

Lowton West Primary School



Attendance Policy

Policy reviewed by Mrs J. Westhead/ Mrs R.Seddon

Date policy reviewed: November 2019

Ratified by Governing Body: 12.12.19

Mr B. Cunliffe (Chair of Governors)

Mrs J. Westhead (Headteacher)

Review Date: December 2020

Lowton West Primary School

Pupil Attendance Policy

Attendance Policy

Date of Policy: November 2019

Rationale

The Governors and staff at our school expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.’ *School Attendance: Guidance and departmental advice, DfE July 19*

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Parent/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

In response to this we aim to:

- To establish and sustain improved levels of attendance above 96%.
- To ensure that registers are completed accurately, consistently and reliably and that analysis of attendance data is used to provide an effective monitoring system and to inform practice and target resources.
- To identify pupils and groups of pupils whose absence or lateness is giving cause for concern and target resources to work toward the resolution of any difficulties being experienced.
- To reduce the percentage of persistent absentees (attendance 90% and below).
- To promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, governors, parents and pupils are aware of their roles and responsibilities and makes an effective contribution.
- To establish working partnerships with parents, other support agencies and the wider

community to address attendance issues.

- To ensure that policy and procedures on attendance and punctuality are effective and applied consistently in practice.
- Working towards a goal of 96% - 100% attendance for all children.
- Regularly making parents aware of the impact of poor attendance on academic progress and attainment.

Excellent attendance will be encouraged and recognised by all staff. Letters will be sent home termly indicating your child's percentage of attendance as follows:

Red: 90% and under

Amber: 90.1 – 95.9%

Green: 96%+

The Law relating to attendance

The guidance below summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable: -

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

either by regular attendance at school or otherwise'

Section 444 (1) and (1A) state; (1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence.

The Supreme Court has given its judgment on the meaning of what is meant by "attend regularly" at school for the purposes of section 444 of the Education Act 1996. The Supreme Court decided that "regularly" meant in accordance with the rules prescribed by the school" April 2017

The Law relating to safeguarding

Section 175 of the Education Act 2002 requires governing bodies of maintained schools and FE colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Details of other relevant legislation can be found in appendix 1.

School Procedures

Under the Education (Pupil Registration) (England) Regulations 2006 the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

See appendix 2 for the absence codes used.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded. On both occasions, the school will record whether every pupil is one of the following:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school will then follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register.

Only the Head teacher or member of staff acting on their behalf can authorise absence.

Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason. If your child is ill or cannot attend school for any other reason, parents/carers must contact the school, on the first day of absence by telephone, no later than 9:30am. School can also be contacted by email if preferred at:

enquiries@admin.lowtonwest.wigan.sch.uk

Reasons for absences should always be followed up in writing to school.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and, as a result, the absence may be unauthorised.

Keeping your child off school with minor ailments e.g. slight cold, is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a name and dated stamped appointment card, prescription or medicine bottle which must be shown to a member of the school office.

In cases where the absence is for attending a medical appointment, we request that you let the school know as early as possible so that the appropriate authorised absence code can be entered. However, where possible, we would encourage you to make all medical appointments outside of school hours.

Where a child has not arrived in school at the close of the register, and parents have not contacted school as to the reason for this absence, then school will telephone the parent/carer to ascertain the reason for non-attendance. If we cannot get a reason or gain contact with you, this will be marked down as an unauthorised absence and is also a safeguarding concern. In cases where we have significant safeguarding concerns we will contact Wigan's Multi Agency Safeguarding Team and may request an official Welfare Check from the Police.

Persistent Absence (PA)

From the beginning of the academic year 2015/16 the government reduced the persistent absence threshold from 15% to 10%. This now means that a pupil will be classified as a persistent absentee if they miss 10 % or more of their own possible sessions, rather than if they reach a standard threshold of absence sessions. *A Guide to Absence Statistics* DfE **March 2019**

In response to this and to try and prevent pupils from falling into this category, the school's Attendance and Welfare Manager tracks and monitors any pupils who have an attendance figure of 96% and under. These checks are done on a weekly basis. Pupils are closely monitored and appropriate interventions are made. This include, letters, phone calls, home visits and meetings with the Attendance and Welfare Manager and / or members of the Senior Leadership Team in school.

After all appropriate interventions have been sort alongside parents/carers and attendance still remains a concern, we may refer to Wigan Council's Attendance Team.

Please refer to Persistent Absence Flowchart in Appendix 3 and Attendance letters in Appendix 4 – 9 (N.B. these letters are guidance templates only and are subject to changes/ slight amendments as deemed appropriate).

Punctuality

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of their academic ability.

The school gates open at 8:45am and close at 8:55am. During this time, children need to come into school via the side gates.

Morning registration begins at 8:55am. The class teacher will take a register recording who is present and absent from school at **8.55am**. Any pupil arriving at school after 9.00am and up till 9.30am will enter through the school office accompanied by a parent/carer stating the reason for lateness.

Pupils arriving after 9.00am up to 9.30am will be recorded in the register as 'Late' (code L).

Pupils arriving after 9.30am will be recorded in the register as an 'unauthorised late' (code U). Unauthorised lates are classed as an absence and could result in an Education Penalty Notice and a fine.

Afternoon registration begins at 1pm. Pupils arriving for registration after 1:05pm and up to 1:35pm will be recorded in the register as late. Pupils arriving after 1:35pm will be recorded as unauthorised late (codes as above).

Pupils at Lowton West Primary school are not expected to exceed a total of 4% late marks. In order to achieve this target, we will use strategies such as 'Late Gates'. This is where a member of staff and/ or the Attendance and Punctuality Manager will stand at the gate and record the names and reasons of any pupils that are late. All pupils' punctuality will be tracked by number of sessions late and monitored **on a weekly basis**. Any pupil who is arriving late on a regular basis will be followed up with the appropriate intervention. This could include letters, phone calls, home visits and meetings in school.

Requests for Leave of Absence and Holidays in Term Time

We believe that children need to be in school for all sessions in order for them to achieve their maximum potential. We strongly discourage parents and carers from arranging any holiday or absence during term time as they are not in the best interests of the child. In accordance with DfE regulations, school is unable to grant leave of absence for pupils unless there are exceptional circumstances. Applications for leave of absence must be made in advance. School must be satisfied that circumstances warrant the leave of absence. Leave of absence is granted at the Head teacher's discretion. Where a leave of absence is granted, the Head teacher will determine the number of days a pupil can be away from school. Where the leave of absence is not granted and therefore unauthorised, (code G) action may be taken by referral to Wigan Council Attendance Team which could result in an Education Penalty Notice being issued.

Education Penalty Notices (EPN)

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Section 444(A) of the Education Act 1996 empowers the local authority to issue Education Penalty Notices in cases of unauthorised absence from school.

School is responsible for issuing an Education Penalty Notice warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 9). For any mid-year admissions to the school all parents will receive the Education Penalty Notice warning letter as part of their intake meeting.

For the purposes of the protocol, the legal definitions of ‘parent’ are:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice warning letter issued to each parent during an academic year.

School will complete Education Penalty Notice request form if a child falls within one or more of these categories within a 12-week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

Parents may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

Payment of Penalty Notices

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

Non-payment of Education Penalty Notices

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

Children Missing Education

“Children going missing from school, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future” Children Missing Education Statutory guidance for local authorities Sept 2016.

School’s responsibilities include;

Ensuring that all pupils are entered on to the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.

All pupils’ attendance is monitored through their daily register. If a pupil fails to attend regular or have missed 10 school days without permission, school will take the necessary steps in ascertaining the child’s whereabouts before contacting the local authority to investigate further.

Attendance is monitored closely and poor or irregular attendance is addressed at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

School will also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools’ safeguarding responsibilities can be found in the ‘Keeping children safe in education’ statutory guidance Sept 2019.

Lowton West Primary school refers to the Children Missing Education Statutory Guidance for local authorities Sept 2016 and follows the Wigan Council Children Missing Protocol should such cases arise.

Early Help

“Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years. Early help can also

prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse” Working Together to Safeguard Children July 2018.

The Children Act (2004) as amended by the Children and Social Work Act 2017 states our statutory duty to co-operate, it emphasises the need for Local Authorities and relevant partners to work together to meet children’s needs. Early Help Assessment is Wigan's response to this statutory duty to co-operate.

Wigan’s Multi Agency Safeguarding Team (MAST) is responsible for monitoring and promotion of the Early Help Framework on behalf of Wigan Safeguarding Children Board (WSCB). All children and YP should have their needs assessed holistically and if receiving support over and above the universal provision, this is to be recorded and coordinated using the Early Help Framework. This is detailed with the Wigan Safeguarding Children Board Threshold of Need Document.

The Early Help process allows professionals to work with families to identify children’s needs at a very early stage. It is designed to draw out the strengths and areas for development within a family. Following an assessment, an action plan is developed then reviewed on a regular basis until outcomes have been achieved.

At Lowton West Primary school, we will use the Early Help process where a family needs a further support plan following initial intervention. We will also refer to Wigan Startwell Team for additional targeted support where required.

For further information on Early Help please see Working Together to Safeguard Children July 2018.

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

If the absence is likely to continue for an extended period, the school will contact the Local Authority (LA) support services so that arrangements can be made for the child to be given some tuition outside school.

Rewards and strategies used to promote good attendance

Children who have 100 per cent attendance in any one year will receive an excellence certificate for attendance, presented at the end of the year Celebration Assembly.

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. These children will also be entered into a raffle (£15.00 book tokens for the first three 100% raffle winners drawn in the raffle). Class teachers will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed. Pupil attendance figures will be published with the annual academic reports.

Attendance Targets

The school sets attendance targets each year. These are agreed by the senior staff and Governors during the Autumn term. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the DfE and Local Authority guidance when setting its own targets.

Monitoring and review

The Governing body has a strategic responsibility to monitor attendance and they will request a termly report from the Head teacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported on the school website, on the newsletter and in the termly Head teacher's report to the governing body.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

Equal Opportunities

The governing body will pay particular attention to matters of equality and diversity; it will seek to ensure that the school abides by the statutory duties of the Equality Act 2010, and that no child is treated unfairly because of race or ethnic background, gender or disability.

Useful Links Section

Register and Admission Roll Keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006
Please read alongside - Changes Pupil Registration Regulations 2016

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education Act 2002

Guidance documents on attendance/safeguarding/exclusion

School Attendance parental responsibility measures for school attendance and behaviour
January 2015

A Guide to Absence Statistics March 2019

School Attendance (Guidance for maintained schools, academies, independent schools
and local authorities) July 19

Working Together to Safeguard Children July 2018

Keeping Children safe in Education September 2019

Children Missing Education statutory guidance for local authorities September 2016

Exclusion from maintained schools, academies and pupil referral units in England Statutory
guidance for those with legal responsibilities in relation to exclusion September 2017

Wigan Local Authority Supported Transfer Protocol (see Wigan Council Website)

The legislation relevant to safeguarding and promoting the welfare of children is set out
below

Main Acts of Parliament

- The Children Act 1989 and 2004;
- Education Act 2002; Section 175
- Safeguarding Vulnerable Groups Act 2006 as amended;
- Protection of Freedom Act 2012.
- Children and Families Act 2014

For further details, please visit www.legislation.gov.uk

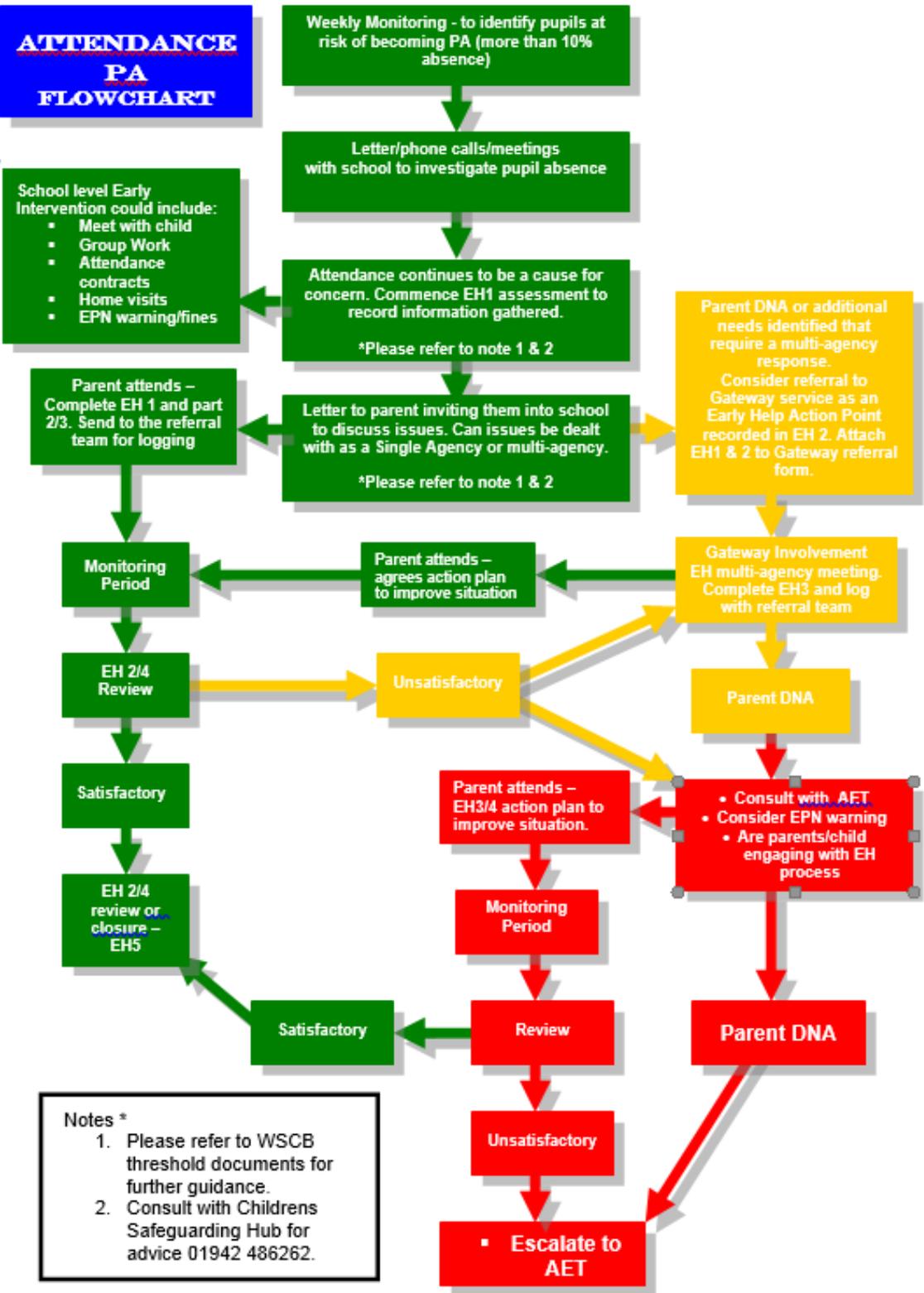
The registration system

The School will use *computerised system* for keeping the school attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 3 (refer to flowchart on next page)

ATTENDANCE PA FLOWCHART



Notes *

1. Please refer to WSCB threshold documents for further guidance.
2. Consult with Childrens Safeguarding Hub for advice 01942 486262.

LOWTON WEST PRIMARY SCHOOL

MRS J. WESTHEAD B.Ed.(Hons) | HEADTEACHER
MR B. CUNLIFFE | CHAIR OF GOVERNORS



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ATTENDANCE REQUIRES IMPROVEMENT

Dear Parent/Carer of,

During a routine attendance check of all children at Lowton West Primary School, it was noted that your child has been absent on a number of occasions in recent weeks.

Between and your child was absent on occasions.

I am aware that you have let school know the reasons for these absences however, regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables pupils to keep up with the work required.

Below is guidance as to how absence impacts upon attendance each term and over the year.

Attendance Percentage	Day missed over an average school term (approximately)	Days missed over a school year (approximately)
100%	0	0
95%	3 ½	9.5
90%	6 ½	19
85%	10	28.5

I will continue to monitor your child's attendance and I look forward to seeing an improvement. Where there is a medical issue, please ensure we have relevant doctor's notes and appointment details so we can authorise the absences.

Yours sincerely,

R.Seddon

Mrs R. Seddon
Attendance and Welfare Manager



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ATTENDANCE MEETING

Dear Parent/Carer of ,

Following a routine attendance check of all children at Lowton West Primary School, I am writing to inform you that your child's attendance has dropped below the school target of 96% and is currently (*insert percentage*) which is starting to cause us concern. I am sure you are aware that attendance below 90% is now classed as Persistent Absence and may result in involvement from the Local Authority.

In order to ensure that we work together to improve your child's attendance this year, I would be grateful if you would attend a meeting in school at (time and date). At this meeting we will be able to look in detail at your child's attendance pattern, discuss any support needed and agree on a way forward to ensure that we see this figure improve.

Yours sincerely,

R.Seddon

Mrs R. Seddon
Attendance and Welfare Manager



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PUNCTUALITY REQUIRES IMPROVEMENT

Dear Parent/Carer of ,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:55am.

Between and your child arrived late on occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The table below shows how punctuality impacts upon attendance over one full academic year.

Minutes Late per day	Days lost (over 1 full academic year)
5	3
10	6.5
15	10
20	13
30	19

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at Lowton West Primary School.

Your child's punctuality is beginning to cause us concern and we look forward to seeing this improve over the coming weeks.

Yours sincerely,

R. Seddon

Mrs R. Seddon
Attendance and Welfare Manager



www.**lowtonwest**.wigan.sch.uk

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PUNCTUALITY MEETING

Dear Parent/Carer of ,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:55am.

Between (date) and (date) your child arrived late on () occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at Lowton West Primary School.

We are concerned that your child's punctuality has fallen **below 96%** and I would like to discuss this with you in more detail.

I would be grateful if you would attend a meeting in school on (date time).

Yours sincerely,

Mrs R. Seddon
Attendance and Welfare Manger



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Invite to Early Help Meeting

Dear Parent/Carer of ,

I would like to invite you to an Early Help meeting.

The purpose of this meeting is to complete an Early Help Assessment, identify any support you may need and devise an Action Plan focussed around your child's needs.

If it is identified that you require a more targeted service, we will call a Team Around the Child meeting (TAC) and invite the appropriate agency to contribute towards meeting your child's needs.

I would be grateful if you would come to school on (insert time date).

Yours sincerely,

R.Seddon

Mrs R. Seddon
Attendance and Welfare Manager



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Dear Parent/Carer,

Education Penalty Notice Warning for Non-School attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue an Education Penalty Notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period:

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive an Education Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Education Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay an Education Penalty Notice may result in prosecution (a separate Education Penalty Notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive an Education Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact school and ask for support.

Yours sincerely,

Mrs J. Westhead
Headteacher



www.lowtonwest.wigan.sch.uk