

**ST MARY MAGDALENE CATHOLIC  
PRIMARY SCHOOL**

**ATTENDANCE AND  
PUNCTUALITY POLICY**



*'Growing Together in Faith & Love'*

**July 2020**

## **INTRODUCTION**

Any absence affects the pattern of a child's schooling. Absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others.

St Mary Magdalene expects the highest attendance and punctuality from all pupils, at all times. We support pupils and their families to ensure that excellent attendance is achieved.

- School target for attendance is 98%.
- At St Mary Magdalene School we are continuously working towards our goal of 100% attendance for all pupils.

## **OVERALL AIMS**

- To ensure that every child is safeguarded and their right to education is protected.
- To promote regular school attendance.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.
- To demonstrate to pupils, parents and staff that the staff values good attendance.

## **RIGHTS AND RESPONSIBILITIES FOR ATTENDANCE/PUNCTUALITY:**

### **The Legal Framework**

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance.

### **Head Teacher:**

- To be responsible for the overall management and implementation of the policy
- To deal with parental requests for extended leave in line with DFE policy
- To consider the use of Penalty Notices, in line with Milton Keynes Local Authority policies and procedures.
- Ensure parents/carers have details on attendance ie. School website, newsletters, certificates, annual reports.

**Safeguarding:**

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquiries.
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.
- To meet with the Admin Officer to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To liaise with external agencies and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- To revise and amend the policy, as required.

**Admin Officer (AO):**

- To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received.
- To monitor weekly attendance data for their year groups.
- To check the school answer phone and take messages from parents/carers about pupil absence.
- To promptly inform the HT, if there are any concerns relating to attendance/punctuality
- To produce weekly/termly/yearly data for DHT/SMT/SLT to analyse.
- To record reasons for absence and updating class registers.
- To contact parents/carers by letter, following 8 instances of lateness or absence.
- To maintain SIMS attendance records in line with this policy.
- To liaise with and report to with outside agencies
- To report to the Local Authority, as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality within their year groups.
- To support HT with the promotion good attendance and punctuality, through finding/organising incentives.
- To ensure staff are following the registration systems and structures in this policy.
- Inform parents of school procedures, when parents have failed to inform the school.

**Staff:**

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
- To keep accurate and up-to-date daily records of pupil attendance
- Take a formal register of all pupils twice a day.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.
- **To promptly inform the HT, of pupils who persist with poor attendance.**
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings
- Display weekly attendance percentage for parents and pupils
- Give house points for weekly punctuality

**Parents:**

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. **If a child has a minor illness e.g. mild headache, stomachaches etc parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them.** If pupils' have a dental, clinic or hospital appointment, parents should let the school know. Pupils' should be brought child back to school after appointments. **Pupils should miss as little time as possible.**

**Therefore, parents are expected to:**

- **Ensure their child attends school and arrives on time every day.**
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform
- Not arrange medical and dental appointments in school time wherever possible.
- Telephone to inform the school to on the first day of absence for their child.
- Provide a written explanation of absence, including dates of absence as soon as their child returns to school.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

**The Local Authority is expected to:**

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

## **STRATEGIES FOR PROMOTING/REWARDING EXCELLENT ATTENDANCE**

### **Aims:**

- To ensure good attendance and punctuality (above 98%) is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality through rewarding good attendance and punctuality.

### **Celebration Assemblies**

Celebration Assemblies are held weekly. Classes with the highest attendance/punctuality have 5 minutes extra playtime and a house point.

### **Monthly School Newsletter**

Each month, the school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

### **School Attendance Class Notices and Hall Display Board**

The notices include attendance information for each class. Details of how parents can support the school by improving their child's attendance and punctuality is distributed termly with class information.

### **Breakfast Club**

The Breakfast Club supports parents by allowing them to drop their children off from 8.00am, ensuring they are on time for school. The club is supervised by four members of staff.

### **The School Learning Environment**

A welcoming, organised learning environment, that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

### **Staff Promoting Good Attendance**

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

### **End of Term Attendance Rewards**

At the end of each school year there is a special reward for children who have achieved attendance at 100%.

### **Annual Attendance Awards and Vouchers**

Children with 100% attendance, receive a special attendance certificate, signed by the Headteacher to take home and keep.

**Only pupils achieving 100% attendance and 6 lates or less for the whole school year, are eligible for the end of year reward.**

### **Parent/teacher consultation evenings**

This provides an opportunity for teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary a target for improving attendance is set. The class teacher then monitors this. If there is no improvement in attendance/punctuality, the pupil is referred to the HT.

## **MONITORING AND RECORDING ATTENDANCE & PUNCTUALITY**

### **Class Registers**

Class registers are maintained using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

### **Morning Register**

Class registers remain open until 9:00am. At that point, the teacher may submit their final register. The teacher may submit the register as many times as they wish before 9.00 am (e.g. if a mistake has been made or a child has arrived slightly late) but at 9.00 am the register must be correct and submitted.

From 8.50 am the school playground gates are closed. A TA is outside the main office reception to meet children arriving late. The children's names and classes are recorded in the 'Children Arriving Late' folder. This is to ensure that no children are missed on the register due to arriving in school late.

The TA remains in the main entrance dealing with late arrivals until 9:15am, at which point the receptionist takes over. Children arriving after 9:25am are recorded as 'L' (late after register closed) in the register.

The Admin Officer then checks that the children who have arrived late have been marked '/' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. The Admin Officer then begins first day absence calls.

### **Afternoon Register**

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. They should be by 1:20pm

### **School Attendance Letters**

The school sends out letters, to communicate with parents about attendance and punctuality. (Copies of all standard letter formats are included at the end of this document.)

### **Punctuality Folder**

The HT monitors the punctuality folder regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over lateness may also be sent; explain how much learning pupils are missing. If it does not improve, parents are invited in to school, to discuss the concerns with the HT and plan a way forward. If lateness does not improve following the meeting further action may be taken.

**IMPORTANT:**

**Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.**

**Monitoring First Day Absence**

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. The Admin Officer follows this system:

- Phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.
- HT to speak to the parents at home time, if they are at school to pick up other children.
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded next to the child's name on the first day absence sheet and this is filed in the absence folder.

The Admin Officer must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code.

**Attendance Meetings**

The HT/DHT monitor individuals, classes, year groups, different ethnic groups, SEN and FSM pupils. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 95% and parents who are concerned about their child's attendance, are invited to work in partnership with the school.

**Summary of procedures to promote good attendance/punctuality:**

The following tables show specific procedures to maintain and encourage excellent attendance at St Mary Magdalene's school

<b>Daily procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Parents ensure pupils arrive at school on time	Parents/carers	
Parents inform the school by 8.45 am, if their child is absent that day	Parents/carers	Office/Support staff update registration codes
Pupils arriving late to school are registered at reception, by TA	TA in charge of late registration	Absence mark on SIMS amended to a late mark by Admin Officer (AO)
Teachers record attendance. This is done at 8.50 am and 1.00 pm – completing registers.	Teachers	Staff use a paper register. Teacher takes responsibility for promptly informing AO of concerns.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day HT informed of attendance/punctuality issues – parents contacted, if required	OA  HT	AO updates attendance codes

Parents provide written note, including dates of and reason for absence upon the child's return to school	Parents	AO collects at reception/Teachers collect these and pass on to AO for filing
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<b>Weekly procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Attendance/punctuality statistics produced by class and school	HT DHT	Entered into Attendance Overview spread sheet to allow for monitoring and analysis – displayed in staff room
Attendance/punctuality statistics produced and shared in Celebration Assembly, displayed on the School Attendance Boards	HT DHT	Parents are able to see which class(es) have been successful with their attendance and punctuality.
Absence codes for individual pupils are updated using SIMS to show reason for absence	AO	Information provided here is used to provide targeted interventions as appropriate

<b>Half termly and termly procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Analyse attendance/punctuality data to monitor trends and progress	HT/DHT	
Assemblies to promote attendance/punctuality and share term's data and progress	HT/DHT	
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	HT/DHT	
Individual attendance/punctuality discussed with pupils and families, at parents' evenings every term	Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	HT/DHT	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	DHT/HT termly	
Review success and impact of attendance/punctuality strategies for the term	HT/DHT	Amend and refine interventions as appropriate



## **EXTENDED HOLIDAYS**

In line with Milton Keynes Local Authority, 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is not authorised.** The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Headteachers may now only grant leave in term time where the circumstances are exceptional, for example:

- death of parent/carer or sibling of the pupil / grandparent family funeral
- life threatening or critical illness of parent or sibling of the pupil

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Headteacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

## **PENALTY NOTICES**

**If a child is taken out of school without the Headteacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.**

### **Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

## **Section 444(1) Education Act 1996:**

“If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.”

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- penalties and prosecutions are in respect of each parent for each child.
- Parent’ includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**

### **Lateness**

At St Mary Magdalene school we feel that children arriving late in the classroom disrupt both their own and the teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

The school day at St Mary Magdalene is split into two sessions, morning and afternoon with a registration period at the beginning of each.

School opens at 8.50am. Lateness is classed as any child coming into school after 8.50am. All children arriving after 8.50am must report to the main office so they can be entered into the late book with a reason for the lateness. Children arriving after morning registration will receive a late absence mark unless they have a very good reason for being late.

If your child has a persistent late record you will be asked to meet with the Deputy Headteacher/ Headteacher/Safeguarding Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time. We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

### **Monitoring of Attendance and Punctuality**

All children are expected to have attendance of 96% or above. Where a child’s attendance is below 96% for any reason, including sickness, parents will be sent a letter outlining the amount of school missed (Attendance letter 1: Appendix 3).

Where a child’s attendance falls below 90%, or where there are concerns about a child’s attendance patterns or lateness, parents will be asked to attend a meeting with the Deputy Headteacher, Headteacher or Safeguarding Officer (Attendance letter 2: Appendix 4).

# Appendix 1

## St. Mary Magdalene Catholic Primary School

**E-mail:**

office@st-marymagdalene.milton-keynes.sch.uk

**Telephone:** 01908 321746**Fax:** 01908 220533**Website:**

www.stmarymagdalenemk.co.uk

**Headteacher:**

Mrs R Jones B.Ed (Hons)

**Address:**

Ardwell Lane  
Greenleys  
Milton Keynes  
MK12 6AY

**‘Growing Together in Faith and Love’**

### Independent Traveller Form

Dear Parents/Carers

The aim of this letter is to ensure that the school has a record of all children coming to school and going home from school without an adult. Even if you have previously completed this form, I would appreciate it if you could take some time to reconfirm your details. This enables the school to have up to date records of independent travellers.

If your child comes to school or goes home without an accompanying adult, you must complete the slip below and return it to school as soon as possible. If an older school age sibling is responsible for ensuring your child attends school, you must complete this form. Please ensure your child does not arrive before 8.40am as the school cannot accept legal responsibility for children before this time. Please enquire about breakfast club if your child needs to be dropped off before 8.40am.

If your child will not be attending school on any particular day, (due to illness, for example) please contact the school before 8.50am to advise us of this. Failure to do so will result in the school contacting you at home and/or work to verify the whereabouts of your child.

Yours sincerely

MRS ROSEMARIE JONES  
HEADTEACHER

Child's Name: ..... Class:.....

My child is an Independent Traveller and travels to and/or from school alone, or with a school aged sibling. I agree to contact the school by 8.40am if my child is not attending school.

My contact details are as follows:

Home number:..... Mobile number:.....

Alternative contact Name:.....

Alternative contact number:.....

If my child fails to attend school and I have not contacted the school I understand that the school will make every effort to contact me to confirm the whereabouts of my child. I understand that the school may contact the Police if they are unable to contact me or other responsible adult.

Signed: ..... Name: ..... Date: .....

## Appendix 2

# St. Mary Magdalene Catholic Primary School

**E-mail:**

office@st-marymagdalene.milton-keynes.sch.uk

**Telephone:** 01908 321746**Fax:** 01908 220533**Website:**

www.stmarymagdalenemk.co.uk

**Headteacher:**

Mrs R Jones B.Ed (Hons)

**Address:**

Ardwell Lane  
Greenleys  
Milton Keynes  
MK12 6AY

### 'Growing Together in Faith and Love'

Dear Parents/Carers

**[Child's Name and Registration Class]**

I am concerned that [child] attendance was [...%] last term and [he/she] has not been attending regularly.

Whilst I am aware that illness is something that cannot be helped, the required government attendance is a minimum of 95%. It has been proven that poor attendance leads to lower achievement, so if they are not here they really do miss out! Children need to attend regularly if they are to take full advantage of the educational opportunities available to them.

The Education Welfare Officer from Milton Keynes Council automatically notes low attendance and they have requested that I contact you initially to ascertain why your child's attendance is not at the required level.

I hope that [his/her] attendance improves over the next half term. If you are experiencing problems at the moment, I am happy to discuss this with you in order to support your child's attendance.

Should your child's attendance show no improvement you will be asked to attend a meeting with myself or Mrs Williams to try to rectify the situation before any Education Welfare involvement is necessary.

Yours sincerely

MRS ROSEMARIE JONES  
HEADTEACHER

.....  
Child's Name: ..... Class:.....

I understand that the school is concerned that my child's attendance is below 95% and will work in partnership with the school to improve my child's attendance.

Signed:.....Date:.....

## Appendix 3

# St. Mary Magdalene Catholic Primary School

**E-mail:**

office@st-marymagdalene.milton-keynes.sch.uk

**Telephone:** 01908 321746**Fax:** 01908 220533**Website:**

www.stmarymagdalenemk.co.uk

**Headteacher:**

Mrs R Jones B.Ed (Hons)

**Address:**

Ardwell Lane  
Greenleys  
Milton Keynes  
MK12 6AY

### 'Growing Together in Faith and Love'

Dear Parents/Carers

**[Child's Name and Registration Class]**

Further to our last letter concerning [child]'s attendance. I am concerned that it remains below the 95% government requirement. I have calculated [his/her] percentage attendance as [percentage attendance]% as a figure that, I am sure you will agree, is a cause for concern. At St Mary Magdalene we expect [his/her] attendance to be above 95%.

Attendance is very important and research shows a clear correlation between achievement and attendance at school. Children need to attend regularly if they are to take full advantage of the educational opportunities available to them.

I would be grateful if you could meet with me and our Safeguarding Officer as soon as possible, to discuss how we could work together to support [child] in an attempt to improve [his/her] attendance. This in turn will have a major impact on [his/her] progress in [his/her] studies in the coming months.

Consistent poor attendance will be reported to the Milton Keynes Education Welfare officer. This will be monitored closely and you could be asked to attend a meeting with the Education Welfare Officer.

I look forward to hearing from you within the next week. If you fill in the reply slip below, I will get back to you as soon as possible. Should you fail to attend this appointment I will have no option but to forward your details to the Education Welfare Officer from Milton Keynes Council.

Yours sincerely

MRS ROSEMARIE JONES  
HEADTEACHER

.....  
Child's Name: ..... Class:.....

- I would like to arrange a time to speak to you about my child's attendance
- Before School – Date:.....
- After School – Date: .....
- I have already spoken to you about my child's attendance

Signed:.....Date:.....

## Appendix 4

# St. Mary Magdalene Catholic Primary School

**E-mail:**

office@st-marymagdalene.milton-keynes.sch.uk

**Telephone:** 01908 321746**Fax:** 01908 220533**Website:**

www.stmarymagdalenemk.co.uk

**Headteacher:**

Mrs R Jones B.Ed (Hons)

**Address:**

Ardwell Lane  
Greenleys  
Milton Keynes  
MK12 6AY

### 'Growing Together in Faith and Love'

Dear Parents/Carers

**Re:.....**

We are concerned that your child has arrived late for school on several occasions recently.

I would like to remind you that all children must be in school by 8.50am as is the official start of the school day. Children can come into school from 8.40am or alternatively they can attend our breakfast club at 7.50am.

Being late to school can have a considerable impact over the whole school year. The table below show you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence".

Late arrivals are noted in the register and on school reports. They are also monitored on a regular basis by the Education Welfare Officer for Milton Keynes Council.

If there is a difficulty, perhaps you would like to discuss the matter with me in order to improve your child's punctuality.

Yours sincerely

MRS ROSEMARIE JONES  
HEADTEACHER

.....  
Child's Name: ..... Class:.....

I understand that the school is concerned about my child's punctuality and will work in partnership with the school to improve my child's punctuality.

Signed:.....Date:.....

## REFERRAL INFORMATION

<b>Child Surname</b>		<b>Child Forename</b>		<b>Date of Birth</b>	
				<b>Gender</b>	
<b>Parent/Guardian</b>	<i>(name / status)</i>		<i>(name / status)</i>		
<b>Address</b>		<i>(new address/date of change)</i>		<i>(new address/date of change)</i>	
<b>Tel/Other Contact</b>	<i>(home)</i>		<i>(work)</i>		<i>(mobile)</i>
<b>Absent Parent</b>	<i>(name / status)</i>		<i>(address)</i>		
<b>School</b>		<i>(new address/date of change)</i>		<b>Current Year Group</b>	
<b>Known Siblings</b> <b>(name/school)</b>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	
<b>Referral Source</b>		<b>Allocated EWO</b>			
<b>Important Notes</b>  (eg. LAC, SEN, Medical condition, spoken language)	<i>(date, note)</i>				

***It is essential that families have an opportunity to address their children's attendance concerns with the school prior to referral to the Education Welfare Team. Therefore, the following course of action should be followed in order to aid this process.***

Family contacted in writing requesting an appointment to meet with them to discuss their child's attendance.

Copies of letters to the family enclosed. *Referrals will not be actioned without this evidence).*

Family notified of school's intention to stop authorising absences on medical grounds unless there is formal medical evidence (eg. GP note).

Family notified of school's intention to refer the matter to the EWO.

Attendance certificate enclosed