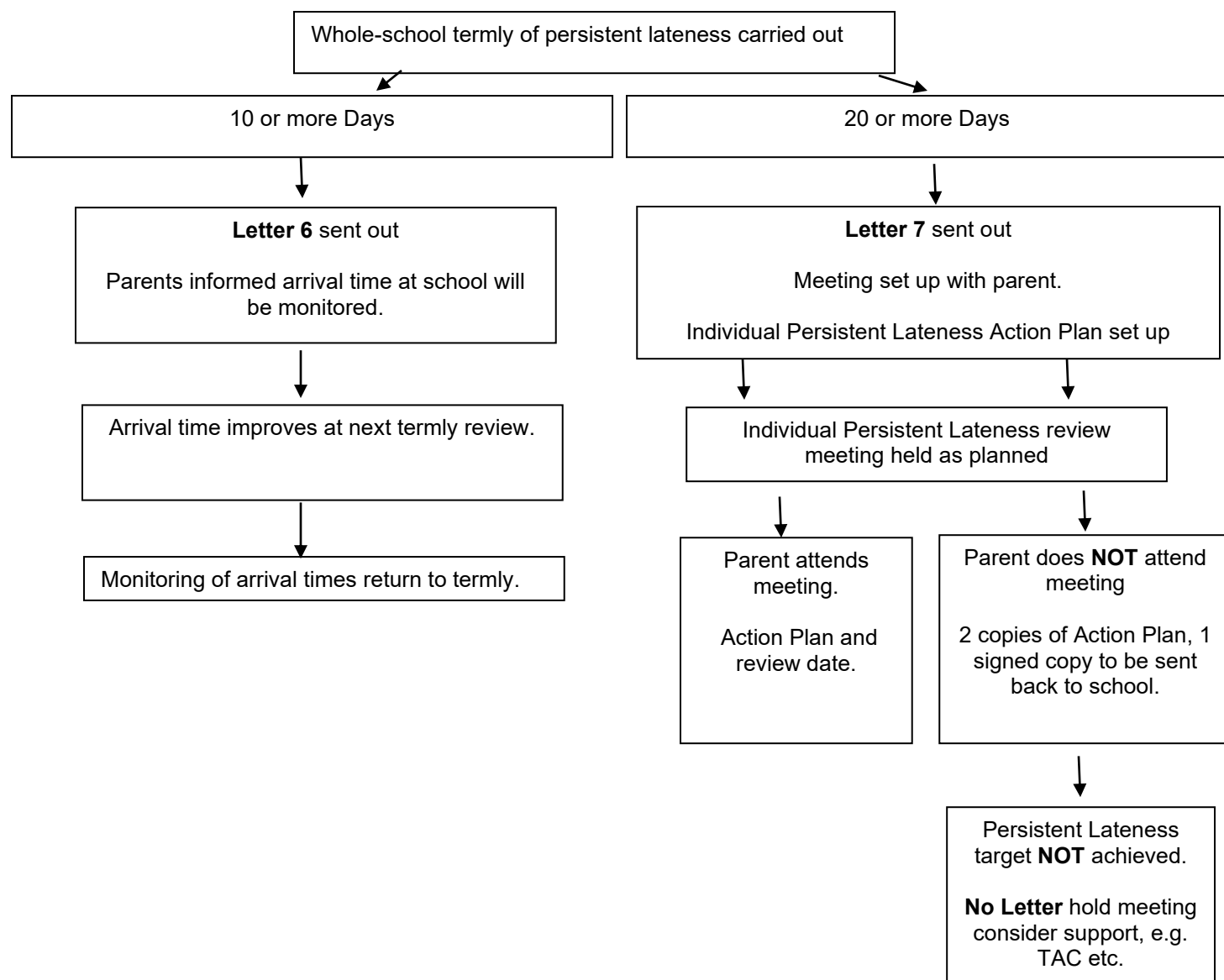


ATTENDANCE ACTION FLOWCHART – Parent requests an absence

ATTENDANCE ACTION FLOWCHART – Whole School Termly Review



PERSISTENT LATENESS ACTION FLOWCHART – Whole School Termly Review





Branston Junior Academy: Application for Pupil Leave of Absence (LoA)

Pupil Name	Class

I would like to request a leave of absence from school, for the child(ren) detailed above, for the following period:

From: _____ To: _____

Please note, Headteachers are unable to grant any leave of absence unless there are exceptional circumstances.

Parents are also not permitted to remove their children from school during term time for a family holiday and if they do, any such absence will be registered as unauthorised.

Please provide details explaining your request for a pupil leave of absence:

Signed: _____ (Parent/Carer) Date: _____

For School Use:

Current attendance of pupil(s): _____ %

Attendance Code to be used for this LoA request:

101	M	H	C		G	O	N
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Any further actions to be taken: _____

Signed: _____ (Headteacher) Date: _____

DECLINING A REQUEST FOR A HOLIDAY IN TERM TIME

[Date]

Your request for a holiday absence in term time.

Dear [Parent/Carer]

Thankyou for your request to take **[name of child(ren)]** out of school between **[dates]**.

Under government legislation I am only permitted to authorise an absence from school in exceptional circumstances, and in this case, the information you have provided on the 'Leave of Absence' form, does not meet this criteria. Therefore, I regret that I cannot consent to your request and the absence will be recorded as unauthorised.

I have not made this decision lightly – a request for an absence is considered on its merits at the time of the request, and many variables are taken into consideration.

While acknowledging that each family's circumstances are different, at Branston Junior Academy, we are dedicated to the education of all our pupils and believe that regular attendance throughout the year is essential to every child's success and fulfilment.

Because each request is unique, my decision in this instance cannot be directly compared with decisions made by the school in the past, nor does it set a precedent. It also does not mean that I will not agree to a similar request from you, or other parents, in the future.

I am sorry to have to disappoint you.

Yours sincerely

Mr Barry Thornton
Headteacher

ACCEPTING A REQUEST FOR A HOLIDAY IN TERM TIME

[Date]

Your request for a holiday absence in term time.

Dear *[Parent/Carer]*

Thank you for your request to take ***[name of child(ren)]*** out of school between **[dates]**.

Under the circumstances which you have provided on the 'leave of Absence' form, I am prepared to agree to your request.

I have not made this decision lightly. Branston Junior Academy is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its own merits at the time of the request being made. My decision in this instance does not set a precedent and therefore does not mean I will agree to a similar request from you, or other parents, in the future.

Yours sincerely

Mr Barry Thornton
Headteacher

WHOLE SCHOOL TERMLY ATTENDANCE REVIEW

Term: Autumn / Spring / Summer

Date: _____

Carried out by: _____

90-95% Attendance		85-89% Attendance		Below 85% Attendance	
Name of child(ren)	A B C	Name of child(ren)	A B C	Name of child(ren)	A B C
A = School appreciates extenuating circumstances B = Improvement in attendance since last review C = decline in attendance since last review					
Relevant sentences in letters, to be deleted or included as appropriate					
<u>Letter 1 (90-95% Attendance)</u> Letter to parents informing them that their child's attendance will be monitored at the next whole school termly review.		Lower than 90% Notice to improve letter sent		If no improvement Attendance Panel review and action plan made then reviewed.	

LETTER 1: 90-95% Attendance at whole school termly attendance review.

[Date]

90-95% Attendance recorded at whole school termly review.Name of child(ren): **[Name(s)]**

Dear [Parent/Carer]

As you are aware, in compliance with Government guidelines, we have to regularly undertake checks on children's attendance, and should a child's attendance fall below 95%, we have a duty to write and inform parents. Depending on how low the attendance is, we carry out various actions, as listed below:

<u>90-95% Attendance</u> 95% = 9 days absence = 40 lessons 90% = 19 days absence = 80 lessons	<u>85-89% Attendance</u> = 29 days absence = 120 lessons	<u>Below 85% Attendance</u> 80% = 38 days absence = 160 lessons 75% = 48 days absence = 200 lessons
Concern: The concern is that these children are at risk of underachieving at school, as they are missing out on lessons and learning opportunities. They might achieve their target grades and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.	Concern: Pupils with this level of attendance over an academic year, are missing at least 1 month of school per year and this is likely to have a detrimental effect on their achievement and it will be difficult for them to achieve of their best.	Concern: Pupils with this level of attendance (or below) over an academic year, are missing six weeks (or more) of their education and will find it difficult to keep up and achieve of their best. If attendance is 80% or below, then the pupil is missing a whole year of school over five years of attending. It will be almost impossible for them to keep up with their work and these pupils are at risk of serious underachievement.
Action: Letter to parents informing them that their child's attendance will be monitored at the next whole school termly review.	Action: Letter to parents informing them that their child's attendance will be monitored at the next whole school termly review.	Action: Letter to parents requesting they attend an Attendance Meeting whereby an individual Attendance Action Plan will be set up. There is the potential for involvement with external agencies.

At the most recent whole school termly review, your child's attendance was [%].

Therefore, in line with our Attendance Policy I am writing to inform you that your child's attendance will continue to be monitored as part of the next whole-school termly review, with the hope that we will be able to celebrate an improvement in attendance.

It is worrying to note that your child's attendance is in decline on any previous monitoring and therefore unless it improves by the next time of monitoring, it may be that further actions are taken, as per our policy.

Attendance can only be improved by working together – school and home. If something is stopping your child coming to school, please come and talk to us about it. If your child's absence is due to medical issues, please make the school aware of how this impacts upon attendance.

If you wish to discuss any queries or concerns regarding your child's attendance, please do not hesitate to contact me and arrange a meeting.

Yours sincerely

Mr Barry Thornton
Headteacher

LETTER 2: 85-89% Attendance at whole school termly attendance review and Invite to Attendance Panel.

[Date]

85-89% Attendance recorded at whole school termly review

Name of child(ren): **[Name(s)]**

Dear [Parent/Carer]

As you are aware, in compliance with Government guidelines, we have to regularly undertake checks on children's attendance, and should a child's attendance fall below 95%, we have a duty to write and inform parents. Depending on how low the attendance is, we carry out various actions, as listed below:

<u>90-95% Attendance</u>	<u>85-89% Attendance</u>	<u>Below 85% Attendance</u>
95% = 9 days absence = 40 lessons 90% = 19 days absence = 80 lessons	85% = 29 days absence = 120 lessons	80% = 38 days absence = 160 lessons 75% = 48 days absence = 200 lessons
Concern: The concern is that these children are at risk of underachieving at school, as they are missing out on lessons and learning opportunities. They might achieve their target grades and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.	Concern: Pupils with this level of attendance over an academic year, are missing at least 1 month of school per year and this is likely to have a detrimental effect on their achievement and it will be difficult for them to achieve of their best.	Concern: Pupils with this level of attendance (or below) over an academic year, are missing six weeks (or more) of their education and will find it difficult to keep up and achieve of their best. If attendance is 80% or below, then the pupil is missing a whole year of school over five years of attending. It will be almost impossible for them to keep up with their work and these pupils are at risk of serious underachievement.
Action: Letter to parents informing them that their child's attendance will be monitored at the next whole school termly review.	Action: Letter to parents informing them that their child's attendance will be monitored at the next whole school termly review.	Action: Letter to parents requesting they attend an Attendance Meeting whereby an individual Attendance Action Plan will be set up. There is the potential for involvement with external agencies.

At the most recent whole school termly review, your child's attendance was [%]. Therefore, we are inviting you to an attendance meeting, with a member of the Senior Leadership Team on _____

Yours sincerely

Mr Barry Thornton
Headteacher

School Attendance

Notice to Improve

(Please read this letter carefully)

Letter 3 Notice to Improve

Dear

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

You, «**FORENAME**» «**SURNAME**» are a parent/carer of «**Students_Name**», (called in this notice “the pupil”) who is a registered pupil at «**School_Name**».

Pupil’s attendance %

The school have offered support to you and your family to try and help improve «**Students_Name**»’s attendance, including *(delete as appropriate)*:

- Telephone calls: - The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having. Please provide some specific dates and evidence if not contacted every day child was absent.
- **Home visits.** We have visited you at home to adhere to our safeguarding responsibilities and to provide support with any issues your child may be having.
- Letters and/or emails dated XXXXX. The school wrote to you, letting you know about «**Students_Name**»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
- Inviting you to (an) Attendance Support Meeting(s). The school invited you to (a) meeting(s) to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. Our school attendance policy makes clear the consequences, should your child continue to have unauthorised absence and/or you did not effectively engage with the support offered.
- Offered referral assessment (ADD REFFERAL). please explain if engaged or not engaged and the outcome of any support.
- Attendance Contract designed to support you to ensure that «**Students_Name**»’s attendance improved and to prevent further unauthorised absences from being recorded.
- Offered Reasonable Adjustments. Please provide evidence of what this was offered and engagement.
- Referrals to other support services if applicable: INSERT NAMES OF OTHER SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «**WARNING_START_DATE**» and «**WARNING_END_DATE**» the pupil failed to attend regularly at

«**School_Name**», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have (Amend as appropriate: 3-6 weeks) (ADD DATE) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period.

Targets to improve attendance **(ADD YOUR OWN TARGETS):**

a Penalty Notice may be issued / a referral may be made to the Local Authority requesting they issue you with a Penalty Notice.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

Penalty Notice can be issued under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice.**

See below for further information:

Penalty Notice	Details
First Notice in a 3 year period:	Issued to each parent. Charged at £80 if paid within 21 days £160 if paid within 28 days.
Second Notice in a 3 year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Notice in a 3 year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions.

	Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrates court appearance and a fine of up to £2,500 and/or prison. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.
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If you wish to discuss this notice, or discuss what further support is available, please contact the school as soon as possible.

Yours sincerely

Barry Thornton
Headteacher
Branston Junior Academy

[Date]

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LETTER 4: Failure to attend an Attendance Meeting

[Date]

Failure to attend attendance meeting

Name of child(ren): **[Name(s)]**

Dear [Parent/Carer]

I am sorry that you were unable to attend the arranged attendance meeting on **[date]** at **[time]**, which progressed as planned, in your absence.

Please find enclosed, **two copies** of the action plan which was agreed during this meeting. It is hoped that you will support the recommendations. **Please sign and return one copy** of the action plan to school, and keep the additional copy for your own records.

Your child's attendance and progress towards the agreed target will be reviewed by the school on **[date]**. At this individual review, the need for further action will be considered and you will be informed if your attendance is required in a subsequent meeting.

If you have any queries about the Attendance Action Plan, please contact myself at the school.

Yours sincerely

Mr Barry Thornton
Headteacher

Enc: two copies of action plan

[Date]

.

LETTER 5: Invitation to second attendance meeting

[Date]

Second attendance meetingName of child(ren): **[Name(s)]**

Dear [Parent/Carer]

As you know, due to the concerns we have regarding the attendance of your child(ren), we held an attendance meeting on **[date]**, whereby an Attendance Action Plan was set up, and you were informed that your child's attendance would subsequently be reviewed.

Having now carried out that review, I am still concerned about your child's attendance because it has continued to decline. Therefore, in accordance with our Attendance Policy, I am writing to inform you that you are requested to attend a second meeting at school where we will review the Attendance Action Plan we had created. Please note, that under the circumstances, it is likely that part of the revised Attendance Plan will include support from external agencies.

I have arranged a provisional date in my diary for **[date]** at **[time]**. If this is not a convenient time/day, then please contact the school as soon as possible to re-arrange this meeting.

Yours sincerely

Mr Barry Thornton
Headteacher

Attendance Action Plan

Initial / Review

Date:

SCHOOL:

Pupil:			
DofB:		Year/Form Group:	
Ethnicity:			
Looked after:	Yes/No	School Attendance Champion:	
Class teacher:			

Purpose of this plan is to improve the pupil's school attendance and address any issues that are affecting the pupil's attendance.

Attendance Level (%)	Authorised (%)
Unauthorised (%)	Unauthorised lates (%)

Difficulty	YES	NO	Difficulty	YES	NO
1. Bullying			7. Punctuality		
2. Medical			8. SEND		
3. EBSA			9. Academic		
4. Home issues			10 Behaviour/Attitude		
5. Transport			11. Other		
6. School Relationships					

PARENT:

Identified Barriers & Action Plan (to include Attendance/punctuality goal for next 3 weeks)

No.	Barriers	Action Include Start date	By Whom Include Review Date
Parents views:			

BJA: Attendance Policy (pupils)
Review Date: Summer 2026

Next Review: Summer 2027

Referral to Parenting Programme	Y/N If yes date started		
EHA completed	Y/N If yes date completed or offered		

YOUNG PERSON:
Identified Barriers & Action Plan (to include Attendance/punctuality/goal for next 3 weeks)

No.	Difficulty/Barriers Identified	Action Include Start date	By Whom Include Review date
Young person's views:			

REVIEW DATE AND ACTIONS:
Other support agencies to be invited to review:

NAME OF SUPPORT AGENCY	DATE

Outcome at review (to be completed at review of Attendance Contract)

ACTION	Y/N	DATE	BY WHOM
Letter/plan to parent and young person with updated plan and review date			
Support Agency update and review			

Other Actions (to be completed if parents do not attend or goal not met at 3 week review of Attendance Contract)

ACTION	Y/N	DATE	BY WHOM
Penalty Notice			
Prosecution			
Referral to Social Services			

ACTION PLAN:			
Agency	1 – 3 Weeks	REVIEW	4 – 6 Weeks
School Allocated Support Officer	School • Contact parent and pupil regularly to discuss progress • Liaise with other agencies regarding attendance and other barriers identified	R E V I E W Letter including Outcomes/Action and Reviewed Plan	School • Contact parent and pupil regularly to discuss & monitor progress • Liaise with other agencies regarding attendance and other issues • Identified as barrier
Parents/Carers	Parent • Encourage young person to attend school • Use appropriate sanctions and rewards in response to school attendance • Bring/Collect to school • Ensure School uniform is ready • Encourage to get up for school each day • Work and engage with all professionals offering support. • Talk to school staff about any concerns in school. • Attend review meetings	R E V I E W Letter including Outcomes/Action and Reviewed Plan	Parent • Encourage to attend school • Use appropriate sanctions and rewards in response to school attendance • Bring/Collect Young person to school • Ensure School uniform is ready • Encourage Young person to get up for school each day • Liaise with school and other agencies when issues occur • Attend review meetings

Young person	Young person • Attend school and be punctual to school & lessons on - reintegration plan. • Engage in positive lifestyle choices & activities • Get up for school when asked. • Go to bed on time. • Get bag ready for school	R E V I E W Letter including Outcomes/Action and Reviewed Plan	Young person • Attend school and be punctual to school & lessons on reintegration plan. • Engage in positive lifestyle choices & activities • Get up for school when asked. • Go to bed on time. • Get bag ready for school • Work and engage with all professionals offering support. • Talk to school staff about any concerns in school. • Attend review meetings
External support services like Early Help Workers	• Provide support to assist parent with positive parenting and finances • Young person to be able to discuss feelings and emotions.	R E V I E W Letter including Outcomes/Action and Reviewed Plan	• Provide support to assist parent and young person in being able to discuss feelings and emotions. • Support Young person in being able to make safe & healthy lifestyle choices.

We, the undersigned agree to the Action Plan above and will co-operate fully with these aims. We will review the plan in three weeks on

Signed:

Parent/Carer..... Parent/Carer.....

School Leader.....

Date.....

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Attendance contracts

Purpose of attendance contracts and when they may be appropriate

An attendance contract is a formal written agreement between a parent and either the school (with the exception of independent schools and non-maintained special schools) or local authority to address irregular attendance at school or alternative provision.

An attendance contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate. An attendance contract is not a punitive tool, it is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

There is no obligation on the school or local authority to offer an attendance contract, and it may not be appropriate in every instance, but an attendance contract should always be explored before moving forward to an education supervision order or prosecution.

The aim from the outset should be for the parent(s), and the pupil where they are old enough, the school and the local authority to work in partnership. Where a school and/or local authority decide to use an attendance contract, a meeting should be arranged with the parent(s). It should include the pupil if they are old enough to understand. The meeting should explain the purpose of an attendance contract and why using one would be beneficial in the family's circumstances. The parent(s) should be asked to outline their views on the pupil's attendance at school, any underlying issues and how they believe these should be addressed. The meeting should also allow them to share their views on the idea of an attendance contract and what type of support they think would be helpful to secure the pupil's regular attendance. Where a parent fails to attend the meeting without good reason or notification, further attempts should be made to contact them and arrange another meeting but all attempts at support should be recorded.

One attendance contract may be arranged with all parents, or in circumstances where it is desirable to have different requirements for each parent then separate attendance contracts for each parent should be arranged.

Contents of an attendance contract

All attendance contracts should contain:

- Details of the requirements the parent(s) is expected to comply with.
- A statement from the school and/or local authority agreeing to provide support to the parent(s) to meet the requirements and setting out details of the support.
- A statement by the parent that they agree to comply with the requirements for the period of time specified by the contract.

The requirements specified, and the support provided, will depend on the individual case, and should be tailored to the needs of the individual parent and family. There is not, therefore, a prescribed list, but requirements may include:

- Measures to ensure the pupil attends school or alternative provision punctually and regularly
- Requiring the parent to attend meetings with the school and/or local authority
- Accessing or partaking in the support or programmes offered
- Working with or accessing other separate support provided to the pupil at school level (e.g. being on report)

The support provided to help the parent satisfy those requirements may include:

- Provision of a lead practitioner to support the family
- Signposting or referrals to wider local authority or health services that might support the family (e.g. housing needs, drug and alcohol support)
- Signposting or referrals to voluntary and community sector programmes or support (e.g. foodbanks or community support groups)
- Formal interventions such as family group conferencing, peer mentoring or literacy classes
- Support and advisory services (e.g. benefit support)
- Formal parenting programmes (e.g. a course with a specified number of sessions)

Attendance contracts do not have a minimum or maximum duration. Each individual attendance contract should set out the duration it will be in place, and most are for between 3 and 12 months but can be longer if needed.

Once the requirements and support elements of the attendance contract have been agreed, the school and/or local authority and the parent should write up the contract together and sign it. The attendance contract should be written in language that the parent can easily understand (including a translation where necessary). All parties, including other partners working with the family, should be given a copy.

Non-compliance with an attendance contract

The school and/or local authority should work in partnership with the parent to gain their cooperation and compliance throughout the attendance contract process.

Where a parent does not comply with the requirements set out in the attendance contract, the lead practitioner should contact the parent and seek an explanation and decide whether it is reasonable, and the attendance contract remains useful. If the explanation shows that the attendance contract is proving difficult to comply with through no fault of the parent, then a meeting should be arranged with the parent to review and amend it. Where no explanation is given, or the lead practitioner is not satisfied with the explanation, they should serve the parent with a warning to explain that the attendance contract is not working and may be terminated, and another course of action pursued, if the parent does not engage. This may be in the form of a letter, and record of it should be kept.

If there are further instances of non-compliance, they should arrange a meeting with the parent to review the attendance contract and discuss how it can be made to work. Following this meeting, the school and/or local authority should decide whether the non-compliance is undermining the contract to the extent that it is no longer useful in which case an alternative course of action (such as a different legal intervention) would need to be decided upon. The decision and reasons should be recorded.

Failure by the parent, school, or local authority to keep to the terms of the attendance contract cannot lead to action for breach of contract or for civil damages. There is no criminal sanction for a parent's failure to comply with, or refusal to sign, an attendance contract. If the pupil's irregular attendance continues or escalates to the point where prosecution is deemed appropriate, however, any failure or refusal may be presented as evidence in the case. It is therefore important that any non-compliance with the contract is recorded so that it can be presented in court if necessary.

attendance@lincolnshire.gov.uk

PERSISTENT LATENESS

LETTER 6 10 OR MORE DAYS LATENESS

[Date]

Persistent LatenessName of child(ren): **[Name(s)]**

Dear [Parent/Carer]

I am writing to express my concern at **[pupil name(s)]** arrival times at school. Between **[date]** and today, they have been late **[number]** of times.

Depending on how often the persistent lateness is, we carry out various actions, as listed below:

10 or more Days	10 or more days late in <u>one</u> academic term Letter 6 - Letter sent to parent informing them that their child's arrival time at school will be monitored.
20 or more Days	20 or more days late in <u>one</u> academic term Letter 7 - Letter sent to parent to request a Persistent Lateness Meeting, whereby an individual Persistent Lateness Action Plan will be set up. Further action may include the potential for involvement with external agencies.

Branston Junior Academy acknowledges that each family's circumstances are different and we do our utmost to work in partnership with parents to provide the best education for every child.

We believe that the welfare of pupils is of paramount importance, and that regular attendance throughout the year, arriving on time each day, is essential for a child's success and fulfilment.

I am therefore writing to you to highlight the persistent late arrivals of your child, and to inform you that we will be continuing to monitor your child's arrival times.

Should the late arrivals continue, it may be that the school requests a meeting with you, to see how we can work together to improve your child's arrival time.

Yours sincerely

Mr Barry Thornton
Headteacher

LETTER 7 20 DAYS OR MORE DAYS LATENESS

[Date]

Persistent LatenessName of child(ren): **[Name(s)]**

Dear [Parent/Carer]

At the most recent whole school termly review, your child's persistent lateness was [days].

Depending on how often the persistent lateness is, we carry out various actions, as listed below:

10 or more Days	10 or more days late in <u>one</u> academic term Letter 6 - Letter sent to parent informing them that their child's arrival time at school will be monitored.
20 or more Days	20 or more days late in <u>one</u> academic term Letter 7 - Letter sent to parent to request a Persistent Lateness Meeting, whereby an individual Persistent Lateness Action Plan will be set up. Further action may include the potential for involvement with external agencies.

Therefore, in line with our Attendance Policy I am writing to inform you that you are requested to attend a meeting at school where an individual Attendance Action Plan will be set up. I have arranged a provisional date in my diary for **[date]** at **[time]**. If this is not a convenient time/day, then please contact the school as soon as possible to re-arrange this meeting.

Yours sincerely

Mr Barry Thornton
Headteacher