XII Apostles RCPS Attendance and Punctuality Policy

Date effective from	September 2026
Date of next review	September 2027
Review period	1 Year
Status	Statutory
Person responsible	Mrs T Whitton
Date ratified by Governing Body	15th October 2026
Version	3.0

Contents

Contact Details 3

Introduction and Aim 3

Legal Duty 4

School commitment 4

Recording attendance 5

Procedure 5

Communication between Parents/Carers and School 6

Absence and Attendance monitorining Procedures 6

Penalty notices and legal intervention 7

Early Identification and Intervention: assess, plan, do, review 8

Medical absence 9

Absences due to Medical Appointments 9

Lateness and punctuality 9

Unauthorised absence 10

Application for leave of absence 10

Religious observance 11

Weddings 11

Enforced school closure 11

Monitoring arrangements 11

Links with other policies 11

Appendices 13

Appendix 1: Leave of Absence During Term Time Request Form 13

Appendix 2: Attendance codes 15

Appendix 3: Attendance and absence data 16

Appendix 4: CME referral form 17

Appendix 6: School Attendance monitoring letter 90% 17

Appendix 7: School Attendance Monitoring letter 50% 18

Appendix 8:School Attendance Monitoring Notice to Improve 19

Appendix 9: School Attendance Monitoring letter EPN Notice 20

Contact Details

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:

Name Mrs T Whitton Headteacher
Contact Details 01942 674312

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name Mrs D Bell
Contact Details 01942 674312

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance -Pastoral Support:

Name Mrs Stones
Contact Details 01942 674312

We are committed to ensuring that clear systems and processes are in place to promote good attendance. Parents and carers are encouraged to contact school as soon as possible if they have any concerns about their child's attendance.

Introduction and Aim

Twelve Apostles recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps children to realise their potential and ensures they are motivated, confident, and able to enjoy a diverse range of curricular opportunities and experiences. Children must attend school every day during term time unless an exceptional circumstance applies.

Our school policy and prospectus promote good attendance, which is recognised and rewarded as an achievement. The school monitors attendance to ensure quick and early intervention if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting the children's wellbeing and attendance.

Our policy is accessible to leaders, staff, pupils, and parents, and is published on our school website. Please find a copy via this link Our School Policies (twelveapostlesleigh.co.uk) It will be sent to parents with any initial information when pupils join the school, and they will be reminded of it at the beginning of each school year. Parents/Carers will be informed if any updates are made to this policy.

The school recognises that barriers to attendance evolve quickly and as such this policy

will be reviewed and updated as necessary.

This Policy is based on the premise of equal opportunities for all.

Legal Duty

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Regular and punctual attendance at school is essential to enable children to maximise their educational attainment, opportunities, and further development.

Relevant Legislation and Legal Background:

• 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 either by regular attendance at school or otherwise*'.
• Section 444 (1) of the Education Act 1996 states that '*if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence*'.

• Section 576 Education Act 1996 stipulates that for the purposes of Education Law, parent includes:

- All biological parents, whether they are married or not.
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers.

School commitment

Everyone in school is committed to promoting the importance of good attendance and punctuality.

We will support pupils and parents to achieve good attendance and punctuality, and we will work closely with parents where absence is a cause for concern.

Twelve Apostles strives for excellent attendance for all pupils. The school attendance target is reviewed annually in line with national and local authority expectations.

We are committed to promoting a positive and welcoming atmosphere in which all pupils feel safe, secure, and valued. We will ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

We will work with all pupils and their parents to maximise attendance and where necessary, we will put in place additional support and adjustments. If required we will engage additional support from wider services and external partners, making timely referrals.

Recording attendance

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. During both the first and second session we will record whether each pupil is:

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

The school will follow up any absences to:

- Ascertain the reason for absence.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it onto the school's electronic register or management information system. Attendance information should be returned to the school office in a timely manner so that accurate data can be submitted for the School Census.
- Consider early identification, assessment, intervention, and support processes that may need to be implemented.

The register is marked using the codes set out in the Department for Education statutory guidance, Working together to improve school attendance, July 2026, and any subsequent updates published by the Department for Education.
Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Procedure

Children are expected to attend school regularly, unless there is good reason for absence. There are two types of absence:

- Authorised (where the school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all pupils. If a child is absent, the parents/carers must inform the school on the first day of absence and each following day of absence, stating the reason.

Parents/carers should phone school on the morning of the first day of absence and on each following day of absence, unless school has agreed that daily contact is not necessary because the absence is likely to be long term.

Parents should call the school office who are responsible for the day-to-day monitoring of attendance and will work with the pastoral team and wider staff to support attendance.

In the event a child is absent from school and the parent/carer has not notified the school of the absence, the School Office will contact home as soon as possible. If no contact is established or the reason for absence is not accepted, the absence will be deemed unauthorised. Should contact be established later with parent and a reason for absence is provided, the school may amend this to authorised if they are satisfied with the reason given.

Communication between Parents/Carers and School

Communication between parents/carers and the school is extremely important as this enables us to ensure that children are supported and feel settled in school. If your child is absent, you must inform the school immediately in line with the procedure as outlined above.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children/young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

In the event there is a persistent lack of engagement by parents, we may seek to secure engagement and school attendance through formal legal procedures.

Absence and Attendance monitoring

The school monitors the attendance of all pupils regularly and works proactively with families to identify and address any barriers to attendance. Attendance is reviewed throughout the academic year and appropriate support and intervention will be offered where concerns arise.

This monitoring will include:

- Weekly attendance code analysis
- Weekly analysis of types of persistent absence
- Specific cohort and group monitoring, particularly for pupils who may face additional barriers to attendance, including children with a social worker, pupils with SEND, pupils with medical or mental health needs, young carers, pupils known to the Youth Justice Service, pupils eligible for pupil premium and pupils who are at risk of becoming persistently or severely absent.

Absence monitoring allows the School to use data to identify individuals who need support and to work towards reducing persistent and severe absence.

Attendance monitoring

100%	Excellent attendance. Pupils are accessing their full entitlement to education.

96% Attendance is in line with the school's expectations. Pupils are more likely to achieve well academically, socially and emotionally when they attend school regularly. The school will continue to monitor attendance and celebrate good attendance

90% or less A pupil is classified as **Persistently Absent** by the Department for Education.
At this level, a child's education is significantly affected and they may find it difficult to keep up with learning, maintain friendships and fully engage in school life.
Attendance will be monitored by the Pastoral Lead and appropriate support and intervention will be considered. Parents/carers may be contacted to discuss any barriers affecting attendance and to identify appropriate support.
Where attendance continues to decline, parents/carers may be invited to attend an attendance meeting with the Pastoral Lead and/or Headteacher. An Attendance Concern Letter may be issued and an attendance support plan may be implemented.
The school may seek advice and support from the Local Authority and other agencies where appropriate. Early Help support may also be considered where barriers to attendance are identified.

50% or less A pupil is classified as Severely Absent by the Department for Education.
At this level, a child is missing a significant proportion of their education and urgent intervention is required. The school will work closely with parents/carers, the Local Authority and other relevant agencies to identify and address barriers to attendance.
Multi-agency support may be required and further evidence may be requested to support future absences.

Penalty Notices and Legal Intervention.

The school is committed to working in partnership with families to improve attendance and remove barriers to education. Support and intervention will always be considered before formal action is taken.
Where attendance concerns are identified, the school will work with pupils and families to understand the reasons for absence and provide appropriate support. This may include attendance monitoring, attendance support plans, meetings with parents/carers, Early Help intervention and referrals to relevant support services.
Parents/carers should be aware that where a pupil has **10 sessions (5 school days) of unauthorised absence within a rolling period of 10 school weeks**, the school may refer the matter to the Local Authority for consideration of legal intervention, including the issue of a Penalty Notice.
The Education Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The first penalty notice is £80 per parent/carer, per child if paid within 21 days, rising to £160 if paid within 28 days. Where a second penalty notice is issued to the same parent for the same child within a rolling three-year period, it is charged at the full rate of £160 with no reduced payment period. A third penalty notice cannot be issued to the same parent for the same child within that rolling three-year period, and the Local Authority may consider prosecution or another legal intervention. Non-payment of a Penalty Notice may result in

prosecution in the Magistrates' Court.
Penalty Notices may also be considered for unauthorised leave of absence during term time.
The school will always follow the most up-to-date Department for Education and Wigan Local Authority procedures when making referrals

Early Identification and Intervention: assess, plan, do, review.

Every pupil has a right to a full-time education and Twelve Apostles sets high attendance expectations for all pupils. Twelve Apostles will consider the individual needs of pupils and their families who have specific barriers to attendance.

For any child / young person who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed, utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, where required.

Part-time timetables will only be used in exceptional circumstances, for the shortest time necessary, and where this is in the pupil's best interests. Any part-time timetable will be agreed with parents/carers, recorded in writing, include a clear review date, and form part of a wider plan to return the pupil to full-time education as quickly as possible.
Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs and will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. As a school we will access appropriate guidance developed by Wigan Local Authority in respect of this: Emotionally Based School Attendance – best practice tool. This is a whole school framework with a graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART action plan, with targets that are specific, measurable, achievable, relevant and time-bound. Plans will be developed in partnership with families and, where appropriate, other services such as Start Well and Social Care. SMART plans should be personalised to meet the child or young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from

external services including mental health services, specialist teaching and education services.

Medical absence

Absence due to sickness must be reported to the school by phone on the first day of absence. The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information Is my child too ill for school? - NHS (www.nhs.uk)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school's and Local Authority's policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

To ensure we have the appropriate pathway of support we will follow our 'Early identification' model and implement an individual plan tailored to a child's medical needs to enable access to suitable education.

As a school we will adhere to the Local Authority policy Education of pupils with medical needs (wigan.gov.uk) This policy includes a graduated response, supporting inclusive practice across all settings to ensure children's continued links to their education provider when their health needs may impact their access to education.

Absences due to Medical Appointments

We request that, where possible, dental, GP and other medical appointments are made outside of school hours. If it is necessary for an appointment to take place during the school day, parents/carers should provide the school with details of the appointment as soon as possible. Pupils should attend school before and after appointments wherever possible.

Lateness and punctuality

School begins at 8:45am and all pupils are expected to be in school for registration at that time.

- Register taken at 8:55am
- Registers close at 9:30am

Any child who arrives after the gates are closed must enter the school by the main entrance and report to the school reception to sign in.

- If pupils are not in class when the register is taken, they will be coded as 'L'.
- If pupils arrive after registers close, they will be coded as 'U'.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents/carers will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

Unauthorised absence

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given.
- reason for absence is deemed insufficient by School.
- a request for a holiday in term time has been unauthorised.
- a pupil arrives at school after registration has closed at 9.30am

Unauthorised absence can have a significant impact on a child's education and may result in the school seeking support from the Local Authority in line with current attendance guidance. Further information regarding Penalty Notices and legal intervention can be found in the Penalty Notices and Legal Intervention section of this policy

Consequences of not attending school (wigan.gov.uk)

Application for holiday in term time

The Headteacher may only grant leave of absence during term time in exceptional circumstances and will consider each request on an individual basis.

The Head Teacher will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request a holiday in term time, they must complete the relevant form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for an Education Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

Religious observance

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

We ask that parents/carers notify Twelve Apostles in writing in advance where absence is required due to a religious observance.

Authorised Absence for a Wedding

One day may be authorised for the wedding of an immediate family member e.g. parent or sibling. Proof that your child is attending or has attended a wedding will be required before the absence can be authorised.
The decision to authorise an absence for a wedding is at the Headteacher's discretion and will be considered on a case-by-case basis.

Enforced school closure

If Twelve Apostles was forced to close for a period, we have the facility to operate an online virtual school. In such circumstances, children are expected to engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

Monitoring arrangements

This policy will be reviewed annually, or sooner if statutory guidance, local authority procedures or school circumstances change. The Headteacher will lead the review and the Governing Board will approve the policy at each review.

In the event of an exceptional or unprecedented situation, temporary changes to this attendance policy may be implemented in response to scientific guidance, government policy, Local Authority advice or school risk assessments. Any temporary arrangements for attendance will be shared with parents and carers through the most appropriate communication channels at the time.

Links with other policies

This policy links to the following school policies:

- Child Protection and Safeguarding Policy
- Behaviour policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

Other guidance/policies:

- Keeping children safe in education - GOV.UK (www.gov.uk)

- Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK (www.gov.uk)

- Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

- Children missing education (wigan.gov.uk)

- Consequences of not attending school (wigan.gov.uk)

Appendices

Appendix 1: Holiday in term time request form

Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2024 state that headteachers may not grant leave of absence during term time unless they consider there are exceptional circumstances relating to the application.
- If your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

> ***Exceptional Circumstances***: In considering whether any 'exceptional circumstances' apply, the Principal /Headteacher will consider if the reasons are **rare**, **significant**, **unavoidable,** and **short**. The Principal / Headteacher will also take into consideration the factors listed below:
>
> - can the event for which the absence requested can be reasonably taken during school holidays?
> - levels of attendance and unauthorised absence over the last 12 months
> - any leave of absence taken previously
> - whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
> - age and year group of the pupil

CHILD'S DETAILS			
Surname		**First Name**	
Date of Birth		**Year Group**	
Address			
PARENT/GUARDIAN'S DETAILS			
Surname		**First Name**	
Relationship to child			
Address (if different to above)			
Telephone no.		**Mobile no.**	
Email			
DETAILS OF REQUEST FOR LEAVE			

Date of Departure		**Date of Return**	
No. of School Days Absence		**Destination**	
***Local* emergency contact name**		**Emergency contact number**	
Address resident at whilst on leave			

Please provide details and reasons for requesting this leave of absence and in particular any 'exceptional circumstances'. If necessary, please provide any documentary evidence in support of your request.

I certify that the information provided on this form is correct. I understand that the school reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.

Signature		**Date**	

– FOR COMPLETION BY THE SCHOOL –

Authorised	**YES / NO**		
Exceptional Circumstances			
Signature		**Date**	
Name		**Position**	

Appendix 2: Attendance codes

Code	Definition
/	Present (am)
\	Present (pm)
K	Attending Education provision arranged the LA
B	Attending any other approved educational activity arranged by the school, where the pupil is physically attending and the school is satisfied that appropriate supervision and safeguarding arrangements are in place.
C	Leave of absence granted by the school for exceptional circumstances, or another authorised leave category where the current Department for Education attendance code applies.
D	Dual registered
E	Suspended or permanently excluded, and no alternative provision has been made for the pupil to continue their education.
G	Unauthorised holiday
H	Leave of absence granted by the school in exceptional circumstances should be recorded using the appropriate current attendance code set out in the Department for Education statutory guidance. Holidays in term time are not routinely authorised.
I	Unable to attend due to illness (both physical and mental health related).
J1	Interview
L	Late arrival
M	Medical/Dental appointment
N	Reason for absence not yet established.
O	Unauthorised absence
P	Sporting Activity
Q	Unable to attend school because of lack of access arrangements
R	Religious observance
S	Study Leave
T	Traveller Absence
U	Late (after registration has closed)
V	Educational trip or visit
X	Not compulsory
W	Work Experience
Y1	Unable to attend due to transport normally provided not been available
Y2	Unable to attend due to widespread travel disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
#	Planned whole or partial school closure
Z	Pupil not on roll
-	All pupils should attend

Appendix 3: Attendance and absence data

The tables below equate percentage attendance to time missed from school.

Table 1: Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

Table 2: Attendance over 5 years for each pupil

Attendance	Missed Weeks
85-90%	19 weeks – ½ year absence from school
80%	38 weeks = 1 full year absence from school

What does 'percentage attendance' mean?

Parents/carers should be advised that the Government categorises pupils with attendance of 90% or below as persistently absent. The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	**Equivalent Days Missed**	**Equivalent Sessions Missed**	**Equivalent Weeks missed**	**Equivalent Lessons Missed**
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

The Department for Education categorises pupils with attendance of 50% or below as severely absent. Pupils who fall within this category should have a robust, multi-agency plan and approach in place to support improved attendance.

Where a pupil is absent without explanation and the school is unable to establish their whereabouts, the school will follow safeguarding and children missing education procedures without delay. This includes completing reasonable enquiries, recording all actions taken, seeking advice from the Local Authority where required, and making an immediate referral to Children's Social Care or the police if there is any concern that the child may be at risk of significant harm.

Appendix 4: CME referral form

CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox CME@wigan.gov.uk. Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education CME@wigan.gov.uk within 5 days or earlier if all checks have been completed.

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		

Name of Member of staff completing form			
School checklist	**Dates/Times**	**Outcomes**	**Name**
School to attempt to contact parent on first day of absence. This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils? This should include checking with family friends, all staff members, the child's friends, social media Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school. Leave card if no answer Does the property look empty? Is someone at home but not answering the door? NB if school policy does not permit home visit a police welfare check to be requested			
Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			

Contact made with agencies to understand when they last had contact/saw the child (no consent needed) - Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes? https://www.gov.uk/find-local-council			
NB – Has the child been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

Reason for CME checks:	
Any other agencies involved:	
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect **Y/N** please provide detail:	
Is this child Gypsy Roma Traveller? **Y/N**	
Is this child parents service personnel? **Y/N**	
Has this child had any Missing from home episodes? **Y/N**	
Is this child known to the Youth Justice System? **Y/N**	
Does this child have any SEN/learning needs? **Y/N**	
Are there any other vulnerabilities you are aware of? Please provide detail;	
Date:	

All boxes must be completed, of not relevant please enter N/A

ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A

Please submit this referral to CME@wigan.gov.uk

Appendix 5: Example Attendance Monitoring Letter 90%

Subject: Urgent: Attendance Monitoring and Offer of Early Help for [Child's Name]
Dear [Parent/Guardian],

I am writing to inform you that your child, [Child's Name], currently has an attendance rate of [XX]%, which falls below 90%. This level of attendance is considered "persistently absent" and can significantly impact [Child's Name]'s learning, social development, and overall academic success.

We understand that there may be underlying reasons for these absences, and we want to offer our full support to help improve [Child's Name]'s attendance. To ensure that we are working collaboratively to address any concerns, we would like to offer Early Help support. This support is designed to provide assistance tailored to your family's specific needs, ensuring [Child's Name] can attend school regularly and thrive.
How We Can Help:

1. **Early Help Assessment: We can conduct an Early Help Assessment to identify any challenges that may be impacting your child's attendance. This may include health, emotional, academic, or family-related concerns.**
2. **Access to School and Community Services: We can connect you with school-based and community resources, including counseling, academic support, and family services, to provide a holistic approach to improving attendance.**
3. **Regular Monitoring and Communication: We will closely monitor [Child's Name]'s attendance and maintain regular communication with you to review progress and adjust the support plan as needed.**

Please contact us at your earliest convenience to arrange a meeting.
Your involvement and partnership are crucial in helping [Child's Name] overcome barriers to regular attendance. We are committed to working together to ensure [Child's Name] receives the education they deserve.
Yours sincerely,

Mrs. T Whitton
Headteacher

Appendix 6: Example Attendance Monitoring Letter 50%

Subject: Urgent: Attendance Concerns and Support for [Child's Name]

Dear [Parent/Guardian],

I am writing to express serious concerns regarding your child, [Child's Name], whose current attendance rate is [XX]%—well below the expected standard. Attendance below 50% is classified as "severely absent," which significantly impacts [Child's Name]'s learning, development, and overall well-being.

Regular attendance is critical to your child's success, and as a school, we are committed to supporting you in addressing this issue. We understand that there may be complex factors contributing to [Child's Name]'s absences, and we are here to work with you to identify solutions.

Immediate Support Offered:

1. **Start Well Services: We are offering to engage with Start Well services, which provide tailored support for families to overcome barriers to regular attendance. This service can help address any issues affecting [Child's Name]'s ability to attend school, including health, emotional, or family concerns.**
2. **Local Authority Support: We will also involve the Local Authority to provide additional support and guidance. This partnership aims to develop a comprehensive plan to improve attendance and ensure that [Child's Name] receives the necessary support.**
3. **Collaborative Action Plan: A collaborative action plan will be developed with input from you, the school, and external agencies. This plan will outline the steps we will take together to improve [Child's Name]'s attendance, including any adjustments or resources needed.**
4. **Regular Review Meetings: We will schedule regular review meetings to monitor [Child's Name]'s progress, address any ongoing concerns, and adjust the support plan as necessary.**

We kindly request that you contact us immediately to arrange a meeting to discuss these concerns and how we can support you and [Child's Name] moving forward.

Your cooperation is essential in this process, and together, we can work towards improving [Child's Name]'s attendance and ensuring they have the best possible chance of success in their education.

We look forward to working with you and supporting [Child's Name] on the path to better attendance.

Yours sincerely,

Mrs T Whitton

Headteacher

Appendix 7: Example Attendance Monitoring Notice to Improve

Subject: Urgent: Attendance Concerns and Support for [Child's Name]

Dear [Parent/Guardian],

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

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to regularly attend the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

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

School have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. Telephone calls. The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.

2. An Attendance Overview Letter. The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.

3. An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. The first penalty notice is charged at £160 if paid within 28 days, with the opportunity to pay a reduced amount of £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling three-year period is charged at £160 with no reduced payment period.

notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

More information regarding this notice can be found in the school website or at Wigan Council (link to code of conduct). If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Yours sincerely

Mrs T Whitton

Headteacher

Appendix 8: Example Attendance Monitoring EPN Notice

Dear Parent,

Education Penalty Notice (EPN) Warning for Non-School attendance

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to regularly attend the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

Working within a Code of Conduct the Local Authority can issue a penalty notice (EPN) 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 10 week period

- **10 sessions (5 days) of unauthorised absence and or**
- **persistently arrives late for school after the close of registration**

You could receive an Education Penalty Notice (EPN). The first penalty notice is £160, reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling three-year period is £160 with no reduced payment period. No further penalty notice can be issued to the same parent for the same child within that rolling three-year period, and the Local Authority may consider prosecution. Failure to pay an EPN fine may result in prosecution. A separate 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 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.**

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 your school and ask for support.

Yours sincerely,

Mrs. T Whitton

Headteacher