

Education Services

School Attendance Intervention Model (AIM)

2026



**LONDON BOROUGH OF
HARROW**

Introduction

The London Borough of Harrow publishes attendance guidance to support all Harrow schools in ensuring they achieve the best possible attendance rates. The links between poor attendance at school and low academic achievement are compelling and serve to remind us of the need to ensure a whole school approach exists around this important area.

The Attendance Intervention Model (AIM) is a tool for both schools and the Local Authority (LA) to identify the actions needed when pupils are at risk of becoming Persistent Absentees (PA) i.e. pupils with overall absence of 10% or more. This guidance is written in conjunction with the DfE's [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/Working_together_to_improve_school_attendance.pdf) document, which outlines the roles that schools, local authorities and parents all play in improving a child's attendance at school.

Section 444(1) of the Education Act 1996 provides that if a child of compulsory school age 'fails to attend regularly' at the school where he or she is a registered pupil, his parent is guilty of an offence. The Supreme Court determined that the word 'regularly' in the context of section 444(1) Education Act 1996 means '*in accordance with the rules prescribed by the school*'.¹ In practice this means that a pupil should attend school on each day that the school is open unless their absences has been authorised by the Headteacher.

It is important that school rules and policies on attendance set out clear expectations about attendance for registered pupils and the actions, interventions and consequences that may follow should a child fail to attend school regularly. This can include the issuing of an Education Penalty Notice (EPN) which are intended to be used as a means to avoid prosecution under section 444(1) or 444(1A) Education Act 1996.

The **purpose** of this guidance is to guide and support Harrow schools in ensuring that all children enrolled on a school roll in Harrow, receive a suitable full-time education. This guidance can be followed where a registered pupil is not attending school regularly and these absences from school are not authorised on the grounds of illness/medical reasons, religious obligation or other exceptional circumstances.

This guidance does **not** cover where a child has not attended school for 10 consecutive school days or more, and the school has been unable to make any contact with the parents to ascertain the reasons. In such cases, schools should complete a Child Missing Education (CME) referral using the Multi Agency Safeguarding online referral form (MASH). If there are additional safeguarding concerns, schools should not wait 10 school days before submitting a MASH referral and should be completed immediately, highlighting the additional concerns and the non- attendance at school.

More information is available on the Harrow web site, **Education and Learning** page under [children missing education](#) or can be discussed with Lead Officer for CME & Child Employment at cme@harrow.gov.uk.

¹ Isle of Wight Council (Appellant) v Platt (Respondent) [2017] UKSC 28

1. School Policies and Early Interventions

It is important to ensure that school attendance is seen as a priority for all working in educational establishments. Excellent attendance² is an essential factor of good and outstanding schools. Such schools have a clear escalation of intervention which places exemplary attendance at its heart. Tackling persistent absence (pupils with at least 10% of absence) is, of course, a prerequisite but those schools that perform strongest have identified pupils at risk well before this threshold is reached and know which of its vulnerable groups are disproportionately represented in its absence bands.

Useful approaches which have been shown to support effective attendance include:

- Demonstrating a strong attendance ethos;
- Having a clear policy on absence and ensuring it is widely publicised;
- Having an effective, non-bureaucratic system for monitoring attendance;
- Using attendance data and other information to improve school and pupil performance;
- Promoting the importance and legal requirements of regular attendance to pupils and parents;
- Intervening early when individual pupils give cause for concern;
- Having support systems in place for vulnerable pupils;
- Rewarding and celebrating good and improved attendance; and
- Ensuring those with greatest need received additional support.

Management of attendance should be based on an effective whole-school policy. This policy should set out how attendance will be addressed both in terms of individual pupils and as school policy. Dealing with attendance issues on an individual pupil basis alone will not impact significantly on overall school attendance rates. The school attendance policy should underpin all actions to promote and improve attendance and actions to address absence. This policy should be shared with parents and carers and set out:

- The systems for promoting attendance, recording attendance and absence and for addressing lateness and absence of all pupils and to ensure consistent implementation;
- The roles, responsibilities and contributions of the whole school community, including parents and carers;

² London Borough of Harrow considers excellent attendance to be 95% or above.

- Arrangements for the monitoring of attendance and the measures that will be taken to tackle poor attendance, including the involvement of external agencies and the use of statutory powers;

School attendance policies should include information on:

- Parental responsibility for attendance and the school policy for working with parent/carers;
- Timing of the school day and for register closure. Schools should have a written policy on the times the register is open and closed. These times can be different for different pupils, for example, those attending a school's exclusion unit. Closure of registers thirty minutes after the start of the school day is recommended in line with Department of Education (DfE) guidance;
- Procedure for parents/carers to notify the school when pupils are absent;
- How and when schools will contact parents/carers as a follow up to school absence;

Schools should strongly consider requiring parents and carers to sign the school attendance policy or sign the home school agreement with reference to the school attendance policy upon enrolling their child at the school. The policy should make clear to parents and carers that unauthorised absences not only damage their own child's education, but also that of other pupils. This is because teachers need to help those children who have been absent catch up with work they have missed, which reduces the time available to give to the remaining children in the class.

Schools must ensure that the policy complies with Equality Act 2010 and the Human Rights Act (1998). This means providing information that is accessible and understandable to parents, including translation and interpretation. This is particularly important for parents new to the country, which may not be aware of the importance of school attendance and of the law relating to school attendance. Lack of knowledge or understanding may, in such cases, result in lower school attendance rates for some ethnic groups. Schools should analyse their data, and that provided by the Local Authority, to determine whether particular groups may be disadvantaged and require specifically targeted support. The most effective strategies have involved community groups to support targeted intervention leading to a positive impact on school attendance.

2. Local Authority Policies and Interventions

Harrow's Education Services are committed to ensuring that every child has access to a sufficient full-time education suitable for their age, ability, aptitude and needs. Parents and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Regular non-attendance from school may require pastoral support and monitoring rather than a Penalty Notice and court action.

The roles within Harrow's Education Services that specifically support school attendance are:

- **School Attendance Support Officer-** Process the administration of requests from schools for Education Penalty Notice.
- **School Attendance Liaison & Elective Home Education Officer:** these officers will co-ordinate the register of children being educated at home and provide first level support to schools where a child's attendance has fallen below 90% and further intervention / support is required.
- **School Attendance Officers:** These officers will provide support to schools and parents where a child's attendance has fallen below 90% and further intervention / support is required.
- **Court Attendance Officer:** This officer will co-ordinate the administration and processing of Education Penalty Notice and the Pre Court-Panel process where children with poor attendance are being considered for legal action under section 444 Education Act 1996; this being a last resort after all other interventions / support have been exhausted.
- **Attendance and Alternative Provision manager:** This manager will oversee day to day work of the attendance team and is responsible for alternative provision within Harrow.
- **Head of School Organisation, Admissions and Attendance**
This Head of Service oversees and supports both the School Admissions service and the School Attendance service within Education Services.

There are other teams within Education Services and under Children's' Services more widely that can support school attendance in their respective roles and include:

- SENARS
- Educational Psychology Service
- ASD Advisory Teachers
- Virtual School for Looked After Children
- Early Support Service
- School Effectiveness and Early Years (incl: SEND)
- Lead professionals in social services / youth offending team working with the child and their family.

A guide to identify who within the LA to contact or process to follow where a child is absent from school follows

Guidance for schools on when a child is absent from school.

Children Looked After by the Local Authority

All local authorities have a statutory duty to promote the education of children in their care (Children Looked After) in accordance with Section 52 of the Children Act 2004.

Harrow's Virtual School organises the delivery of education through partners and agencies. The service is offered in addition to attendance at a school setting which is responsible for the child's core academic achievements. It enables pupils to narrow the gap between themselves and the general school population. It is not possible to take legal enforcement action under section 444 Education Act 1996 in respect of a Looked After Child as the Local Authority is the corporate parent and has a duty to make decisions in the best interests of the child and this includes a duty to formulate a Personalised Education Plan (PEP). Where a school or parent has a concern about a looked after child who has poor school attendance or has stopped attending school, it should make a referral or contact the Virtual School Headteacher (see contact details).

Children on Child Protection (CP) or Child in Need (CIN) Plans

Children on Child Protection (CP) or Child in Need (CIN) plans with poor school attendance or have stopped attending school, tend to have other needs that need to be addressed in addition to the lack of school attendance. The CP or CIN Plan aims to address all the child's identified needs and as such these plans are the lead on addressing the child's needs including the lack of school attendance.

Social workers can seek assistance and guidance from the MASH Education Lead and / or Education Services (Lead Officer for Children Missing Education / Attendance and Alternative Provision manager / Court Attendance Officer / Attendance Officers / School Attendance Liaison Officer).

Legal enforcement action under section 444 Education Act 1996 against parents / carers where their child is on a CIN or CP plan will be considered where parents / carers are not co-operating in those measures being offered, or recommended, to improve attendance and the CP / CIN plan has not progressed the child's educational needs. Prior to instigating such legal proceedings, the Court Attendance Officer will consult and seek agreement from the relevant representative from CIN / CP teams (Head of Service CIN or deputy, POD Manager for allocated social worker or CP Chair). Where there are conflicting views on whether legal proceedings should be pursued, the Director of Education will make the final decision on whether legal proceedings should be pursued.

Attendance Registration Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration). Not to be used for remote/online provision	Approved Education Activity (Counts as present)
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	Performance or regulated employment abroad	Authorised absence
C2	Compulsory school age pupil subject to part time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
K	Attending Education provision arranged the LA	Approved Education Activity (Counts as present)
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence (must be updated within 5 days)	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity (Counts as present)
Q	Lack of access arrangements	Authorised absence

R	Religious Observance	Authorised absence
S	Study Leave	Authorised absence
T	Gypsy, Roma and Traveller Absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity (Counts as present)
W	Work Experience	Approved Education Activity (Counts as present)
X	Non-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not been available	Not counted in possible attendances
Y2	Unable to attend due to widespread travel disruption	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

*** Please note changes to the DfE guidance on the use of “B” code above; it now states:**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing schoolwork, nor should it be used for a registered online school. Supervision for the purpose of this code means the pupil is physically supervised by someone who meets the definition set out in the Regulations. Remote education does not meet this definition and so a pupil who is not in school and receiving such education is instead to be recorded with the appropriate authorised absence code in line with the Regulations. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Authorised / Unauthorised Leave of Absence

The above section outlines the variety of attendance codes that schools are required to use for each session for each child and distinguishes the codes that do and do not authorise an absence. It is important that the correct codes are used to reflect the actual situation and give an accurate account of school absences and help to inform school, local and national policies and develop responses to identified trends and patterns.

Where there is an appropriate code to authorise, an absence is specified, this code should be used e.g. work experience (W), study leave (S), exclusion (E).

If a child has a medical or dental appointment (M), the parent ought to provide confirmation of the appointment to the school to enable the leave to be authorised; leave ought to be limited to the time necessary to attend the appointment and should not ordinarily result in a full day of absence.

When considering leave of absence for religious observance, headteachers should refer to the *Harrow SACRE (Standing Advisory Council for Religious Education) guidance on Authorising Pupil Absence for Religious Observance* which can be accessed here: [Standing Advisory Council for Religious Education – London Borough of Harrow](#)

Where a child is unable to attend school due to illness, schools can authorise this leave using the appropriate code. However, where there are concerns that a child is frequently absent due to illness without satisfactory cause or reason, it is reasonable for schools to ask parents / carers to provide verification for any future absences due to illness. Verification to support illness can include GP appointment cards, prescriptions, hospital letters, completed school sick slips or by visiting the school welfare unit who can check and verify a child is too unwell to attend school. The London Borough of Harrow does not recommend seeking formal medical certification unless this is agreed as part of the Pre Court-Panel process (see below), or where attendance has fallen to a level of serious concern.

Schools can also refer to the *Public Health England Guidance on Health protection in schools and other childcare facilities (September 2017)* when considering whether to authorise leave of absence due to illness and the appropriate length of the absence. This guidance can be accessed here: [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](#)

In other circumstances, the Education (Pupil Registration) (England) Regulations 2006 (as amended) specifies that a Headteacher can only authorise leave of absence (C) where:

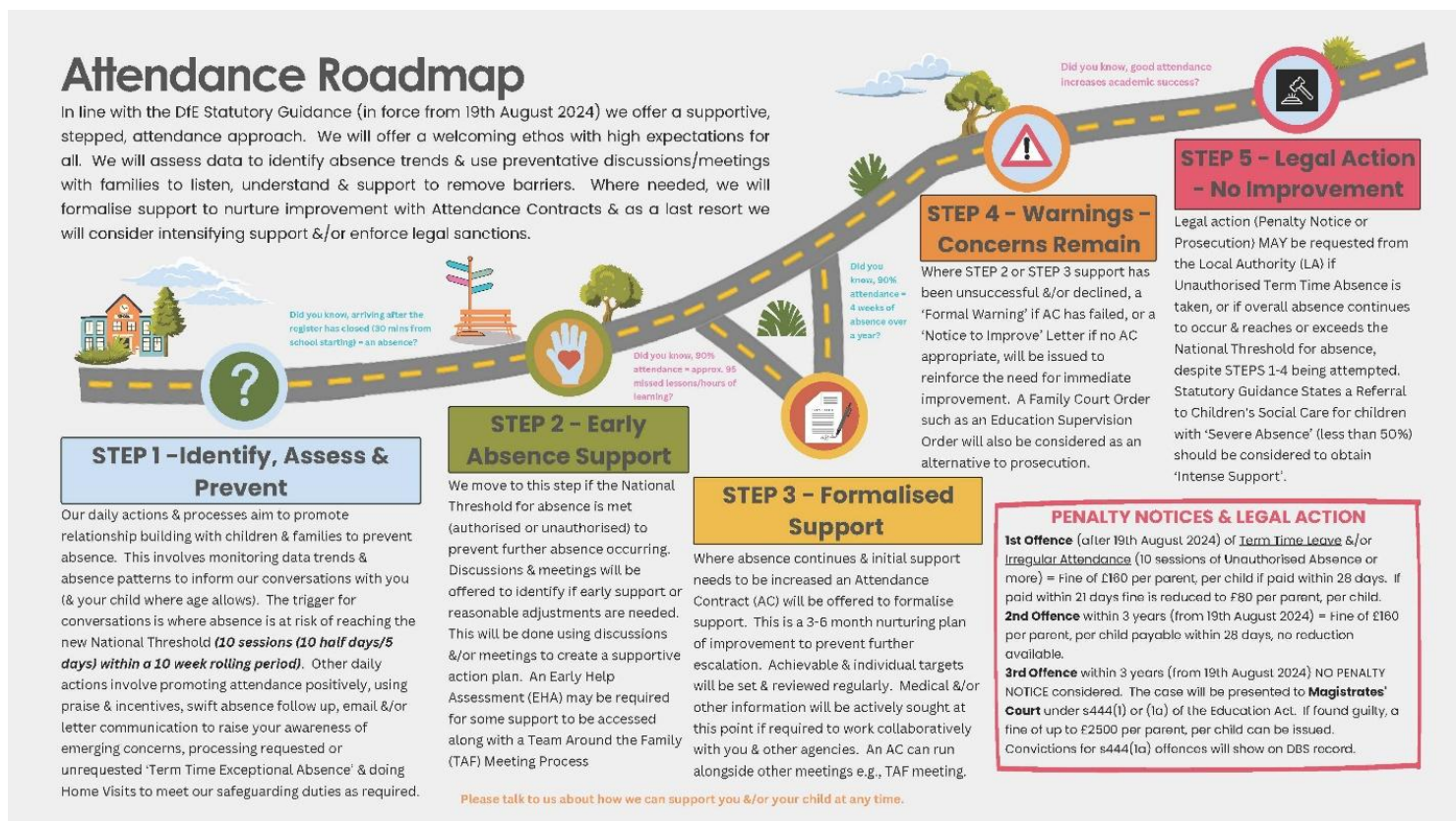
- an application for leave of absence has been made in advance, and
- there are exceptional circumstances.

When considering applications for leave of absence on the grounds of exceptional circumstances, headteachers should consider whether the leave can reasonably be taken outside of term time, whether bookings have been made already and if so when whether the length of absence is reasonable in the circumstances. Costs / availability of flights, accommodation or holidays should not be a relevant consideration.

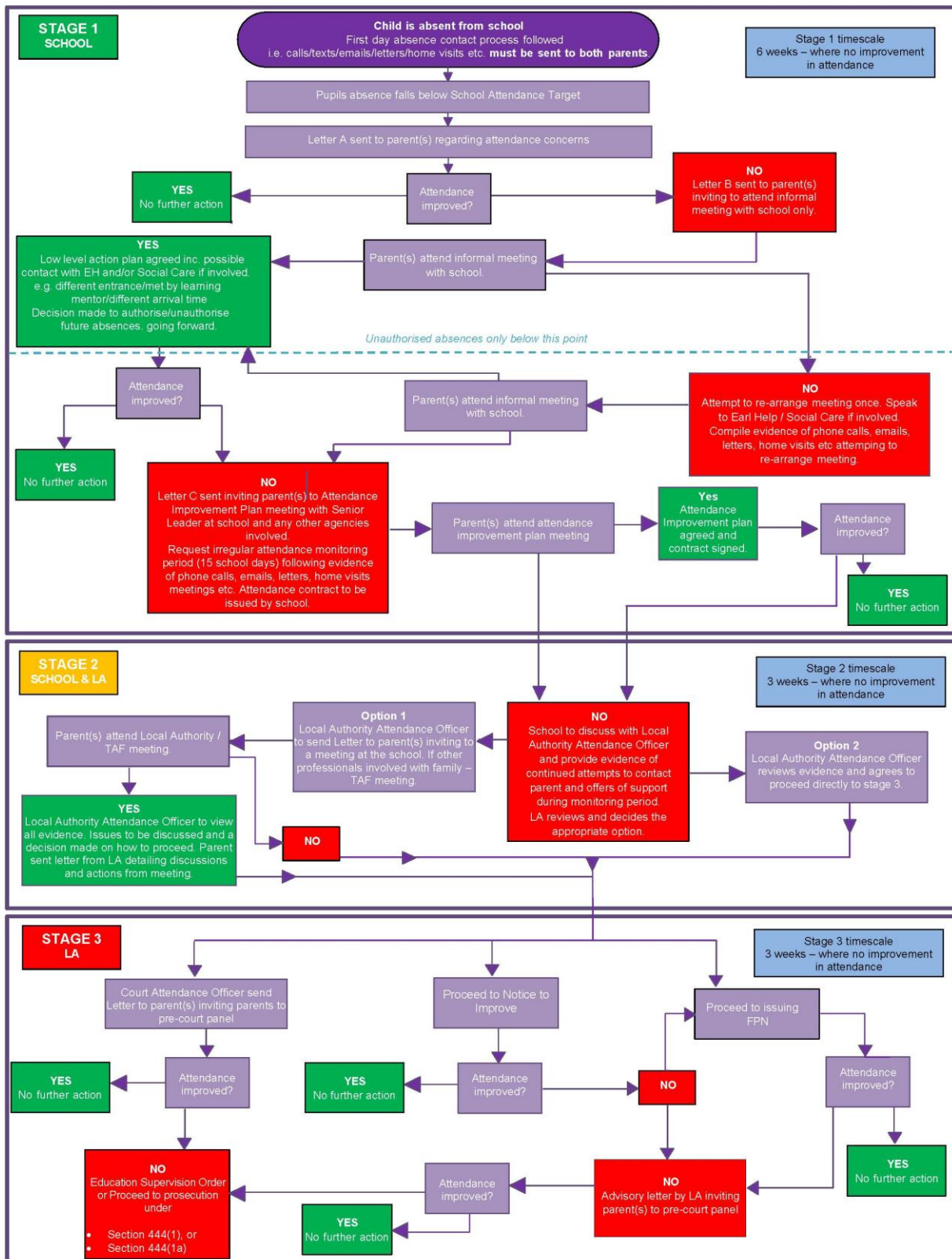
Where a school is aware of family siblings attending a different school, the two schools should liaise in the interest of reaching a common approach to the leave of absence, if possible, in order to achieve a fair and consistent approach.

If a child fails to return to school following a period of authorised absence, those extended absences should not ordinarily be authorised. Where a child fails to return to school within 10 days following a period of authorised absence, the headteacher may consider removing the child from the school roll subject to other criteria (see [CME guidance](#)).

Where a child is absent from school without authorisation, that child has failed to attend school in accordance with the rules and therefore is deemed not to have attended school regularly under section 444 Education Act 1996. Failing to secure your child's regular school attendance may result in a Penalty notice, prosecution under section 444 Education Act 1996 or the local authority may apply to the Family Courts for an Education Supervision Order. For further information regarding Penalty Notices, please see Harrow's [Code of Conduct for issuing penalty notices](#).



Attendance Process Flowchart



Letter A Attendance Concern Attendance below school target

[Insert school name, address and logo]

[Insert parent name and address]

[Insert date]

Dear [Insert parent(s)/carer(s) name]

Re: School attendance concern for [Insert child's full name, date of birth, year group] at [insert school name].

I am writing to you regarding [Insert child's name]'s current attendance, which has fallen to [Insert attendance percentage, number of days and sessions missed]. We are becoming increasingly concerned, as regular absences can significantly impact a child's learning and overall progress.

Enclosed with this letter is a copy of [Insert child's name]'s attendance certificate, which provides a breakdown of attendance, punctuality, and whether the absences recorded have been authorised or unauthorised.

Regular school attendance is vital to your child's academic achievement, social development, and well-being. Missing school not only affects learning but can also hinder friendships, confidence, and the development of important life skills.

If there are any circumstances the school may not be aware of that are affecting [Insert child's name]'s ability to attend regularly, please do let us know. We are here to help and can offer support where needed, including through [Early Help \(Early Support\) - Harrow Safeguarding Children Partnership](#).

Please don't hesitate to contact me if you feel you would benefit from further support or if there are any issues you'd like to discuss. We are committed to working together to support your child's attendance and progress.

We will continue to monitor [Insert child's name]'s attendance over the next [x weeks] and hope to see an improvement. If any absences are due to medical reasons, please ensure we are informed so that appropriate support can be arranged.

Thank you for your attention to this matter.

Yours sincerely

[insert name of the Headteacher]

Letter B

Invite to informal meeting Attendance dropped below 90%

[Insert school name, address and logo]

[Insert parent name and address]

[Insert date]

Dear [Insert parent(s)/carer(s) name]

Re: Significant school attendance concern for [Insert child's full name, date of birth, year group] at [insert school name].

I am writing to you in relation to significant concerns about [insert child's name] school attendance which is currently at [insert attendance percentage, number of days and sessions]. We wrote you on [insert date] regarding our concerns and since then have not seen an improvement in [insert child's name] school attendance.

Poor attendance is often a sign that additional support is needed, and we would like to ensure that this is put in place to support [insert child's name] improved attendance.

I would like to invite you to meet with [insert relevant staff member] on [insert date] at [insert time] to discuss this matter and identify any support that may be required. This meeting may result in an Attendance Support Action Plan being agreed, which will aim to outline any support needed and actions needing to be taken by the school, you as parent(s) and [insert child's name]. An Attendance Support Action Plan template is enclosed to give you an overview of what to expect during the meeting.

Failure to attend this meeting could result in a Fixed Penalty Notice being issued.

Should we continue to see poor attendance following this meeting a School Attendance Improvement Plan meeting will be arranged.

You are strongly encouraged to attend this meeting so we can work together to ensure [insert child's name]'s attendance improves, and such action is not necessary. Enclosed with this letter is a copy of [Insert child's name]'s attendance certificate, which provides a breakdown of attendance, punctuality, and whether the absences recorded have been authorised or unauthorised.

Yours sincerely

[insert name of the Headteacher]

[Insert school logo]

Attendance / Punctuality Parent Meeting Notes

Meeting details					
Date:			Time:		
Face to face meeting		Online meeting		Phone call	
Attendees:					

Name of child:	Gender:
Date of birth:	Age (5-16):
Year Group:	Ethnicity:

	Parent 1	Parent 2
Name:		
Address:		
Present at meeting:		

Current Attendance and Punctuality
Attendance record for this academic year up to (end date)
Attended ## sessions out of a possible ## which equals ##%
Unauthorised absence: ##%
Number of sessions Late (before register closes): ##
Number of sessions Late (after register closes): ##

Any issued with an impact on attendance or punctuality					
	Yes	No		Yes	No
1. Alleged Bullying			6. Academic /SEND		
2. Medical / Anxiety			7. Peer/staff relationships		
3. Home related difficulties			8. Employment / Permit		
4. Transport			9. Peer relationships		
5. Bereavement			10. Other (please note below)		

Are there any other reasons for non-attendance or lateness?

Notes of discussion (including any agreed actions)

Consent		
	Yes	No
Parent(s) agreed to referral to be submitted for Early Help		
Parent(s) agreed to referral to be submitted for School Nurse		

Letter C Invite to School Attendance Improvement Plan Meeting

[Insert school name, address and logo]

[insert date]

Invitation to a School Attendance Improvement Plan Meeting

Dear [Insert parent(s)/carer(s) name]

Re: [Insert child's full name, date of birth, year group] at [insert school name].

There have been continuing difficulties concerning the attendance of your child [insert child's name] at [insert school name].

To assist you, the school have tried to engage with you to offer additional support to improve attendance and prevent the need for legal action such as [list actions e.g.

- Attendance letters sent home
- Phone calls to discuss attendance concerns
- Meeting at the school and attendance action plan agreed
- Early support offered
- 1. Referral to school nurse offered
- Offer of breakfast/after school club etc.]

In an attempt to resolve issues regarding attendance, a formal School Attendance Improvement Plan Meeting has been arranged at [insert school name] on [insert appointment date] at [insert appointment time] with [Insert name of SLT member].

[Include any other agencies if appropriate they attend e.g. Early Help, Social worker etc.].

**Use this paragraph for secondary schools only. Delete for primary school child unless you feel on an individual bases that the primary school child would benefit from attending the meeting.*

*[insert child's name] should be in school and can join us for the meeting. If [insert child's name] is not in school please bring [insert child's name] with you.

It is very important that you attend. Your co-operation is essential.

This meeting is an opportunity for you to discuss any matters of concern. *Next sentence subject to if Early Help has not been accepted up until this point. If you now require assistance and support via an early help assessment, you must attend the meeting after which an assessment may be arranged.

During the meeting, we will agree an attendance contract that outlines a clear plan to support improved attendance moving forward. An Attendance Improvement Plan Meeting template is enclosed to give you an overview of what to expect during the meeting.

Failure to attend this meeting and further unauthorised absence could result in you being prosecuted in court or a penalty notice being issued.

I have to advise you as a parent/carers of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and

aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise (Section 444, Education Act 1996).

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

[insert name of person sending the letter on behalf of the school]

**School Attendance Improvement
Meeting
With Attendance Contract**

Meeting details									
Date									
Time									
Location									
Interpreter required	Y		N		Language				
Attendees									
Name					Role				
Apologies									
Name					Role				

Parent attended meeting	
Parent requested meeting to be rearranged	
Parent did not attend	

Introduction

Thank you for coming to this School Attendance Meeting. The meeting has been arranged as there are concerns with your child's attendance. It will enable us to discuss the reason(s) for their absence and for us to jointly agree a support plan to improve your child/ren's attendance in school.

(Where there is more than one child in the family, information will need to be recorded separately from page 4 onwards)

Child details

Name					
DOB		Age		Year group	
School					
Pupil's attendance				Unauthorised absence	

Name					
DOB		Age		Year group	
School					
Pupil's attendance				Unauthorised absence	

Parent/Carer details

Name and Title	
Address	
Phone no.	
1 st language	
Relationship to child	

Name and Title	
Address	
Phone no.	
1 st language	
Relationship to child	

If the child/ren share their time between parents please provide details on how their time is shared i.e. how often do they stay overnight with each parent, how involved is each parent regarding their child's education etc.

Siblings

Name		DOB		NCY	
School					
Name		DOB		NCY	
School					
Name		DOB		NCY	
School					

Discussion

There is now an opportunity to explain the reasons behind your child's attendance reaching a concerning level by answering a few questions. Please answer them as completely as possible to help us understand the difficulties/barriers to attendance at school. The answers will help to form the support plan at the end of this meeting.

(Staff/other professionals can support parents in answering the questions if needed)

1. Are there any reasons which you think may be affecting your child's ability to attend school regularly? *This list is not exhaustive.*

Physical Health		Mental Health		SEN	
Bereavement		Sleep routine		English as 2 nd language	
Substance misuse		Separated parents		Family relationships	
Peer relationships		Bullying		Behaviour (school)	
Behaviour (home)		Housing		Finance	
Other					

Please provide further details regarding the difficulties your family/child is experiencing if any.

Would you like some support from suitable services to help to resolve these difficulties via an Early Help Assessment?

Y

N

2. Has your child's absence been due to them being too ill to attend?

(Provide copy of attendance printout).

Please provide further details regarding your child's illness if you have answered yes to the above question.

Has your child been seen by a GP or Consultant?

Y

N

Please provide details on the advice given if you have answered yes to the above question.

Do you have medical evidence i.e. a medical appointment card, letter from a professional, doctor's note, copy of a prescription, letters regarding hospital appointments or any other relevant evidence?
Handwritten notes or telephone calls from parents are not acceptable as evidence.

If a GP/Consultant has not been spoken to please explain why not?

3. What actions have you taken to get your child to school?

4. What has the school done so far to support the child and parent(s)?

5. Are any other agencies or professionals involved in working with your family?

Early Help	Y		N		Educational Pyschologist	Y		N	
SENARS	Y		N		CAMHS	Y		N	
Housing Officer	Y		N		School Nurse	Y		N	

Other (please state)

What support are they providing?
6. Are there any travel/transport difficulties affecting your child attending school on a regular basis? If so, what are the difficulties?
7. ATTENDANCE PUSH FACTORS – influences that push the pupil towards attending <i>Strengths & interests the plan could use to engage the pupil, for example: positive relationships in school (staff and pupils), subject strengths, specific positive behaviours shown, rewards & praise received, extra-curricular participation, engagement with other support agencies</i>
8. ATTENDANCE PULL FACTORS – influences that pull the pupil away from attending <i>Identify areas of difficulty that may prevent good attendance, for example: travel or housing issues, morning routine conflicts, subject specific barriers, young carer responsibilities, bereavement, bullying or friendship issues, peer pressure, language barriers, recurring illness or injury, SEN, anxiety, diet, exclusions/behaviour</i>
9. Is there anything else you would like to tell us?
10. Is there anything else we can support with?

(Parents to be advised that a 15-day monitoring period will be requested as part of the Attendance Improvement Plan).

AGREED SCHOOL ACTIONS

For example: referrals to be made, adjustments to the curriculum or classes, phased return plan or temporary part-time attendance, identification of a mentor, supporting participation in extra-curricular groups, careers advice, implementation of rewards etc

AGREED PARENT ACTIONS

For example: morning & bedtime routines, limiting technology (When? How?), booking GP appointment, seeking support from SENDIASS, implementation of rewards & sanctions (What will they be?), communicating with the school in line with attendance policy, consenting to referrals etc

AGREED OTHER PROFESSIONAL ACTIONS (WHERE INVOLVED IN MEETING)

AGREED PUPIL ACTIONS

For example: morning and bedtime routines, screen time, engagement with other agencies, work with school nurse/SENCo/counsellor/FSW/Connexions etc, participation in extra-curricular activities, speak to an identified member of staff with concerns, complete homework, attend in correct uniform etc

PUPIL ATTENDANCE TARGETS <i>For example: no unauthorised absence, to increase attendance to 90% by the end of term, to arrive on time every day etc.</i>					
Legal Summary					
Prosecution should always be viewed as a last resort when all supportive avenues have been explored and exhausted. Therefore, other legal interventions such as the Issuing of a Fixed Penalty Notice (FPN) could be considered if there is no improvement in attendance. The Parenting Contract is a further opportunity for parents to engage and focus on improving school attendance for their child/ren. It is also an opportunity to put a further School Based Plan into place, should any further barriers be identified at this meeting.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Has the legal situation been explained?</td> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">N</td> <td style="width: 10%;"></td> </tr> </table>	Has the legal situation been explained?	Y		N	
Has the legal situation been explained?	Y		N		

Attendance Contract Agreement

Pupil's name	
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ACTION AGREED AND BY WHOM :

Parent: [Name of parent/s]

1. Parents to ensure that [insert child name] attends school on a regular full-time basis, on time and in accordance with the agreed timetable provision.
2. Due to your children's current attendance, the school will not be able to authorise any further absences unless it is due to ill health and the school can verify this in one of the following ways:
 - For minor ailments for which you would not usually see your GP, your child should attend school and request to see the school welfare who will assess the child in line with their usual processes and determine if the child should be sent home; if this is the case the absence will be authorised.
 - For more serious ailments that require GP attention, you should contact your GP on the first day of absence for an appointment as usual and request the GP to record advice on attending school in the notes (should the child attend school, if not how long before child can return to school) which you can request from the surgery and provide to the school.
 - If your child has a medical or dental appointment during school time, you should provide the appointment card showing the date and time to the school who will usually authorise leave for part of the day to facilitate attendance.
3. Parents to contact school on each day of an absence and speak to the Attendance Officer to discuss the reasons for absence and any reasons preventing [insert child name] from attending.
4. Parents to ensure they answer calls/reply to voicemails, emails etc. from school regarding school attendance or any other school related issue.
5. Parents to agree to and abide by all actions in the Attendance Support Action Plan.

School [Name of school staff]

1. School to contact parents daily if [insert child name] does not arrive in school, to discuss reason for absence.
2. School to contact parents as required to discuss any other school-based concerns/issues.
3. School to complete a home visit where possible to challenge parents if [insert child name] is absent from school (parents are to call school and inform them of the reason for any absences).
4. School to complete a daily attendance chart with [insert child name] so attendance is acknowledged and encouraged.

5. School to agree to and abide by all actions in the Attendance Support Action Plan.

DATA PROTECTION – PRIVACY NOTICE

Anything discussed will be recorded and put on the pupil file for the purpose of the pupil's education and will be shared with, as necessary, other professional agencies with whom the Attendance and Children Missing Education Team work with in their normal, day to day work practice, including the school.

Attendees made aware of privacy notice	Y		N	
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This Attendance Contract is a voluntary agreement between the school, parents/carers, and pupil and formalised by the School.

This contract will run for a 6-week period whereby improved school attendance is required. This contract will be reviewed at the end of this period with school, Local Authority and with parent/s or carers.

If there is no change to the pattern of attendance, this contract formalises the support that has been offered/is being offered. This evidence may lead to parents/carers being prosecuted under 1996 Education Act, Section 444(1A).

Signed			
Parent/Carer		Date	
Signed			
Parent/Carer		Date	
Signed			
Young person		Date	
Signed			
School Representative		Date	
Signed			

School Representative		Date	
Signed			
LA Attendance Officer		Date	

Copy of agreement provided to parent on [insert date] or, state 'Yes' if a copy is to be hand delivered.....

Record for when parents do not attend Attendance Improvement Meeting

Meeting details

Date	
Time	
Location	

Child details

Name					
DOB		Age		Year group	
School					
Pupil's attendance				Unauthorised absence	

Name					
DOB		Age		Year group	
School					
Pupil's attendance				Unauthorised absence	

Parent/Carer details

Name and Title	
Address	
Phone no.	
1 st language	
Relationship to child	

Name and Title	
Address	
Phone no.	
1 st language	
Relationship to child	

If the child/ren share their time between parents please provide details on how their time is shared i.e. how often do they stay overnight with each parent, how involved is each parent regarding their child's education etc.

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Siblings

Name		DOB		NCY	
School					
Name		DOB		NCY	
School					
Name		DOB		NCY	
School					

Did the parents let you know they were unable to attend the Attendance Review Meeting? If they did notify you please provide the reasons given below.				
Did the parent/carer ask for the meeting to be rearranged?	Y		N	
Date meeting has been rearranged for				

[Address Starts Here]

School Attendance Notice to Improve

(Please read this letter carefully)

School attendance is hugely important. For your child's education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have <<appropriate timeframe between 3 and 6 weeks>> in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

If you wish to discuss this notice, or discuss what further support is available, please contact Harrow's Attendance team as soon as possible: Harrow Council Attendance Team
schoolattendance@harrow.gov.uk

Yours sincerely

(Name)

(Job Title)

(School Name)

PRE-COURT PANEL REFERRAL

SCHOOL CHRONOLOGY OF **PUPIL**

Childs Name	
D.O.B	
Address	
Full name of Parent(s)/carer(s)	
Parent Tel / mobile contact numbers & email address	
Name of School	
Attendance % at time of referral	
Date EPN was requested? (if no EPN has been requested, please explain why)	
Date notice to improve (NTI) was issued? (if no NTI was issued, please explain why)	
Interpreter Required?	Language (if yes):
Case Overview	
Please provide an overview of the case, this should clearly state the initial date the school were aware of the pupil's persistent absence, current attendance level and details of the family composition. Please can you refrain from using acronyms and write out details in full throughout the report.	

Case Evidence
Please provide details of strategies/interventions at school level action, that have been put in place to try and improve school attendance and attach, such as: <i>dates of phone logs to parents, dates of 1st and 2nd School Warning letters, 1st and 2nd Court Warning letters, School Attendance Panel meetings, dates of home visits and outcome, Multi Agency Safeguarding referral (MASH form), Pastoral Support Programme/Parenting Contract (where one exists), Team Around the Family meeting/Review Meetings and outcome.</i>
Reasons for non-attendance
Please provide details of what reasons have been provided for parents for non-attendance? What is the young person's view about the reasons for their non-attendance? What is your judgement about reasons for non-attendance?
Mitigating Circumstances
Please provide an outline of any mitigating circumstances that you feel relates to this case and should be considered. If you have any documentary evidence to support this, such as medical evidence, please attach it to this report.
Date chronology completed:

Name of School Staff and Job Title: Signature:

Once completed, this form should be sent (along with copies of all warning letters sent to parents/ minutes of attendance meetings held at school etc) to duty.assess@harrow.gov.uk

NOTES AND LINKS TO SUPPORT ATTENDANCE GUIDANCE

1. Persistent Absence is absence at or above 10%. The Department of Education view this as a measure of performance not a target. It is data that is publicly available and used by Ofsted. The thresholds usually equate to missing 39 sessions or more in the first five half terms of the year.
2. As part of this guidance, reference is made to engaging the Early Support to support the improved attendance of individual pupils. This service is accessed through completing an Inter-Agency Common Assessment and Information Sharing Form. All schools hold an electronic version of this.
3. The AIM flowchart refers to a formal school meeting at phase 2. This varies from school to school but may take the form of a School Attendance Panel meeting (SAP). As a result of this meeting, a Parenting Support Plan (PSP) or a Notice to improve might be created.
4. Safeguarding issues always remain the responsibility of the lead professional involved with the child/young person. It is not appropriate to use these attendance procedures when a child is missing from education. These are very specific circumstances and require schools to complete a MASH referral. More information is available on the Harrow web site, Education and Learning page under 'Children Missing Education Policy' or can be discussed with Lead Officer for CME & Child Employment at cme@harrow.gov.uk.
5. The Penalty Notices and Court pathways are not normally appropriate when a child is looked after or already part of formal intensive Local Authority plans. There may be exceptions and such cases should be discussed with the Court Attendance Officer at courtattendanceofficer@harrow.gov.uk prior to referral forms or chronologies being submitted.
6. There are specific reasons when a school can remove a pupil from their roll and poor attendance is not one of these. More information is available on the Harrow web site, Education and Learning page under 'Children

Missing Education Policy' or can be discussed with Lead Officer for CME & Child Employment at cme@harrow.gov.uk.

7. Whilst parents have a right to home educate their children, schools should not seek to promote this option as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. Schools must inform the LA if written notification has been received from the parent(s) to home educate.

For further information, please contact:

Court Attendance Officer, Education Services

Email: courtattendanceofficer@harrow.gov.uk