

Example attendance policy on a page

Schools should clearly communicate their attendance policy with parents. Many schools have found it helpful to set out the key information on a single page, with visually appealing design, as we know that not all parents will read long, text-dense documents.

This document should make clear what you expect from parents, what they can expect from the school and how they can get support.

You can adapt the content below to fit with your school's policy.

In line with the Department for Education's guidance, we offer a supportive, stepped approach to improving attendance. We create a welcoming environment allowing every child to achieve and feel like they belong in our school community. We look forward to seeing children in school, every day and on time as much as possible.

[Insert key information such as: the morning routine, when the register opens and closes and how/who to contact if your child needs to be absent or for any questions/support with attendance].

We will always work with families to listen, understand and help with problems that might cause absence, whether in school or at home. If you need more support, a family help assessment with the local council, may be offered at any time.

Step 1: Identify & prevent - everyone

Our daily attendance processes are designed to support children and their families to achieve good attendance. We do this by regularly checking attendance, spotting any patterns early, encouraging good habits, and celebrating improvements. We also follow up quickly on absence and will contact you if we have any concerns so we can work together to support your child.

Step 2: Early support – below [XX]% attendance

If your child's attendance falls below [XX]%, we will contact you to let you know we are concerned and understand the reasons for absence. We will work with you to find ways to address issues and prevent further absence.

Step 3: Formal support – below [XX]% attendance

If absences continue, we will review the support in place with you and develop a personalised attendance contract with jointly agreed targets which we will review together regularly. At this stage, we'll contact you to arrange a meeting to discuss how we can best support you and your child.

Step 4: Formal review

We will invite you to a review meeting in the following half term. If attendance improves, we'll continue to monitor progress and support your child until it reaches the agreed level. If it doesn't improve, we will discuss next steps with you, including

whether we need to adapt the support, or issue a 'notice to improve' ahead of possible legal action.

Step 5: Legal action

If all avenues of support have been taken and they have not worked or been engaged with, or if support isn't the right tool, (such as if a holiday is taken in school time), legal action may be requested by the Local Authority under section 444 of the Education Act 1996. This might involve a penalty notice, prosecution, a parenting order or Education Supervision Order.

For more information, see our full attendance policy: [\[insert link\]](#).