



## ATTENDANCE PROCEDURES AND PROTOCOLS POLICY v1.2 (Students)

SLT Lead: Mrs H Britton  
Updated: 7 May 2025 (minor amendment)

## CONTENTS

Paragraph	Page
1. Rationale of the policy as outlined by the Department for Education	2
2. School's rationale and attendance strategy 2022-23	2
3. Principles	4
4. Procedures	5
4.1 General procedures	
4.2 Recording attendance and absence	
4.3 Lateness	
4.4 The Graduated Response	
4.5 Truancy	
4.6 Holiday procedures	
4.7 Children missing education	
4.8 Positive rewards and attendance	
4.9 Exclusions	
4.10 Absence due to long term medical reasons	
4.11 Support for re-integration	
4.12 Absence and examinations	
4.13 External support	
4.14 Operational monitoring	
4.15 Strategic monitoring	
5. Key roles and responsibilities	9
5.1 Classroom teachers	
5.2 Form tutors	
5.3 Attendance Team Responsibilities	
5.4 Designated leadership team member with responsibility for attendance	
5.5 Designated governor with responsibility for attendance	
6. Post 16 attendance intervention protocols	11
7. Review	12
APPENDIX 1a:	2 Days Unauthorised Absence Letter
APPENDIX 1b:	5 Days Absence Letter
APPENDIX 1c:	Fast Track 1, 2 and 3 letters.
APPENDIX 1d:	POI letter
APPENDIX 1e:	Punctuality letters
APPENDIX 2:	Attendance Codes
APPENDIX 3:	Attendance Support Programme (ASP)
APPENDIX 4:	Reintegration procedures-support with physical and mental ill health.
APPENDIX 5:	COVID-19 Update (to be reviewed half-termly)

## ATTENDANCE POLICY (STUDENTS)

### THE LAW:

All children of compulsory school age should receive suitable education, either by regular attendance at school or through other arrangements. Compulsory school age is 5-16 years (however, this is up to and including the end of June in Y11). If a child is registered at school, parents have the primary legal responsibility for ensuring that their child attends regularly.

### 1. RATIONALE OF THE POLICY AS OUTLINED BY THE DEPARTMENT FOR EDUCATION

#### 1.1 The school supports the underlying rationale of the DfE's aims of the behaviour and attendance strand to secure positive behaviour and attendance by:

- 1.1.1 offering appropriate support to staff to help students learn positive behaviour and habits of regular attendance;
- 1.1.2 promoting the kinds of planning, teaching and school routines and procedures that support good learning, constructive behaviour and regular attendance;
- 1.1.3 ensuring all students are motivated to attend school and supported to engage fully in their learning;
- 1.1.4 sharing good practice across schools to promote effective strategies to improve behaviour and attendance for learning;
- 1.1.5 engaging the wider community in a more coherent and imaginative approach to local students, particularly those that are disaffected.

### 2. SCHOOL'S RATIONALE

- 2.1 To create a culture in which full attendance is seen as an essential building block in students accessing learning, maximising their opportunities for development and achieving the highest levels of excellence.

### Temple Moor Attendance Strategy 2022-23

Aim: To improve attendance for all students so that they are equal to or better than pre-pandemic levels (2019/20).

#### Rationale:

Improving attendance is the responsibility of all stakeholders involved with Temple Moor and Red Kite Learning Trust. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that our school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn. At Temple Moor we foster a culture of both excellent attendance and respectful challenge by staff to parents and to children.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, Temple Moor and partners will work with pupils and parents to remove any barriers to

attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with Temple Moors' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Temple Moor has already invested significantly in how we manage attendance, through clear strategic responsibility and the formulation of a number of specific pastoral roles that link together. We recognise the importance of transition, and we will be working with our primary partners and cluster team to raise the profile and whenever possible align our expectations and school systems for attendance.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 41. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).<sup>2 12</sup>. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study). Temple Moor are participating in the Leeds City Council SAFE project for 2022-24 to support our students at risk of CCE and knife crime.

#### Whole school responsibility:

This section outlines the responsibility of all stakeholders in school and the steps that Temple Moor will take to intervene to support improvement in students' attendance through high levels of communication and support between staff, students, parents, external agencies and the local authority.

#### Implementation:

Parents are expected to communicate absence daily with a specific reason for absence given. Where this does not occur, or the absence will be unauthorised then the attendance team will communicate this via an app message home.

The attendance team will then follow up this absence with phone calls/home visits. Prior to the academic year all PA students will receive a letter stating they will be on proof of illness when they return and offered a meeting for support if they should choose. This cohort then forms our initial 'attendance vulnerable' cohort.

Home visits will be made on the same day for students who are refusing to attend or who are within our vulnerable cohort. Home visits will be made for all other students on day 3 of absence without medical evidence to support their absence.

Punctuality is monitored daily, and a member of the leadership team is at reception to greet late arrivals every morning. A 20-minute detention is issued for any late arrivals and a message is sent home the same day. 5 late arrivals trigger a letter home and 10 late arrivals a letter and meeting

with the SAP Pastoral. Students arriving 30 minutes after the register closes receive a U code which is an AM absence.

Absence is tracked and monitored by the attendance team and formal communication is sent in the addition to the daily messages, calls and home visits.

1. 2-day unauthorised absence letter every term.
2. 5 day or 2 periods in 1 half term absence letter.
3. 5-day unauthorised fast track 1 letter and local authority FPN tracking including support meetings.
4. Unauthorised holiday FPN referral to the local authority.

Where attendance issues are evidently caused by barriers that meetings and internal support alone cannot have impact the pastoral team will make referrals to cluster for attendance support or emotional support.

Form Time is utilised to raise the profile of the importance of school attendance daily. Students record their weekly and cumulative attendance in the weekly planner page and are made aware of authorised and unauthorised %. Punctuality to school and lessons is also recorded and discussed. The leadership link for each year group picks up returning students and ensures that a return to school conversation takes place to ascertain and further barriers and welcome the student back into school.

For students with more complex emotional based school avoidance, we work with external agencies (TNH cluster and MNTS where appropriate) and use our reintegration room staffed by a HLTA to support students back into school on hybrid timetables. Within this package we will, where appropriate refer to our mental health support worker or ELSA team.

All students will have access to signposting for mental health support via form room notices, pastoral officers, assemblies and the personal development curriculum.

Attendance information is displayed in form rooms, year group corridors, the atrium and reception.

All rewards events will be linked to good attendance-weekly 95%, half termly (unless all absence is authorised) and yearly 95% (unless all absence is authorised). Attendance will be discussed in terms of days and hours of missed learning opportunities.

When discussing progress or issues within school with students and/or parents' all staff will link the conversation to the student's attendance if this a limiting factor.

Further details of Temple Moor's approach to attendance can be found throughout our attendance policy and simplified attendance policy for parents.

### 3. PRINCIPLES

#### 3.1 Our specific principles relating to attendance include:

- 3.1.1 an agreement by students, parents and staff to support our rationale that full attendance enables students to gain the highest levels of achievement;
- 3.1.2 an agreement that lateness can undermine the learning process and that a positive approach to attendance and timekeeping is essential and should be an integrated part of the Behaviour for Learning system;

- 3.1.3 a challenging yet supportive approach to achieving full attendance;
- 3.1.4 a co-operative approach to the development and implementation of attendance strategies between students, parents and staff;
- 3.1.5 a commitment to work co-operatively and collaboratively with our Trust partners, Temple Newsam Community Partnership (TNCP), the Red Kite Learning Trust (RKLT) and any outside agency that will enable our school to achieve full attendance.
- 3.2 The school's practice in relation to gaining full attendance is based upon legislation, DfE guidance, and Local authority guidance.
4. PROCEDURES
- 4.1 General Procedures and attendance and times of the school day
- 4.1.1 the school opens at 8.10 am for students to access breakfast facilities; however, students can access the building from 7.30am.
- 4.1.2 the school day for attendance purposes is composed of the following elements:

8:25	8:50	Tutor Period
8:50	9:50	Period 1
9:50	10:10	Y7/8/9 Morning break
9:50	10:50	Period 2 Y10 & 11
10:10	11:10	Period 2 Y7/8/9
11:10	12:15	Period 3
12:15	12:45	Lunch Y7/8/9
12:15	13:20	Period 4 Y10 & 11
12:45	13:50	Period 4 Y7/8/9
13:20	13:50	Lunch Y10 & 11
13:50	14:50	Period 5
14:50		Students may access extra-curricular or Science twilight lessons. Y7 & 8 will access Reading on a Monday & Wednesday so finish time will be 15.20.

- 4.2 Recording Attendance and Absence:
- 4.2.1 attendance will be recorded electronically in all lessons through the use of class-based computers (Arbor);
- 4.2.2 Registration and Period 3 are designated as the registration points of the morning and afternoon sessions;
- 4.2.3 paper registers must be used and delivered to the Administrator in Student Services within the first 10 minutes of a teaching period if there are any computer problems or an email sent listing absent students;
- 4.2.4 students attending after 8.25 must enter through reception and sign in via the electronic inventory.

- 4.2.5 the parents of students who are absent will be contacted on the first day of absence and every day where contact is not made with school.

Parents must:

- 4.2.6 make telephone contact on first day of absence stating a specific reason for absence;

Please ring the Attendance Line [0113 390 0770](tel:01133900770) and press 1. Alternatively, you can message us via the Arbor app (we may do a follow up call for more information).

You can also email the attendance team on [TMHSAAttendance@tmhs.rklt.co.uk](mailto:TMHSAAttendance@tmhs.rklt.co.uk) if you need to give advanced notice about an absence due to medical reasons. Please attach a photo of the appointment card or letter.

Attendance team:

Mrs H Britton -Associate Deputy Principal, Pastoral and Student Support

Mrs M Constantine and Mrs H Gibson- Attendance Leads

Miss N Owens and Miss N Lawton- Attendance support Officers

- 4.2.7 contact the school on each day of a child's absence, unless the school has received advanced notification of the length of absence, in the form of a hospital admission or medical certificate.

4.3 Lateness:

- 4.3.1 Lateness will be processed by the Attendance Administrator;
- 4.3.2 The school gates will be locked at 8.20 am so that students can arrive at the lesson start time of 8.25am;
- 4.3.3 Students who arrive after 8.20am will need to enter through reception and sign in via Inventory. Students will be met by a senior leader;
- 4.3.4 Students will receive a 20-minute punctuality detention after school the following day;
- 4.3.5 Students who have 5 late arrivals in a half-term will receive a warning letter home;
- 4.3.6 Students who have 10 late arrivals in a half term will receive a letter requesting a meeting with parents in school. Students who are regularly late will also receive student counselling from the Attendance and Pastoral teams;
- 4.3.7 Students arriving after 9.00 will receive a 'U' code which is an absence code, and this will contribute towards fast-track attendance monitoring as referred to in our attendance response protocols. AM registers will close at 9am.

4.4 The Graduated Response

- 4.4.1 students' attendance will be monitored very closely by the Attendance Team.

- 4.4.2 the Attendance Leads will have an overview of students whose attendance is dropping and consider if support is required by looking at reasons and patterns of absence.
- 4.4.3 the Attendance team will make contact via telephone or text message with the family on any day of absence where no contact has been made.
- 4.4.4 priority calls will be made on first day of absence to students who have been identified within our vulnerable cohort by the Pastoral Team;
- 4.4.5 home visits will be made on the first day of absence if contact cannot be made for students from our vulnerable cohorts;

- 4.4.5 STAGE 1  
Following 2 days of unauthorised absence in a term Parents will receive a 'Stage 1' letter (see Appendix 1a) to inform them of the concern.

Home visits will be made by the third day of absence for all students as part of our welfare checks.

We will not authorise more than 5 days absence without medical evidence to support the reason for being unable to attend school however this will also be reviewed on a case-by-case basis where the attendance team will work with parents.

- 4.4.6 STAGE 2  
Following 5 days of absence or 2 periods of absence in a half term, students will receive a stage 2 letter.  
The consequences of further absences are explained in the letter.  
Proof of illness will be required after this letter is received for future absences however this will be reviewed on a case-by-case basis.  
Examples of this can be medical appointment cards, prescriptions, hospital appointment letter.
  - Stage 2 letters will depend on the type of absence. If the 5 days/2 periods have been authorised absence, then a stage 2 warning letter will be sent.
  - If all 5 days have been unauthorised then a fast-track stage one letter will be sent and a meeting arranged in school.

- 4.4.7 Following any further unauthorised absences, a letter will be issued to parents informing them of the decision to progress the case down the Fast track or Case Work Legal route. Attendance will continue to be monitored under the fast-track local authority system and meetings and home visits will take place where appropriate.
- 4.4.8 the Attendance Leads may consider a referral to the Temple Newsam Cluster meetings after wave 1 interventions have taken place to initiate support with attendance.
- 4.4.9 At the end of each academic year any student with below 90% attendance will be sent a letter outlining the need for proof of illness for any future absences in the next academic year. (Appendix 1d)



#### 4.5 Truancy:

- 4.5.1 the Attendance team will be key in the identification of external truancy and will work with the student and parents to develop a re-engagement package. An attendance contract may be issued for persistent truancy to monitor and support the student;
- 4.5.2 it is the role of the classroom teacher to inform the relevant Pastoral Officer (PO) of any suspicious absence within the first 5 minutes of any lesson;
- 4.5.3 all students signing out must be recorded onto Arbor immediately by Student Services and a sign out permission slip take to reception;
- 4.5.4 Internal truancy is prevented using the staff protocols guide. The consequence for internal truancy will be a one-hour detention the following day. If this is repeated then it will result in an on call and time spent in Reflection.

#### 4.6 Holiday procedures:

- 4.6.1 the school and the RKLt agree that any absence from school will interfere with a student's ability to reach the highest standards of attainment and therefore believes that family holidays should occur during school holidays and outside of term times;
- 4.6.2 only in exceptional circumstances will the school/Trust consider an application for a holiday. The following steps should be undertaken;
- 4.6.3 a Holiday Form is completed and returned to the Attendance team at least two weeks before the requested holiday.
- 4.6.4 the Principal or delegated Deputy Principal, will consider the family's reasons for undertaking a holiday during term time in line with the Trust's 'Holidays in Term Time' policy. Authorisation can only be granted in exceptional circumstances;
- 4.6.5 failure to ask for permission will result in the absence being recorded as unauthorised and subject to a potential fixed penalty fine from the Local Authority.
- 4.6.6 If the holiday is for 5 days or more, the student will automatically be placed on Stage 2 of the Graduated response.

#### 4.7 Children missing from education

- 4.7.1 a child going missing from education is a potential indicator of abuse or neglect. School and college staff members must follow the Leeds Children's Service LA Procedure: Contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk) 0113 378 9686;
- 4.7.2 children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School and college staff members should follow the school's or college's procedures for dealing with children who are absent/go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation and to help prevent the risks of their going missing in future;

- 4.7.3 we will comply with our statutory duty to inform the Local Authority of any pupil who falls within the reporting notification requirements outlined the Children Missing Education – Statutory Guidance for Local Authorities (DfE September 2016).
- 4.8 Positive rewards and attendance:
- 4.8.1 All students should aspire to 100% attendance each half term. Attendance in school has a proven correlation with high outcomes and employability.
- 4.8.2 Rewards for attendance are incorporated in the school's rewards system. All students should aspire to 100% attendance.
- 4.9 Exclusions
- 4.9.1 The school will ensure that any student who has been excluded for a fixed period of over 5 days will receive appropriate work to complete at home during the exclusion period.
- 4.10 Absence due to long term medical reasons:
- 4.10.1 the Attendance Leads and PO will monitor the attendance of any student who is receiving medical attention that involves absence from school. The PO will liaise with home and provide work, as appropriate. This may include appropriate computer packages that aid home learning and will be monitored by the PO.
- 4.10.2 appropriate phased re-integration will be organised in consultation with the student, the parent and external agencies.
- 4.11 Support for re-integrating students
- 4.11.1 Students who displayed significant difficulties in accessing school will be supported in their reintegration back into school
- More information on our policy and procedures for long term absence related to physical and mental ill health can be found in Appendix 4.
- 4.12 Absence and examinations
- 4.12.1 The school will ensure that students will have every opportunity to undertake external examinations if suffering from a medical condition or having been excluded.
- 4.13 External support:
- 4.13.1 the school will work in partnership with the TNLC/Cluster Team to provide appropriate support for families (parents and children) in an attempt to remove all barriers to poor attendance.
- 4.13.2 the school will work with local agencies in developing programmes of intervention for individual/ family cases and in developing strategic plans for supporting students and families experiencing social stress;

- 4.13.3 the school will work in partnership with other Trust schools in best use of the Attendance Improvement Officer (AIO) intervention and in implementing the Trust's Policy on attendance alongside Temple Moor's.
- 4.14 Monitoring (Operational):
  - 4.14.1 the initial stage of monitoring of attendance is undertaken by the form tutor and the student themselves; students should expect to be questioned about their absence and the reasons for it on their return to school. This will be recorded on Arbor by the form tutor or pastoral officer.
  - 4.14.2 further monitoring is undertaken by the Attendance Team and the student, with continued reference to the Attendance Graduated Response.
- 4.15 Monitoring (Strategic)
  - 4.15.1 The monitoring of the Attendance Development Plan, the attendance elements of the School Improvement Plan and the achievement of attendance targets is undertaken by the Deputy Principal Pastoral and the nominated governor responsible for attendance through the academic year.
- 5. KEY ROLES AND RESPONSIBILITIES
  - 5.1 Classroom Teachers
    - 5.1.1 Each teacher is responsible for maintaining an accurate record of students' attendance to their lessons using Arbor 'lesson monitor'. Staff also have the responsibility of informing the Curriculum Leader and AL/PO of any suspicious absence at the earliest opportunity.
  - 5.2 Form Tutors
    - 5.2.1 Each form tutor is responsible for monitoring the attendance of the students in their form, communicating this attendance and ensuring this is recorded weekly in planners. Form Tutors and senior leaders are responsible for having a conversation with students in their form who return from absence.
  - 5.3 Attendance Team responsibilities:
    - 5.3.1 Ensure that all absences are reported and recorded accurately.
    - 5.3.2 Complete an absence text within the first hour of the school day so parents know if their child has non attended school, or they have not contacted school and need to.
    - 5.3.3 Complete follow up phone calls for non-contact or where reason provided are not clear or valid.
    - 5.3.4 Monitor the attendance of offsite students and ensure this is recorded accurately and students are safeguarded.
    - 5.3.5 Complete 1<sup>st</sup> day visit for students who are deemed at risk/3<sup>rd</sup> day absence visits for all other students/ 2 weekly welfare checks for students refusing to attend school and who won't engage in external services/our reintegration programme/who have been through legal proceedings.
    - 5.3.6 Monitor and send all stages communication including FT monitoring and complete follow phone calls and meetings with parents.
    - 5.3.7 Process any FPN holiday fines or FT fines with the LA.

- 5.3.8 Complete PA meetings with PO's and have an overview of all reasons/interventions and impact for all students with below 95% attendance.
- 5.3.9 Support with rewards for attendance in school.
- 5.3.10 Mentoring of students whose attendance declines.
- 5.3.11 Monitor student illness in school and make decisions about contacting home.
- 5.4.12 Work collaboratively with external agencies who support our students and make referrals to agencies where appropriate.
- 5.3.13 Work collaboratively with the SEND team and L4 to arrange student reintegration support.
- 5.3.14 provide half weekly attendance to the senior leadership team.
- 5.3.15 Provide half termly attendance data to the Deputy Principal to analyse and present to the leadership and governors.

#### 5.4 Designated Leadership Team Member with Responsibility for Attendance

The central responsibilities of Associate Deputy Principal (Pastoral) are:

- 5.4.1 to ensure that attendance is strategically planned as outlined in the School Improvement Plan;
- 5.4.2 to ensure that the Senior Leadership Team (SLT) is regularly informed about attendance progress towards achieving targets;
- 5.4.3 to ensure that the Governing Board is regularly informed through the designated governor;
- 5.4.4 to ensure that regular meetings take place with the Pastoral and Attendance teams to discuss attendance, identify concerns early and formulate a strategy for dealing with them.

#### 5.5 Designated Governor with Responsibility for Attendance

- 5.5.1 The designated governor with responsibility for attendance will act as a critical friend to the designated leadership team member responsible for attendance and report directly to the full governing board. The governor will ensure targets are set, action plans are reviewed and new plans are formulated which will enhance the principles of this policy.

### 6. POST 16 ATTENDANCE INTERVENTION PROTOCOLS

#### Tier 1

Students whose attendance falls below 95% will be invited to a well-being meeting with the Pastoral Leader. The purpose of which is to listen to the reasons for absence, their perception of the impact it may have had on their studies, to ascertain whether they are likely to have more time off. Students will have the opportunity to discuss the support they need from the Pastoral Team/teachers, alongside other supportive strategies such as directed study.

Where an absence cannot be authorised, a letter will be sent home to parents to inform them and to give them the opportunity to meet with the Pastoral Leader.

#### Tier 2

If absence continues to be an issue, absence will not be authorised. A meeting will be convened with the student and parent to look at their engagement across all their subjects. This will be examined in conjunction with progress data to investigate the impact of absence on attainment. The student will be required to improve their attendance over the next 6 weeks and continued monitoring is undertaken once improved.

### Tier 3

If, at the end of the 6-week monitoring period, attendance has not improved OR by the start of January of Year 13 attendance is below 90%, students will be placed on notice that they may not be entered for examinations as they are working below a threshold which could be considered as prepared for these examinations. The letter for this would give 6 weeks' notice to improve. If attendance does not improve by February half term, the school reserves the right not to enter student exam entries, at which point students/parents wishing to pursue the exam entries will have to pay for these as private candidates, as per the Examinations policy. Notice to improve periods can be extended for Y12 students, where deemed appropriate

The policy of not entering a student with below 90% will only be applied with full consideration of the circumstances.

## 7. REVIEW

- 6.1 The school is committed to reviewing the effectiveness of the Attendance Policy through the monitoring procedures of the School Improvement Plan, the review of the yearly attendance action plan and through consultation with students, parents, staff, governors, the Trust and representative external agencies.

2 days absence letter

Date  
Name  
Address

Dear

I am writing to you to discuss NAME's attendance at Temple Moor High School.

NAME now has two unauthorised days of absence this term, the absences have been unauthorised due to one of the following reasons;

- Due to historical poor attendance you are required to provide 'Proof of Illness' for all absences and this has not been received
- You have not contacted the attendance team to report the absence. Please know, it is your responsibility to inform the school each day your child will be absent, preferably before 8am
- We are awaiting medical evidence from you to authorise the absence.
- The reason provided is deemed 'unauthorised' by the attendance team. (ie, 'poorly, upset stomach, feeling sick, headache)

At Temple Moor we believe that strong attendance and punctuality are key foundations to success, please remember, that it is your responsibility as parents/carers to ensure your child is attending school regularly.

We hope that this letter opens communication between yourself and the attendance team so that we can support you in providing detailed information / medical evidence to authorise the absences or discuss ways to support NAME and the family if there are any alternative barriers to HIM/HER attending school.

For further guidance and information, please refer to the Red Kite Trust attendance policy  
<https://tmhs.co.uk/school-life/attendance/>

Please contact the attendance team anytime in order to discuss these unauthorised absences –  
[tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk)

Yours sincerely

Mrs H Gibson and Mrs M Constantine  
Attendance Lead

5 days/2 periods of absence in a half term absence letter

Date  
Name  
Address

Dear

«NAME» < Current Attendance» Authorised / Unauthorised

I am writing to inform you that <NAME> has been absent from school for 5 school days throughout the year.

10 days absent over the year leaves students with the minimum expectation of 95%, the attendance team want to support you to ensure that NAME does not fall under this threshold and risk becoming a persistent absentee.

After 5 days of absence/2 periods in a half term, we will always ask for parents/carers to provide medical evidence for student's absence to be authorised however each student's absence is reviewed on a case-by-case basis. If a student gets a virus that does not require any prescription medication or a visit to the GP, but previous absences have had medical evidence, this supports us in authorising the absence. For students that have had multiple absences without any medical evidence, we will not authorise any further days off unless prescription medication is provided.

If you are uncertain about your child's authorised/ unauthorised absences please refer to Arbor, the school attendance policy or contact the attendance team

[www.arbor.co.uk](http://www.arbor.co.uk)  
<https://tmhs.co.uk/school-life/attendance/>  
[tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk)

Whilst this letter is very much intended to initiate collaboration and support with a focus on improving NAME'S attendance, I must also highlight that further absences that are unauthorised could lead to legal action under Section 444 of the Education Act, 1996.

Regular attendance at school is vital in order for your child to achieve their potential; evidence supports the fact that those pupils that attend regularly are more likely to achieve their target grades in their GCSE exams.

Please Contact our Attendance team [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk) if you would like a follow up meeting or phone call to discuss NAME's absence further. As always in these matters, we are looking for your support, and to support you, in ensuring that your child attends school regularly and achieves their potential.

Yours sincerely  
Mrs H Britton  
Senior Assistant Principal [brittonh@tmhs.rklt.co.uk](mailto:brittonh@tmhs.rklt.co.uk)

**Appendix 1c**  
**Fast Track letter 1**

Date  
Parent/Guardian Name  
Address

Dear Parent/Guardian Name

Re: Student Name DOB: \_\_\_\_\_

As the Pastoral Engagement Lead at Temple Moor, part of my role is to improve attendance and punctuality. I monitor pupil's attendance regularly and follow up on any frequent or unauthorised absences. We would like your support to improve your son/daughter's levels of attendance from last term so we have identified them to be part of the local authority 'Fast Track Initiative'.

Your child has been identified due to their attendance from the previous term. I have enclosed a copy of their registration certificate for your information.

As a result of these concerns, NAME's attendance will be monitored for 12 weeks – Period of Time. During this time school will only authorise absences if medical verification is provided. If NAME's attendance shows little or no improvement after the monitored period, you will be formally invited to a School Attendance Panel in school, in order to discuss and address the situation. This programme is to help support and prevent your child's attendance from deteriorating again.

*I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceeding being taken by the Local Authority.*

If you require advice and support with regard to your child's attendance, please do not hesitate to contact me. My telephone number is 0113 390 0787 (ext. 244) or alternatively you can email me on [constantinem@tmhs.rklt.co.uk](mailto:constantinem@tmhs.rklt.co.uk)

Yours Sincerely

Mrs M Constantine  
Pastoral Engagement Lead  
[constantinem@tmhs.rklt.co.uk](mailto:constantinem@tmhs.rklt.co.uk)



**Appendix 1c**  
**Fast Track letter 2**

Date  
Parent/Guardian Name  
Address

Dear Parent/Guardian Name

Re: Student Name DOB: \_\_\_\_\_

Following my previous letter regarding NAME's attendance and that they had been identified to be part of the cohort for the Fast Track Initiative. Unfortunately, the attendance improvement shown during the last 6 weeks has not been significant enough for your child to be removed from the initiative. I have enclosed a copy of NAME's registration certificate for your information.

As a result of these concerns and in order to discuss and address the situation, I would like to invite you to a Fast Track School Attendance Panel to be held in school on Date and Time. Failure to attend this meeting and engage with the Fast Track Process could lead to further action and prosecution.

If the above appointment is not convenient, please do not hesitate to contact me. My telephone number is 0113 390 0787 (ext. 244) or alternatively you can email me on [constantinem@tmhs.rklt.co.uk](mailto:constantinem@tmhs.rklt.co.uk) to rearrange the meeting, as the meeting will go ahead in your absence if you do not attend.

I look forward to meeting with you.

Yours Sincerely

Mrs M Constantine  
Pastoral Engagement Lead  
[constantinem@tmhs.rklt.co.uk](mailto:constantinem@tmhs.rklt.co.uk)

Dear «ParentCarer»

PENALTY NOTICE WARNING

Re: «Pupil\_Full\_Name» dob.....

It has been brought to my attention that the attendance of your child is a cause for concern.

The government has introduced powers for the Local Authority to issue Penalty Notices in cases where parents do not ensure that their child attends school regularly.

I should inform you therefore that you are liable to be issued with a Penalty Notice under the provisions of the Education Act 1996 (as amended). This is due to you having failed to ensure your child, «Pupil\_Full\_Name», being of compulsory school age and a registered pupil at «School», attends school regularly. During the period «dates\_between», your child had «no\_of\_unauth\_abs» unauthorised absences.

ANY FURTHER UNAUTHORISED ABSENCES MAY RESULT IN A PENALTY NOTICE BEING ISSUED AGAINST YOU.

Note: Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full.

Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.

If you are experiencing any problems in ensuring that your child does attend school regularly, please speak directly to .....

*School name* shares Leeds City Council and the government's determination to raise the levels of pupil attendance at school because we want to give the best future opportunity for our children.

Yours sincerely

Mr M West  
Principal

Date  
Parent/Guardian Name  
Address

Dear Parent/Guardian Name

Re: Student Name DOB: \_\_\_\_\_

This is a letter to inform you that NAME's attendance is currently \_%. When looking into the reasons why NAME has been absent from school, we noticed that a significant amount of the absence was linked to unauthorised absence.

Any student with below 90% attendance is classified as a persistent absentee by the government. This means your son/daughter will have missed a minimum of 100 hours or 19 days of learning opportunities this academic year alone and more as attendance continues to drop below 90%.

<Insert graphic on impact on academic outcomes>

Students with below 90% attendance at the end of the academic year are automatically placed on attendance monitoring going into the new school year and will be required to provide proof of illness for any absence.

Due to <names> level of absence this academic year, we would like to invite you in for a meeting where we can discuss the barriers to <name> attending school and look at how we can support them to improve their attendance for the 2024-25 academic year.

More information about our attendance policy and procedures can be found via this link:

<https://www.tmhs.co.uk/school-life/attendance/>

The attendance team are available to support with your son/daughter's attendance and we ask that you attend a meeting in school with them on (add date and time).

If this date and time is not convenient then please contact [tmhsattendance@rklt.co.uk](mailto:tmhsattendance@rklt.co.uk) to arrange a different meeting time before the end of term.

Yours Sincerely



Mrs H Britton  
Deputy Principal Pastoral and student support

## Appendix 1E

Dear (Parent name),

Name has been late to school 5 times this half- term. This means name has hit our first punctuality threshold.

Lessons in school start at 8.25 am and students are expected to arrive in time to be sat in the classroom for the start of the lesson. The school gates are locked at 8.20am to ensure students can meet this expectation.

Each day name is late he/she receives a 20-minute detention. This is clearly not deterring name.

Punctuality is essential in the work environment and as a school we aim to prepare students to be successful in the future.

If names punctuality persists and he/she accumulates 10 sessions late to school, we will require you to attend a meeting in school where we will discuss further actions and any support you might require to ensure name attends school on time.

The local authority fixed penalty fine system can be utilised for students who are persistently late for school, and we are prepared to use this where parents and students will not work with us to improve punctuality.



Yours Sincerely

Mrs H Britton

Senior Assistant Principal Pastoral

Getting to school on time really matters. Did you know.....

If in a school year, you are late everyday by...	You would have lost approximately...	Or you would have missed approximately...
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

Dear (Parent name),

You will recall my letter regarding name hitting threshold one of our punctuality monitoring. Name has now reached threshold 2 and has been late to school on 10 occasions this half term.

Lessons in school start at 8.25 am and students are expected to arrive in time to be sat in the classroom for the start of the lesson. The school gates are locked at 8.20am to ensure students can meet this expectation.

Each day name is late he/she receives a 20-minute detention. This is clearly not deterring name.

Punctuality is essential in the work environment and as a school we aim to prepare students to be successful in the future.

We require a meeting with yourself and name in school to look at strategies to support names punctuality and also to be clear on further actions we will take as the current sanction is clearly not enabling name to be responsible for his/her own punctuality.

This meeting will take place on (date and time).

Please contact Mrs M Constantine [constantinem@tmhs.rklt.co.uk](mailto:constantinem@tmhs.rklt.co.uk) if you cannot attend and we will arrange an alternative time.

The local authority fixed penalty fine system can be utilised for students who are persistently late for school, and we are prepared to use this where parents and students will not work with us to improve punctuality.

*M Britton*

Yours Sincerely

Mrs H Britton

Senior Assistant Principal Pastoral

Getting to school on time really matters. Did you know.....

If in a school year, you are late everyday by...	You would have lost approximately...	Or you would have missed approximately...
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

## ATTENDANCE CODES

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (am)	Present	In for whole session
\	Present (pm)	Present	In for whole session
@	DO NOT USE	Unauthorised Absence	Late for session
B	Educated Of Site (not dual reg)	Approved Educational Activity	Out for whole session
C	Other Authorised Circumstances	Authorised Absence	Out for whole session
D	Dual Registration	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended Family Holiday (agreed)	Authorised Absence	Out for whole session
G	Family Holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Annual Family Holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before reg closed)	Present	Late for session
M	Medical/Dental	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence	Unauthorised Absence	Out for whole session
P	Approved Sporting Activity	Approved Educational Activity	Out for whole session
R	Religious Observance	Authorised Absence	Out for whole session
S	Study Leave	Authorised Absence	Out for whole session
T	Traveller Absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Visits/Sporting Activity	Approved Educational Activity	Out for whole session
W	Work Experience	Approved Educational Activity	Out for whole session
X	DfE #: School Closed to students	Attendance not required	Out for whole session
Y	Enforced Closure	Attendance not required	Out for whole session
Z	DO NOT USE	Authorised Absence	Out for whole session
!	DfE X:Non-compulsory school age absence	Attendance not required	Out for whole session
#	School Closed to students and staff	Attendance not required	Out for whole session
*	DfE Z: Student not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No Mark	No mark for session



## **RECORD OF A MEETING WITH PARENT(S)**

<b>Status of Meeting:</b>	Legal casework – Review meeting		
<b>Name of Pupil:</b>		<b>D.O.B.:</b>	
<b>Address:</b>			
<b>School:</b>	Temple Moor High School		
<b>Date:</b>			
<b>Present:</b>			
<b>Apologies:</b>			
<p><b>Summary of discussion:</b></p> <p><b>What were the barriers identified in the SAP meeting?</b></p> <p><b>Have these improved – Yes or no?</b></p> <p><b>If not, why not?</b></p> <p><b>Targets for the next monitoring period are -</b></p> <p><b>Explanation of the next steps if these targets are not met -</b></p>			
<b>Agencies involved:</b>	<b>Names/Dates</b>		
<b>Siblings:</b>	<b>School: Temple Moor High School</b>		
<b>Attendance certificate attached</b>			
<b>RECOMMENDATIONS:</b>		<b>ACTION BY:</b>	
1.	Four weeks of full attendance, any time off to be	Family	

	backed up by medical evidence, prescribed medication or a note from the doctor.	
2.	Be on time for school, the school gates close at 8.20am for an 8.25am start.	Family
3.	Speak to the attendance team regarding any barriers to attending school on a daily basis	Student
4.	Parent to contact the school if they require any further support from the school	Family
5.	Reasonable adjustments?	
	<p>Signature</p> <p>TMHS staff member</p> <p>Name</p> <p>Title</p> <p>Date</p>	<p>Signature/s</p> <p>Parent name</p> <p>Student name</p> <p>Date</p>



<b>Status of Meeting:</b>	Legal Casework - School Attendance Panel		
<b>Name of Pupil:</b>		<b>D.O.B.:</b>	
<b>Address:</b>			
<b>School:</b>	Temple Moor High School		
<b>Date:</b>			
<b>Present:</b>			
<b>Apologies:</b>			

**Summary of discussion:**

**Current students' attendance - %**

**Previous students' attendance - %**

**Improvement, changes? Why?**

**Are there any patterns? Certain days, mornings, afternoons etc?**

**What are the barriers for punctuality or attending school?**

**Have home visits taken place?**

**Do you feel you need support?**

**ELSA/ESNA?**

**Parenting course?**

**Explanation of the next steps -**

<b>&gt; Penalty Warning Notice discussed - £60 per parent per child for any further unauthorised absences within the 4-week monitoring period.</b>		
Agencies involved:		Names/Dates
Siblings:		School: Temple Moor High School
Attendance certificate attached		
<b>RECOMMENDATIONS:</b>		<b>ACTION BY:</b>
1.	Four weeks of full attendance, any time off to be backed up by medical evidence, prescribed medication or a note from the doctor.	Family
2.	Be on time for school, the school gates close at 8.20am for an 8.25am start.	Family
3.	Speak to the attendance team regarding any barriers to attending school on a daily basis	Student
4.	Parent to contact the school if they require any further support from the school	Family
5.	Reasonable adjustments?	

Absence from school related to mental health illness procedures:

Emotionally Based School Avoidance is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors.

In order for us to amend our normal attendance protocols in relation to legal action for students who do not attend regularly for mental health issues we require parents and students to engage with the professional help that is sign posted to them.

We will not authorise 'mental health' absences unless parents and students follow up the support offered and the resources suggested to them.

These are school's current guidelines about where support can be received:

Guidance for parents/carers in accessing external mental health services

**If there is immediate threat to your child's life or health, call 999**

If your child is expressing suicidal thoughts and/or has self-harmed, or you have any other urgent concerns around your child's health and safety, it is important that you speak with a medical professional as soon as possible. It is advisable to contact your child's GP for an urgent appointment that day or take your child to A&E if an urgent GP appointment is not possible. If you are uncertain on what to do, you are able to seek NHS guidance via telephone on 111

If your child is struggling with their mental health, it is important they get the ongoing support they need. It is advisable to speak with their GP about options for support. You can also refer your child or they can refer themselves (if they are over 13-years-old) to Mindmate via telephone on 0300 555 0324 or online via <https://www.mindmate.org.uk/im-a-professional/leeds-mindmate-single-point-access/>. Mindmate are able to identify the most appropriate service for your child at that time

It can be useful to speak with your child's Pastoral Officer at school about what support may be offered around mental health by school, however it is always important to also seek guidance from medical professionals such as your child's GP.

If you have any concerns or queries on this guidance, please contact your child's Head of Year.

The following mental health services are available for children and young people in Leeds -

- *Teen Connect is a helpline for young people aged 13-18 in Leeds who may be feeling in crisis with their mental health. They offer up to one hour support via telephone or online chat. It is open from 6pm-2am every night – 0808 800 1212 - <https://www.lslcs.org.uk/services/connect-helpline/teen-connect/>*

- *The Market Place* offer a range of free confidential support around mental health and wellbeing for young people aged 11-25 in Leeds - 0113 246 1659 - <https://www.themarketplaceleeds.org.uk/>
- *Kooth* offers online mental health support via webchat for young people aged 11-24 - <https://www.kooth.com/>
- *Childline* provide telephone support and webchat support for children. Support is available in British Sign Language - 0800 1111 - <https://www.childline.org.uk/>
- *Shout* is a text support service - 85258 - <https://giveusashout.org/>
- *Safe Zone* is a space for face-to-face crisis support for 11-19-year-olds <https://www.slcs.org.uk/services/safe-zone/>

Once support has been sought, we will implement the following steps, but the length of time and specific details will depend on individual need and guidance from mental health professionals around the young person

1. Meeting to take place in school with the Attendance Lead and Pastoral Officer. The student and parent/carers must all attend together as it is important the student has a voice in the process.
2. A timetable of support will be agreed.

An example of this would include:

- An introductory session in the SEMH Hub.
- Timetable created to include time spent working in our 'reintegration room' and accessing any lessons that are agreed.
- Access to work at home that will be monitored for engagement from school- this will only be provided where the student attends the agreed in school sessions.
- A 'safe space' will be provided at break and lunchtimes for students to access.

Progress will be measured through increased attendance and engagement in online learning.

The timetable would be reviewed every 2 weeks to make adjustments and increase time in school.

Please note:

As a school we have staff who are ELSA trained however these will not be utilised where we have a student who is not attending school.

Their role is to work with students who are in school and attending all lessons and due to capacity cannot work with students who are not attending regularly.

COVID 19 Attendance policy update (this will be reviewed half-termly in relation to the COVID 19 situation)

Reminder-Communicating absence with school:

1. Parents/carers must contact the school by ringing the absence line before 8.15am on a morning on the first and then every subsequent day of absence.

Absence line number: 0113 3900770

If for any reason parents/carers cannot get through then a message can be left on the app and the attendance team will follow this up.

2. Parents/carers must inform us of the specific reason for absence. We must have more detail than, for example, 'ill' or 'not feeling well'.
3. If parents/carers do not communicate the specific reason for absence with the school then the absence will automatically be classed as an unauthorised absence and we may well have to contact you for more specific information.
4. If we cannot get in touch with parent/carers then a member of staff or our Safer School's Police Officer is likely to conduct a home visit.

COVID 19 symptoms or self-isolation:

1. It is no longer a requirement to test for COVID and tests can no longer be accessed through school.
2. The government guidance states that it is not recommended to test young people and children unless directed by a health professional.
3. If a student does test positive COVID-19 then they can return to school when they feel well enough. There are no longer any set time limits on this.
4. We would require proof of the positive test if this is the case.
5. Time taken off school to voluntarily self-isolate will not be authorised in line with the DfE guidance.

## Attendance – warning letter re paying for your child's exams

Dear (Parent name),

I am writing to inform you that your child's current attendance has fallen below 90%. As we approach the final year of their studies, it is important to highlight the direct impact that attendance has on academic progress, exam readiness, and ultimately, outcomes in their final qualifications.

In line with our Sixth Form Policy, if a student's attendance remains below 90% by Easter of Year 13, we will not enter them for their final exams through the school. 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means your child will miss half a school day each week or 19 days of school during the year – that's nearly 4 school weeks. As a result, we will deem your child as not prepared for their exams because regular attendance is essential for covering the full curriculum and developing the knowledge and skills needed for success.

Should your child not meet the attendance threshold by that time, you will have the option to pay for their exam entries as a private candidate. The school would process the entries once the relevant examination fees have been paid.

You can view the full details of our attendance policy here:

We also encourage you to consider how attendance will influence your child's progression beyond sixth form, whether to university, apprenticeships or employment. Periods of absence can result in significant gaps in understanding, making it more difficult for students to keep pace with course content and perform to the best of their ability. With this in mind, we ask families to avoid term time absences, particularly holidays, as it is likely most exams will be completed by the end of June 2026.

If your child has an ongoing medical or mental health condition which you feel will affect their attendance and well - being, please get in touch with Mrs Pearson on 0113 3900776 or at [pearsons@tmhs.rklt.co.uk](mailto:pearsons@tmhs.rklt.co.uk).

Thank you for your support in helping ensure your child achieves their full potential.

Kind regards,

Mrs Pearson  
Pastoral Leader for Sixth Form