



# Holy Trinity CE (C) Primary School

## Attendance Policy 2026

*Be Curious, Be Inspired, **Belong.***

At Holy Trinity, we want every pupil to grow into a curious thinker, an inspired learner, and a valued member of our school community. Our children will know they are seen, loved, and supported to thrive. They develop the character and confidence to show kindness, courage, respect, responsibility, perseverance, and togetherness. Through exploring new ideas and contributing positively to school life, our pupils flourish academically, socially, and spiritually as they prepare for life in today's Britain.

*Matthew 19 verse 14*

*"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

### Our School Values

- Kindness
- Courage
- Respect
- Responsibility
- Perseverance
- Togetherness

### 1. Purpose and culture

Holy Trinity CE (C) Primary School is committed to ensuring that every pupil attends regularly and punctually so that they can thrive academically, socially and emotionally. We

promote an inclusive and supportive culture where pupils feel safe, valued and able to learn.

Attendance is a safeguarding priority. When a child is not in school, we cannot be assured they are safe, therefore we treat unexplained and concerning patterns of absence as potential safeguarding indicators and respond proportionately and promptly in line with KCSIE 2025 and our Safeguarding and Child Protection Policy.

We follow the DfE statutory guidance Working Together to Improve School Attendance, including the expectation that we use a support first approach, while also fulfilling our legal duties around recording attendance and, where necessary, taking formal action through Staffordshire Local Authority.

## 2. Legal framework and statutory guidance

This policy is underpinned by:

- Working Together to Improve School Attendance, DfE, August 2024, statutory guidance, effective from 19 August 2024
- Keeping Children Safe in Education, September 2025, applies from 1 September 2025
- School Attendance (Pupil Registration) (England) Regulations 2024, effective 19 August 2024
- Children Missing Education, statutory guidance for local authorities and schools, updated September 2025
- School attendance legal enforcement information, including national penalty notice framework from the 2024 to 2025 school year
- Equality Act 2010 and relevant SEND duties, including reasonable adjustments and removing barriers
- Where Local Authority codes of conduct and processes apply, the school will operate in line with the Staffordshire Local Authority framework.

## 3. Key principles, support first approach

We use a support first approach as set out in statutory guidance, which means we:

- Expect, we set clear attendance expectations for pupils and families, and we promote regular attendance as the norm
- Monitor, we use timely attendance data and professional curiosity to identify emerging concerns early
- Listen and understand, we listen carefully to pupils and families, and we identify barriers to attendance
- Facilitate and support, we provide support, adjustments and interventions, including multi agency support where needed

- Formally escalate, when support is not improving attendance or where there are safeguarding concerns, we escalate appropriately
- Enforce, where necessary and appropriate, we work with the Local Authority on legal interventions, including penalty notices, in line with the national framework

We recognise that some pupils experience complex barriers, including SEND, mental health needs, medical needs, family adversity, or safeguarding vulnerabilities. We will be ambitious for these pupils, and we will remove barriers wherever possible through timely support and reasonable adjustments.

#### 4. Definitions and thresholds used by the school

A session is a morning or an afternoon registration period.

**Authorised absence** is where the school has accepted the reason for absence and has recorded it as authorised in line with regulations and guidance.

**Unauthorised absence** is where the school has not accepted the reason for absence, or no reason is provided.

**Persistent absence is attendance below 90 percent.**

**Severe absence is attendance below 50 percent.** Severe absence is a high risk safeguarding and wellbeing concern and requires rapid and intensive support, often multi agency.

Late after registers close is recorded as an unauthorised absence for that session.

#### 5. Expectations

##### 5.1 School expectations

At Holy Trinity C of E (C) School, we will:

- Create a welcoming environment where pupils want to attend
- Teach a curriculum that engages pupils and supports wellbeing
- Communicate clearly with families and provide accessible attendance information  
Monitor attendance daily, and act quickly when concerns arise
- Work in partnership with families, including early help and external services where appropriate
- Apply the national penalty notice framework appropriately and consistently, where support has not improved unauthorised absence

##### 5.2 Parent and carer expectations

Parents and carers are expected to:

- Ensure their child attends every day and arrives on time between 8.45 to 8.55am

- Inform school of absence on the first day and each subsequent day unless otherwise agreed
- Provide more than one emergency contact, and keep contact details updated
- Avoid booking holidays during term time
- Arrange routine appointments outside school hours wherever possible
- Engage with support and attend meetings to address attendance concerns

### 5.3 Pupil expectations

*Pupils are expected to:*

- Attend every day and on time
- Let a trusted adult in school know if they are worried about attending
- Engage with the support put in place to help them attend

## 6. Roles and responsibilities

### 6.1 Governing Board

*The Governing Board will:*

- Promote attendance through the school ethos and strategic oversight
- Ensure this policy and practice meets statutory requirements
- Receive regular attendance reports, including persistent absence, severe absence, groups analysis and trends
- Challenge leaders on attendance strategy, impact, and equitable practice
- Ensure leaders have capacity, training, and systems to deliver attendance improvement
- Hold the Headteacher to account for implementation

### 6.2 Headteacher

The Headteacher will:

- Ensure this policy is implemented consistently and fairly
- Ensure attendance is prioritised, resourced and monitored
- Ensure safeguarding responses are triggered where attendance indicates risk
- Oversee decisions about leave of absence in term time, and authorisation of absence
- Ensure statutory returns, notifications, and record keeping are completed correctly
- Work with the Local Authority and other agencies as required
- Authorise senior staff to act on their behalf where appropriate

### 6.3 Attendance Lead, senior leader responsible for attendance

The Attendance Leader will:

- Lead day to day attendance improvement strategy
- Monitor daily and weekly attendance, including groups analysis
- Oversee first day response and escalation processes
- Coordinate attendance support plans and targeted intervention
- Chair attendance meetings and ensure actions are logged and reviewed
- Ensure reintegration planning for pupils returning after longer absence
- Liaise with the DSL on safeguarding linked absence
- Liaise with the Local Authority attendance service and other agencies

#### 6.4 Designated Safeguarding Lead

The DSL and Deputy DSL will:

- Advise on safeguarding thresholds linked to attendance
- Ensure child protection procedures are followed where attendance indicates risk
- Support multi agency working
- Ensure the voice of the child is considered  
Record and share information appropriately

#### 6.5 Office staff

Office staff will:

- Receive and record absence calls, emails and messages promptly
- Maintain accurate attendance records and codes under the direction of senior leaders
- Support first day calling processes and ensure concerns are escalated quickly
- Maintain up to date contact details and emergency contacts

#### 6.6 Class teachers

Teachers will:

- Complete registers accurately and for the morning session and the afternoon session
- Promote attendance through classroom culture and relationships
- Report attendance concerns to the Attendance Lead promptly
- Support reintegration and check ins for returning pupils
- Contribute to attendance support planning where appropriate

### 7. Attendance registers and coding

- The attendance register is a legal document. The school will:
- Take registers twice daily and record attendance in the management information system
- Ensure staff are trained in accurate coding
- Maintain attendance data in line with statutory requirements and Local Authority processes

- Correct errors promptly and keep an audit trail where required

The school will use the appropriate national attendance and absence codes. Where clarification is needed, the school will seek additional information from parents and carers.

## 8. Reporting absence, first day response, and ongoing contact

### 8.1 How families report absence

Parents and carers must contact the school by **8.30 am** on the first day of absence and each subsequent day unless an alternative arrangement is agreed via the school office on: **01283 247550**. Please speak to Miss Smith our Office Admin or email [Attendance@holytrinity.staffs.sch.uk](mailto:Attendance@holytrinity.staffs.sch.uk)

The school will not accept absence explanations passed via children.

Where absence is due to contagious illness, parents and carers should also inform the school of likely duration.

### 8.2 First day response

If no contact has been received, the school will:

- Make contact with parents and carers on the first day
- Use all available contacts, including additional emergency contacts
- Consider whether the child is vulnerable, subject to a plan, or previously identified as at risk
- Escalate concerns to the DSL where appropriate
- If necessary, carry out wellbeing checks in line with safeguarding procedures

### 8.3 Prolonged or repeated absence

For prolonged absence or repeated patterns, the school will:

- Maintain regular contact, proportionate to the risk and the pupil's circumstances
- Agree actions and support with the family
- Seek advice from relevant professionals where appropriate
- Consider early help, pastoral support, or multi agency involvement

## 9. Authorising absence, illness, and medical evidence

We recognise that children will sometimes be absent due to illness or health needs.

Parents and carers should provide a clear reason for absence.

The school may request evidence where absence is frequent, prolonged, or where there is concern about the authenticity or pattern of illness. Evidence can include appointment

confirmations, prescription slips, discharge notes, clinician letters, or other reasonable documentation. We do not require evidence in every case and we will consider each case individually.

Where health needs are affecting attendance, the school will consider reasonable adjustments and supportive planning, which may include:

- A healthcare plan
- A phased return
- Temporary timetable adjustments where lawful and appropriate
- Referrals to supportive services through agreed pathways
- Pastoral or mentoring support

## 10. Medical and other appointments

Routine appointments should be arranged outside school hours wherever possible.

Where appointments must take place in school time, parents and carers should:

Notify the school in advance, with evidence where appropriate  
Bring the child to school before and after the appointment where possible  
Ensure the absence is only for the necessary period

## 11. Leave of absence in term time

Leave of absence in term time will only be authorised in exceptional circumstances, as determined by the Headteacher.

*Each request will be considered individually, taking account of:*

- The exceptional circumstances and their evidence
- The child's attendance record and pattern of absence
- The impact on learning and wellbeing
- Any safeguarding concerns
- The timing of the request and whether it was made in advance

Holidays and leisure trips will not normally be authorised.

If leave is not authorised and the child is absent, the absence will be recorded as unauthorised and may be considered for a penalty notice referral in line with the national framework.

## 12. Religious observance

Absence for religious observance will be authorised in accordance with relevant law and guidance. Families should notify the school in advance where possible.

The school will approach requests with respect, consistency and sensitivity.

### 13. Punctuality and lateness

Good punctuality is essential to learning and to the calm start of the day.

Registers are taken at the start of the morning and afternoon sessions.

Pupils arriving after the start time will be recorded as late.

If a pupil arrives after the register closes, this will be recorded as unauthorised absence for that session.

Persistent lateness will be monitored and addressed as an attendance concern, including support and, where appropriate, escalation through the Local Authority process.

### 14. Attendance monitoring and analysis

Attendance is monitored:

Daily, for immediate safeguarding and first day response via the school office team  
Weekly, for patterns, cohorts and targeted action with the Attendance Officer Jane Wells and the the Headteacher, Jade Wakefield.

Half termly and termly, for strategic review, governor reporting and evaluation

*We analyse attendance by groups, including:*

- Pupils with SEND, including those with EHCPs
- Pupils eligible for pupil premium
- Looked after children and previously looked after children
- Pupils known to safeguarding systems
- Pupils with medical or mental health needs
- Any other group identified through data and context

*We use attendance data to identify:*

- Emerging issues, for early support
- Persistent absence, below 90 percent
- Severe absence, below 50 percent
- Patterns such as Mondays and Fridays, particular lessons, recurring appointment times, anxiety linked absences, or patterns following particular events

### 15. Attendance support, graduated response

We use a graduated response that combines support with clear expectations. The precise pathway may vary depending on risk and need.

### Stage 1, early concern and prevention

Triggered when attendance begins to decline, or where patterns suggest risk.

*Actions may include:*

- Informal conversation with parent and pupil
- Class teacher check in and pastoral support
- Attendance information shared with parents
- Short review period agreed
- Support adjustments in school where needed

### Stage 2, targeted support and attendance meeting

Triggered when concerns persist, including where attendance is approaching persistent absence.

*Actions may include:*

- Attendance meeting with parent, pupil where appropriate, and Attendance Lead
- Barrier mapping, including safeguarding, SEND, health, family circumstances
- Agreeing clear actions and responsibilities
- Offering mentoring, SEMH support, or pastoral intervention
- Considering early help pathways
- Setting a review date and recording an attendance action plan

### Stage 3, attendance support plan and formal review

Triggered when attendance is persistently low, or when earlier support has not improved attendance.

*Actions may include:*

- Formal attendance support plan with measurable targets
- Multi agency involvement as appropriate
- DSL involvement where safeguarding thresholds are met
- More frequent monitoring and structured check ins
- Consideration of referral to Local Authority attendance services

### Stage 4, escalation, legal and enforcement consideration

Triggered when unauthorised absence continues despite support, or where parents do not engage with support, or where the situation requires statutory escalation.

*Actions may include:*

- Formal referral to Local Authority attendance team

- Consideration of penalty notice in line with national framework where thresholds are met
- Consideration of prosecution routes where appropriate
- Continued support alongside enforcement, because enforcement does not remove the school's safeguarding duty

## 16. Persistent absence and severe absence

### **Persistent absence, below 90 percent**

Pupils who are persistently absent will receive priority support. We will:

Hold an attendance meeting  
 Agree and document an attendance support plan  
 Review progress regularly  
 Escalate when necessary and appropriate

### **Severe absence, below 50 percent**

Severe absence is an urgent concern. We will:

Treat severe absence as a high risk safeguarding and wellbeing issue  
 Involve the DSL and consider social care and early help thresholds  
 Coordinate intensive multi agency support  
 Consider whether education is accessible and appropriate, including adjustments and medical needs planning  
 Maintain frequent contact with the family and pupil, proportionate to risk

## 17. Safeguarding, children missing education, and missing child response

We recognise that absence can indicate:

- Neglect
- Domestic abuse
- Child criminal exploitation
- Child sexual exploitation
- Mental health concerns
- Radicalisation risk
- Hidden harm

Where attendance gives cause for concern, staff will follow safeguarding procedures immediately, including contacting the DSL and recording concerns.

### **Children Missing Education**

The school will follow Children Missing Education statutory guidance, including making reasonable enquiries to establish the child's whereabouts and safety, and notifying the Local Authority where required.

We will not remove a child from roll without ensuring that safeguarding checks and statutory processes have been completed, and Staffordshire Local Authority notification requirements have been met.

### 18. Penalty notices and legal intervention

Penalty notices are issued under the national framework, with the Local Authority responsible for issuing and processing in most cases.

The national framework includes:

- A first penalty notice of 80 pounds per parent per child if paid within 21 days, rising to 160 pounds if paid within 28 days
- A second penalty notice within three years is 160 pounds per parent per child, with no reduced rate
- A third offence within three years leads to prosecution rather than another penalty notice

Schools are required to consider a penalty notice where a child has missed 10 or more sessions, meaning five school days, due to unauthorised absence.

Holy Trinity CE (C) Primary School will only consider requesting a penalty notice where:

- Absence is unauthorised and meets threshold expectations
- Support has been offered and has not secured sufficient improvement, unless the circumstances justify a quicker escalation
- There is evidence of non engagement or failure to secure regular attendance without good reason
- The request is consistent and proportionate, and the pupil's welfare and safeguarding needs have been considered

We continue to offer support even when enforcement is pursued.

### 19. Nursery attendance and compulsory school age

Attendance in Nursery is not compulsory. However, we strongly encourage good attendance because it supports learning, routines, communication and early development.

For children of compulsory school age, parents and carers have a legal duty to ensure regular attendance.

Where nursery attendance patterns indicate barriers or safeguarding concerns, the school will respond proportionately, including support, early help and safeguarding processes where needed.

## 20. Promoting and rewarding attendance

- We promote attendance through:
- Positive relationships and belonging
- Clear routines and calm starts
- Attendance education through assemblies and curriculum
- Celebrating improvement, effort and good habits, not only perfect attendance
- Working with pupils and school council on incentives
- Termly recognition such as certificates, where this does not create unfair pressure on pupils
- with legitimate medical needs

We will avoid approaches that unintentionally penalise pupils who have genuine health needs or disabilities, and we will celebrate progress as well as achievement.

## 21. Equality, inclusion and reasonable adjustments

We will act in accordance with the Equality Act 2010.

For pupils with SEND, disabilities, medical needs, or mental health needs, we will:

Identify barriers

- Make reasonable adjustments
- Work with families and professionals
- Use support plans and, where appropriate, reintegration planning
- We will not use blanket approaches that disadvantage vulnerable groups.

## 22. Record keeping, confidentiality and information sharing

Attendance records are sensitive information.

We will:

- Record accurately and promptly
- Store and share information securely
- Share information with relevant agencies where safeguarding or statutory attendance duties require it
- Maintain clear records of meetings, plans, actions and reviews

## 23. Monitoring, evaluation and review

This policy will be reviewed annually by the Headteacher and Governing Board, or sooner if legislation or statutory guidance changes.

The Governing Board will receive attendance reports at least termly, including:

- Whole school attendance and trends
- Persistent absence and severe absence
- Group analysis
- Impact evaluation of support and intervention
- Safeguarding linked attendance concerns, reported appropriately and confidentially

## 24. Linked policies and documents

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education procedures
- Early Help procedures
- Remote education policy

**Approved by Governing Board:** September 2025

**Review date:** September 2026

**Headteacher:** Jade Wakefield

**Attendance Lead:** Jane Wells

**Designated Safeguarding Lead, DSL:** Jade Wakefield

**School Attendance Officer, if separate:** Jane Wells

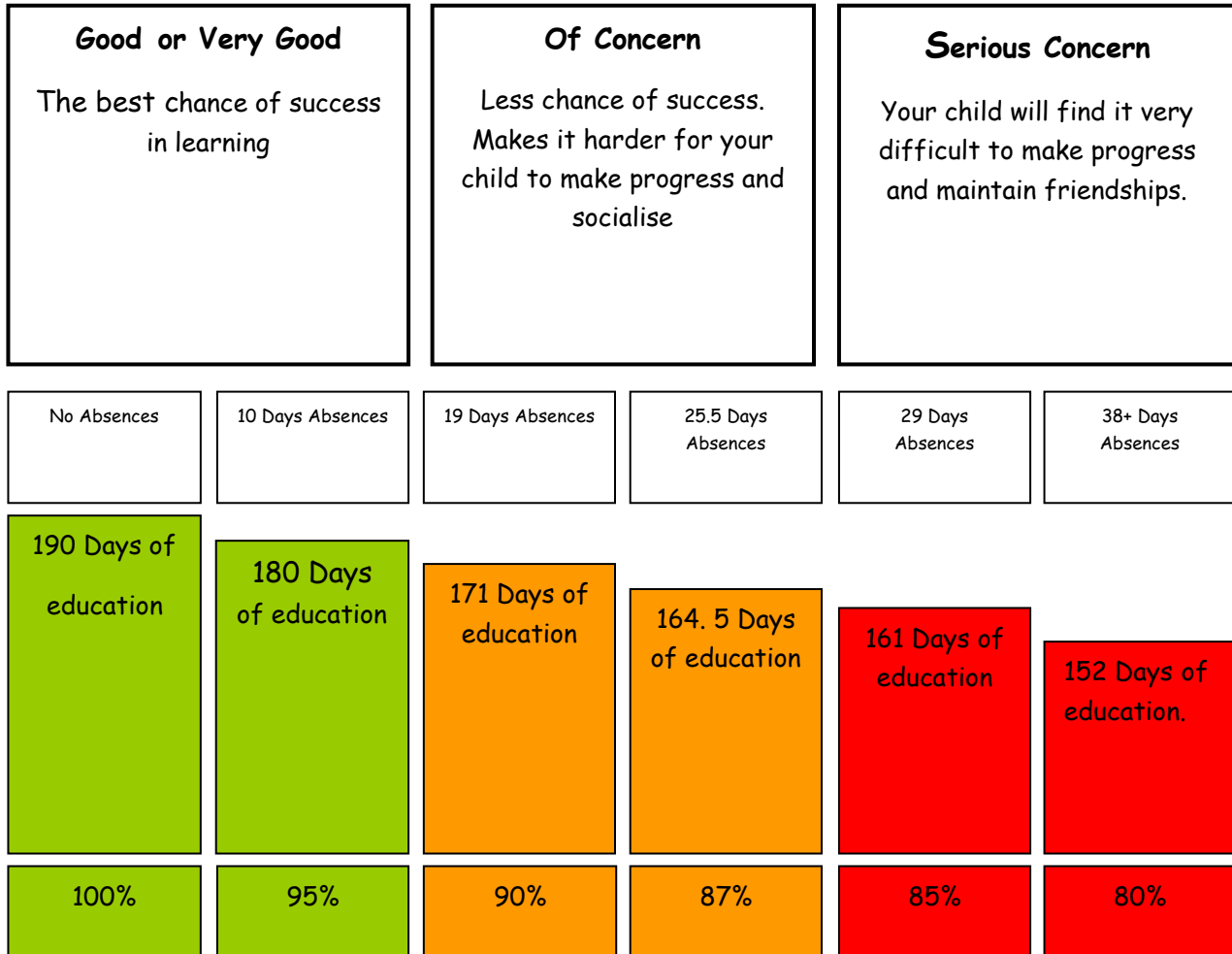
Appendix 1:

Attendance	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority – Must be face to face learning
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience

B	Attending any other approved educational activity – Must be face to face learning
D	Dual registered at another school
<b>Absence – Authorised</b>	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school – (Where the pupil is timetabled to attend school, the absence must be recorded using appropriate schools and not code X)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable – Including online learning
C	Leave of absence for exceptional circumstance
T	Parent travelling for occupational purposes – Please see T Code guidance
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
<b>Absence – unable to attend school because of unavoidable causes</b> <b>These codes are classified for statistical purposes as not a possible attendance</b>	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
<b>Absence – Unauthorised</b>	
G	Leave not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Late arrival after the register is closed
<b>Administrative Codes</b>	
Z	Prospective pupil not yet on admission register
#	Planned whole school closure



## The Effect of Absence on School Progress



There are 365 days in a year.

A School Year is only 190 days.

That Leaves: 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.

Appendix 2

**Request for leave during term time**      **Date:**

To the headteacher Mrs Jade Wakefield of Holy Trinity CE (C) Primary School.

Name of Child (Enter full name of each child in school)			
Year Group		Class	
Date you require Leave	From (date)		
	To (date)		
Number of school days required			

The **exceptional** circumstances and reason for this request are:

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Parent/carer name(s) who will be with the child	
Signature of 1 <sup>st</sup> parent/carer	
Print Name	
Signature of 1 <sup>st</sup> parent/carer	
Print Name	
Name of any other adult with PR (Parental Responsibility)	

**I have (an)other child(ren) in (an)other school(s) as follows:**

Enter child/ren's full name/s .....  
 School they attend.....Year.....

**Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.**

**For Office Use Only**

**Agreed/Not Agreed**

Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.

Rationale to decline request:

.....

Signed ..... Headteacher

Date: .....

Notification of decision: Date letter sent to parent/carer.....

**Appendix 3**

**(Printed on school letter headed paper)**

**Leave of Absence Approval Letter**

(Parent/carer name and address)

Date

Dear Parent/Carer,

**Re: Leave of Absence Approval**

**Child's name:** [Insert child's full name]

**Date of birth:** [Insert DOB]

Thank you for your request dated [insert date of request] seeking permission for [child's name] to be absent from school between [insert dates].

You will be aware that the Department for Education has made clear that headteachers may only grant leave of absence during term time where there are exceptional circumstances, in accordance with Regulation 11 of the Education (Pupil Registration) (England) Regulations 2006, as amended.

I have carefully considered your request and the reasons provided. On this occasion, I am satisfied that the circumstances are exceptional and therefore approve the leave of absence for the period stated above. The absence will be recorded as authorised.

Please note that headteachers cannot authorise leave of absence during term time unless exceptional circumstances apply. Any future absence that is not authorised may be recorded as unauthorised and may be referred to the Local Authority.

In line with Staffordshire County Council's Code of Conduct and the statutory guidance *Working Together to Improve School Attendance* (effective from 19 August 2024), unauthorised leave of absence may result in a Penalty Notice being issued. The current Penalty Notice charges are:

**First offence:**

- £80 per parent, per child if paid within 21 days
- £160 per parent, per child if paid between 22 and 28 days

**Second offence within three years:**

- £160 per parent, per child if paid within 28 days

A third offence within three years may result in prosecution under Section 444 of the Education Act 1996. If convicted, the maximum fine is £1,000 per parent, per child.

The school is committed to supporting your child to achieve their full potential. Regular attendance is essential to ensure continuity of learning and progress.

Thank you for your support.

Yours sincerely,



Mrs Jade Wakefield  
Headteacher

**Appendix 4**  
**(Printed on school letter headed paper)**

**Leave of Absence Request – Not Approved**

(Parent/carer name and address)

Date

Dear Parent/Carer,

**Re: Leave of Absence Request**

**Child's name:** [Insert child's full name]

**Date of birth:** [Insert DOB]

Thank you for your request dated [insert date of request] seeking permission for [child's name] to be absent from school between [insert dates].

The Department for Education makes clear that headteachers may only grant leave of absence during term time where there are exceptional circumstances, in accordance with Regulation 11 of the Education (Pupil Registration) (England) Regulations 2006, as amended. Headteachers must determine whether the circumstances are exceptional and whether the absence can be authorised.

I have carefully considered your request and the reasons provided. On this occasion, I am unable to approve the leave of absence, as the circumstances do not meet the threshold of exceptional. Therefore, if your child is absent from school during the dates specified, the absence will be recorded as unauthorised.

In line with Staffordshire County Council's Code of Conduct and the statutory guidance *Working Together to Improve School Attendance* (effective from 19 August 2024), unauthorised leave of absence may result in the Local Authority issuing a Penalty Notice.

The current Penalty Notice charges are:

**First offence:**

- £80 per parent, per child if paid within 21 days
- £160 per parent, per child if paid between 22 and 28 days

**Second offence within three years:**

- £160 per parent, per child if paid within 28 days

A third offence within three years may result in prosecution under Section 444 of the Education Act 1996. If convicted, the maximum fine is £1,000 per parent, per child.

Regular school attendance is essential to support your child's learning, wellbeing, and academic progress. Leave of absence should therefore only be taken during school holidays unless exceptional circumstances apply.

Thank you for your understanding and support in ensuring your child attends school regularly.

Yours sincerely,



Mrs Jade Wakefield  
Headteacher

**Appendix 5**  
**(Printed on school letter headed paper)**

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: Attendance Concern for «forename»**

I am writing to inform you that «forename»'s attendance is currently «percentage\_attendance»% for the academic year from 5 September to 20 July. This is below the expected level, and we would like to bring this to your attention so that we can work together to support an improvement.

Regular attendance is essential to ensure that pupils can fully access their learning, maintain progress, and benefit from all aspects of school life. The Department for Education expects schools to monitor attendance closely and to work in partnership with families where attendance falls below expected levels.

As part of our statutory duty, attendance is regularly reviewed in partnership with Staffordshire County Council. Where attendance falls below expected levels, this may be discussed with the Education Welfare Worker. Continued unauthorised absence may result in formal action, which could include Penalty Notices in line with Staffordshire County Council's Code of Conduct and the statutory guidance *Working Together to Improve School Attendance* (2024).

We are committed to supporting you and your child. If there are any circumstances affecting «forename»'s attendance, or if you would like to discuss how we can help, please contact the school office to arrange a meeting.

Thank you for your continued support in ensuring «forename» attends school regularly and achieves their full potential.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jade', written in a cursive style.

Mrs Jade Wakefield  
Headteacher