

**Blakehill Primary School**  
Highfield Road  
Idle  
Bradford  
BD10 8QN

Telephone: 01274 414355  
Fax: 01274 414356  
Email: [office@blakehill.bradford.sch.uk](mailto:office@blakehill.bradford.sch.uk)  
[www.blakehillprimary.co.uk](http://www.blakehillprimary.co.uk)  
Headteacher: Mrs L Keighley



### Unauthorised of attendance letter

<Date>

Dear <name of parent / carer>

According to our records, <name of pupil> has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the <s/he> is unable to attend school and an expected date when <s/he> should return. Unfortunately, we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn't been explained within two weeks will be categorised as "**Unauthorised**" Absence – an explanation of this term and the possible consequences are attached.

If you wish to discuss this letter further, please contact me on **01274 414355**

Yours sincerely

Mrs Gould

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Please complete this slip and return to <location> as soon as possible.

**Dates of unexplained absence:**

<Dates of N Codes>

Explanation for the above dates of unexplained absence:

Parent/Carer Signature..... Date.....

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### Attendance concern

<Date>

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to <Name of pupil>'s current level of attendance:

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child's future progression.

**Above 97%: Less than 6 days absence a year**

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

**95%: 10 days absence a year**

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

**90% and below: 19 days + absence a year**

The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact Mrs Bottomley on 01274 414355

Yours sincerely

Mrs Gould

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***Attendance due to Medical issues***

**<Date >**

Dear **<name of parent / carer>**

Since we wrote to you on *<date of 1<sup>st</sup> letter>*, *<name of pupil>*'s attendance has failed to improve significantly, and is now *<attendance percentage>*%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why *<name of pupil>* has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a Doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, e.t.c.

If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as "**unauthorised**".

We would appreciate your support to make sure *<name of child>*'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve.

Thank you for your cooperation

Yours sincerely

Mrs Gould

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### ***Failure to improve attendance***

**<Date >**

Dear **<name of parent / carer>**

Since we wrote to you on *<date of 1<sup>st</sup> letter>*, *<name of pupil>*'s attendance has failed to improve significantly, and is now *<attendance percentage>*%. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year – your child will spend more time at home than at school this academic year!

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with *<name of pupil>*. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help *<name of pupil>* to improve *<his/her>* attendance. If you would like to discuss *<name of pupil>*'s attendance, please contact Mrs Gould on 01274 41435 and I will be happy to talk with you and if required arrange a meeting.

We would appreciate your support to make sure *<name of child>*'s attendance improves. The school will continue to monitor the situation and may refer your child's absence to Bradford Council for consideration of a fixed penalty notice fine or legal action if unauthorised absence continues to occur.

Thank you for your cooperation

Yours sincerely

Mrs Gould

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## Request of meeting in school

<Address>  
<Address>  
<Address>  
<Address>

<Date >

Dear *<name of parent / carer>*

As you will be aware from our previous two letters, we have concerns with regard to *<name of pupil>*'s attendance of *<attendance percentage>*%. Unfortunately, we have not received a satisfactory reason for *<name of pupil>*'s absence and their attendance has failed to improve significantly.

I enclose your child's most recent registration certificate for your information.

Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to prevent poor habits of attendance forming with *<name of pupil>*. Poor attendance habits now will make it increasingly difficult for you to ensure your child attends school regularly as they get older.

We wish to help *<name of pupil>* to improve *<his/her>* attendance. I would like you to attend a meeting in school with me on **<date>** at **<time>** to discuss what we can all do to help *<name of pupil>* attend more regularly.

If you are unable to attend this meeting, please contact me as soon as possible so we can arrange another time and date to meet.

Yours sincerely,

Mrs Gould

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## Letter Regarding Lates

<Date >

Dear <Name of Parent>

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. We are therefore writing to you due to <Name of pupil>'s current number of late sessions:

Attendance	<current attendance> %
Number of late sessions	<current AA> %
Number of "unauthorised" lates	<current UA> %

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives 30 minutes after the register has been taken, they will have an "unauthorised" late mark – this is the same as an "unauthorised absence" - an explanation of this term and the possible consequences are attached.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Yours sincerely

Mrs Gould