



# Gilbertstone Primary School

## Attendance Policy

### **AIMS**

We aim to work in partnership with parents and the Local Authority to ensure high levels of attendance so as to impact positively on pupil well-being and outcomes. We follow Birmingham City Council's 'Support First' attendance framework and guidance. This ensures that school and parents meet their legal requirements.

### **THE IMPORTANCE OF SCHOOL ATTENDANCE**

School attendance is not just a legal requirement but an important to secure a good education. Good attendance promotes academic success and personal growth, which will enhance better prospects, making it an important aspect of any educational system.

- *Academic Achievement:* Regular attendance directly impacts on academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- *Knowledge Acquisition:* School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- *Social Development:* School provides a vital social environment for children to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- *Building Routine:* School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- *Teacher Interaction:* Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- *Preventing Knowledge Gaps:* Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- *School Engagement:* Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- *Legal and Parental Responsibility:* Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- *Community Well-being:* High levels of school attendance contribute to the overall well-being of communities.

### **WORKING IN PARTNERSHIP WITH PARENTS**

Gilbertstone Primary School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required.

Safeguarding is a priority, concerns for any child at any time will be reported to the Designated Senior Leads for Child Protection. We will always follow Keeping Children Safe in Education 2024 and our Child Protection Policy.

Some pupils are more likely to require additional support to attain good attendance, for example, pupils who are vulnerable, have a medical need or EHCP and will be monitored and supported closely in school.

## **ROLES AND RESPONSIBILITIES**

In order to meet these requirements:

### **Parents will:**

The term 'parent' includes those who are not a natural parent but have parental responsibility for the child as defined by the Pupils' Act 1989 or have care of the child as defined by the Education Act 1996.

- **understand they have a legal responsibility to ensure their children receive appropriate education (failing to send their child to school regularly without good reason is a criminal offence).**
- provide at least 2 emergency contact numbers to support school in their **safeguarding procedures**. Any changes to these numbers should be communicated with school immediately
- receive an attendance letter on procedures for attendance and lateness including the whole school letter from the Local Authority.
- ensure children are dropped off and picked up on time (gates for KS1/Early Years and KS2 will be opened at 8.35am for drop off and 3.15pm for collection)
- inform school of a reason for any late arrival and late pick up
- understand that if their child has not been collected, and it has not been possible to contact a parent or named carer, 1 hour after the agreed finish time for the school day/activity, a phone call will be made to the Multi-Agency Safeguarding Hub (MASH) and the Emergency Procedures for non-collection will be followed
- inform the school by 9am on the first day of any reason for their child's absence, and each day after to update.
- give clear reasons for absence including any symptoms of illness.  
(Parents will receive a text message to the primary contact if no reason for absence is given by 9am)
- always try to arrange for medical appointments or treatments outside of the school day
- request permission in advance from the Head Teacher if a child needs to have appointments within the school day (via the school office) and if possible provide evidence of these appointments.
- request permission from the Head Teacher for leave for exceptional circumstances during term time by completing the Leave of Absence Request Form
- encourage children to discuss with staff any difficulties they may be experiencing which is affecting their attendance
- **not request holiday in term time**

### **School will:**

- communicate school start and finish times and any school closure dates through school publications and the school website.
- keep attendance and admission registers.
- make daily contact with alternative provision in the case of children who are dual registered to ensure they are in attendance.
- contact parents where there is a concern about attendance or punctuality at the earliest opportunity.
- monitor levels of attendance on a weekly basis.
- follow the Right Help Right Time Early Help offer to support families.
- encourage children to have high expectations in attendance.
- make a referral in line with Birmingham city Council's CME guidelines (Child Missing from Education) if school cannot establish the safe whereabouts of a child.
- make a referral to CASS (Children's Advice and Support Service) or the police if there is a serious concern for a child's safety.
- seek advice and initiate a referral to the ELIT (Education and Legal Intervention Team), which can result in a penalty notice being issued or a court case.
- identify children at risk of being persistently absent at the earliest opportunity and follow the 'Support First' framework.
- contact the LA before taking a child off roll.
- invite parents to use the Scholar Pack app to monitor their own child's attendance daily.

### **School's Attendance Lead (Mrs Hoo) will:**

- establish open lines of communication and a supportive ethos around attendance with parents
- be the attendance liaison person for the Support First framework, ensuring that relevant levels of intervention take place, referrals are made, and attendance meetings are set up, in line with the guidance.
- contact parents/carers, as a duty of care in line with our safeguarding policies
- be proactive in partnerships with parents and other agencies regarding the attendance and well-being of the children.
- liaise with Learning Mentors and SENDCo to monitor attendance concerns
- liaise with Senior Office Manager to ensure accurate coding is used in line with Local Authority guidelines.
- use attendance data to make links with academic performance
- monitor and track attendance of vulnerable groups
- create a termly attendance report to share with the Governing Body analysing attendance data across school.
- make referrals to outside agencies, to address any unmet needs, that can impact positively on attendance.
- identify children that need to be placed on the vulnerable list for attendance.
- report on progress and next steps for these vulnerable children during children's team meetings
- provide training and support to staff
- communicate with class teachers and phase Leaders about children at risk of being persistently absent and involve them in the supportive process.
- refer and follow local authority guidelines around part-time and reduced timetables.

- ensure that contact is maintained with any pupil on a long-term absence and carefully plan any transition into school.,

### **The Head Teacher will:**

- decide when an absence is authorised
- report to the FGB via the HT Report the up-to-date attendance outlook at every meeting
- share responsibility with the Governing Body to ensure that the relevant laws and guidelines concerning attendance are followed
- ensure that rigorous and robust safeguarding policies and procedures are in place.
- liaise closely with the attendance lead to ensure that all statutory and legal duties are followed
- monitor the implementation and impact of any strategic developments around attendance

**Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. The Head Teacher may not authorise leave during term time except where the circumstances are exceptional.**

### **Teachers will:**

- provide a good example by always being punctual to registration, meeting pupils at the door and providing a welcoming and inclusive environment
- build a welcoming atmosphere and provide support as necessary when pupils return after absence.
- provide well planned and engaging lessons.
- accurately mark registers in line with school session start times as required by the School Teacher's Pay and Conditions Document and be aware of school policy and procedures around this legal process.
- refer any absences and causes for concern to the attendance lead immediately
- refer any requests for leave in term time to the attendance lead or Senior Office Manager
- encourage and motivate school attendance to ensure that pupils are aware of the benefits of being in school e.g., academic success, making friends, curriculum enjoyment

### **The Senior Office Manager will:**

- ensure accurate coding on school registers
- liaise with the Learning Mentors regarding first day absence and any concerns
- send a text message to parents and record on Scholar Pack
- ensure that all letters, notes and messages from parents/carers regarding absences are recorded on Scholar Pack
- ensure that office staff log any children who leave or enter during the day, in case of a fire, and log their departure in the designated book.
- ensure reasons for absence and lateness are filled in as soon as they are known
- print attendance registers for the fire safety procedures after the close of register in the morning. This is manually updated to reflect any ins/outs of pupils.
- alert the attendance lead if any vulnerable children are missing or there is any unexplained absence.
- create and communicate relevant framework letters to parents, as directed by attendance lead

### **The Learning Mentors will:**

- monitor absence and late marks, identifying patterns and linking with parents and the attendance lead, to support improvement
- make first day calls or home visits as necessary and where appropriate, and update Scholar Pack accordingly, recording reasons for lateness or absence
- support children when there is an issue which prevents children from attending school regularly.
- offer Early Help, sign posting and referrals to outside agencies.
- to illicit pupil voice with regards to specific individual pupil attendance

### **Governors will:**

- agree a policy for attendance
- ensure the policy is implemented and monitored on a regular basis
- have a named Governor for attendance who will come in and meet with attendance lead and report back to the FGB regularly.
- reflect on the data that is shared and make appropriate and relevant challenge.

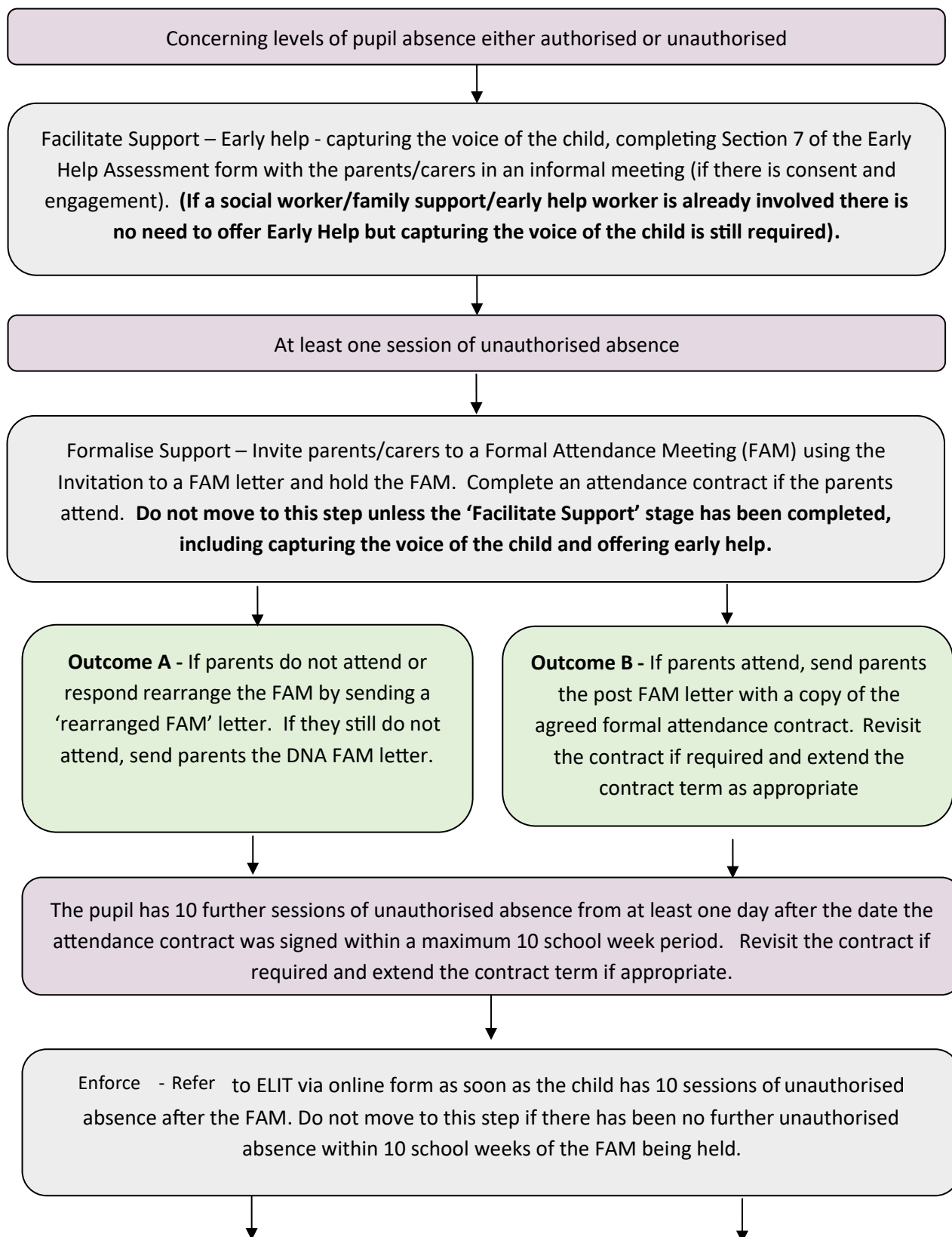
### **IDENTIFYING ATTENDANCE CONCERNS**

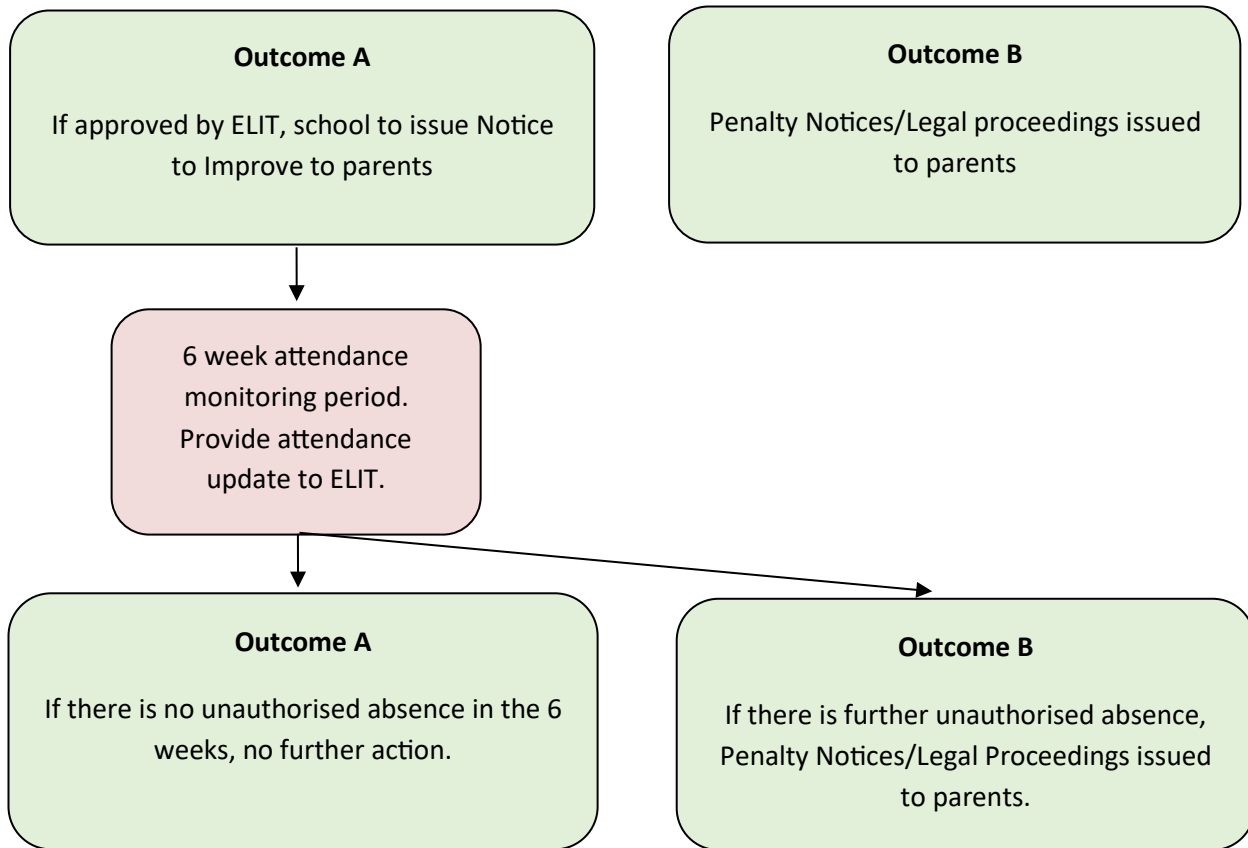
Through regular monitoring, attendance concerns are identified, so that parents can engage with school and take up any support offered to prevent their child from becoming persistently absent (19 days absence or more /below 90%) or severely absent (below 50%).

Each situation will be dealt with on an individual basis, fairly and equitably, always remembering the welfare and safety of the child is the paramount concern.

## Support First school framework and guidance(in liaison with the Education Legal Intervention Team)

School will follow the support First flow chart, referring to the full guidance for further detail.





### **LEAVE IN TERM TIME:**

- Parents must request permission from the Head Teacher for leave during term time by completing the Leave of Absence Request Form including a date for the child's return to school.
- If travelling abroad, parents should supply a copy of the return travel documentation and supply the name and phone number of a contact person.
- Parents may be issued with a penalty notice. If they do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.
- If the absence is not authorised then the LD1 letter will be issued
- If no written request was made then the LD2 letter will be sent.
- If there are 10 continuous sessions/ 5 days (1 session is the equivalent to half a day) of unauthorised leave during term time, then a referral is made to the Educational Legal Intervention Team.
- If a child fails to return and contact with the parent has not been made or received, school may take the child off the school's roll in compliance with the Education (Pupil registration, England) Regulations 2006. This means that the child may lose their school place.

## **LEGAL SANCTIONS**

Penalty Notices will be considered when:

- a child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- a child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

### **Prosecution**

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

## **PROCEDURES WHEN SCHOOL HAS NOT BEEN NOTIFIED OF A REASON FOR ABSENCE**

If no reason is provided by 9am, school will:

1. Text first contacts
2. Try additional contacts
3. Send an email
4. Carry out a home visit

### **Guidelines for Attendance Home Visits**

Home visits are an essential link with parents when investigating issues of non-school attendance and provide safeguarding information for all pupils.

#### **Conducting a Home Visit**

- Home visits are approved by the Head Teacher or the Deputy Head
- 2 staff will make a home visit
- Staff will let the office know the address they are attending and give an estimated time of return
- Staff should have access to a mobile phone in case of emergencies
- If no contact is made with the parents or carers a signed letter will be posted through the door giving advice for the next steps for the family
- Details of any home visits will be logged on CPOMS (Electronic Welfare Record)

## **Punctuality**

- School doors (Reception, Key Stage 1 and Key Stage 2) open at 8.35am.
- Doors are locked at 8.45am. After this time, a child is classed as late and will need to come in through the front entrance. The office staff will record the lateness which will be marked in the register.
- A late mark (L code) is given if a child arrives after the register closes (9.15am).
- In exceptional circumstances, a delayed start time may be agreed by the Head Teacher to meet the specific needs of an individual child.
- An unauthorised mark (U code) will be given after the register closes. The absence will only be authorised if a satisfactory explanation for a late arrival can be provided, for example at a medical appointment.
- Children need to be collected promptly at the end of the school day from their classrooms
- Children not collected on time will go down to the school office and parents will be asked for a reason as to why they are late picking their child up from school. This will be logged and monitored for persistent patterns
- Persistent late arrival or pick up will result in an informal meeting with the Attendance Lead who may follow the school-focused Early Help processes or seek advice from Children's advice and Support Services.

## **LINKS TO OTHER POLICIES**

- Safeguarding and Child Protection policy
- Fire safety policy
- Supporting children with medical conditions policy
- SEND policy and information report
- Behaviour Policy
- Anti-Bullying Policy
- Children with Health Needs Who Cannot Attend School

Policy agreed and adopted by the Governing Body: 23 October 2024  
Date of biannual review : October 2026

## Appendices



# School Attendance Update

## September 2024

***Important - please read!***

Dear Parent/Carer,

This is an important update about school attendance for the 2024/25 academic year.

Gilbertstone Primary School continues to work in partnership with parents and the Local Authority to improve school attendance.

**A big thank you to the majority of parents who make sure their children attend school regularly, particularly during the current cost of living crisis impacting families.**

Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential careers
- develop work habits such as good punctuality which are essential to thrive in the world of employment

### How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

You may be aware of the changes to the law related to school attendance, in particular the new national penalty notice framework which came into force on the 19<sup>th</sup> August 2024. Penalty notice amounts have increased and there is now an escalation process for repeated offences.



OFFICIAL

RESET

RESHAPE

RESTART

The Government has brought in the changes due to concerns about the decline in attendance linking to a deteriorating attainment and progress levels for children over the last few years. There is more information for parents here:

[National changes to education penalty notices - September 2024 | School attendance, advice for parents | Birmingham City Council](#)

If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with health and council teams who may also be able to help if needed. If you have concerns about mental health; domestic abuse; parenting; bereavement; finance; problems with drugs and alcohol; you can find help and support from the 'From Birmingham with Love' webpage:

[From Birmingham with Love](#)

*It may be tempting to book a family holiday in term time to save on costs during the cost of living crisis. **However, family holidays in term time are not allowed in law and are very unlikely to be authorised.** Taking children on leave without applying for authorisation may mean the school has to report your child as 'missing' to the local authority and holidays cannot be authorised retrospectively in law. Adding even more absence to the time children have already missed only means that the children miss even more lessons that will not be repeated.*

Family emergencies also need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Notifying the school of leave due to a family emergency does not mean it will be authorised.

***Please note that where parents fail to ensure their child attends school regularly, legal action, including penalty notices, may be considered. New regulations also mean that children on extended period of leave may lose their school place where there is no evidence of a timely return to school or the date provided is too far away.***

We hope this information is helpful to you and we wish you and your child/children all the best for the new academic year.

Kind regards,

Education Legal Intervention Team  
Birmingham City Council

July 2024

Dear Parent/Carer

### **Re: National Framework for Penalty Notices for school absence**

I am taking this opportunity to write to inform you of some important changes the Department for Education is introducing regarding school attendance and the issuing of penalty notices when children are absent from school.

A new National Framework for Penalty Notices has been being introduced. The new regulations will come into effect from the 19th of August 2024. The aim is to improve consistency in the use of penalty notices across England.

The national framework includes:

- A single consistent national threshold for when a penalty notice must be considered of ten sessions (usually equivalent to five school days) for any unauthorised absence within a rolling ten school week period. The 10-week period may span different terms or school years. For example, two sessions of unauthorised absence in the summer term and a further eight during the autumn term.
- An increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days. If a second penalty notice is issued to the same parent for the same child within a rolling three-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at £80.
- A national limit of two penalty notices that can be issued to a parent for the same child within a rolling three-year period, so at the 3rd (or subsequent) offence(s) another tool must be considered (such as prosecution or another attendance legal interventions).

This means that if you have applied for a leave of absence to take place from September 2024 and the school has not agreed to authorise it, you may receive a penalty notice at the level prescribed by the new framework.

Please be aware that new legislation does not allow schools to authorise any holidays in term time or authorise leave retrospectively.

The local authority is in the process of consulting with schools and partner agencies to develop a revised local code of conduct. The document will be published on Birmingham City Council's website.



 **RESET**

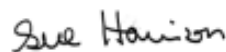
 **RESHAPE**

 **RESTART**

The Council believes good attendance is essential to support your child in getting the most out of their education and we thank you for your continued support.

If you have any concerns about your child's attendance, please don't hesitate to contact the school who may be able to offer support for your child and family.

Yours sincerely



Sue Harrison  
Strategic Director of Childrens and Families



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly

Deputy Headteachers: Mrs Rebecca Hoo / Mrs Laura Carrington

Tel: 0121 464 4664 Email: office@gilbertstone.bham.sch.uk Web: gilbertstoneprimary.com

**EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST**  
(to be completed by parents/carers only)

Pupil's Name ..... D.O.B ..... Form.....

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request:

.....  
.....

Dates of absence:

From ..... To ..... No of school days .....

Address where we will be staying.....

Email address.....

Phone Number.....

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....	<b>Parent/Carer Name</b> ..... <b>DOB</b> ..... <b>Address</b> ..... ..... <b>Signature</b> ..... <b>Date</b> .....
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Request agreed / denied

Signed ..... Head Teacher



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly

Deputy Headteachers: Mrs Laura Carrington/Mrs Rebecca Hoo

Tel: 0121 464 4664 Email: office@gilbertstone.bham.sch.uk Web: gilbertstoneprimary.com Fax: 0121 464 8648

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Dear

Thank you for your recent leave of absence request.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

If you decide to take the leave the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action taken.

**If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.**

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

Head Teacher



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly

Deputy Headteachers: Mrs Laura Carrington/Mrs Rebeca Hoo

Tel: 0121 464 4664 Email: office@gilbertstone.bham.sch.uk Web: gilbertstoneprimary.com Fax: 0121 464 8648

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Dear

This letter is sent to parents/carers whose child is/has been absent from school due to possible unauthorised leave in term time.

Although you may have contacted school after the leave commenced to explain the circumstances, or, asked a friend/relative to notify the school, please be aware that the Education (Pupil Registration) (England) Regulations (Amendment) 2016 do not allow for retrospective authorisation of leave in term time. In addition, if you asked a friend/relative to contact the school on your behalf, their explanation could not be accepted as parents must contact the school directly themselves.

If it was not unauthorised leave but illness which caused your child's absence you will need to provide medical evidence to the school in order for it to be authorised. This could include:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Evidence of a positive Covid-19 test

**Doctors or GP 'sick' notes are not required unless the child has been treated abroad.**

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'. Unauthorised absence may result in a Penalty Notice being issued or legal action being taken against you.*

I would also advise that if your child is still currently absent, you must return the child to school with immediate effect unless you have medical evidence that the child is too ill to attend.

If you haven't already done so, please contact the school urgently regarding the circumstances of your child's absence.

Yours sincerely,

Head Teacher



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly  
Deputy Headteachers: Mrs Rebecca Hoo / Mrs Laura Carrington  
Tel: 0121 464 4664 Email: office@gilbertstone.bham.sch.uk Web: gilbertstoneprimary.com

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«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

Your child's poor attendance at school this year is causing serious concern as *he/she* has been absent for *number of* sessions out of a possible *number of* sessions. This will make it much harder for your child to achieve good results in their school work. *Most/All of* the absence has been due to illness or for medical reasons.

You have been advised to take your child to see your GP to rule out any underlying medical conditions that your child may have and have been offered a referral to the school nurse.

Unfortunately, due to the high levels of illness absence from school, **the Headteacher can no longer authorise any absence for medical reasons unless supported by medical evidence.**

Should *Pupil's name* have any further sessions of absence because of illness or medical reasons you are strongly advised to provide one of the following which may enable the Headteacher to authorise your child's absence:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp, signed by Receptionist
- Screen shot from the NHS app of the any contact with the GP regarding the child's health

**Doctors or GP 'sick' notes are not required. Please do not request these from your GP as s/he will not be able to provide one.**

Please be aware that telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence when attendance is of serious concern.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Education Act 1996 Section 444).

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here: [From Birmingham with Love](#)

If you wish to discuss the contents of this letter or your child's attendance please contact me. If you call and I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School Representative»  
Job Title



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly  
Deputy Headteachers: Mrs Rebecca Hoo / Mrs Laura Carrington  
Tel: 0121 464 4664 Email: [office@gilbertstone.bham.sch.uk](mailto:office@gilbertstone.bham.sch.uk) Web: [gilbertstoneprimary.com](http://gilbertstoneprimary.com)

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«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I'm writing to you to express concern about «ChildFirstName» attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here:

[From Birmingham with Love](#)

If you wish to discuss the contents of this letter or your child's attendance, please contact the school. If you call and there is no one available, please leave a message and contact telephone number and we will call you back.

I hope this is helpful to you and we look forward to seeing «ChildFirstName» in school more regularly from now on.

Yours sincerely,

«Name»  
Head teacher



# Gilbertstone Primary School



Headteacher: Mrs Karen O'Reilly

Deputy Headteachers: Mrs Rebecca Hoo / Mrs Laura Carrington

Tel: 0121 464 4664 Email: [office@gilbertstone.bham.sch.uk](mailto:office@gilbertstone.bham.sch.uk) Web: [gilbertstoneprimary.com](http://gilbertstoneprimary.com)

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«ParentTitle» «ParentFirstName» «ParentLastName»  
«AddressLine1»  
«AddressLine2»  
«City»  
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School\_name» School.

As you may be aware, the law treats some persistent lateness in the same way as unauthorised absence and parents may be prosecuted or receive a penalty notice from the local authority if late arrival is not resolved. This has been further strengthened in new regulations which came into force in September 2024.

Minutes late per day during the school year	Equals <u>days worth</u> of teaching lost in a year
5 mins	3.4 days
10 mins	6.8 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, please contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here:

[From Birmingham with Love](#)

Your child's punctuality must now improve or the school may have no option but to take further action against you.

If you call and I am not available, please leave a message and telephone number and I will call you back.

Yours sincerely,

«School\_Representative»  
Job Title



# Gilbertstone Primary School



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## Reduced time table agreement

### Parent / Carer

I understand my child has been placed on a part time / reduced timetable for a limited period of time. I have discussed the matter fully with the school and agree, during the period of the part time timetable to:

- Take full responsibility for my child during the hours when not attending school
- Work with the school on the reintegration of my child back into full time education
- Ensure there is supervision of school work
- Ensure there is a flow of work between school and home for marking and guidance
- Take full responsibility for the health and safety of my child when they are not in school

Parent / carer signature \_\_\_\_\_ Date \_\_\_\_\_

### School

During the period of the part time / reduced timetable the school will:

- Monitor the effectiveness of the part time / reduced timetable
- Listen to the voice of the child
- Arrange and hold regular reviews on the agreed dates
- Provide work for the child to do whilst at home and mark all work completed
- Acknowledge that on a part time timetable, the child is partly absent from school which must be recorded with a code C on the registers even if the child completes work at home
- Work with the parent to ensure the swift reintegration of the child back into full time education
- Seek the advice of agencies as necessary with the consent of the parents / carers

School signature \_\_\_\_\_ Date \_\_\_\_\_

Childs signature (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

