



Attendance Policy



Staff Responsible:	Miss L Elliott
Governor Committee:	Teaching & Learning
Status & Review:	September 2026
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1. Aims

School attendance is a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance at school can have a significant impact on: academic achievement, knowledge acquisition, social development, embedding effective routines and building strong relationships. Town Farm School aims to meet its obligations with regards to school attendance by:

- Ensuring a child centred approach towards attendance
- Ensuring all stakeholders understand their role and collective responsibilities to promote excellent attendance
- Working with families as soon as possible to ensure excellent attendance for all children
- Following guidance and processes set out by the Department for Education and Surrey
- Recognising improved and excellent attendance in groups of children and individuals

Excellent attendance begins with Town Farm being a place where pupils want to be and therefore the foundation of securing excellent attendance is that school is a calm, orderly, safe and supportive environment where all pupils are keen and ready to learn. Some of the ways that Town Farm encourages children to attend school regularly are by:

- Ensuring a culture rooted in strong values, high expectations, belonging and connectedness
- Being a school that places restorative practises (relationship building and maintaining) and unconditional positive regard at the fore front of everything it does
- Offering a challenging and exciting, world class curriculum that meets the needs of all pupils
- Having an excellent pastoral team, embedding the use of Zone of Regulation and an effective PSHE scheme
- Offering a comprehensive range of clubs, trips and learning experiences to enhance pupil's cultural capital

- Embedding a clear behaviour system that both rewards children and applies consequences consistently

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Recognising the importance of school attendance and promoting this across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly reviewing attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance

3.2 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy
- Supporting staff with monitoring the attendance of individuals and groups of pupils and reporting it to governors
- Referring children to Surrey County Council who may then decide to issue a fixed penalty notice

3.3 The Designated Senior Leader responsible for attendance (Senior Attendance Champion)

The Senior Attendance Champion at Town Farm School is Miss L Elliott

Contact details are 01784 254380 info@town-farm.surrey.sch.uk

The Senior Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement and training staff
- Evaluating and monitoring expectations and processes

- Having an oversight of data analysis
- Devising targeted intervention and support to pupils and families and referring families to external agencies for support
- Where early support has not been successful, devising formal Attendance Agreements and issuing a Notice to Improve to parents

3.4 The Attendance Officer

The school attendance officer:

- Monitors day to day attendance data across the school and at an individual pupil level
- Benchmarks attendance data to identify areas of focus for improvement
- Will contact parents/carers as soon as possible when a pupil fails to attend and where no message has been received to explain the absence.
- Make initial enquiries to parents/carers of pupils who are attending irregularly and/or have persistent lateness, expressing the school's concerns and clarifying the school's expectations regarding regular school attendance
- Provides regular attendance reports to school staff and reports concerns about attendance to the Senior Attendance Champion and the headteacher
- Arranges calls and meetings with parents to discuss attendance issues alongside the Senior Attendance Champion
- Sends out all attendance letters to parent/carers

3.5 Class teachers

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct register codes, and submitting this information to the school office in a timely manner
- Promoting excellent attendance and punctuality
- Noticing patterns of lateness/absence and informing the Attendance Officer in a timely manner
- Using restorative approaches to build strong relationships with pupils and parents/carers
- Creating a safe and stimulating classroom environment where there are effective routines and rules in place
- Understanding risk and protective factors for all children they teach to identify barriers and possible ways to overcome them
- Providing academic and emotional support to children who experience attendance challenges

3.6 Teaching Assistants and Learning Mentors

Teaching Assistants and Learning mentors are responsible for:

- Being vigilant in identifying attendance patterns and report concerns to the class teacher
- Using restorative approaches to build strong relationships with pupils and parents/carers
- Providing individualised support to children who may be struggling with attendance

- Promoting excellent attendance and punctuality
- Supporting pupils with special educational needs so they receive the necessary support to overcome attendance barriers and participate in school activities

3.7 Parents/carers

Parents/carers are expected to:

- Encourage a positive attitude towards education and regular attendance
- Ensure their child attends school every day
- Ensure their child attends on time by establishing good routines
- Call the school to report their child's absence before 8.45am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Only request leave of absence in exceptional circumstances and do so in advance in writing
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Engage and work with the school when barriers to attendance have been identified
- Promote good health practises, including proper nutrition, regular exercise, and adequate sleep - a healthy child is less likely to miss school due to illness

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Procedure

- The attendance register will be taken at the start of the morning session of each school day and once during the afternoon session. This is the responsibility of the class teacher.
- On each occasion the teacher will record whether the pupil is present (/) or no reason yet provided for the absence (N).

Any amendment to the attendance register will be undertaken by the attendance officer.

See appendix 1 for the DfE attendance codes.

School will also record:

- Whether the absence was authorised or not (any authorisation is at the headteacher's discretion)
- 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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

4.2 Lateness and Punctuality

Pupils must arrive in the classroom by 8.45am on each school day and by 9.00am in Nursery.

The register for the first session will be taken at 8.45am for years R-6 and 9.00 am in Nursery. It will be kept open until 9.15am when the register will close, and 9.30 am for Nursery. The register for the second session will be taken at 12.30pm for Nursery and Reception classes, 12.45pm for years 1 and 2 and 1.00pm for years 3-6 and will be kept open until 1.00pm, 1.15pm and 1.30pm respectively, when the register will close.

If a child arrives after this time, they will be given a U code which counts as an unauthorised absence and is therefore liable for penalties.

4.3 Unplanned absence

Parents/carers must notify the school by telephone on the first day and every day thereafter of an unplanned absence by 8.45am or as soon as practically possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity (or frequency) of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide the school with medical evidence e.g GP appointment card, text or email confirmation of contact with a medical team, prescription document or another appropriate form of evidence. School will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness and/or the evidence provided, the absence will be recorded as unauthorised and parents will be notified of this.

If your child's attendance falls below 90%, you may also be asked to provide appropriate medical evidence for all further periods of absence.

4.4 Planned absence

Attending a medical or dental appointment will be recorded as an authorised absence, provided advance written notification is given to the school. Where a child is well enough to attend school, they are expected to attend before and/or after the appointment, as appropriate. Children should not be absent for the entire school day unless this is necessary due to the timing or nature of the appointment.

We strongly encourage parents/carers to make these appointments out of school hours where possible. When appointments during school hours are unavoidable, the school office should be notified in advance in writing of the date and time of the appointment and when the child will be collected and/or returned to school.

Applications for other types of absence in term time must also be made in advance in writing. Information relating to whether the school will authorise such absences can be found in section 5.

4.5 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent for that entire session, using the appropriate code
- Any pupil who arrives after 8.45am will be recorded on the Inventory office system in case of any emergency drill.
- Late pupils will wait with their parent/carer until they are collected by a member of school staff and escorted to their classroom.

4.6 Following up absence

The school will follow up all absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. When a pupil does not attend, school will respond following statutory guidance as set out in the DfE Children Missing Education 2016:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 8.45am, the school will make reasonable enquiries to contact them that day by phone, text message or email, using all contacts for the family recorded on Arbor, in line with the duty under section 10 of the Children Act 2004. The school will also record that they have completed these procedures.
- On the second day of absence, if no contact has been made, further reasonable enquiries will be carried out. The type of procedure may include checking with other known relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. The school will also record that they have completed these procedures.
- If, by the end of the third day there has still been no contact made, the school may conduct reasonable enquiries e.g. conduct a home visit or inform social care
- If there is no response, the school will continue to try to contact the parent/carer and a meeting will be arranged with the attendance officer and a member of senior leadership team. In safeguarding cases, the local authority will be informed.
- Parents will be informed that if the absence persists a referral will be made to the local authority
- After 10 days of absence and if no contact made by the parent/carer a referral will be made to the school's Attendance Advice Officer
- Failure to comply with the expectations set by the school may result in further action
- If at any time during this process the school believes that non-reply to enquiries is out of character for the family or the school believes the child is in immediate danger or at risk of harm, a referral will be made to children's social care and/or a police welfare check will be requested.

4.7 Reporting to parents

Attendance will be reported to parents three times per academic year via the autumn and spring Parent's Evening and the summer term written report. Attendance will be reported as a percentage on these reports.

5. Authorised and unauthorised absence

5.1 Granting approval for term-time absence

At Town Farm School we expect that every child will attend school every day. The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. If a situation arises where a parent feels they need to request a leave of absence in exceptional circumstances, the parent whom the child lives with must apply in writing, to the Headteacher at least two weeks prior to the proposed absence using the application for leave of absence form which can be accessed via the school office or on the school website.

In line with DfE guidance, school will not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted at the Headteacher's discretion.

5.2 Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.

2. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days.

There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carers per child**, in the Magistrates Court under s 444 Education Act 1996.

Absence (per parent, per child)	If paid within 21 days	If paid within 22 – 28 days	After 28 days
First absence (since 19 th August 2024)	£80	£160	Prosecution
Second absence (within 3 years of the first penalty notice)	£160	£160	Prosecution
Third absence (within 3 years of the first penalty notice)	n/a	n/a	Prosecution

Where an unauthorised or an authorised leave of absence is less than 5 days but there is reported sickness in the preceding or following days which takes absence to 5 days or more, and where historically there has been a pattern of such absences, the school may consider issuing a Fixed Penalty Notice if there is no accompanying medical evidence. This also applies to sickness days preceding or following school holidays.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

5.3 Deleting a pupil from The Admission Register:

A pupil's name can only be removed from roll in certain circumstances, for example:

- (i) on the day that it is confirmed the child starts at another educational provision
- (ii) where a pupil was granted a leave of absence in exceptional circumstances and fails to return.

In these cases a referral will be made to the local authority.

Full school procedures for children missing education and the removal of a child's name are set out in the school's Safeguarding and Child Protection Policy and will be followed.

Elective Home Education (EHE) is an option that some parents/carers choose after removal from roll, where they take responsibility for providing education to their child at home.

Parents/carers must put in writing their wish to EHE their child and the school will then complete a referral form and inform the local authority.

6. Attendance monitoring

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

The school will benchmark its attendance data at whole school, year group and cohort level against local and national levels to identify areas of focus for improvement, and share this with the governing board.

6.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

6.2 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.3 Strategies for promoting attendance

School promotes both excellent attendance and most improved attendance for pupils and groups of pupils. Each week, in Celebration Assembly, the classes in 1st, 2nd and 3rd places for best attendance that week are announced. The class with the most improved attendance is also shared. First place and most improved classes leave assembly first and are rewarded with 10 minutes extra reward time.

Each term, the class that has the highest attendance percentage and the most improved attendance have a mufti day.

During our Prize Giving evening in the summer term, all pupils who have achieved 100% attendance is given a special certificate.

6.4 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. Reducing any persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education 2025
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Levels of communication

Attendance Levels	What happens at each stage?
Level 1	Phone call to parents/carers to discuss barriers to regular attendance
Level 2	Letter 1 issued as attendance is a concern Attendance to be monitored (every 15 days)
Level 3	Phone call or meeting in school offered to parents/carers to discuss barriers to regular attendance Informal support plan created between parents/carers and school, if necessary In school support measures put in place, if necessary Attendance to be monitored (every 15 days)
Level 4	Letter 2 issued as medical evidence is now required Attendance to be closely monitored (every 15 days)
Level 5	Parents/carers meeting in school offered Attendance Agreement put in place Further supportive measures put in place, if necessary – these may include referrals to outside agencies such as The Family Centre, Children's Services, CAMHS Attendance to be closely monitored (every 15 days)
Level 6	Review meeting in school offered to assess the actions from the Attendance Agreement Attendance to be closely monitored (every 15 days)
Level 7	Second Review Meeting to assess the actions from the Attendance Agreement If no improvement, warning of penalty notice via a Notice to Improve letter and/or a referral to Surrey for an Interview Under Caution (IUC)

	Attendance to be closely monitored (15 days)
Level 8	School to refer parents/carers to Surrey for legal intervention

7. Nursery procedure

Children should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents/carers must notify the school by telephone on the first day of absence and everyday thereafter. The register closes at 9.30am and 1.00pm. Messages of absence from parents are passed to the key worker.

If a child is absent without an explanation for 2 days, the Attendance Officer will contact parents to ascertain the reason for the absence. If the child is known to social care, this service will be informed of the unauthorised absence on the first day.

If this does not produce a satisfactory explanation, The Senior Attendance Champion will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name may be removed from the register and the place allocated to another child on the waiting list. The local authority will be informed that the child has left the nursery.

Children can sometimes be reluctant to attend school. If this is the case, communication between home and school is the best way to support children's well-being and attendance needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any issues together.

Where a child's attendance is irregular or persistently low, the Senior Attendance Champion will contact the parents/carers to discuss any concerns and monitor future attendance. Parents/carers may be requested to complete a Nursery Attendance Commitment to support improved attendance. Where safeguarding or welfare concerns are identified, the school may seek advice from, or make referrals to, appropriate external agencies, in accordance with safeguarding procedures.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form.

8. Monitoring arrangements

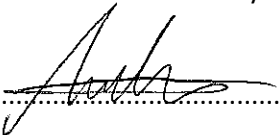
This policy will be reviewed as guidance from the local authority or DfE is updated and as a minimum annually by the Deputy Headteacher who has responsibilities for Behaviour and Attitudes. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding policy.
- Behaviour policy
- Teaching and Learning Policy
- SEND

- Medical and Intimate Care Policy

Signed:  (Headteacher)

Signed:  (Chair of Governors)

Date: 22 Sept 2026

Appendix 1: Coding Attendance in line with DFE guidance 2024:

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 Letters to Parents
Letter No. 1 (Attendance is a concern)

Dear Parent/Carer,

«forename» «surname»
Current Attendance -

During a recent review of our attendance records, we noted that «forename»'s attendance is currently **X%**, which means that they have missed **XX sessions** (two sessions equal one school day). Please find enclosed a copy of their Registration Certificate for your information.

Regular attendance and punctuality are essential to your child's learning, progress and wellbeing. We appreciate that some absences are unavoidable; however, we ask for your full support in ensuring that «forename» attends school every day and arrives on time.

If there are any circumstances affecting your child's attendance, or if you would like advice or support, please contact the school using the details at the top of this letter. We are committed to working with families to help every child achieve their full potential.

Thank you for your continued support.

Yours sincerely,



Miss L Elliott
Deputy Headteacher



Mrs Amy Chilton
HSLW / Attendance & Welfare

Letter No.2 (Medical Evidence required letter)

Dear Parent/Carer,

«forename» «surname»

Current Attendance -

Following our previous meeting/letter dated **[X date]**, we are writing to advise you that we remain concerned about «forename»'s attendance.

To support improved attendance, we now require medical evidence for any future absence due to illness. This will enable us to accurately authorise absences and continue to work with you to support «forename»'s regular attendance.

Acceptable medical evidence includes:

- An appointment card or confirmation text/email
- A named and dated prescription
- Medication purchased from a pharmacy for the specific illness
- A phone log showing attempts to contact your GP
- An email or text message from your GP confirming the illness has been recorded

Please note that photographs will no longer be accepted as medical evidence.

If medical evidence is not provided when requested, the absence will be recorded as **unauthorised**. Where more than **10 unauthorised sessions (equivalent to five school days)** are recorded, the school may refer the matter to **Surrey County Council**, who may consider issuing a **Fixed Penalty Notice** in accordance with statutory guidance.

We are committed to working in partnership with you to improve attendance and should you wish to discuss this further or require any support, please contact the school.

Yours sincerely,



Miss L Elliott
Deputy Headteacher



Mrs Amy Chilton
HSLW / Attendance & Welfare

Letter No. 3 (Attendance Contract)

Dear parent/carers,

**Re «forename» «surname»
Attendance:**

We previously wrote to you on [X date] regarding concerns about «forename»'s attendance and met with you on [X date] to discuss the reasons for their absences and the support available. Following this, we advised that medical evidence would be required for future illness-related absences to be authorised.

We note that attendance remains a concern and that appropriate medical evidence has not been provided for some absences, which have therefore been recorded as unauthorised.

We would like to invite you to a meeting to complete a formal Attendance Agreement and discuss the next steps to support improved attendance.

Date: Thursday 28th November

Time: 9.15am

We are committed to working in partnership with you to help improve «forename»'s attendance. If you are unable to attend or wish to discuss this beforehand, please contact the school.

Yours sincerely,



Miss L Elliott
Deputy Headteacher



Mrs Amy Chilton
HSLW / Attendance & Welfare

Letter No. 4 (Referral to Local Authority)

Dear parent/carer,

Re «forename» «surname»

Attendance:

We have recently reviewed «forename»'s attendance and, despite the support and interventions we have put in place, we remain concerned that there has been little or no sustained improvement.

The support school has offered so far includes:

(Insert brief chronology of meetings, phone calls, letters, and other actions taken)

We want to reassure you that we are committed to working with you to support «forename»'s education and wellbeing. However, as attendance has not improved to the level required, we wanted to inform you that Town Farm has made a referral to Surrey County Council. This is to allow them to consider the next steps, which may include legal intervention.

We understand that this may be concerning news, and school are still here to offer our support to you and your child.

If you have any questions, or if there are any further challenges you would like to discuss, please do not hesitate to get in touch with us.

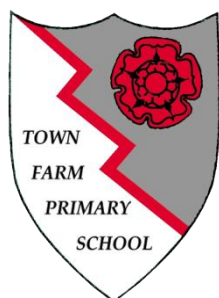
Yours sincerely



Miss L Elliott
Deputy Headteacher



Mrs Amy Chilton
HSLW / Attendance & Welfare



Appendix 3 Nursery Attendance Commitment

Town Farm Primary School

Nursery Attendance Commitment



Child's Name:		DOB	
Parent/Carer Name:		Class:	
Sessions:		Attendance Percentage:	
Date of Agreement:			

Parent/Carer Responsibilities

As a parent/carers, I will support my child's attendance in the following ways:

- I will ensure my child attends the sessions agreed at enrolment, recognising that regular attendance is important for their learning, development and overall wellbeing.
- I will inform the school as soon as possible if my child is unable to attend, providing clear reasons for absence.
- I will notify the school in advance of any planned holidays or extended absences.

The school maintains accurate attendance records and meets local authority funding requirements. Funded places are provided on the expectation of regular attendance. Where a child has repeated unexplained absences or does not attend regularly, this will be followed up and discussed with parents/carers. As part of our safeguarding responsibilities, attendance patterns are monitored to ensure children are safe, well and able to access learning. If attendance does not improve, or there is limited engagement, the school may review the place and, where necessary, withdraw it and offer it to a child on the waiting list.

Support

We recognise that families may face circumstances that affect attendance. We strongly encourage parents/carers to speak with nursery staff or our Home School Link Worker if they need advice, guidance or support, so that we can work together at an early stage to address any barriers.

Commitment

By signing below, I confirm that I have read and understood this attendance commitment and will work in partnership with the nursery to support my child's regular attendance.

Parent/Carer Signature:		Print Name:	
Date:			
Attendance Lead Signature:		Print Name:	
Date:			