



## **ATTENDANCE PROCEDURES AND PROTOCOLS POLICY v1 (Students)**

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## **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 2025-26**

**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 4-1. 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%). For our 2024 cohort students with above 95% attendance achieved on average 3 grades higher than those with below 90% attendance.

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).

### **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 may be made on the same day for students who are refusing to attend or who are within our vulnerable cohort. Home visits may be made for all other students on or after day 3 of absence.

Punctuality is monitored daily, and a member of the attendance 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 and 10 late arrivals will trigger a letter home and offer parents a phone call or meeting. Students arriving 30 minutes after the register closes will 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-days unauthorised absence letter every term.
2. 3 days absence letter
3. 5 days absence letter
4. Monday and Friday monitoring
5. X5 and x10 lates letters
6. Fast track 1 letter and local authority FPN tracking including support meetings.
7. 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 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 8am for students to access breakfast facilities.
- 4.1.2 the school day for attendance purposes is composed of the following elements:

##### Monday - Thursday

Years 8X, 9, 11, 13			Years 7, 8W, 10, 12
8:25-8:45	Form and registration		8:25-8:45
8:45-9:45	Period 1		8:45-9:45
9:45-10:05	Break 1	Period 2	9:45-10:45
10:05-11:05	Period 2	Break 1	10:45-11:05
11:05-12:05	Period 3		11:05-12:05
12:05-12:35	Lunch	Period 4	12:05-1:05
12:35-1:35	Period 4	Lunch	1:05-1:35
1:35-2:35	Period 5		1:35-2:35
2:35-3:05	Period 6 (Enrich and support)		2:35-3:05

##### Friday

Years 8X, 9, 11, 13			Years 7, 8W, 10, 12
8:25-8:40	Form and registration		8:25-8:40
8:40-9:35	Period 1		8:40-9:35
9:35-9:55	Break 1	Period 2	9:35-10:30
9:55-10:50	Period 2	Break 1	10:30-10:50
10:50-11:45	Period 3		10:50-11:45
11:45-12:15	Lunch	Period 4	11:45-12:40
12:40-1:10	Period 4	Lunch	12:40-1:10
1:10-2:05	Period 5		1:10-2:05
2:05-2:35	Period 6 (Enrich and support)		2:05-2:35

- 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 arbor registers must be completed within the first 10 minutes of a teaching period if there are any computer problems, an email or paper register must be sent listing absent students to the attendance team:
- 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 everyday 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)** 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 [TMHSAttendance@tmhs.rklt.co.uk](mailto:TMHSAttendance@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 member of the attendance team;
- 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 phone call/meeting with parents in school.

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 may be made on the first day of absence if contact cannot be made for students from our vulnerable cohorts;

4.4.5 Any 2 days of unauthorised absence within a half term will receive a 2 days unauthorised absence letter.

4.4.6 Following 3 days of absence students will receive a 3 days absence letter.  
The letter will offer of support from the attendance team if needed.  
Home visits may be made by the third day of absence for all students as part of our welfare checks.

4.4.7 Following 5 days of absence, students will receive a 5 days absence 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.  
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.

Examples of this can be medical appointment cards, prescriptions, hospital appointment letter.

4.4.8 Tracking - Parents will receive a letter if students have 2 or more Mondays or Fridays within a half term.

4.4.8 following any further unauthorised absences, a letter may 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.

- 4.4.9 the Attendance Leads or Pastoral Officers may consider a referral to the Temple Newsam Cluster meetings after interventions have taken place to initiate support with attendance.
- 4.4.10 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.
  - 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 the Attendance Team and a sign out with a 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 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 for term time absence can only be granted in exceptional circumstances; The government and the trust policy outline that a 'holiday' does not come under 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.
- 4.7 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 Childrens' 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 Suspensions
  - 4.9.1 The school will ensure that any student who has been suspended for a fixed period of over 5 days will receive appropriate work to complete at home during the exclusion period. Anything less than 5 days and the school is not required to provide work.
- 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 by a member of the leadership team.
  - 4.14.2 further monitoring is undertaken by the Attendance Team – this will be using the Fast Track monitoring where a student will be monitored if they have had 10 unauthorised absences within 10 weeks. They parents will receive Fast Track letter 1 – the student will be monitored for 4 weeks. If they pass, they will be removed from the Fast Track monitoring. If they fail, they will be sent Fast Track letter 2 and be monitored for a further 4 weeks. If they pass, they will be removed from the Fast Track monitoring. If they fail, then a FPN fine will be sent to the local authority.
- 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 by 9:30am 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 Monitor student illness in school and make decisions about contacting home.
- 5.4.11 Work collaboratively with external agencies who support our students and make referrals to agencies where appropriate.
- 5.3.12 Work collaboratively with the SEND team and L4 to arrange student reintegration support.
- 5.3.13 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.

## APPENDIX 1a: 2 days unauthorised absence letter

Dear Recipient(s) First Name ,

I hope this message finds you well.

I'm writing to discuss Student(s) First Name attendance at Temple Moor High School. We've noticed that there have been two unauthorised absences this half term. These may be due to one of the following reasons:

- The reason provided has been deemed 'unauthorised' by the attendance team (e.g., "feeling unwell," "upset stomach," "headache"). If you can share more details, we may be able to authorise the absence.
- We're awaiting medical evidence from you to authorise the absence. Please email any documentation to [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk).
- As Student(s) First Name has already had five days of authorised absence this school year, we are unable to authorise further absences without supporting evidence.
- We haven't received contact from you to report the absence. Please remember it's important to inform the school each day your child is absent, ideally before 8am.

At Temple Moor, we believe strong attendance and punctuality are key foundations for success. We appreciate your support in ensuring Student(s) First Name attends school regularly.

If there are any challenges or barriers affecting attendance, please let us know. We're here to work with you and support your family where needed. Sharing detailed information or medical evidence will help us authorise absences appropriately.

For further guidance, you can refer to the Red Kite Trust attendance policy here:

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

Please don't hesitate to contact the attendance team at any time to discuss these absences:  
[tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk).

Thank you for your cooperation and understanding.

Warm regards,

**The Attendance Team**

## APPENDIX 1b: 3 Days absence letter

Dear Recipient(s) Salutation

Re Student(s) Full Name

I am writing to inform you that Student(s) First Name has been absent from school for 3 school days throughout the year. This letter is sent to all students that hit the threshold of 3 days of absence. A

further letter will be sent out once **Student(s) First Name** has been absent from school for 5 days. Unless you have been told otherwise via Arbor, phone call or email, all current absences have been authorised.

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

After 5 days of absence throughout the year, 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.

<https://temple-moor-high.uk.arbor.sc/>  
<https://tmhs.co.uk/school-life/attendance/tmhsattendance@tmhs.rklt.co.uk>

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.

This letter is very much intended to initiate collaboration and support with a focus on improving **Student(s) First Name**'s attendance. 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 **Student(s) First 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  
The Attendance Team



## APPENDIX 1c: 5 Days absence letter

Dear <sup>Recipient(s) First Name</sup>,

I hope this message finds you well.

I wanted to let you know that <sup>Student(s) First Name</sup> has been absent from school for 5 days so far this year. We send this letter to all families once this threshold is reached, simply to keep you informed and work together to maintain good attendance. Unless you've been told otherwise via Arbor, phone call, or email, all current absences have been authorised.

Regular attendance is really important for helping students achieve their best. For context, 10 days of absence over the year brings attendance down to 95%, which is the minimum expectation. Our attendance team is here to support you so that <sup>Student(s) First Name</sup> stays above this level and avoids becoming a persistent absentee.

After 5 days of absence, we do ask parents/carers to provide medical evidence for any future absences to be authorised. We understand that not every illness requires a GP visit or prescription medication, and we review each case individually. However, if there have been multiple absences without any evidence, we won't be able to authorise further days off unless prescription medication is provided.

If you're unsure about authorised or unauthorised absences, please check Arbor, review our attendance policy, or contact our team:

- <https://temple-moor-high.uk.arbor.sc/>
- <https://tmhs.co.uk/school-life/attendance/>
- Email: [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk)

This letter is intended to start a conversation and offer support. If you'd like to discuss <sup>Student(s) First Name</sup>'s attendance further, please don't hesitate to email us to arrange a call or meeting.

We really appreciate your partnership in helping your child attend regularly and reach their full potential.

Warm regards,

**The Attendance Team**

## **APPENDIX 1d: Monday tracking letter**

Dear Recipient(s) First Name ,

We've noticed that Student(s) First Name has been absent from school on two Monday's so far this term. We completely understand that this may just be a coincidence, but we wanted to check in with you.

If there's anything making Monday's difficult for Student(s) First Name , please don't hesitate to reach out so we can work together to find a solution.

Thank you for your support, and please let us know if we can help in any way.

Warm regards,

The Attendance Team

## **APPENDIX 1e: Friday tracking letter**

Dear Recipient(s) First Name ,

We've noticed that Student(s) First Name has been absent from school on two Fridays so far this term. We completely understand that this may just be a coincidence, but we wanted to check in with you.

If there's anything making Fridays difficult for Student(s) First Name , please don't hesitate to reach out so we can work together to find a solution.

Thank you for your support, and please let us know if we can help in any way.

Warm regards,

**The Attendance Team**

## APPENDIX 1f: x5 lates letter

Dear Recipient(s) First Name ,

Re: Student(s) First Name

We wanted to make you aware that Student(s) First Name has been late to school 5 times this half-term, which means they've reached our first punctuality threshold.

Lessons begin promptly at 8:25 am, and students are expected to be seated and ready to learn by this time. To help with this, the school gates close at 8:20 am.

Currently, each late arrival results in a 20-minute detention, but we're concerned this may not be helping Student(s) First Name improve their punctuality. Being on time is an important life skill and something we aim to instill to prepare students for future success. If lateness continues and reaches 10 sessions, we'll invite you to a meeting to discuss how we can work together to support Student(s) First Name in arriving on time.

Please know that we're here to help—if there are any challenges contributing to these late arrivals, we'd really appreciate hearing from you so we can offer support.

Thank you for your cooperation and understanding.

Warm regards,

**The Attendance Team**

## APPENDIX 1g: x10 lates letter

Dear Recipient(s) First Name ,

Re: Student(s) First Name

Further to my previous email regarding Student(s) First Name reaching our first punctuality threshold, I wanted to let you know that they have now reached threshold 2, with 10 late arrivals this half-term.

Lessons begin at 8:25 am, and students are expected to be seated and ready to learn by this time. To support this, the school gates close at 8:20 am.

Currently, each late arrival results in a 20-minute detention, but this does not seem to be helping Student(s) First Name improve their punctuality.

As punctuality is an important life skill and key to future success, we would like to arrange a meeting with you and Student(s) First Name to discuss strategies that can help, and to outline next steps if improvements are not made. Our aim is to work together to support Student(s) First Name in meeting expectations.

Please contact the attendance team at [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk) to arrange a meeting, either in person or over the phone.

While we hope to resolve this collaboratively, please note that the local authority fixed penalty system can be applied for persistent lateness where parents and students do not engage with support.

Thank you for your understanding and cooperation.

Warm regards, **The Attendance Team**

## APPENDIX 1h: Fast Track 1, 2 and 3 letters.

Current Date (Long)

Dear Recipient(s) Title Recipient(s) Last Name

Re: Student(s) Full Name DOB: Student(s) Date of Birth

As the Pastoral attendance and engagement leads in Temple Moor High School, our role is to improve attendance and punctuality. We monitor pupil's attendance regularly and follow up on any frequent or unreasonable absences.

Temple Moor High School would like your support to improve levels of attendance and punctuality, therefore a 'Fast Track Initiative' is currently being run in school in order to address attendance concerns quickly and effectively.

Having recently completed a register check, we are concerned to note Student(s) First Name's poor level of attendance and enclose a copy of their registration certificate for your information. As a result of these concerns, Student(s) First Name's attendance will be monitored for the next 4 school weeks commencing Monday, 25 September 2023, during which time school will only authorise absences if medical verification is provided. If Student(s) First Name's attendance shows little or no improvement after the monitored period, you will be formally invited to a School Attendance Panel in school order to discuss and address the situation.

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 proceedings 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 the attendance team.

Mrs M Constantine & Mrs H Gibson  
Attendance Leads

[tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk)

Dear Recipient(s) Salutation ,

Further to my previous letter advising you that Temple Moor are currently involved in a Fast Track Initiative, having recently completed a register check I am concerned to note that Student(s) First Name has failed to achieve the attendance target set. I enclose a copy of Student(s) First 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 xxxxx at xxxx

Failure to provide an acceptable explanation for the absences may result in a Penalty Notice Warning letter being issued immediately following the meeting.

If the above appointment is not convenient, please do not hesitate to contact us via [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@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/ Mrs H Gibson

Attendance Leads

[tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk)

Current Date (Long)

### School Attendance Notice to Improve

RE: Student(s) Full Name

Dear Recipient(s) Salutation

For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent may be guilty of an offence under s.444 Education Act 1996.

You, Recipient(s) First Name Recipient(s) Last Name are a parent/carer of Student(s) First Name, who is a registered pupil at **Temple Moor High School**. We have offered support to you and your family to try and help improve Student(s) First Name's attendance.

Unfortunately, despite monitoring and meeting's with parent's/student's, attendance remains a cause for concern. Between **xxxxx** the pupil failed to attend regularly at Temple Moor High School, which resulted in 11 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

Should we not see sufficient improvement in attendance or if there are further instances of unauthorised absence, a Penalty Notice may be issued:

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

If you wish to discuss this notice, or discuss what further support is available, please contact school as soon as possible.

Yours sincerely

Mrs M Constantine & Mrs H Gibson



## Attendance Leads

## APPENDIX 1i: POI letter

Current Date (Long)

Dear Recipient(s) Salutation ,

Student(s) First Name's attendance is below 90% for this academic year. This means he/she/they is within the persistent absentee category.

Student(s) First Name will have missed a minimum of 100 hours or 19 days of learning opportunities this academic year and more as attendance continues to drop below 90%.

Our Y11 cohort who left in summer 2024 had excellent results however those with attendance of below 90% only achieved an average of a grade 3 across their subjects.

Evidence supports the fact that students who attend school are successful at the end of Y11 and those students whose attendance is low struggle to achieve the same academic outcomes as their peers.

As Student(s) First Name's attendance is below 90%, we will not authorise any further absence from school in the next academic year without proof of illness.

Our attendance expectations are clearly outlined on our website <https://www.tmhs.co.uk/school-life/attendance/> including clarity around term time holidays and the local authority fine system we follow.

The attendance team area available to support with Student(s) First Name's attendance and you can contact them on [tmhsattendance@tmhs.rklt.co.uk](mailto:tmhsattendance@tmhs.rklt.co.uk) to arrange a meeting when we return in September to support Student(s) First Name .

Yours Sincerely

Mrs H Britton

Associate Deputy Principal Pastoral

## Appendix 2

### 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

### **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.lslcs.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/Carer

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