



Tweedmouth West Primary School

Attendance Policy 25-26

This policy only relates to children of compulsory school age unless otherwise indicated.

Excellent attendance promotes excellent learning. Regular school attendance is essential if children are to achieve their full potential.

At Tweedmouth West we believe that regular school attendance is crucial in allowing children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Tweedmouth West values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance early and try to resolve any difficulties.

Principles

The aim of Tweedmouth West's Attendance Policy is to enable the school to provide a consistent practice that encourages and facilitates the excellent attendance of all children. Regular attendance at school is essential for children to get the most out of their school experience, including their attainment, well-being and wider life chances, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

Our School Attendance Policy should not be viewed in isolation; it is a thread that runs through all aspects of school improvement, and is supported by our policies on safeguarding, bullying, behaviour and inclusion. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000. This policy supports the most recent DfE Guidance: [Improving School Attendance](#).

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility involving school staff, governors, parents/carers, children and the wider school community.

The School will:

- Ensure that the importance and value of good attendance is promoted to children and their parents/carers
- Have a named designated lead on attendance
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting
- Ensure that attendance data is reported to the Local Authority and Department of Education as required and on time
- Have clear systems in school to report, record and monitor the attendance of all children, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

Parents/Carers will:

- Talk to their child about school and take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return.
- Avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours.
- Ask for help if their child is experiencing difficulties attending school
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school and take every opportunity to:

- engage in their child's education;

- form a positive relationship with school;

- acknowledge the importance of children receiving the same messages from both school and home

- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family

- Avoid taking their child on family holidays during term-time

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

The Governing Body will:

- Ensure that all legislation regarding attendance is complied with and that up to date guidelines are communicated to parents, children and staff. They regularly monitor, review and discuss attendance issues at governors' meetings.

Senior Leadership Team will:

- Actively promote the importance and value of good attendance to children and their parents/carers
- Develop and foster positive relationships with children and parents/carers
- Ensure that there is a whole school approach, which reinforces good school attendance, with good teaching and learning experiences that encourage all children to attend and achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Make staff aware of the Attendance Policy and are adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Have a named Attendance Lead and allocate sufficient time and resource
- Return school attendance data to the Local Authority and Department of Education as required and on time
- Report the school's attendance and related issues termly
- Have systems in place to report, record and monitor the attendance of all children, including those who are educated off-site
- Collate and analyse attendance data frequently to identify causes and patterns of absence
- Interpret the data to develop solutions and to evaluate the effectiveness of interventions
- Involve Education Welfare and develop a multi-agency response to improve attendance and support children and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Class teachers will:

- Actively promote the importance and value of good attendance to children and parents/carers
- Form positive relationships with children and parents/carers
- Contribute to a whole school approach that reinforces good school attendance
- Secure good teaching and learning experiences that encourage all children to attend and to achieve - a positive learning climate is essential for promoting good attendance.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all children, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence

- Contribute to the evaluation of school strategies and interventions
- Work with the Education Welfare Officer and other agencies to improve attendance and support children and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Communicate weekly with children regarding their attendance

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn, every day the school is open. Permitting absence from school without a good reason is an offence by the parent that can result in legal action by the Local Authority.

Where children express concerns around attending school, we will adopt a clearly focused approach aimed at returning the child to full attendance at all times. Parents are expected to work with the school in resolving any problems together. If difficulties cannot be sorted out in this way, the school may offer parents a formal Parenting Contract or refer the child to the Education Welfare Officer (EWO) from the Local Authority.

The EWO will also try to resolve the situation by agreement wherever possible but, if other ways of trying to improve the child's attendance have failed, these officers can use legal proceedings if required, including Penalty Notices (fines) or prosecution in the Magistrates Court. Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority.

A similar approach will be adopted with children whose punctuality is considered to be an issue.

On each day of absence, parents/carers have a responsibility to inform the school of their child's absence either by direct telephone contact with the main school office on **01289 306151**, or by reporting absence through the Parentmail App.

Every half-day absence from school has to be recorded by staff at the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school where parents have provided a valid reason. Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation and or evidence for the child's absence has been received.

Parents/carers should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This can be followed up in the form of a written note/email from the parent/carer, though verbal explanations are acceptable.

Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

- **Illness** In most cases a telephone call or a note from the parent/carer informing the school that their child is ill will be acceptable. Where there are repeated absences due to reported illness parents/carers may be asked to provide medical evidence. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental appointments** parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, children should attend school for part of the day. Parents should show the appointment card to school.
- **Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to exceptional circumstances, for example, family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.
- **Approved sporting activity**
- **Suspension** (no alternative provision made) from attending school is counted as an authorised absence. The school has a responsibility to provide work during suspensions which can be through the use of Nationally recognised platforms such as Oak Academy.

Unauthorised absences

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. Examples of unsatisfactory explanations include:

- A child's/family member's birthday
- Family holidays
- Holidays taken during term time due to lower costs/parental work commitments
- Visiting relatives
- Shopping, including uniforms/shoes
- Attending a party
- Having hair cut

- Closure of a sibling's school for INSET (or other) purposes
- Illness/injury where the child is considered well enough to attend school
- Leave of absence taken without the authorisation of school

The Headteacher has the power to grant leave in 'exceptional' circumstances only.

If you think the reason you need leave is 'exceptional', you **MUST** discuss it with the Headteacher. Any request will be treated on its merits and the full circumstances considered.

A parent/carer requesting leave of absence during term time should make the application in writing at least two weeks in advance

- School may request further information or invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications/requests promptly
- If leave is not granted, the reason for not authorising a request will be clearly stated, setting out why exceptional circumstances have not been met
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date.

If you think the headteacher's decision not to authorise the absence is unreasonable, you have the right to make representations to the Chair of Governors, but the final decision over any action lies with the headteacher and the local authority.

Please note that a request for a term-time holiday is not a parental right. Leave may be granted in exceptional circumstances but arrangements should not be made without the school's agreement in advance. **Taking leave without permission is "unauthorised" absence and can be subject to a Penalty Notice Fine or other legal proceedings by the Local Authority.**

Religious Observance

Tweedmouth West acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent/carer to request their children not to attend school on any day of religious observance if recognised by the parent's/carer's religious body. Parents/carers are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more

than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents/carers from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their children are receiving suitable education when not at school. When in or around Northumberland, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time. Tweedmouth West will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the child must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the child's school place at Tweedmouth West will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance. Tweedmouth West can only effectively operate as the child's base school if it is engaged in ongoing dialogue with Traveller families.

This means that parents/carers must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Tweedmouth West will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return. Traveller children will be recorded as attending an approved educational activity when:

- the child is on roll and attending another visited school.
- undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.
- the child is undertaking computer-based distance learning that is time evidenced.

Where Traveller children are registered children at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any child.

In the most serious cases, unauthorised absence can be classed as an offence by the parents

and you could be subject to a Penalty fine by the Local Authority. If you choose not to pay the fine, you may face prosecution if the absence meets the criteria set out in by the local authority.

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Missing children

Pupils will not be permitted to leave the school premises during the school day. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members

of staff will conduct a thorough search of the school premises as directed by the headteacher.

The following areas will be systematically searched: All classrooms, All toilets , Intervention/meeting rooms, Any outbuildings, The school grounds.

- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher or deputy head in head absence will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Procedures

The school has a particular responsibility to reduce the number of children whose attendance is below 90% over the school year. These are called “persistent absentees” by the Government, whatever the reason for their absence. Special procedures may be applied to children at risk of falling into this category.

This table illustrates (for a full academic year) the number of days and lessons missed for each percentage attendance but does not show the additional opportunities that are missed within a school setting by being absent.

	Attendance	Whole Days Absent	Lessons Missed
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
Expected	96%	7.5	37
Cause for Concern	95%	9.5	47
	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Unsatisfactory	86%	27	135
Serious Cause for Concern	85%	28.5	142
	84%	30.5	152
	83%	32	160
	82%	34	170
	81%	36	180

Critical	80%	38	190
----------	-----	----	-----

Attendance expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Children will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:45am, and pupils should be lined up and ready to enter school at this time, therefore, pupils will be expected to be on the school site no later than 8:45am.

Classroom doors close at 8:55am after which pupils should enter through the main entrance.

Pupils will have a morning break at 10:40am, which will last until 11.00am, a lunch break at 12:00 noon, which will last until 1.00pm and for KS1 an

afternoon break and pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- **The morning register will close at 9.30 am.** Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:05pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:10pm. Pupils will receive a mark of absence if they are not present

Late Arrival to school - Registration begins at 8.45am and ends at 9am; children arriving after this time will be marked as present but arriving late. The register will close at 9.30 am during the morning session, children arriving after the close of register will be recorded as late after registration; this will not be authorised and will count as an absence for that school session.

On arrival after the close of the register, children must report to the school office to ensure their presence in school is recorded and we can be responsible for their health and safety whilst they are on site. Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment.

The absence will be recorded as unauthorised if the child has arrived late without justifiable cause, for example, if they woke up late.

Children are not permitted to leave the school premises during lunchtimes.

The school applies the following procedures when dealing with individual absences:

- If a child is not present with their class teacher at this time and no planned absence has been granted, then a N code will be entered. Should no authorised reason be given, then the mark will become a 0 (unauthorised absence).
- If a child arrives in school after morning registration has closed, with no acceptable reason, then a U code will be entered. Persistent lateness may result in disciplinary action.
- If registration indicates a child to be absent and no contact has been received from the parents/carers, the school will inform them of their child's absence from school and ask for verification.
- If no contact is received by parents/carers within 2 days of any absence, the school Attendance lead may make a home visit.
- If the absence persists (below 92%) a referral may be made to the EWO. School Attendance Lead meets with the Education Welfare Officer to discuss concerns and strategies to support children and their families in improving attendance.
- The EWO will contact the parents/carers directly making them aware of the legal requirements regarding school attendance and that penalty notices may be issued and/or court proceedings pursued.

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, Tweedmouth West will refer to Education Welfare and the use of legal sanctions will be considered **Parenting Contracts** (Used in conjunction with Fast Track to Attendance) (Anti Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between the school, the parent/ carer and the Local Authority (EWO). It can also be extended to include the child depending on age. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. It can be used as evidence in a prosecution should parents fail to carry out agreed actions. Parenting Contracts will be used in accordance with Northumberland County Council's Protocol.

Legal Sanctions

Prosecution:

Where intervention by school and the Education Welfare Officer fails to bring about an improvement in attendance, legal action in the Magistrates' Court may be taken. The school will provide Education Welfare/Local Authority with evidence required for a prosecution under Section 444 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 attendance at school and most importantly about returning children to education. Section 444 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 child at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are:

- Penalty Notices
- Education Supervision Order.

Penalty Notices (Anti Social Behaviour Act 2003)

Penalty Notices will be considered in accordance with Northumberland County Council's Protocols. A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility. **In September 2024, Penalty Notices (fines) charged to parents/carers rose to £80 (if paid within 21 days) or £160 (if paid within between 22 and 28 days). Where a penalty notice is unpaid, legal action would be pursued. Under the new framework, only two penalty notices can be issued to the same parent for the same child within a three-year rolling period. Where a second Penalty Notice is issued to the same parent/carer for the same child, the charge will be £160.**

Paid within 21 days

Total for parent/carer 1 Total for parent/carer 2

1 child £80 £160
2 children £160 £320
3 children £240 £480

Paid within 28 days

Total for parent/carer 1 Total for parent/carer 2

1 child £160 £320
2 children £320 £640
3 children £480 £1440

If a third offence is committed within a three-year rolling period, legal action/prosecution would be considered.

All pupils who have 10+ sessions of unauthorised absence within a ten week rolling period, should be reported to our EWO for consideration of penalty charges.

More detailed information can be found at: [Working together to improve school attendance - GOV.UK](#)

Deletions from the Register

In accordance with the Education (child Registration) (England) Regulations 2006, children will only be deleted from the register when one of the following circumstances applies:

- The child has ceased to be of compulsory school age
 - Permanent exclusion has occurred and formal procedures have been completed
 - Death of a child
 - Transfer between schools
 - Child withdrawn to be educated outside the school system
 - Failure to return from an extended holiday after both the school and the local authority have tried to locate the child
 - A medical condition prevents their attendance and return to the school before ending compulsory school-age
 - In custody for more than four months (in discussion with The Youth Offending Team)
 - 20 days continuous unauthorised absence and both the local authority and school have tried unsuccessfully to locate the child
 - Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the child
 - The school is replaced by another school on a School Attendance Order
 - The School Attendance Order is revoked by the local authority
- Tweedmouth West will follow Northumberland County Council's Children Missing Education Protocol when a child's whereabouts is unknown.

Using Attendance Data

Child attendance will be monitored and may be shared with the Local Authority and other agencies if a child's attendance is a cause for concern. Indicators next to a child's name will show if their attendance has stayed the same, improved or deteriorated. This child level data will be used to trigger school action as set out in the support systems section below. Attendance data will also be used to identify emerging patterns and trends to inform whole school/partnership strategies to improve attendance and attainment. Tweedmouth West will share attendance data with the Department for Education and the local authority as required. All information shared will be done so in accordance with the Data Protection Act

1998.

Support Systems

We recognise that poor attendance is often a sign that there are more serious issues going on in a child's life. This may be linked to problems at home and or in school. Parents/carers should make school aware 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 identify any additional support that may be required.

Tweedmouth West also recognises that some children are more likely to require additional support to attain good attendance, for example, those children classed as disadvantaged, with special educational needs, with physical or mental health needs, migrant and refugee children and looked after children.

The school will implement strategies to support improved attendance.

Strategies used will include:

Discussion with parents and children, Attendance panels/ School Attendance Contracts, Attendance report cards, Referrals to support agencies, Support mentors, Child voice activities, Friendship groups, PSHE, Reward systems, Time limited flexible time-tables, Additional learning support, Behaviour support, Reintegration support packages. Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and children.

Summary

The school has a legal duty to promote good attendance. Equally, parents have a legal duty to make sure that their children attend regularly. As a school, we recognise that improving absence rates is not easy and that our unique catchment area contributes to some of our attendance patterns. We are, however, committed to finding ways to best support school attendance and working closely with parents to ensure as high levels as possible.

Appendix 1

1st concern letter

Dear _____

Our school places a high value on attendance and believes that it is vital children have high attendance levels to provide them with the best possible chance to achieve and be successful. For that reason, the school target for attendance is 96%, which equates to 8 days of absence across the academic year.

We are writing to draw attention to _____ attendance, which is currently ____ % (* days of absence). We are, of course, aware that in some cases this is due to medical or other specific reasons, but feel it is important to highlight how missed learning affects achievement.

We are here to support _____ to strive for the best attendance possible. Please contact the school if you feel we can provide further support with anything that may be impacting on _____ attendance.

Attendance Support Letter

Appendix 2

2nd concern letter

Dear _____

Further to our previous correspondence on _____, we are writing to inform you that there are still concerns about _____ attendance. _____ current attendance is ____% which means that he has been absent ____% of the time.

_____ has been absent ____ days out of ____ so far, this academic year.

I am sure you agree there is a clear link between higher levels of absence and educational outcomes.

From this point forward, future absence can only be authorised if supporting evidence is provided. Examples include: appointment card, email or text, record of visit to the pharmacy, copy of prescription or photo of medication subscribed.

Our school is aware that each child's circumstances should be treated individually, and absence will be monitored on an individual basis. Our school works closely with the Education Welfare Service and together we are here to support families to improve attendance.

Should _____ absence rate deteriorate further, a referral may be made.

Please contact school if you wish to discuss this letter.

Yours sincerely

Attendance Support Lead

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Tweedmouth West	Next Review date:
1.0	New policy and procedure	November 2018	November 2021
2.0	New policy and procedure	March 2022	March 2025
3.0	New policy and procedure. Major Updates to reflect new national guidance and minor update to links (gov.uk)	September 2024	September 2025
4.0	Reviewed policy, updated closure of register time to 9.30	September 25	September 26

Chair of governors: J Riley

Head Teacher: J Dalrymple

