



Tenterden Infant School

'Together, we learn, grow and flourish'



Tenterden Church of England Junior School

'With God as our companion, we learn, grow and flourish'

Tenterden Primary Federation Attendance Policy

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance, striving for 100%
- Reducing absence, including at risk (96.9% to 90%) persistent (89.9% to 50.9%) and severe absence (50% to 0%)
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place they need to be able to attend school
- Promoting and supporting punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance August 2024](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

Kent County Council

<https://www.kent.gov.uk/education-and-children/schools/school-attendance/school-absence>
[s](#)

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance and punctuality figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Executive Head Teacher to account for the implementation of this policy
- The Chair of Governors, Mrs Anne-Marie Martin, is the Governor responsible for attendance and safeguarding.

3.2 The Executive Head Teacher

The EHT is the Senior Attendance lead responsible for:

- Implementation of this policy at the school
- Leading attendance across the school
- Monitoring school-level absence data and reporting it to governors at each LGB and reporting to the Trust at each Curriculum Meeting

- Supporting staff with monitoring the attendance of individual pupils - sharing attendance support actions
- Authorising the issue of fixed-penalty notices, where necessary
 - Offering a clear vision for attendance improvement - striving for 100% attendance.
 - Evaluating and monitoring expectations and processes
 - Devising specific strategies to address areas of poor attendance identified through data in discussion with Family Liaison Manager
 - Monitoring the impact of any implemented attendance strategies
 - Identifying declining and improving percentages for children within PA
 - Working with Local Authority Attendance officers to tackle persistent absence -Jos Milton
 - Analysing attendance and looking at reasons and patterns for PA
 - Regular internal attendance monitoring meeting with the attendance team consisting of the office manager, Junior Office and the FLM
 - working with the FLM arranging calls and meetings with parents to discuss attendance issues in consultation with support that can be offered

3.3 The Attendance Officer

The school's Attendance Officer is the Office Manager who:

- Checks the Infant School registers daily
- Adds Infant and Junior registers to the Google Drive
- The DFE has a link to our MIS System which updates daily attendance and the Attendance Officer receives Attendance summary reports - advising EHT of key summary data.
- Completes comprehensive attendance information for the Local Governing Body each term in HT Reports
- Completes TPF attendance internal monitoring - detailing reasons for absence
- Completes monthly Attendance and Sickness returns for Infant and Junior School
- Notes children who meet threshold for absence
- Completes 'Targeting Support Meeting' data for LA
- Records attendance actions for CPOMS - recording daily attendance for specific children being internally monitored

3.4 The Attendance Assistant

The school's Attendance Assistant is the Administrative Assistant who is:

- Checks the Junior School registers daily
- Advising the EHT of absence requests by families and issuing a fixed-penalty letter
- Recording weekly attendance data for all children in TIS and TJS on the internal TPF Excel Attendance Sheet to support internal monitoring

- Noting 'attendance comment' on the TPF Excel Attendance Sheet.
- Benchmarking attendance data to identify children within each attendance band.
- Monitoring attendance data and highlighting attendance bands and raising concerns to the EHT and FLM.
- Sending out Notice To Improve Attendance Letters. Completing information for Governors in each HT Report.
- Working with EHT and FLM to issue attendance letters.

3.5 Class Teachers

Class teachers are responsible for:

- Recording attendance on a daily basis and submitting this information to the school office by 9am and 1pm on the same day
- Complete Fire Attendance Registers
- Welcoming all children into school and ensure a sense of belonging and positive self-esteem
- Supporting and welcoming children who are late into school
- Be vigilant of each child's attendance and raise any concerns on CPOMS
- Speak directly to DSL with any immediate attendance concerns

3.6 Office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it in the register and on the school CPOMS system if they are a child being monitored
- Record the correct codes on the attendance register
- Record specific detailed reasons for absences
- Ensure that the correct code is marked within 1 day to show a reason for an authorised mark by asking parent/carer for clarification on the reason why their child was not in school.
- Make first day contact calls by 10am on the same day as an absence, if there has not been any contact from the parent/carer.
- Make additional phone calls and messages via DOJO, to ensure a reason is provided for a child's absence through using the Emergency list noted by the parent/carer.
- Make a DSL aware of attendance concerns through CPOMS or face to face, if it is an urgent concern or there has been no parental contact to explain why the child is absent

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school every day and on time
- Make sure their child is not unnecessarily picked up early so they stay at school until the end of the day
- Call the school to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Should an appointment be during the school day, evidence of the appointment is required. The child must attend school on either side of their appointment.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto a class register.

We will take our attendance register at the start of each school day and at the start of the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school, ready for lessons to begin at 8.45 (Infant school) and 8.50 (Junior school) on each school day.

The register for the first session will be taken at 8.45 (Infant school) and 8.50 (Junior school) and will be sent to the office for 9am. The register for the second session will be taken by 12.50 and will be sent to the office by 1:00pm. Children arriving at 8:50 and 9:15 will receive an L code in the register, children arriving after 9:15 will receive a U code.

4.2 Unplanned absence

The pupil's parent/carer must notify the school office of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by telephoning or an email to the school offices - office@tpf.kent.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

The school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card/screenshot of appointments made online or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. This will be the case for a pupil who is persistently absent and is being closely monitored to improve attendance.

A note will be made against the pupil's name as to the explanation for absence as given by parents/ carers.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and shows evidence of the appointment to the school office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- after the register has been completed will be marked as late, using the appropriate code L
- after the register has closed at 9:15am will be marked as absent, using the appropriate code U

Punctuality impacts on learning so is viewed as attendance at Tenterden Primary Federation.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts and establish reason for absence before 10am, the school may undertake a home visit or contact the police if there is a safeguarding concern. If a pupil is open to Early Help/Social Services the school will contact the assigned worker to advise of unexplained absence and seek advice.
- Identify whether the absence is approved or not.
- Identify the correct attendance code (see appendix for attendance codes) to use and input it as soon as the reason for absence is ascertained – this will be no later than 1 working day after the session, completed by office staff.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. A home visit may take place with 2 SLT and/or FLM. If the absence continues, the school will gain external advice through contacting the local authority education welfare officer or area safeguarding.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance at parent evenings and through twice yearly school reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Executive Head Teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Head Teacher's discretion, in line with this policy.

We define 'exceptional circumstances' as:

- Service personnel returning from a tour of duty abroad where it is evidenced the parent/carer will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family, including attendance at the funeral.

- Or where the school has evidence that there are other pressing personal circumstances for a family that would warrant a short break from school.
- Where a pupil has been requested to attend another educational setting (for example, horse trials or dance exams). Evidence from the organiser is required.

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. The definition of 'unavoidable' is that an event could not reasonably be scheduled at another time.

Holidays taken in term time cannot be authorised.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or school website. The Executive Head Teacher may require evidence to support any request for leave of absence and may have a conversation with the parent/carer. A letter agreeing to an exceptional leave will be accompanied with a reminder about lost learning and the child's attendance percentage.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

The Executive Head Teacher, Local Authority or Police, can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Please add in steps and timeframe for fines - 1. Fine 2. Increased fine 3. Court - does this have to be holidays within the same school year for this to happen?

Penalty notices can be issued by a headteacher, local authority officer or the police. It is the local authority who makes the decision whether to issue a fine.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- School reports include a print out of attendance to date.
- Attendance shared with parent/carers during parent evenings
- Child(ren) who are at risk (90%-96.9%) are monitored weekly and reasons for absence considered. Should there be no improvement over a four week period a letter inviting parents to meet with a school representative will be issued. The date and time of this meeting will be in the last week of term and can be face to face or on the telephone.
- Notice to improve letter sent to families with persistent absence (51%-89.9%) or letter sent advising that school recognises that illness is reducing school attendance and to request medical evidence. Both letters come with the offer of a meeting with the FLM or EHT to consider support and create a plan to improve attendance.
- Families with severe absence (0%-50%) referral to KCC for advice and support. Parents/carers advised that a referral has been made. Attendance contracts can be agreed to support pupils to improve attendance.

7. Attendance monitoring

See appendices for letters.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data weekly across the school (some pupils are monitored daily).
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Look for attendance patterns and where there are concerns around attendance falling the strategies for improving attendance will be implemented.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold 3 times yearly targeted support meetings with Local Authority Attendance Service.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or are persistently or severely absent. This is to discuss the overall attendance percentage, reasons for absence and to look at any unauthorised sessions. The meeting seeks to improve attendance and develops strategies to achieve this in partnership with the family. This includes completion of attendance contracts to identify who will carry out what role/aspect of support the pupil needs to attend school.
- Provide access to wider support services with the aim to remove the barriers identified to attendance. Examples of wider support services are multi-agency collaboration; local community initiatives - The Mildred Trust, Hygiene Bank, Family Hub; in-school initiatives - breakfast and after-school clubs, parenting programmes, nurture provision.

Please see Appendices to explain how we further target unauthorised absence through letters, meetings and closer monitoring.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated and will be reviewed annually by the attendance team. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Positive Behaviour policy

Appendix 1: Attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)

E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: · In police detention · Remanded to youth detention, awaiting trial or sentencing, or · Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Application of Leave form



EXCEPTIONAL ABSENCE FORM



PLEASE READ THESE CONDITIONS CAREFULLY BEFORE COMPLETION

There is no legal right to take your child out of school during term time

There are 13 weeks available for family holidays when the school is closed. We do not want you to take your child out of school during term time. You must ask the school to agree to the absence **before** any arrangements are made. Agreement to each request will only be given in **exceptional** circumstances at the discretion of the Head of Schools, acting on behalf of the Governing Body (Pupil Registration Regulations 1995). Exceptional circumstances are as follows:-

- Service personnel returning from a tour of duty abroad where it is evidenced the parent/carer will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family, including attendance at the funeral.
- Or where the school has evidence that there are other pressing personal circumstances for a family that would warrant a short break from school.

The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. The definition of 'unavoidable' is that an event could not reasonably be scheduled at another time.

Each case will be considered following guidance from the Local Authority and the Department for Education (DfE) which shapes our leave of absence criteria as set out in our Schools' Attendance Policy. Taking your child out of school during term time is detrimental to your child's educational progress. Further information can be found on our school website.

If the absence is not authorised and is taken anyway, the case will be referred to KCC's Inclusion and Attendance Service (PIAS).

NAME OF CHILD(REN): _____ CLASS: _____

Date of first day of absence: _____

Date of return to school: _____

Number of days requested absent from school: _____

(Please attach a letter and evidence outlining the reason/s you would like to take your child/ren out of school on the above dates. Thank you.)



Appendix 3 : Absence Declined Letter

(Parent Address)

(Date)

Dear (Parent name),

Striving for 100% 'Attendance is Everyone's Business'

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Executive Head Teacher ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

Following your request to take (Child's name) out of school from the (date) for () school days, this will be marked as an unauthorised absence in the register and will be monitored in future attendance meetings.

Please be aware that the Local Authority may issue a Penalty Notice should a pupil be absent without authorisation from education for 5 days (10 sessions) or more. Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 to be paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Please refer to our school website for the Local Authority and school criteria for authorised absences that meet exceptional circumstances.

Yours sincerely,

Mrs T McIntosh
Executive Head Teacher



Appendix 4: Persistent Absence - Notice to Improve

Dear Parents and Carers,

Attendance is Everyone's Business

At Tenterden Primary Federation we constantly monitor attendance and punctuality to enable all children to achieve their full potential.

[*name of child's*] attendance is currently [] %. This puts [*name of child's*] in the persistent absence category (please see website for further details). Please find attached a copy of [*name of child's*] attendance record which include [*details of offences*]. Please note that between [*date*] and [*date*] there are 10 [*or more*] unauthorised absences.

Parents/carers have a duty under Section 7 of the Education Act 1996 to ensure their child/children attend school regularly. There are a number of benefits to regular attendance which include the opportunity to reach their full academic potential (no missed lessons; learning is sequential; each lesson needs the skills and knowledge from the previous lesson, if lessons are missed then learning gaps form); build strong relationships (friendships may be negatively affected by regular absence); resilience of school life and confidence in routines and opportunities for extra curricular activities (we have a number of clubs on offer in school).

This letter is to notify you that [*name of child's*] attendance requires improvement and we will monitor this for 20 school days (this includes punctuality) from and including [*date*] to [*date*].

Please note that the start date needs to be no less than 3 days from the date of this letter.

Improvement will include no unauthorised absences and arriving at school on time.

To date, we have attempted to support improved attendance with [*telephone calls; medical evidence requests, dojos; invites to meetings*]. Moving forward and working together to make this improvement, we would like to invite you to a meeting with Mrs Sault, Family Liaison Manager, on [*date*] to discuss the options offered previously and explore if there are any other supportive interventions we can make.

We would also like to take this opportunity to inform you of the consequences of continued poor attendance:

- Penalty Notices are issued to each parent of each child and the amount will be £160 if paid within 28 days, reduced to £80 per child if paid within 21 days.
- If a second penalty notice is issued within a rolling 3 year period, then the charge will be a flat rate of £160 per parent per child if paid within 28 days.
- In both instances failure to pay the penalty in full at the end of the 28 days period may result in prosecution by the Kent PRU and Attendance Service.
- In the event of three or more periods of unauthorised absence within a 3 rolling year period, a penalty notice will be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

Please confirm you are able to attend the meeting with Mrs Sault by telephoning the school office or sending Mrs Sault a *dojo*, thank you.

Kind regards,

Yours sincerely

Mrs T McIntosh

Executive Head Teacher



Appendix 5: Persistent Absence - Notice to Improve - Medical

Dear Parents and Carers,

Attendance is Everyone's Business

At Tenterden Primary Federation we constantly monitor attendance and punctuality to enable all children to achieve their full potential. *[name of child's]* attendance is currently [] %. This puts *[name of child's]* in the persistent absence category (please see website for further details).

We recognise that *[name of child's]* attendance has been affected due to being unwell this term. We expect children to attend school everyday as long as they are fit and healthy enough to do so. We will continue to monitor their absence and look forward to their health and attendance improving next term.

Should you require further support with attendance, please contact Mrs Sault. An example of the support on offer is a referral to the school nursing team.

Thank you for your support.

Kind regards,

Yours sincerely

Mrs T McIntosh
Executive Head Teacher



Appendix 6: Persistent Absence - EYFS

Dear Parents and Carers,

Attendance is Everyone's Business

At Tenterden Primary Federation we constantly monitor attendance and punctuality to enable all children to achieve their full potential. *[name of child's]* attendance is currently [] %. This puts *[name of child's]* in the persistent absence category (please see website for further details).

We recognise that *[name of child's]* is in EYFS and not yet 5 years old. However, this letter is to make you aware of that school Attendance Policy expects full time attendance once children start school. Please see our website for further details.

Should you require further support with attendance, please contact Mrs Sault.
We look forward to working together to improve *[name of child's]* attendance.

Kind regards,

Yours sincerely

Mrs T McIntosh
Executive Head Teacher