



Wallington High School for Girls

Attendance and Punctuality Policy 2023-24

CONTENTS

1. Aims of this policy.....	2
2. Roles and responsibilities	2
3. Process of recording attendance.....	3
4. Process for recording student absence	4
5. Requests for leave of absence.....	5
6. Monitoring attendance and punctuality	5
7. Supporting attendance	5
8. Supporting punctuality	7
9. Students with medical needs or special educational needs	9
10. Children missing education	9

Appendices

1 Sutton’s Penalty Notice Code of Conduct (2023)	10
2 Application for student leave form	11
3 Attendance letters of concern	12
4 DfE ‘Working together to improve school attendance’ (2024)	15
5 DfE ‘Keeping Children Safe in Education’ (2023).	16
6 Sutton’s Attendance Graduated Response (2023)	17
7 Sutton’s Supporting Students with Medical Needs Policy (2024)	18

MONITORING AND EVALUATION BY	Senior Leadership Team and Headteacher
APPROVED BY	Local Governing Body
APPROVAL DATE	April 2024
EFFECTIVE DATE	April 2024
PERIOD OF REVIEW	1 year
DATE OF NEXT REVIEW	April 2025

Policy Notes

Policy may be subject to review and revision at any time by the Wallington Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Wallington Local Governing Body.

Wallington High School for Girls: Attendance and Punctuality Policy

1. Aims of this policy

Wallington High School for Girls aims to encourage and assist all students to achieve excellent levels of attendance and punctuality. We will work together with all stakeholders in order to ensure the achievement of high levels of attendance and punctuality for all students. Our intention is to enable all students to take full advantage of the educational opportunities available to them.

This policy should be read in conjunction with the Behaviour for Learning Policy. This policy is based on DfE guidance 'Working together to improve school attendance' (2024): https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf (Appendix 4) and DfE guidance 'Keeping Children Safe in Education' (2023) (Appendix 5).

Good attendance and punctuality at school is vital for students to achieve their full educational potential. Students with good attendance records benefit in the following ways:

- continuity of learning which makes progress and retention easier;
- enhanced performance in examinations;
- continuity of relationships and friendships;
- good references for further education or employment;
- good habits are formed for later life;
- emotional wellbeing and health benefits.

It is expected that all students aim for at least 97% attendance each year. At WHSG:

- 97-100% attendance is defined as **expected**
- 95 – 96% attendance is defined as **satisfactory**
- Below 95% but above 90% is defined as **a cause for concern**
- Below 90% is defined as **a serious cause for concern**

The school understands that there are exceptional circumstances when levels of attendance may fall below 97% or even 95% for reasons beyond the student or parents' control, however these are very rare.

A student's progress is severely hampered if they do not regularly attend school. Where absence escalates and students miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), this is classed as 'persistent absence' (PA) by the DfE. If this continues from Years 7 to 11, a total of six months' education will be lost. An attendance record of 80% is equal to 1 day missed per week. If this continues from Years 7 to 11, a total of one year's education will be lost. Students who are absent from school more than they are present (those missing 50% or more of school) are classed as 'severely absent' (SA). It is the legal responsibility of every parent to make sure that their child attends school on time every day that the school is open.

2. Roles and responsibilities

2.1 The School

Wallington High School for Girls expects students to attend school regularly and to arrive on time in a fit condition to learn. We will encourage excellent attendance and will investigate all unexplained and unjustified absenteeism. Should attendance or punctuality give cause for concern, we will work closely with parents/carers and provide appropriate support in order to improve attendance and /or punctuality.

We encourage good attendance and punctuality in the following ways:

- school targets are set and individual targets are set where necessary;
- attendance information is sent to parents/carers regularly to assist them in monitoring their child's attendance;
- regular promotion of excellent attendance in assemblies, the student bulletin, the 'Wallington Week' and at Parents' Evenings;
- termly analysis of attendance figures and trends for individuals, year groups and the whole school;
- termly reports to Governors;
- computerised registration system which allows every lesson to be monitored;
- an Attendance Officer for Secondary and Sixth Form dedicated to the administration of attendance including the follow-up of absence and lateness;
- contact with parents/carers on the first day of absence;
- a working partnership with the Borough's Schools Attendance Service;
- support for students and parents/carers where attendance and/or punctuality difficulties are emerging;
- attendance and punctuality as the responsibility of a member of the Senior Leadership Team who is also the Senior Attendance Champion.

2.2 Students

Students will ensure that they attend school regularly and on time. They will attend all lessons punctually and will not leave the school without permission. They will follow the procedures outlined in their planners for any requests for absence or appointments during the school day.

Where appropriate, students will bring in notes from parents/carers to explain absence and pass to the pastoral office for entry onto the registration system.

2.3 Parents and Carers

Parents/carers are legally responsible for ensuring their child's regular and punctual attendance and informing school of the reason for any absence on the first morning of any absence as per the DfE guidance 'Working together to improve school attendance' (2024).

Parents/carers can expect the school to keep them fully informed of their child's attendance/punctuality record. Parents/carers play a very important role in ensuring good attendance records of their child. Below is a list of suggested strategies:

- encourage full attendance;
- stress the importance of full attendance to your child;
- do not allow your child to have time off for minor complaints or illnesses: if they are well enough to be up and about they are generally well enough to attend school;
- monitor your child's attendance report carefully;
- try to book any medical or dental appointments out of school hours or make them for the very end of the day;
- ensure your child is punctual to school;
- inform the school of any absence;
- take any family holidays in school holidays, not during term time;
- if your child seems unwilling to attend, contact the school as soon as possible: do not let your child stay at home as this could set a precedent for the future.

3. Process of recording attendance

Registration is completed in each lesson using SIMS Lesson Monitor. Guidelines for marking the register in SIMS Lesson Monitor are in the staff handbook and all new staff are trained in the process.

The legally required morning and afternoon register is taken in registration period at 8.25am and in Period 5 at 2.00pm. If a student in Years 7-11 arrives after the register closes at 8.25am, they should report to reception to sign in. The School's Attendance Officer will mark the student as late on the register (L) and record the reason for lateness. If a student in Sixth Form arrives after the register closes at 8.25am, they should report to reception and use their electronic entry card to tap in on the reception reader (Year 12s who have not yet been issued with their card must present to Reception and sign in there).

If a student registers after 8.45am then this will be recorded as an absence for the morning session and the parent will be required to provide an explanation for the absence. The attendance team records all absences in accordance with the Department for Education (DfE) national codes (see Appendix 4).

4. Process for recording student absence

The School's Attendance Officer (Years 7-11) or Sixth Form Administrator (Sixth Form) must be informed on the first day of absence before 8.45am via email from the parent/carer (sent from the same email address currently notified to us on our administrative system), and **every subsequent day** before 8.45am if the absence continues. If there is no communication from parents/carers, then this will be automatically recorded as an unauthorised absence.

If your child has to leave school for an appointment during the school day please email the school at least 48 hours (two school days) in advance and include "appointment" in the subject of the email. To ensure the safeguarding of all our students we are unable to let a student leave school without parent/carer consent in Years 7-11.

Please contact the School's Attendance Officer (Years 7-11) or Sixth Form Administrator (Sixth Form) using this email address – attendance@wallingtongirls.org.uk

The following absences may be treated as authorised by the school:

- Illness under 3 days
- Medical or dental appointment (Parents/carers are encouraged to make appointments out of school hours. Where possible the student should only be out of school for a minimum amount of time necessary for the appointment.)
- Religious observance
- Close family bereavement up to 5 days
- Leave of absence authorised by the school
- Suspension

If a student has an unexpected absence:

We expect parents/carers to contact the school using the processes explained above. If no contact is received by parents/carers, the School's Attendance Officer (Years 7-11) and the Sixth Form Administrator (Sixth Form) will contact parents/carers of students with an unexplained absence on the first day of the absence by 9.30am. If no response is received by the end of the school day the School's Attendance Officer (Years 7-11) and the Sixth Form Administrator (Sixth Form) will call parents/carers.

If the absence continues in to the second day and no information has been received from parents/carers, the Head of Year will call the parents/carers.

If the absence continues in to a third day and no information has been received from parents/carers, the Assistant Headteacher/ Director of Sixth Form will contact parents to support a return to school and a meeting may be requested.

In order to authorise absence in certain circumstances the school may request further information from parents/carers. The school may ask for further evidence in the following circumstances:

- Illness of 4 consecutive days or more (we will request medical evidence in the form of a doctor's appointment, prescription or medical letter)
- Sporadic illness of 4 days or more across one half term (we will request medical evidence in the form of a doctor's appointment, prescription or medical letter)
- Any number of days illness that directly precedes or follows a school holiday (we will request medical evidence in the form of a doctor's appointment, prescription or medical letter)
- Delayed return to school as a result of traveling abroad (we will request original flight tickets for the return flight and travel arrangements).

5. Requests for leave of absence

Requests for leave of absence are not generally granted. If there are very exceptional circumstances where parents/carers must request a leave of absence, they must do so by completing an Application for Student Leave Form and writing to the Headteacher, including relevant evidence e.g. medical certificate, letter from employers etc. It is expected that requests will be made at least **two weeks** in advance. Parents/carers should obtain an Application for Student Leave Form (see Appendix 2) from reception or from the school website. On receipt of the completed form, the Headteacher, in consultation with the School's Attendance Officer, will decide whether to authorise or not, and will write to parents/carers. Each request will be considered individually.

If the request is granted, the expected date of the student's return will be included in the letter. It is unlikely a leave of absence will be granted for the purposes of a family holiday, trip or extended period of leave. If a student is absent during this period, it will be recorded as unauthorised and the following action will be taken:

- Parents/carers will receive a letter from the Headteacher;
- Parents/carers will be asked to attend a meeting or attendance clinic in school;
- The matter will be referred to the Attendance Service at Cognus for consideration for a Penalty Notice (See Appendix 1).

6. Monitoring attendance and punctuality

School attendance and punctuality data is monitored daily and weekly by the Form Tutor, half termly by the Heads of Year, the Assistant Headteacher with responsibility for Student Support and Behaviour and the Director of Sixth Form, and termly by the Headteacher and Governors. The school will benchmark attendance data against local, regional and national levels to identify areas for improvement. Attendance is reported to the Local and Trust Governing Bodies. The school sets annual targets for overall attendance figures in the Autumn Term each year. Attendance data is submitted to the DfE on a termly basis.

Good punctuality to both lessons and to school is expected of all students. We know that employers place great importance on punctuality and attendance and it is important for our students to understand the value of being on time. We recognise that parents/carers play a vital role and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents/carers, students and other agencies to resolve any punctuality problems.

7. Supporting attendance

When attendance data highlights issues with individual students' attendance immediate intervention is provided, targeted, monitored and evaluated by the Form Tutor and/or Head of Year. Below is the process the school employs to monitor and support students' attendance:

Years 7 to 11

Attendance Cause for Concern

- Form Tutors will contact parents when attendance falls below 95% - as directed by the Head of Year. The school will work closely in partnership with parents/carers to build strong relationships in order to support the young person. Heads of Year may ask parents to provide medical evidence in cases where the student has a persistent absence.

Stage 1

- Heads of Year will contact parents/carers when attendance falls below 90% and a Stage One Letter will be sent home.

Stage 2

- Should attendance continue to decline, then a Stage Two Letter will be sent home and a meeting arranged with parents/carers and the Head of Year/ Education Welfare Officer. The school will work closely in partnership with parents and external agencies to address any in or out of school barriers to attendance and or punctuality.

Stage 3

- If attendance does not improve the school will seek to work with external organisations and the Local Authority to help to remove barriers to school attendance.
- If this support has not been effective or has not been engaged with the school will work with the Local Authority to put formal support in place in the form of a Stage Three Letter, attendance contract or education supervision order and/or the issue of a Penalty Notice.

Sixth Form

An absolute minimum of 90% attendance for each subject is required by all students to guarantee entry to the relevant examinations. The school reserves the right not to enter students who fall below this level of attendance.

Attendance Cause for Concern

- Form Tutors will contact parents when attendance falls below 95% - as directed by the Head of Year. The school will work closely in partnership with parents/carers to build strong relationships in order to support the young person. Heads of Year may ask parents to provide medical evidence in cases where the student has a persistent absence.

Stage 1

- The Sixth Form Administrator or Assistant Head of Year will contact parents/carers when attendance falls below 92% and a Stage One Letter will be sent home and a phone call arranged with parents/carers.

Stage 2

- Should attendance continue to decline, then a Stage Two Letter will be sent home and a meeting arranged with parents/carers and the Head of Year/Student Support Officer. The school will work closely in partnership with parents and external agencies to address any in or out of school barriers to attendance.

Stage 3

- If attendance does not improve the Director of Sixth Form will seek to work with students and parents to help to remove barriers to school attendance. A Stage Three Letter will be issued during a parent meeting and an attendance contract will be implemented. Attendance below 90% for each subject may result in a student's withdrawal from exam entry.

Stage 4

- Where an attendance contract has not been successful a meeting will take place with the Deputy Head of School and Director of Sixth Form to discuss the student's place at the Sixth Form.

Statutory intervention

Once the school has exhausted all avenues of support and it is not working or being engaged with, the Headteacher will refer to the Local Authority for consideration of intervention or prosecution to protect the student's right to an education. Within Sutton it has been agreed to use Penalty Notices in the following circumstances:

- Penalty Notices for Unauthorised Absence from School
- Excluded pupils identified in a public place during specified days of exclusion
- Unauthorised term time leave (holidays taken during term time)
- Persistent late arrival at school (equivalent to a minimum of 10 sessions accrued in a six week period)

The Attendance Support Team will consider the issue of Penalty Notices for unauthorised absence to parents/carers. This will be where:

- Overall absence, within the previous six months, has fallen to 90% or below (10% or more absence);
- at least 50% of that absence remaining is unauthorised;
- or where there have been at least 10 sessions of unauthorised absence within the previous six weeks.

As of August 2024, the penalty for each parent is £80 for each child if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days of receipt of the notice. A second Penalty Notice issued to the same parent in respect of the same student is charged at a flat rate of £160 if paid within 28 days. Penalty Notices apply to pupils of statutory school age, which finishes on the last Friday in June of Year 11. Further information regarding a Penalty Notice can be found on the London Borough of Sutton Website: [Penalty Notices – Cognus](#)

What can I do if my child is starting to present with attendance difficulties?

These difficulties can present themselves in a number of different ways e.g. a reluctance to go to school, feigning illness, failure to attend school despite arriving to school, missing lessons whilst in school etc. If a problem seems to be emerging parents/carers should:

- talk to your child to try to ascertain if there are any problems or worries at school, on the journey to or from school or at home;
- contact the Form Tutor or Head of Year as soon as possible;
- seek advice from the Borough Schools' Attendance Service (BSAS);
- refer to Sutton's Attendance Graduated Response (see Appendix 6);
- seek advice from appropriate websites such as Family Lives (formerly Parentline) – www.familylives.org.uk and Advisory Centre for Education - www.ace-ed.org.uk
- attend parent workshops.

8. Supporting punctuality

Below is the process the school employs to monitor and support students' punctuality:

Years 7 to 11 and Sixth Form

Stage 1

- If a student in Secondary arrives after the register closes at 8.25am, they should report to reception to sign in and register. If a student in Sixth Form arrives after the register closes at 8.25am, they should report to reception and use their electronic entry card to tap in on the reception reader.

- The Attendance Officer will mark the student as late on the register (L) and record the reason for lateness.
- Unless there is an exceptional reason, the student will receive a negative point and a 20 minute Late Detention which will be sat that day.
- Parents/carers will receive an email informing them that their child has been late to school and that they have a detention.

Stage 2

- If a student is late to school more than 3 times in a half-term, and without a valid reason, they will receive a 60 minute detention and will be placed on a late report card.
- Parents/carers will be contacted by the Form Tutor informing them of the detention and the late report card.
- The student must not be late in the immediate 2 weeks after the student has been taken off report – this will be monitored by the Form Tutor and Head of Year. If the student is late they may be escalated to Stage 3.

Stage 3

- If there is no improvement in the number of lates to school a Headteacher's detention will be set and the student will be placed on red report to an Assistant Headteacher.
- Parents/ carers will be contacted by the Assistant Headteacher and a meeting will be arranged.

The school understands that many students travel by public transport and will take any known serious delays into consideration when reviewing a student's punctuality record.

Parents/ carers are reminded that it is part of the Home School Agreement that parents/carers 'ensure your child attends school regularly (holidays in term time cannot be authorised)' and that they are 'on time'.

9. Students with medical or special educational needs

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have a special educational need or disabilities. The right to an education is the same for all students and therefore the attendance ambition for these students should be the same as for other students. However, when working to improve attendance with these students the school should be mindful of the different barriers faced and put in additional support in place where necessary to help them to access their full-time education.

This can include:

- Making reasonable adjustments and consider specific approaches with parents
- Putting in place a Health Care Plan or Educational Health Care Plan
- Consider working with external partners
- Making referrals where appropriate
- Consider removal of barriers such as uniform or lunchtime arrangements
- Consider time limited phased return to school
- Ensure data is monitored regularly and targeted meetings occur

We will ensure that students unable to attend school because of health needs can access suitable and flexible education appropriate to their needs. As per Sutton's Supporting Students with Medical Needs Policy (2024) (Appendix 7), schools should inform the LA where students are likely to miss more than 15 days of school, and work with the family to ensure work is provided/provide educational provision whilst determining with the LA whether alternative provision should be provided under section 19 of the Education Act 1996.

The nature of the provision is responsive to the demands of what may be a changing health status. Each case will be based on a personalised approach but will always involve liaison between the school, student and parents / carers. The lead person in each case will be the Head of Year but students with medical needs will also be monitored by the allocated SLT member and the SENDCo.

Guidance in the DfE document 'Supporting students at school with medical conditions' - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (2015), is followed for all students with medical needs.

The 'First Aid & Medical Room Procedures', available in the First Aid Room, details the school's medical procedures.

10. Children missing education

Children missing education are children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

As per KCSIE (2023) 'children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.' If no explanation of unauthorised absence for an extended period occurs we will consult with the multi-agency safeguarding hub (MASH).

Under DfE guidance 'Children missing education: Statutory guidance for local authorities' September 2016, schools are obliged to investigate any student who fails to attend school. The London Borough of Sutton procedures will be followed where investigations fail to establish good reason for absence of more than 10 days.

Attendance is monitored through the daily registers. Monitoring of attendance occurs on a daily basis and is carried out by the Attendance Officer (Years 7-11) or Sixth Form Administrator (Sixth Form). Further monitoring takes place on a weekly, monthly and half termly basis by the Heads of Year. All unexplained absences are investigated. Following school action, which may include an attendance meeting with parents/carers, poor attendance may be referred to the Attendance Service at Cognus.

We will notify the London Borough of Sutton if a student is to be taken off the school roll or if a parent / carer decides to home school their child.

We will arrange full-time education for excluded students from the sixth school day of a fixed period exclusion.

Appendix 1

Sutton's Penalty Notice Code of Conduct (2023) -

<https://cognusorg.sharepoint.com/EAS/Inclusion/Shared%20Documents/Forms/AllItems.aspx?id=%2FEAS%2FInclusion%2FShared%20Documents%2FAttendance%2023%2D24%2FWebsite%2F%20%2D%20CODE%20OF%20CONDUCT%20Oct%202023%2Epdf&parent=%2FEAS%2FInclusion%2FShared%20Documents%2FAttendance%2023%2D24%2FWebsite&p=true&ga=1>



Wallington High School for Girls

APPLICATION FOR STUDENT LEAVE

Please complete this form if you are requesting a leave of absence for your child from Wallington High School for Girls **at least two weeks in advance of leave**. Students are expected to attend school throughout the school year and a leave of absence will only be approved in exceptional circumstances.

The Headteacher will consider any request for a period of absence using the following information:

1. The student's previous attendance history
2. The student's stage of education
3. The time of year
4. The nature and reason for the absence

Please allow 10 working days to receive a response regarding your request.

Please note if your child is out of school for a period of unauthorised absence, you may receive a fine from the Local Authority.

WHSG Student(s) Details

Full Name of Student(s)			
Tutor Group and Year			

Details of Absence Request

Start Date of Request		Date of Return to School	
Reason for Absence (Please provide as much detail as possible and include any relevant evidence e.g. medical certificate, letter from employers etc.)			

Parent/Carer details

Parent/Carer Full name			
Signature		Date signed	

For office use only

Date application received		No of days of absence being requested	
No of days absent this year		Date absences checked	
Application seen by (Please inset name)			
Attendance Officer		Headteacher/Director of Sixth Form	
Decision			
Decision reached (circle decision)	Authorised / Unauthorised / Partly Authorised		
Reason for decision and any additional details about partial authorisation			
Date decision reached		Date Parent/Carers informed	



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mrs T O'Brien BSc MEd
Woodcote Road, Wallington, Surrey, SM6 0PH
Telephone 020 8647 2380
Facsimile 020 8647 2270
info@wallingtongirls.org.uk
www.wallingtongirls.org.uk

Parent's Name
Address

Date

RE: Stage One Attendance Letter

Dear [Parent's/ Carer's Name],

[Student Name]

I am writing to inform you of my concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date], I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student. It is our legal duty to inform parents of students whose attendance is below our expectations even when we have been made aware of the reasons for these absences. Attendance below 90% is categorised as persistent absenteeism and is a concern.

The following information outlines how important good attendance to school is:

Above 97% - this equals less than 6 days of absence a year, 30 lessons missed
Excellent attendance. These young people will almost certainly get the best grades they can, leading to better prospects for the future. Students will also form positive habits for attendance which will help in the future.
96% - this equals 7 days of absence a year, 35 lessons missed
These students are likely to achieve good grades and form a habit of attending school regularly. Students who take a 2 week leave of absence every year can only achieve a maximum of 95% attendance, and will miss 40 lessons.
90% - this equals 19 days of absence a year, 95 lessons missed
Young people in this group are missing a month of school per year. The Government classifies young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could be passed to the Education Welfare Officer with the possibility of legal action being taken by the Local Authority.

Should there be no improvement to [student's name] attendance you will receive a Stage Two attendance letter and you will be required to come into school for a meeting with the Head of Year. We may also need to involve the Attendance Service at Cognus who works with families needing support in getting their children to school and who may impose a penalty notice.

Only by working together can we ensure that [student's name] attendance improves and they therefore achieve success at school.

Yours sincerely

Mrs O'Brien
Headteacher
Wallington High School for Girls



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mrs T O'Brien BSc MEd
Woodcote Road, Wallington, Surrey, SM6 0PH
Telephone 020 8647 2380
Facsimile 020 8647 2270
info@wallingtongirls.org.uk
www.wallingtongirls.org.uk

Parent's Name
Address

Date

RE: Stage Two Attendance Letter

Dear [Parent's/ Carer's Name],

[Student Name]

Following on from my previous letter, I am writing to inform you of my ongoing concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date], I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see.

It is our legal duty to inform parents of students whose attendance is below our expectations even when we have been made aware of the reasons for these absences. Attendance below 90% is categorised as persistent absenteeism and is a concern, therefore, parents/carers are requested to attend a meeting at school on [insert date and time] with the Head of Year.

If absence doesn't improve the school will seek to work with external organisations and the Local Authority to help to remove barriers to school attendance. If this support has not been effective or has not been engaged with the school will work with the Attendance Service at Cognus to put formal support in place in the form of a Stage Three Letter, attendance contract or education supervision order and/or the issue of a Penalty Notice.

Only by working together can we ensure that [student's name] attendance improves and they therefore achieve success at school.

Yours sincerely

Mrs O'Brien
Headteacher
Wallington High School for Girls



Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Headteacher: Mrs T O'Brien BSc MEd
Woodcote Road, Wallington, Surrey, SM6 0PH
Telephone 020 8647 2380
Facsimile 020 8647 2270
info@wallingtongirls.org.uk
www.wallingtongirls.org.uk

Parent's Name
Address

Date

RE: Stage Three Attendance Letter

Dear [Parent's/ Carer's Name],

[Student Name]

Following on from my previous letters, I am writing to inform you of my continued concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date], I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see. As a result of this, a referral has now been made to the Attendance Service at Cognus.

The school has a clear policy regarding attendance and leave of absence. The policy is in place to ensure students achieve their full potential as there is a clear link between poor attendance and underachievement. In this case, it is felt the policy has not been followed and, therefore, parents/carers are requested to attend a meeting at school on [insert date and time] with the Education Welfare Officer, Head of Year and Assistant Headteacher to discuss this further.

Yours sincerely

Mrs O'Brien
Headteacher
Wallington High School for Girls

Appendix 4

DfE 'Working together to improve school attendance' (2024) –
[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024 .pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf)

Appendix 5

DfE 'Keeping Children Safe in Education' (2023) -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161275/Keeping_children_safe_in_education_2023_part_one.pdf

Appendix 6

Sutton's Attendance Graduated Response (2023) –

<https://cognusorg.sharepoint.com/EAS/Inclusion/Shared%20Documents/Forms/AllItems.aspx?id=%2FEAS%2FInclusion%2FShared%20Documents%2FAttendance%2023%2D24%2FWebsite%2FAttendance%20%2D%20Graduated%20Response%20%2D%20V1%2Epdf&parent=%2FEAS%2FInclusion%2FShared%20Documents%2FAttendance%2023%2D24%2FWebsite&p=true&ga=1>

Sutton's Supporting Students with Medical Needs Policy (2024) –
[Supporting pupils at school with medical conditions – Cognus](#)