



The LINK
Education Trust
Learning • Inclusion • Nurture • Knowledge

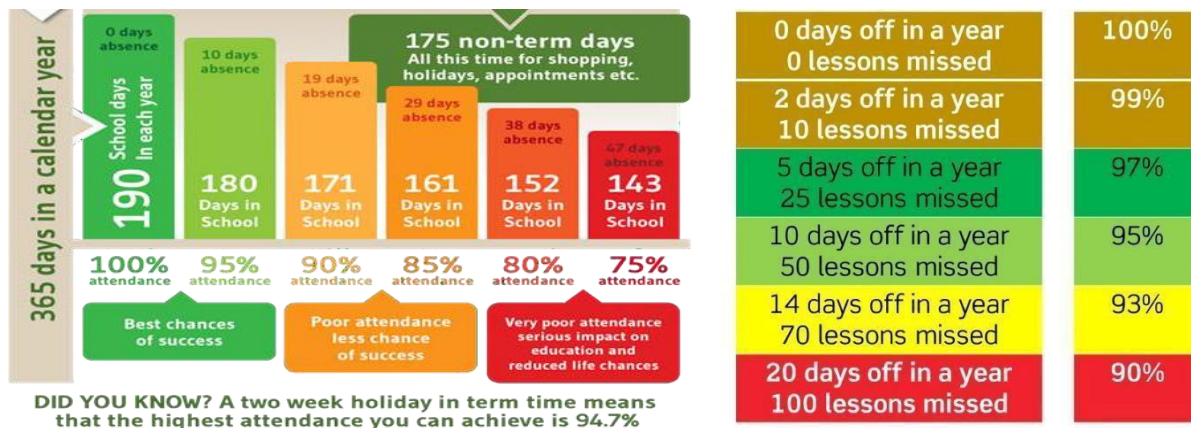


SPRINGWOOD PRIMARY SCHOOL

Attendance and Punctuality Policy

Executive Headteacher: Mrs. Jacqui Wennington

Written By:	LINK Attendance Group
Written/Adopted:	January 2025
Next Review:	January 2027
Ratified by Trustees:	Spring LGB – March 2026
Published on Website:	June 2026



The LINK Education Trust believes that the regular education of all children, irrespective of age, gender, race or ability, is vital to every pupil. Regular and prompt attendance allows every child to the education to which they are entitled by law.

We, at Springwood Primary School, together with the other schools in our Trust, have a joint approach to school attendance by adopting the same policy and procedures and ensuring consistency across all schools.

We will endeavour to work alongside parents/carers, the local community and the Local Authority Attendance Team. Promoting positive school attendance is everyone's responsibility. For children to gain the greatest benefit from their education it is vital that they attend school regularly and on time every day unless the reason for the absence is unavoidable.

AIMS and OBJECTIVES

- To demonstrate a strong attendance ethos.
- To apply and follow a clear, consistent policy on attendance which is reviewed on an annual basis.
- To have effective monitoring systems in place through accurate record keeping.
- To use attendance data to improve school and pupil performance.
- To use early intervention strategies (such as Early Help) to ensure that families are supported when necessary.
- To provide incentives for children and parents to improve attendance - and to celebrate good attendance within each school.
- To use good communication between school and home to ensure that parents are aware of the procedures for non-attendance, including the consequences.
- To understand some of the complex reasons and barriers that may stand in the way of children having an attendance of at least 92%.

EXPECTIONS

Our school attendance lead is Aidan Yates

TRUSTEES and Local Governing Boards

- To liaise with school.
- Promoting the importance of good attendance through the school's ethos and policies.
- To ensure that the Attendance policy is being followed consistently.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- To review attendance data and monitor effectiveness.

SCHOOL

- Follow the policy and procedures consistently.
- Support and work with families to ensure regular attendance for children at school.
- Offer incentives and rewards for excellent/good/improving attendance.
- Provide parents with feedback in terms of attendance improvements or otherwise through formal/informal attendance action plans.
- Ensure, through good and effective communication, that parents and children all understand the importance of regular attendance and punctuality – and that parents understand the consequences of non-attendance at school.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Send out termly attendance data to parents for all pupils.

PUPILS

- Understand the importance of regular school attendance and punctuality through collective responsibility with the school and parents/carers.
- To show benefit from the structures and routines afforded by regular punctual attendance.

PARENTS/CARERS

- Read and sign the Home-School agreement.
- Ensure that their child attends school every day, on time.
- Contact the school if their child is absent on the same morning.
- Ensure that non-emergency appointments (dentist, doctor) are made outside of school wherever possible. If this cannot be avoided, evidence of attendance at the appointment is necessary.
- Provide medical evidence via Weduc of scheduled appointments where these fall during the school day.
- Keep school informed of any changes in contact details, including telephone numbers, change of address, and e-mail addresses.

LOCAL AUTHORITY

- To provide consultation and support alongside school for children with attendance below 92%. This includes:
- Offering advice on penalty notices
- Organising attendance panel meetings
- Issuing fast-track to prosecution notices
- Working with the school on unannounced home visits to families with absent children
- Supporting the school in devising and implementing new initiatives to promote attendance and punctuality
- Analysing school and pupil data

DEFINITIONS of ABSENCE

Our ambition is for all pupils to achieve 100% attendance.

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence

An absence is authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child is unwell and the parent has followed the correct procedures as set out in the policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classed as authorised.

Unauthorised absence

- An absence is unauthorised when a child is absent without the permission of the school.
- Arrival at school after the register has closed.

Persistent Absence

Pupils are categorised as being 'persistently absent' if their attendance falls below 90% i.e. missing 10% or more of schooling across the year for any reason.

Severe Absence

Pupils are categorised as being 'severely absent' if their attendance falls below 50%.

Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **9:00am**, and pupils will be expected to be on the school premises in order to begin their school routine.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:30am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark.
- The morning register will close at **10:00am**. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be taken by **1:30pm**. Pupils will receive a mark of absence if they are not present.

Transport

On the occasion where LA funded transport is not available or cancelled it is expected that all pupils should still attend school as usual.

You can claim ad-hoc reimbursement for transport costs. Please contact the transport SEN team and explain the reason why. This will be reviewed by the Transport team.

Please email TransportSEN@salford.gov.uk or call: **0161 925 1351**.

PROCEDURES FOR ABSENCE

If a child is absent from school, parents/carers **MUST** make contact with the school on the same morning before 9.15 am – either by telephone to the school office (0161 778 0022), via email, or a Weduc notification (see **Appendix 1**).

Parents will be expected to provide an explanation for the absence, and an estimation of how long the absence will last, e.g. one school day.

The school has a first-day response system in place: The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
 - Ensure the proper safeguarding action is being taken.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data into the school census system.
1. After Registers have been taken by Class Teams, the school's Administration Team email SLT and FLOs with an initial absences list by 10.30 am and send out a Weduc notification to the parent/carer of absent children asking them to provide a reason for their child's absence.
 2. FLOs check initial absence list and notifications received already. Once checked they will carry out an initial assessment of risk and instruct Admin Team of which pupils to prioritise e.g. CP, known absconders, hard to reach, prior knowledge of household issues.
 3. Administration Team begin making telephone calls to parents of absent pupils, immediately after prioritised pupils are identified by the FLOs.
 4. Final absence list is sent through to SLT by 11:30am.
 5. FLOs call and send text message to families, from their work phone, asking them to contact school with a reason for absence.
 6. Where children have siblings in other schools, FLOs to attempt to make contact to establish whether they are in school/if parents dropped off.
 7. By 12:00pm names of any families of who there have still been no contact are verbally given to a member of SLT.
 8. SLT co-ordinate one of the following responses based on knowledge of families and level of risk;
 - FLOs telephone families from their work phone.
 - Where pupils have a social worker, email is sent to inform them of pupil's absence and request them to also try to make contact. Establish that first to make contact will inform the other professional.
 - If no contact made by (12:30) SLT make the decision for a FLO or member of SLT to go out to do a home visit.
 9. Following successful contact, action and outcome recorded on CPOMS.
 10. If no contact is made, SLT make decision to contact social care on: 0161 793 3535 and/or the police.
 11. All actions and outcomes to be recorded on CPOMS.

If a child does not arrive due to a Local Authority Transport cancellation, then their attendance is recorded with a 'Y' code on Arbor.

Some children may have a personalized timetable for Attendance, as agreed with the Heads of School. Any children who have an agreement to start school after Registers have closed must only be given a mark once they have arrived in school.

Weekly monitoring protocol:

Once a week, the school's Administration Team produces a whole school monitoring report (see *template in Appendix 2*).

Following the production of this, The Family Liaison Officers meet with Senior Leaders to discuss absences and the circumstances of individual pupils and their families who have been recently absent or are demonstrating patterns of attendance indicative of Persistent Absenteeism. In particular, the working group may identify specific supportive actions that may include (but are not restricted to):

- Informal Action Planning to increase attendance
- Liaison with other service providers, e.g. Local Authority Transport
- Multi-agency work (this may occur via existing mechanisms such as Early Help (EH), Child In Need (CIN) etc)
- Referrals to other services (e.g. Learning Disability Nurse; medical professionals)
- Welfare calls to check in on pupil and family well-being, particularly where pupils may have been absent for more than one week
- Devising bespoke solutions for support and communication around attendance, for individual families

These pupils are then discussed with the Senior Leadership team via Operational meetings and/or safeguarding meetings where appropriate.

Termly protocol:

Once per Half Term, the Senior Leaders with specified responsibility for Pupil Attendance will carry out a specific monitoring protocol. At this point, all pupils with persistent absenteeism during the current and previous academic year are discussed in detail, to determine whether they require:

- An informal discussion with a Family Liaison Officer leading to an informally agreed plan of action; at this point, parents may be supported with the provision of an NHS information leaflet advising them around low-level illnesses that do not necessitate time away from school (see *Appendix 3*).
- Continued monitoring due to exceptional circumstances (e.g. current medical condition).
- A written invitation (see *Appendix 4*) to meet with the Family Liaison Officer and/or Head of School/Assistant Head Teacher, in order to discuss attendance and form an agreed, recorded and signed plan of action (see *Appendix 5*). As part of this invitation, an additional information leaflet illustrating the cumulative effects of low level, but persistent absenteeism will also be provided in writing (see *Appendix 6*) to families.
- A referral to the Local Authority including, where appropriate, the SEN Team and/or Salford Attendance Team.

The process for establishing the appropriate action of this stage is illustrated in the flowchart (see *Appendix 7*).

Absence requests

Parents will be required to request certain types of absences in advance. The Head of School will handle all requests for absence. The decision to grant or refuse the request will be at the sole discretion of the Head of School, taking the best interests of the pupil and the impact on the pupil's education into account.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to provide evidence of appointments to obtain authorisation for their child's absence to attend such appointments as far in advance as is practicable.

Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Mobile children - absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Attendance Intervention

- Stage 1: If attendance falls below 92%, an 'Information on school attendance' letter will be issued to parents (see **Appendix 8**).
- Stage 2: If attendance falls below 90%, a further 'Continuing school attendance concern' letter will be issued to parents (see **Appendix 9**).
- Stage 3: If attendance falls below 85% an 'Escalation of Intervention' letter will be Issued (see **Appendix 10**).

At this point, further action may be taken. This could be a referral to the Salford School Attendance Team.

- Stage 4: A further drop in attendance within the next 20 days may result in a Penalty notice.

The stage letters provide a further layer of monitoring to whole school attendance. Every four weeks the Family Liaison Officers produce a whole school attendance document which is integrated by the Attendance Lead and the Heads of School. The results of which inform which parents are sent stage letters, where attendance improves, this is celebrated (see **Appendix 11**).

Penalty notices and legal intervention

The Education (Penalty Notices) (ENGLAND) (AMENDMENT)

Regulations 2024 No. 210

Education Penalty Notices for Non-School Attendance

New Legislation came into force on 19th August 2024 regarding issuing penalty notices relating to no school attendance.

Schools are required to consider, on a case-by-case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period, you may receive a Penalty Notice for the offence of failing to secure regular school attendance.

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued based on per parent/child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

Penalty Notice One - £160 discounted to £80 if paid within 21 days.

Penalty Notice Two - £160 with no discount offered.

If a third absence is taken within the three-year period, a parent may be summoned to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

All requests for leave of absence **must** be given in writing via Weduc and the school will respond to those requests via email (see **Appendix 12**).

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or are experiencing any difficulties, please contact your school and ask for support.

Monitoring & Review

School will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance lead will conduct a thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends.

This will include identifying for each group:

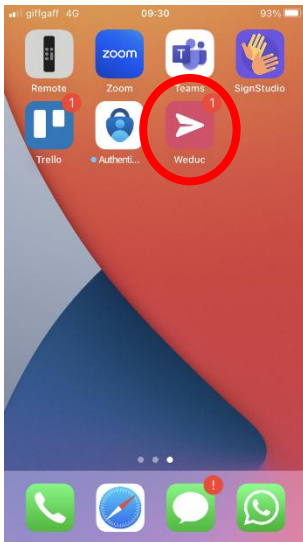
- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance lead will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance lead will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

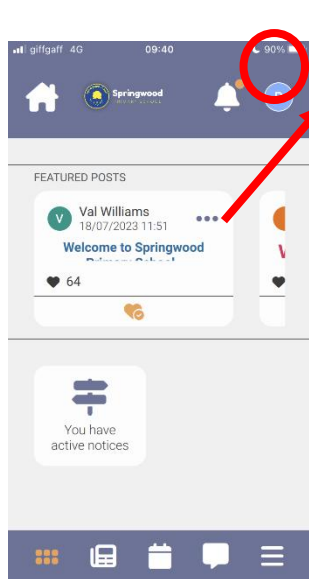
The Local Governing Board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

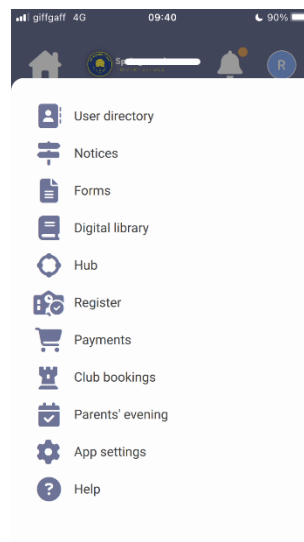
The Board of Trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.



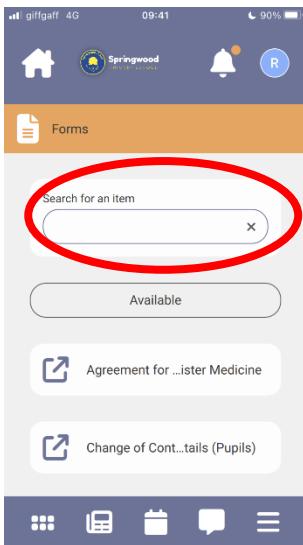
Open the Weduc app.



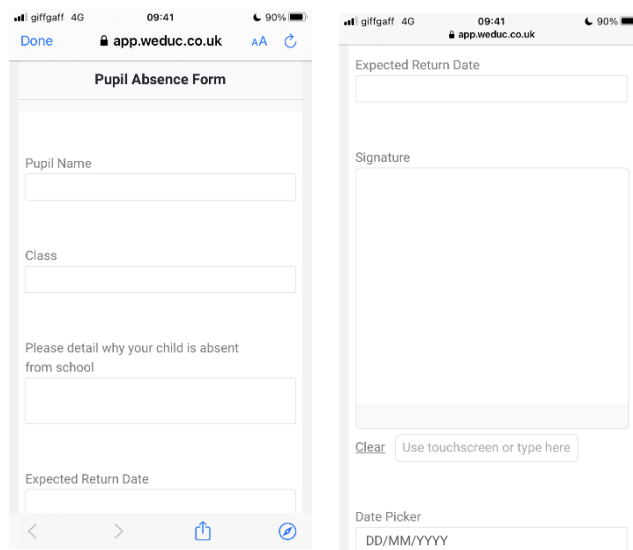
From the homepage click on your user area. Top right-hand corner



From here you can access different parts of the app. To report an absence Click on forms



Scroll down or use the search bar to find the pupil absence from



From this page you can fill in the details of your child's absence.

Appendix 2 - Weekly attendance monitoring

Report dates from:	No.
Number of pupils above 92% attendance	
Number of pupils above 90-91.9%	
Number of pupils between 89.9%-50% attendance (Persistence Absence)	
Number of pupils below 49% attendance (Severe Absence)	
Total number of pupils	

Pupils Absent all week

Name	Weekly %	Current week	Mon	Mon	Tue	Tue	Wed	Wed	Thu	Thu	Fri	Fri	Today	Actions

Pupils below 50% with falling absence (sever absence)

Name	Weekly %	Current week	Mon	Mon	Tue	Tue	Wed	Wed	Thu	Thu	Fri	Fri	Actions

Pupils Below 90% with falling attendance (persistent absence)

Name	Weekly %	Current week	Mon	Mon	Tue	Tue	Wed	Wed	Thu	Thu	Fri	Fri	Actions

Pupils Below 92% with falling attendance

Name	Weekly %	Current week	Mon	Mon	Tue	Tue	Wed	Wed	Thu	Thu	Fri	Fri	Actions





An Unwell Child

When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

Is your child well enough to do the activities of the school day? If not, keep your child at home.

Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.

Would you take a day off work if you had this condition? If so, keep your child at home.

Common conditions

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This guidance can help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

Cough and cold. - A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.

Raised temperature. - If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.

Rash. - Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

Headache. - A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.

Vomiting and diarrhoea. - Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Sore throat. - A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

Conjunctivitis. - Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.

Impetigo. - Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.

Tell the school: - It's important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last.

If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

Appendix 4 - Written Invitation to Attendance Meeting



Springwood Primary School: Barton Road, Swinton, Manchester, M27 5LP

Executive Head Teacher: Jacqui Wennington

Springwood @ Swinton, Summerville, Belvedere, Grosvenor Road: 0161 778 0022 opt.1
Springwood @ Craig Hall: 0161 778 0022 opt.2

springwood@theinkeducationtrust.co.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

Date: XXXXXXXXXXXXXXX

Dear Parent/Carer,

Re: Attendance Information for

We are very keen to ensure that all children attend school regularly. The Department for Education sets out a 90% threshold for pupil attendance. Pupils whose attendance falls below this expectation become a persistent absentee.

Regular attendance is important for academic progress and plays an important role in the development of social interaction, independence and communication.

We can see that attendance last year was and is currently
[.....](#)

When dealing with pupil absence, schools are required to have systems in place designed to support and improve attendance. I would therefore ask that you contact me to arrange a mutually convenient meeting to discuss any barriers to your child's school attendance and any support we can offer.

Yours sincerely

Aidan Yates
Assistant Headteacher



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Appendix 5 - Formal Action Plan

Attendance Action Plan

Pupil name:	Attendance last academic year	Attendance this year
Date of plan:		

Issues causing low attendance	Previous successful attendance	Action plan including people involved	Solution posed

Signed parent:	Signed Senior Leadership Team:	Review date

Appendix 6 - Impact of Persistent Absence and general awareness letter



Springwood Primary School: Barton Road, Swinton, Manchester, M27 5LP

Executive Head Teacher: Jacqui Wennington

Springwood @ Swinton, Summerville, Belvedere, Grosvenor Road: 0161 778 0022 opt.1
Springwood @ Craig Hall: 0161 778 0022 opt.2

springwood@thelinkeducationtrust.co.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

Date: 8th March 2026

Dear Parent/Carer,

I hope this letter finds you and your family well. At Springwood Primary School, we are committed to promoting excellent pupil attendance and ensuring that every child ~~has the opportunity to~~ thrive in their education. In alignment with the other schools within The Link Education Trust, we have conducted a thorough review of our protocols aimed at improving and sustaining high attendance levels.

As a school, we follow government guidance and as such, we must inform you of the potential consequences if children have five days of unauthorised absence within a 10-week period. This guidance clearly stipulates that holidays taken during term time will not be authorised. Therefore, any absence resulting from such holidays may lead to a penalty notice being issued by Salford Council.

To support and enhance our attendance objectives, we are raising our attendance expectation to 92%. This threshold will be monitored closely, and we will reach out to parents and carers of children whose attendance falls below this level. The stages of our notification process are as follows:

- Stage 1: A letter will be sent when attendance falls below 92%.
- Stage 2: A letter will be sent when attendance falls below 90%.
- Stage 3: A letter will be sent when attendance falls below 85%.
- Stage 4: A notice will be issued, alerting families to the need for improvement, which may result in the issuance of a penalty notice.

In addition to this and more specifically around term time holiday requests, many of you will be aware, prior to the summer break there was a large social media 'campaign' about term time holidays for children with SEND. It that advised parents that they could take their children with SEND out of school in term time and not receive a fine.



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Whilst we acknowledge and support the rights of pupils with Special Educational Needs and Disabilities (SEND), the legislation around school attendance still applies. Under Section 444 of the Education Act 1996, parents have a legal duty to ensure their child attends school regularly.

The Education (Pupil Registration) (England) Regulations 2006, as amended, make it clear that headteachers may only authorise leave during term time in exceptional circumstances. A family holiday is not considered an exceptional circumstance, even for pupils with SEND.

The Department for Education (DFE) amended the legislation surrounding Education Penalty Notices: [The Education \(Penalty Notices\) \(England\) \(Amendment\) \(No. 2\) Regulations 2024](#), which came into effect on 19 August 2024. Parents have no entitlement to take their child on holiday in term-time. Parents can be fined by the local authority for taking their child on holiday during term-time.

SEND legislation, such as the Children and Families Act 2014, supports reasonable adjustments and access to education, but it does not override the statutory requirements regarding school attendance or give automatic exemption from penalties related to unauthorised absences.

Following any holiday request, if you feel that the decision not to authorise the absence has not fully considered your child's individual needs, please do not hesitate to contact us to discuss further. We are always happy to work with families to ensure appropriate support is in place.

Please note that unless we receive new information that changes the context of an absence, it would remain recorded as unauthorised, and the matter may be referred to the Local Authority for further action in line with our attendance procedures.

We understand that the diverse needs of our pupils can impact their attendance, and we are dedicated to collaborating with parents and carers to identify and address these individual circumstances. We greatly appreciate your support in this crucial aspect of your child's education. Should you have any concerns or require further clarification, please do not hesitate to contact the school.

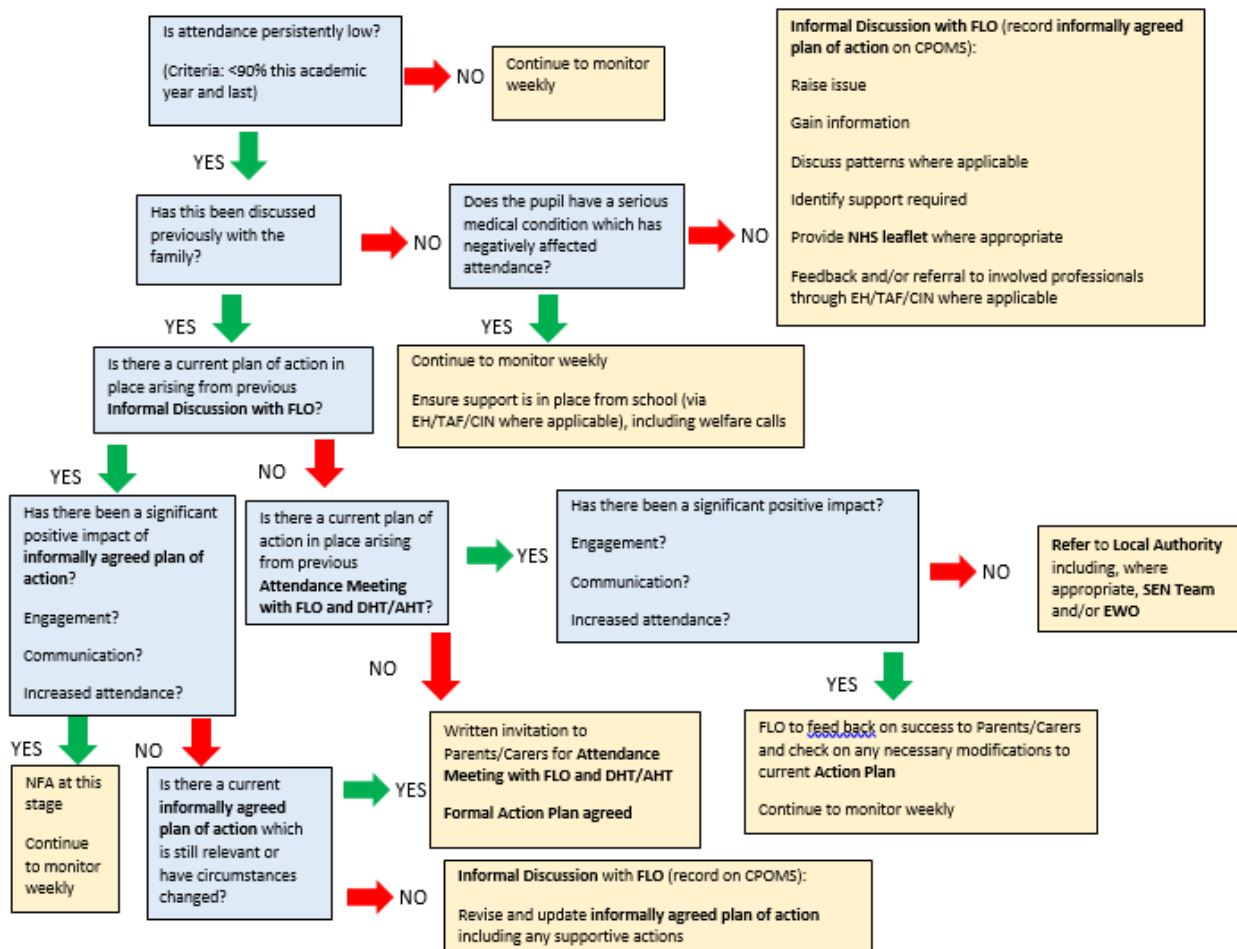
Thank you for your attention to this important matter.

Yours sincerely,

Aidan Yates
Assistant Head Teacher



Appendix 7 - Flow Chart for Half Termly Attendance Monitoring



Appendix 8 - Information on attendance – Letter 1



Springwood Primary School: Barton Road, Swinton, Manchester, M27 5LP

Executive Head Teacher: Jacqui Wennington

Springwood @ Swinton, Summerville, Belvedere, Grosvenor Road: 0161 778 0022 opt.1
Springwood @ Craig Hall: 0161 778 0022 opt.2

springwood@thelinkeducationtrust.co.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

Date: [REDACTED]

Dear Parent/Carer,

Re: [REDACTED] Information on School Attendance

As you may be aware there is a national drive for improved school attendance.

I am writing to inform you that your child's attendance at Springwood has fallen below 92%.
Their current attendance is [REDACTED] %.

Thank you for your support and cooperation in ensuring gaps in your child's learning are minimised.

Yours Sincerely,

Aidan Yates
Assistant Head Teacher



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Appendix 9 - Continuing School Attendance Concerns - Letter 2



Springwood Primary School: Barton Road, Swinton, Manchester, M27 5LP

Executive Head Teacher: Jacqui Wennington

Springwood @ Swinton, Summerville, Belvedere, Grosvenor Road: 0161 778 0022 opt.1

Springwood @ Craig Hall: 0161 778 0022 opt.2

springwood@thelinkeducationtrust.co.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

Date: 8th February 2026

Dear Parent/Carer,

Re: <Pupil name> Continuing School Attendance Concerns

I am writing to you following on from our previous correspondence in <MONTH> <YEAR>, where we shared that <Pupil name> was below 92% and was <%from last letter>. This has continued to fall since our last correspondence, <his/her> current attendance is %.

As a result, I would like to inform you, that as a school, while attendance remains a concern and is below the school target of 92%, we will **not be** authorising any further absences without supporting medical evidence. Medical evidence can take the form of pictures of antibiotics, prescriptions, appointments cards etc.

Should you not be able to provide this, we would still ask that you inform the school of your child's non-attendance, so we can ensure they are suitably accounted for.

You can be assured that our main aim is to support your child in attending school regularly, however failure to make the necessary improvements could result in your child failing to succeed and as a school, considering escalations in order to safeguard their access to their statutory right to an education.

It is your responsibility as a parent to ensure the regular school attendance of your child, as outlined in **Section 444(1)** of the 1998 Education Act.

We hope now you are aware; you can work with us in supporting that your child is seen more regularly in education.

Should you wish to discuss working collaboratively to support improving their attendance, please do feel free to contact me via the school office or the email address attached and I will be happy to work with you around this.

Thank you for your support.

Yours Sincerely

Aidan Yates
Assistant Head Teacher



Believe Enjoy Succeed Together

www.thelinkeducationtrust.co.uk

Appendix 10 - Escalation of Intervention - Letter 3



Swinton: Barton Road, Swinton, Manchester, M27 5LP
Craig Hall: Preston Avenue, Irlam, Manchester, M44 5XB
The Hub: Summerville Road, Salford, M6 7HB
Belvedere: Whitebeam Close, Salford, M6 5EJ

Executive Head Teacher: Jacqui Wennington

Swinton: 0161 778 0022 opt.1

Craig Hall: 0161 778 0022 opt.2

The Hub: 0161 778 0022 opt.3

Belvedere: 0161 778 0051 opt.4

springwood@salford.gov.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

ADDRESS

DATE

Dear <Parent name>

Re: <Pupil name> – Continuing School Attendance Concerns and Escalation of Intervention

I am writing to you following on from our ongoing correspondence in the current academic year, where we shared that <Pupil name> was below 90%.

Their current attendance is %.

As you have not been able to implement any positive change around your child's attendance concerns, we have referred you and your child to the Salford School Attendance Team for them to start a working intervention around how to try and combat your child's barriers to education and to fulfil their entitlement to their right to a full time education.

They will contact you separately to arrange any future meetings, home visits or ongoing support.

If you have questions regarding this, please do not hesitate to contact school.

Yours Sincerely,

Aidan Yates

Assistant Head Teacher

Appendix 11 - Congratulations on improved attendance letter



Springwood Primary School: Barton Road, Swinton, Manchester, M27 5LP

Executive Head Teacher: Jacqui Wennington

Springwood @ Swinton, Summerville, Belvedere, Grosvenor Road: 0161 778 0022 opt.1
Springwood @ Craig Hall: 0161 778 0022 opt.2

springwood@thelinkeducationtrust.co.uk

www.springwoodschool.org.uk

Ref: [REDACTED]

Date: 25th November 2025

Dear Parent/Carer,

I wrote to you in February over your child's attendance due to the national drive for improved school attendance.

The letter stated that your child's attendance had fallen below 92% and was ...%

I have since reviewed your child's attendance and have noted that it has since increased and is currently %.

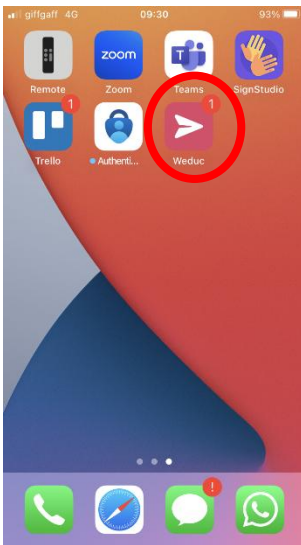
I'd like to take this opportunity to thank you for your positive engagement in helping to improve your child's attendance and minimise gaps in their learning.

I will of course, to continue to monitor your child's attendance and get in touch as necessary.

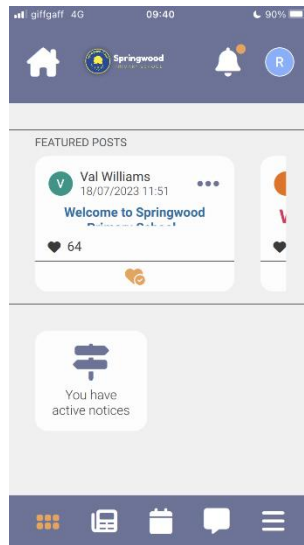
Yours Sincerely,

Aidan Yates
Assistant Head Teacher

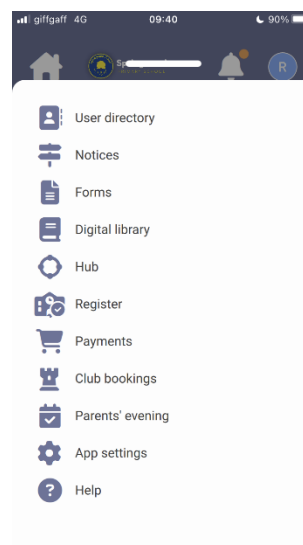
Appendix 12 - Request for Leave of Absence (Weduc)



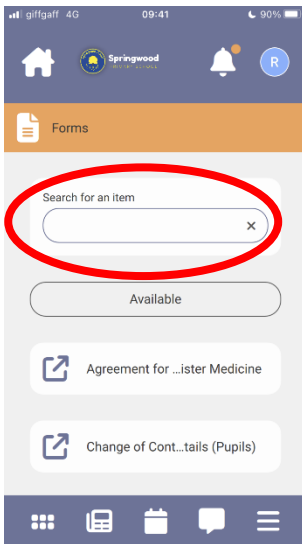
Open the Weduc app.



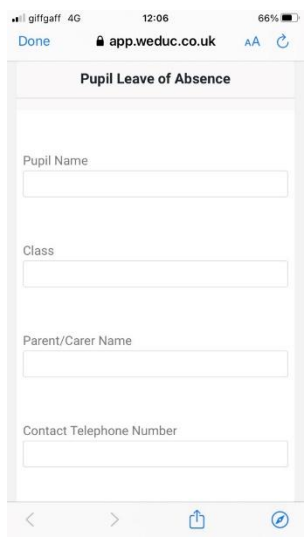
From the homepage click on your user area. Top right-hand corner



From here you can access different parts of the app. To report an absence Click on forms



Scroll down or use the search bar to find the pupil Leave of Absence



From this page you can apply for a leave of absence for your child.

