

Student Attendance Policy

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Key Staff

Chair of Trustees:	Katie Parlett
Principal:	Emma Sullivan
Deputy Principal:	Helen Manyanya
Family Liaison Officer:	Chelsey Schofield

Introduction and Statement of Intent

Under the 1999 Education Act, parent/carers are responsible for ensuring that young people of compulsory school age receive full-time education. Parent/carers have a legal responsibility to ensure their young people's regular attendance at the school where they are registered. This policy has been written following the DFE guidance on school attendance *'Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities August 2024'*

The school will regularly check the attendance of students and will follow up students' absence with their parent/carers. We hope that parent/carers will assist us in our work of raising attendance levels throughout the school by:

- Ensuring the regular attendance of their young person
- Informing the school when their young person is absent from school
- Providing a reason for the absence
- Where necessary attending any meetings about their young person's attendance.

Lighthouse School believes that good attendance is vital for all students if they are to gain the most from education. The intent of this policy is to promote good attendance in school and to enable all students to make sustained progress towards their Educational Health Care Plan and academic targets. Lighthouse School sees good attendance as an essential life skill, preparing young people for the world of work, and understanding the importance of good attendance and punctuality.

Lighthouse School encourages all students to have at least 93% attendance across the school year and recognises that students with an Educational Health and Care Plan (EHCP) may face medical and mental health issues that make attendance at school more difficult. Lighthouse School is keen to work with parent/carers to support their young person to enjoy their education.

Policy Summary

- Improving attendance is everyone's responsibility.
- School will share data with the DfE (Department for Education) as per legal requirement through the Education (Information about Individual Students) Regulations 2024.
- It is parent/carers' responsibility to ensure that their young person attends school full time.
- Parent/carers should not send their young person to school if they have been diagnosed with or are showing symptoms of a communicable / infectious disease and be advised to stay away from school until fully recovered or the minimum period required, e.g. 48 hours for sickness and / or diarrhoea bug.
- Parent/carers should contact school as soon as possible (before 8am) if their young person is going to be absent for the day.
- Lighthouse School will liaise with parent/carers to maximise attendance at school and may put in place an Action Plan or contact external agencies, as required, to support students.
- Authorisation for absence from school is at the discretion of the Principal.
- Term time absence is not routinely authorised; however, parent/carers can request time out of school in exceptional circumstances.
- Communication between home and school is crucial in supporting students' educational outcome.

Information Sharing

From the start of the 2024 to 2025 academic year, schools have a duty to provide the information in this guidance to the Department for Education (DfE), on request. Lighthouse school will be sharing daily attendance data with the DfE.

Sharing school attendance data is a statutory requirement on schools under the following legislation:
Section 537A of the Education Act 1996 (as amended)
Education (Information About Individual Students) (England) (Amendment) Regulations 2024)

Parents can access information about their young person's attendance via the Arbor app.

Attendance Monitoring

The school attendance team will monitor attendance daily and identify patterns of both persistent and severe absence. Through these patterns the school will be able to identify students and cohorts who need targeted attendance support as quickly as possible.

Informing the School of Absence

Student absence should be reported to school via the main school telephone number (0113 457 0605) before 8.00am, giving the reason for absence. The school will record this information on the young person's record. Parent/carers must phone to report absence and not email.

It is the parent/carers responsibility to inform transport of the absence, if applicable.

This process must also be followed for each consecutive day of absence unless school is in receipt of a medical certificate.

If a student has not arrived in school by 9:15 and no communication has been received, the school will attempt to contact parent/carers using the emergency contact numbers held on our school system and if appropriate contact the young person's transport services.

It is important that parent/carers inform school if there are any contact detail or transport changes during the school year.

If no contact is made or the safeguarding team feel it is necessary, a home visit will be made that day to ensure that both the young person and the parent/carers are safe and well.

Late arrival to school

It is parent/carers' responsibility to ensure that students arrive at school. If a young person misses their transport, parent/carers should make alternative arrangements to ensure they arrive at school. Parent/carers should ring to inform school of late arrival to school as soon as possible. Students will be marked as present if they arrive before 09.00. Students will be marked as L if they arrive after 09.00am but before 09.15. Students who arrive after 9.15 where parent/carers have not contacted the school to advise of lateness, and school are not authorising the lateness will be marked as U. Late students should report to the main gate, in which a member of staff will meet them, record their attendance with reception and then ensure they are escorted to their lesson.

Absence or Late marks due to local authority transport

Code Y1 will be used if the student is unable to attend because the school is not within walking distance of their home and the transport to and from the school is not available. If a student is late to school due to delays with local authority transport, this will be marked with code L. Parent/carers are expected to liaise directly with transport regarding any punctuality grievances. Parent/carers are expected to inform school of any known absence or lateness due to transportation issues. The school family liaison officer is available to support families who have ongoing transport concerns.

Recording of Absence from School

All absence from school will initially be recorded as N (see Appendix 1), until a reason has been offered by parent/carers. If no reason has been established by the end of the school day, the absence may be recorded as unauthorised.

Medical evidence will be required for appointments made during the school day, where possible appointments should be made outside of school time.

Authorised exceptional circumstances will be recorded according to DFE guidelines.

As per DFE guidelines schools are expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences from school.

Students Not Collected

Parent/carers should make the school office aware as soon as possible if there is an issue collecting their young person at the end of the school day. The school will be able to make infrequent arrangements to support until parent/carers are able to collect. If the student refuses to access transport, Lighthouse School will contact the parent/carers as soon as possible, using all available emergency contacts. Lighthouse School may contact Leeds Safeguarding Duty and Advice Team if a student is not collected from school regularly, or if the school is unable to contact parent/carers to collect.

Illness

Parent/carers should use their best judgement when deciding if their young person is well enough to attend school. If your young person has had diarrhoea and vomiting, they should not attend school for 48 hours (2 full days) from the last episode

If your young person has a contagious condition that could be passed on to other young people, please keep them at home (e.g. Covid-19, measles, chicken pox, impetigo, scabies)

If your young person has moderate symptoms of a cold, and they are unable to manage these (e.g. excessive coughing, sneezing and unable to use tissues) or this is significantly impacting their concentration levels, then please ring school for advice on whether to bring them into school

If a young person attends school with symptoms of an infectious disease, the school may refuse entry to protect the school community.

To support you in deciding if your young person is too ill to attend school, please access the NHS link: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Students Who Become Unwell at School

If a student is feeling unwell at school, and the symptoms are related to a communicable disease (such as chickenpox, measles, Covid-19 etc.) the school will arrange for the student to be isolated whilst parent/carers are contacted. The student will be monitored and supported.

If a student is feeling unwell at school, and the symptoms are not related to a communicable disease, the student will be assessed by a first aider, and following consultation with the senior leadership team (SLT) one of the following actions will be taken:

if the student is well enough to remain in school they will be monitored by key staff and supported to return to lessons, parent/carers will be informed as necessary

if the student is not well enough to remain in school, SLT will arrange for parent/carers to be contacted to collect as soon as possible

if the student has medication relating to their illness in school this will be administered in line with school policy and parent/carers will be notified

If appropriate, and as severity demands, the school will call 999 and take advice from health professionals. Parent/carers will be contacted and, if required, the student will be accompanied to hospital. For further information please refer to the [Lighthouse Medical Needs Policy](#)

Exceptional Reasons for Absence

In exceptional circumstances absence may be authorised during school time. It is the Principal's decision to authorise a request for term-time absence. Parent/carers should make a formal request using *Request for absence in exceptional circumstances* to the Principal stating the reason for the absence, the period of time the absence will cover and any mitigating circumstances. This request must be made in writing (see Appendix 3).

Lighthouse School will not routinely authorise:

- family holidays
- leisure activities
- not sleeping the night before

Lighthouse School may authorise:

- representative events (such as sport or music events)
- recognised religious observances
- bereavement
- attendance at major immediate family events (such as weddings or funerals)
- attendance at interview for further education or work
- Parent/carers are encouraged to discuss any upcoming requests in advance and before booking. Parent/carers can be fined for unauthorised absence of their young people during term time.

Mental Health

Many young people will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or experience variable moods. It is important to note that these young people are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.

Mental Health Illness

As a result of mental health illnesses, some students face more complex barriers to attendance, however their right to an education is the same as any other student. If parent/carers feel their young person is unable to attend school due to a mental health illness, please inform the school. Lighthouse School will work with the young person and their family to support their health needs. To enable us to offer full support the school will request evidence, to confirm the diagnosis and treatment, from a medical professional body such as a GP or Young person and Adolescent Mental Health Service (e.g. CAMHS).

Managing Attendance Concerns Internal Absence from lessons

The lead member of staff will take a register at the start of each lesson. If a student is absent from the lesson, but marked present in school, the Lead will alert the Wellbeing Team/Safeguarding. The absence will be investigated to ensure that the student is safe and well. Internal absence is monitored and if absences develop a pattern or become persistent, this will be investigated, and interventions put in place to support the student to return to the classroom.

Students on reintegration timetables (part time timetables)

In very exceptional circumstances (e.g. significant medical need, transition points, after a prolonged period of absence, during crisis or when a risk assessment shows a young person's behaviour poses a significant health and safety risk to themselves, other students or staff which cannot be reasonably managed within the usual school day) there may be a need for the school to provide a reintegration timetable.

The school may decide a reintegration timetable is in the best interests of the young person.

The plan will include:

- The wishes and feeling of the young person
- The agreement of both the school and the parent/carer the student normally lives with.
- A clear ambition and be part of the student's wider support, health care or reintegration plan.
- Regular review dates which include the student and their parent/carers to ensure it is only in place for the shortest time necessary.
- A proposed end date that considers the circumstances of the student, after which the student is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a student with a long-term health condition may require a reintegration timetable for a prolonged period.

The school will liaise with the local authority during education health and care plan (EHCP) reviews and where applicable, will communicate with the student's social worker.

Attendance Support

School may not be able to fully support a student to attend regularly without the assistance of other agencies, the school will:

- Make use of the local cluster and local authority support services
- Consider additional support from external partners (including mental health services, GPs etc).
- Communicate with the local authority where a student's attendance falls, or they become aware of barriers to attendance that relate to the student's needs.
- Where possible agree adjustments to its policies and practices that are consistent with the special educational provision set out in the education health and care plan in collaboration with parent/carers.
- Where needed work with the local authority to review and amend the education health and care plan to incorporate the additional or different attendance support identified

For more information about the links between school attendance and safeguarding please refer to the school [Safeguarding Child Protection Policy 2023.](#)

Unauthorised absence

When absence is not agreed or in line with the attendance policy. Absence will be marked as unauthorised. For students with persistent and severe absent rates the school may decide not to authorise any further absence

Persistent Absence from School

The Department for Education classifies any student with less than 90% as being a persistent absentee. All schools are required to report on the percentage of students who are persistently absent, and to track, monitor and support these students.

The Family Liaison Officer will contact parent/carers if the student is identified as persistently absent, either with authorised or unauthorised absence. A meeting will be held to agree next steps and an action plan will be put in place. If there is no improvement, or the Action Plan is not successful, Lighthouse School may call an emergency EHCP review, to discuss whether the school is able to meet the needs of the student.

Severely Absent from School

The Department for Education classifies severely absent students as those who miss 50% or more of school. If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full young people's social care assessment. Further information is available in the statutory guidance on Keeping Young people Safe in Education.

All parents/carers have a legal duty to ensure their child receives a suitable education either through regular attendance at school or via alternative arrangements such as elective home education, where the parent assumes full responsibility for the child's learning. If a parent or carer fails to meet this obligation, for example, by keeping their child out of school for short or extended periods, the school is required to take appropriate action. This may include making referrals to the SILC Cluster, the Local Authority Attendance Service, or Children's Social Care.

During any period of absence, the school retains a statutory safeguarding responsibility. This includes maintaining regular contact with the young person, which may involve home visits or welfare checks. These may be conducted by school staff or external professionals following a formal referral.

Penalty Notices

School is required to follow government guidance including considering the appropriateness of issuing penalty notices in accordance with: *Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities August 2024*. As per guidance the threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

Young People Missing Education

Lighthouse School will make all reasonable attempts to contact parent/carers of students who are not attending school and are not being provided with suitable alternative educational provision. Lighthouse School will refer these students to the Local Authority as Young people Missing Education. SENSAP will also be advised of the absence. This may lead to the removal of Lighthouse School as the named school on the students EHCP, and the student being taken off-roll.

Absence During a Major Epidemic

Lighthouse School will follow government guidance on dealing with absence in the event of a major epidemic or pandemic. This will be communicated to parent/carers and carers, and information will be placed on the school website.

Other Exceptional Circumstances/Exceptional Closure

In the event of a partial or whole school closure, for example due to dangerous weather conditions, students will be marked with either Y3 or Y4. This is excluded from the students' attendance records.

Not Required in School

Students will be marked with Y7 for those days that they have not attended if they begin part way through a school year. If the school has a 'staggered start', students will be marked as Y7 on those days in which they are not required to be in school. These codes are not included in the students' attendance records.

Appendices:

Appendix 1 – Attendance Flow Chart of contact

Appendix 2 – Attendance Codes

Appendix 3 – Request for absence in exceptional circumstances

Appendix 4 – Absence request authorised letter

Appendix 5 – Absence request denied letter

Appendix 6 – General messages about the importance of attendance

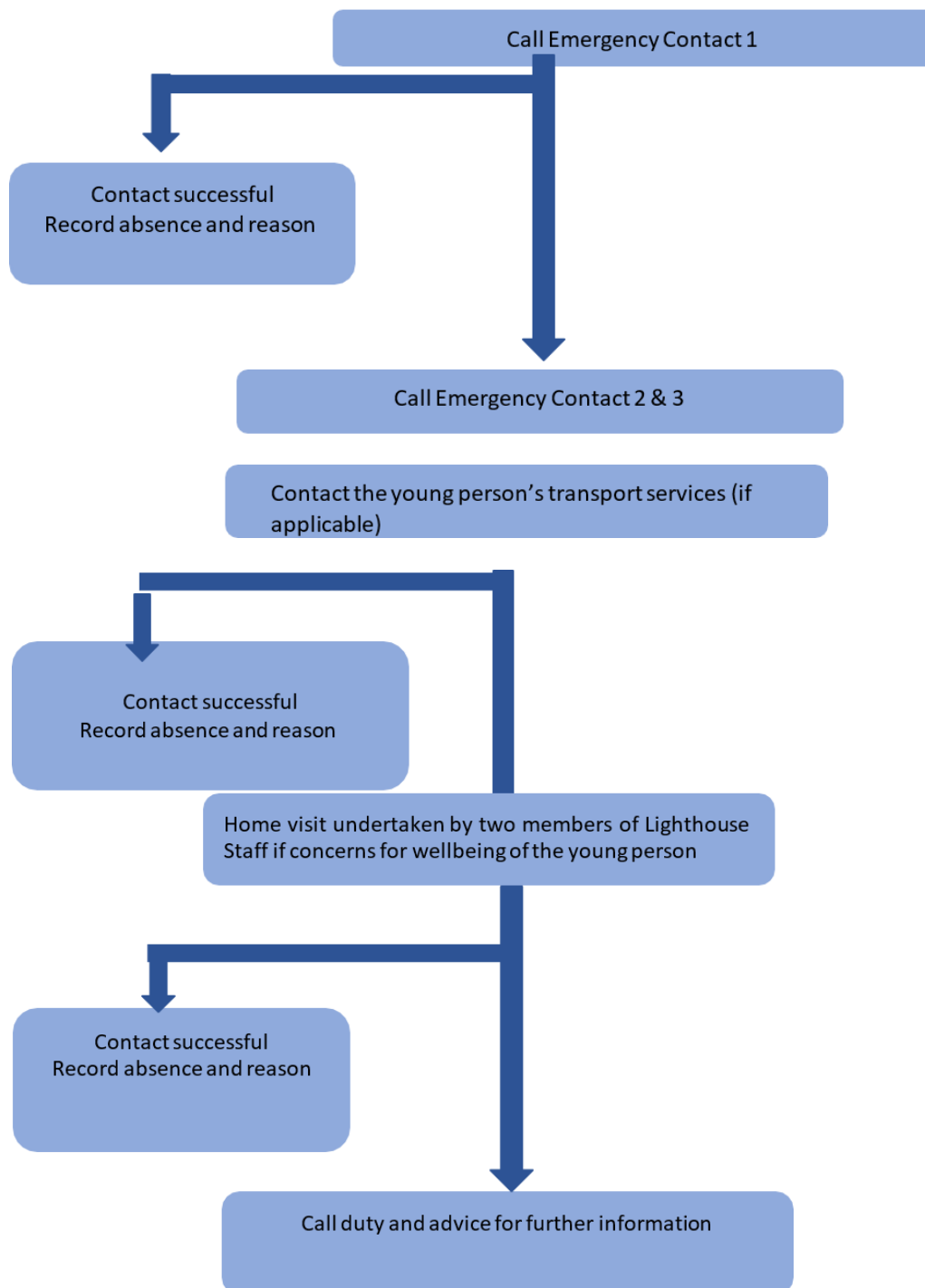
Appendix 7 - Concern letter – below 95% - Unauthorised

Appendix 8 – Concern letter – below 90% - Authorised

Appendix 9 – Concern letter – below 90% - Unauthorised

Appendix 1 – Attendance Flow Chart of contact

Absence without communication from Parent/Carers



Appendix 2 – Attendance Codes

Code	2023-24 Academic Year	From August 2024
/	Present at the school / morning session \ afternoon session Attending	Present at the school / morning session \ afternoon session Attending
L	Late arrival before the register is closed Attending	Late arrival before the register is closed Attending
K		Attending education provision arranged by the local authority Attending
V	Educational trip or visit Attending	Attending an educational visit or trip Attending
P	Participating in a supervised sporting activity Attending	Participating in a sporting activity Attending
W	Work experience (only for year 10 onward) Attending	Attending work experience (arranged by the school) Attending
B	Offsite educational activity Attending	Attending any other approved educational activity Attending
D	Dual registered at another school Recorded as attending/absent at each school	Dual registered at another school Not possible attendance (recorded as attending at the other school)
C	Leave of absence granted by the school Authorised absence	Exceptional circumstance (application must be made in advance) Authorised absence
C1		Participating in a regulated performance or undertaking regulated employment abroad Authorised absence
C2		Subject to a part-time timetable Authorised absence

Code	2023-24 Academic Year	From August 2024
H	Family holiday granted by the school Authorised absence	
M	Medical or dental appointment Authorised absence	Attending a medical or dental appointment Authorised absence
J	At an interview with prospective employers, or other educational establishment Attending	
J1		Attending an interview for employment or for another educational institution Authorised absence
S	Study leave Authorised absence	Studying for a public examination Authorised absence
T	Traveller absence Authorised absence	Parent travelling for occupational purposes Authorised absence
R	Religious observance Authorised absence	Religious observance Authorised absence
I	Illness (not medical or dental) Authorised absence	Illness (not medical or dental) Authorised absence
E	Excluded but no alternative provision made Authorised absence	Suspended or permanently excluded and no alternative provision made Authorised absence
Q		Unable to attend due to lack of access arrangements Not a possible attendance
Y	Unable to attend due to exceptional circumstances Not a possible attendance	

Code	2023-24 Academic Year	From August 2024
Y1		Unable to attend due to transport normally provided not being available Not a possible attendance
Y2		Unable to attend due to widespread disruption to travel Not a possible attendance
Y3		Not able to attend due to part of the school premises being closed Not a possible attendance
Y4		Unable to attend due to the whole school site being unexpectedly closed Not a possible attendance
G	Holiday not granted by the school or in excess of the period determined by the school Unauthorised absence	Holiday not granted by the school Unauthorised attendance
N	Reason for absence not yet provided (default code when present not entered) Unauthorised attendance	Reason for absence not yet established (default code when present not entered) Unauthorised attendance
O	Absent without authorisation Unauthorised attendance	Absent in other or unknown circumstances Unauthorised attendance
U	Late arrival after the register is closed Unauthorised absence	Late arrival after the register is closed Unauthorised absence
#	Planned whole school closure (INSET days) Not collected	Planned whole school closure (INSET days) Not collected

Appendix 3 - Request for absence in exceptional circumstances

Details of young person/persons at Lighthouse school:			
First Name:	Surname:	Year Group and class:	Address:
First day of absence:		Date due back in school:	
Length of absence applied for (number of school days only):			
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend	First Name	Surname	School
Parent/Carer contact details	Name:	Telephone:	Email:

Please complete if you are going on Holiday during term time.

Date and time of departure:	
Place of departure (e.g. address of airport, train station, coach):	
Transport details (e.g. flight number, name of airline or train company):	
Destination Address:	
Date of return home:	
Emergency contact details of someone who is staying in West Yorkshire (Please include, name, address, postcode and telephone number and relationship to young person):	

Statutory Declaration

Legal responsibility

All young people aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is a parent / guardian's responsibility to ensure the regular school attendance of their young people and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Lighthouse school policy

Parent/carers do not have the right to remove their young people from school in term-time. The principal will decide whether an absence should be authorised. The principal will only authorise absence in term time when there are exceptional reasons for a young person to miss school. The cost, convenience or availability of a particular holiday will not be taken into consideration. If an absence has not been authorised by the Principal and parent/carers remove their young person from school, their young person's absence will be recorded as unauthorised in the class register.

Fines

Lighthouse school is required to follow government guidance including considering the appropriateness of issuing penalty notices in accordance with Department for Education 'Working together to improve school attendance 2024'. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. For more information regarding penalty notices please refer to [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance-2024).

Parent/carers Full Name:

Parent/carers Full Name:

Signature:

Signature:

Date:

Date:

To be completed by the school

Student Details					
Name		Class		Last Year Attendance	Current Attendance
				%	%
				%	%
				%	%
Historic Term Time Absence					
Details of any term time absence in the last 3 years (include reason for absence, duration, authorised/not authorised, penalty notice information)					
Absence Request Outcome					
Authorised	Y	N	Number of school days authorised:	Reason for decision:	
Not authorised	Y	N	Number of school days not authorised:	Reason for decision:	
Is the requested absence during exams		Y		N	
Principal Signature:					

{Date}

Dear

Your request for absence in term time

I refer to your request to take [your young person/young people or name/s] out of school between [date] and [date].

Regulations in relation to term time holidays on 1st September 2013, make it clear that schools are no longer allowed to authorise holidays during term time. As a result, only exceptional circumstance leave can be authorised by the principal and must be applied for prior to the leave being taken.

We have considered your application and as such [(XXX)] days will be authorised as we deem these days to be exceptional circumstances. The remainder of this leave has **not** been agreed.

I have not made this decision lightly. Our school is dedicated to the education of all our students and believes regular attendance through the year is essential to every young person's success and fulfilment.

Each request for an absence in term time is considered on its merits at the time. Please note that my decision in this instance does not set a precedent and does not mean I will agree to a similar request, from you or other parent/carers, in the future.

Please do not hesitate to contact the school if you have any queries that you would like to discuss about this matter.

Yours sincerely,

Emma Sullivan
Principal

{Date}

Dear

Your request for absence in term time

I refer to your request to take [your young person/young people or name/s] out of school between [date] and [date].

In this case, I regret I cannot consent to your request. Regulations in relation to term time holidays on 1st September 2013, make it clear that schools are no longer allowed to authorise holidays during term time.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our students and believes regular attendance through the year is essential to every young person's success and fulfilment.

I have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, my decision in this instance cannot be directly compared with decisions made by the school in the past, and nor does it set a precedent. It does not mean I will not agree to a similar request, from you or other parent/carers, in the future.

I appreciate this is not the outcome you were looking for.

Please do not hesitate to contact the school if you have any queries that you would like to discuss about this matter.

Yours sincerely,

Emma Sullivan
Principal

Appendix 6 – General messages about the importance of attendance

{Date}

Dear

School Attendance

At Lighthouse school we recognise that sometimes our students cannot come to school because they are unwell - and that's the right thing to do for them and other students. Medical advice is clear however that young people with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my young person too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) is designed to support parent/carers in their decision making about mild illness.

We also know that students fall behind their friends and classmates when they miss school. At Lighthouse school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all our students in school, on time, every day. We are building life skills, life-long friendships and preparing your young person for future success.

Lighthouse school would really appreciate your help and support ensuring that your young person comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet with our family liaison officers if there is anything we can do to support you or your young person. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have concerns about your young person's attendance.

Yours sincerely,

Emma Sullivan
Principal

{Date}

Dear

Absences from school

I am writing to inform you that [your young person's or name's] **attendance for this academic year has fallen below 95%.**

The Department for Education states that good attendance is 95% or better.

Whilst we understand that the reasons, such as illness, may not be within anyone's control. We ask for your support to encourage [young person's name's] attendance wherever possible.

Our school acknowledges that each family's circumstances are different and works in partnership with parent/carers to provide the best education for every young person. We are here to help if you'd like support in helping [young person's name] attend school. Please contact us if you would like to discuss this further.

To ensure that any future absence is authorised, please provide medical evidence.

The welfare of our students is of paramount importance to us, and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Yours sincerely,

Emma Sullivan
Principal

{Date}

Dear

Absences from school

I am writing to inform you that [your young person's or name's] **attendance for this academic year has fallen below 90%.**

The Department for Education states that good attendance is 95% or better.

Whilst we understand that the reasons, such as illness, may not be within anyone's control. We ask for your support to encourage [young person's name's] attendance wherever possible.

Our school acknowledges that each family's circumstances are different and works in partnership with parent/carers to provide the best education for every young person. We are here to help if you'd like support in helping [young person's name] attend school. Please contact us if you would like to discuss this further.

To ensure that any future absence is authorised, please provide medical evidence.

The welfare of our students is of paramount importance to us, and we believe that regular attendance throughout the year is essential for their success and fulfilment.

I therefore request that you contact the school's Family Liaison Officer to arrange a meeting to discuss this.

Yours sincerely,

Emma Sullivan
Principal

{Date}

Dear

Absences from school

I am writing to express my concern at **[your young person's or name's]** recent high levels of unauthorised absence from school.

[your young person's or name's] attendance for this academic year is [%]

The Department for Education states that good attendance is 95% or better. Your young person's attendance for this academic year has fallen below 90%. The DFE classifies students who miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year) as persistent absentees.

Our school acknowledges that each family's circumstances are different and works in partnership with parent/carers to provide the best education for every young person.

The welfare of our students is of paramount importance to us, and we believe that regular attendance throughout the year is essential for their success and fulfilment.

I therefore request that you contact the school's Family Liaison Officer as a matter of urgency to arrange a meeting with us to discuss this.

To ensure that any future absence is authorised, please provide medical evidence.

Yours sincerely,

Emma Sullivan
Principal