



Defence  
Children  
Services

# DCS Directive 3.2.6

## School Attendance

DCS Nov 2022 v3.0

## General

|                                 |   |
|---------------------------------|---|
| <b>Authorisation</b>            | Director DCS  |
| <b>Senior Responsible Owner</b> | DCS Chief Education Officer MOD Schools   |
| <b>Points of Contact</b>        | SO1 Policy, Risk and Assurance  |
| <b>Review Date</b>              | Nov 2024  |
| <b>Related Policy/Guidance</b>  | <a href="#">The Education Act 2002</a><br><a href="#">The Education (Pupil Registration) (England) Regulations 2006</a><br><a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2010</a><br><a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2011</a><br><a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2013</a><br><a href="#">The Education (Pupil Registration) (England) (Amendment) Regulations 2016</a><br><a href="#">The Education (Penalty Notices) (England) (Amendment) Regulations 2013</a> |
|                                 | Department for Education Statutory Guidance: <a href="#">School Attendance (2019)</a><br>Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour (2013)<br>Department for Education Advice: Behaviour and Discipline in schools (2016)  |
| Annex A                         | School model policy   |
| Annex B                         | Application for term time absence for exceptional circumstances   |
| Annex C                         | Application for term time absence for Post Operational Leave (POL)  |
| Annex D                         | Attendance graduated reponse  |
| Annex E                         | Unauthorised attendance flow chart  |
| Annex F                         | Template letter; persistent absence   |

## Introduction

1. Good attendance at school is strongly linked to educational achievement and is the single most important factor to ensure that children and young people have optimal life chances.
2. MOD provided schools are to ensure that all children gain maximum benefit from the educational opportunities available in order that they achieve their full potential.

3. MOD provided schools use the Department for Education (DfE) definition of unauthorised absence (also known as truancy): “absence without leave from a teacher or other authorised representative of the school. This includes all unexplained or unjustified absence” and will adopt, where reasonably practicable overseas, statutory guidance directed by Central Government (England) through the DfE.

## **Aim**

4. This document provides a supporting framework for the prioritisation of attendance in school; laying out DCS direction and guidance for managing school attendance and encouraging good attendance.

## **Scope**

5. This Directive applies to the attendance of pupils of compulsory school age<sup>1</sup> who are on roll within a MOD provided school overseas.

6. The Queen Victoria School (Dunblane) will follow Scottish National statutory direction and guidance for school attendance and may make use of this Directive where it is complementary.

7. MOD Early Years settings may use this Directive when developing their strategies for encouraging good attendance.

## **Legal Framework**

8. DCS’s school direction and guidance adopt, where reasonably practicable overseas, Central Government policy for England directed through the DfE.

9. The MOD applies the statutory requirement for parents to ensure that their children of compulsory school age receive an ‘efficient and suitable<sup>2</sup>’ education. Should parents fail to do so there are mechanisms that can be brought to bear, if necessary, in order to enforce attendance for Defence personnel who come under scope of the Armed Forces Act 2006.

## **Roles and Responsibilities**

10. DCS does not operate an Education Welfare Service as a local authority in England would, however, does employ Education Welfare Officers (EWO) to support schools and settings. However, the lead responsibility for monitoring and ensuring attendance is with the school staff. This makes it particularly important that all staff have a clear understanding of their respective roles and responsibilities in relation to attendance. The MOD Schools EWOs will monitor the effectiveness in this.

11. MOD Schools district School Improvement Advisor will conduct oversight of pupil attendance during their core visits.

12. HQ DCS (MOD Schools) provides the following support:

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<sup>1</sup> Compulsory school age in England is 5 years of age.

<sup>2</sup> Education defined through case law: Mr Justice Woolf in the case of R v Secretary of State for Education and Science, ex parte Talmud Torah Machzikei Hadass School Trust, *the Times* (April 1985)

- a. development and monitoring of school procedures.
- b. contribution to in-service training of school staff.
- c. direct work with families and pupils.
- d. Provision of a district Education Welfare Officer

13. It is essential that MOD schools liaise with local Commands, in particular the Unit Welfare Officer/single Service equivalent. Where there is no designated Unit Welfare Officer/equivalent then the Commander/Commanding Officer/Head of Establishment assumes or delegates this function.

## School Requirements

14. All MOD schools are to have a school attendance policy which is to be published on the school website. Schools are to adapt the model policy at Annex A and should include:

- a. Roles and responsibilities.
- b. How schools will work in partnership with parents and the local Command.
- c. How schools will manage attendance.
- d. How schools will report absences.
- e. Details of school calendar; school day timings; absence reporting.

15. MOD provided schools should have a register of pupil attendance and use national attendance codes, as detailed in DfE statutory guidance for [School Attendance](#).

16. MOD provided schools are to have arrangements in place for attendance issues, including:

- a. Following up unexplained and unexpected absence.
- b. Granting leave of absence.
- c. Notifying of illness.
- d. Making appointments during school hours.

## Attendance Data

17. A high proportion of children in MOD schools are likely to experience a parent deployed on an operational tour – this may generate a high number of requests for absence linked to Post Operational Leave (POL) which will impact on term-time leave and attendance data. Whilst MOD school attendance data is benchmarked against National (English) targets, the impact of POL is recognised by Ofsted, School Governance Committees (SGC) and by MOD Schools district School Improvement Advisors during their core visits.

18. To enable transparency in the data, MOD school attendance data is expressed through two figures:

- a. One overall school attendance figure.
- b. An additional school attendance figure to record absence agreed to by the head teacher for Post Operational Leave (POL) (Code H).

19. MOD schools are required to regularly analyse school attendance data in order to identify pupils with poor overall attendance and persistent absentees. This will be used to inform reviews of attendance and absence management conducted by MOD Schools district Education Welfare Officer.

20. MOD Schools district School Improvement Advisors, working with the district EWO will provide oversight of attendance and absence management during their core visits programme and will work with individual schools to:

- a. understand the factors that affect school attendance and
- b. identify appropriate strategies for improvement.

## Term Time Pupil Absence

21. In line with statutory requirements laid out by the DfE, the granting of term time pupil absence can only be on the 'exceptional grounds' detailed below:

a. **Exceptional circumstances.** Each MOD school will consider every application for term-time absence individually. Parents will need to be directed to use the form at Annex B to apply for term-time absence on the grounds of exceptional circumstances. Schools should define 'exceptional circumstances' in their school attendance policy. Examples of 'exceptional' circumstances should include:

- (1) bereavement or serious illness of relatives.
- (2) medical needs where treatment is required in the UK.
- (3) where delivery of the Defence Mission by service parents employed in specific roles impacts on the ability to observe standard leave patterns.

22. **Post Operational Leave (POL).** Children may be granted a maximum of ten days term time absence in support of a parent's POL. Parents must have confirmation from their Command that they are entitled to apply for this absence and will need to use the Application Form at Annex C.

23. The entitlement to and granting of POL to Service personnel is contained in JSP 760 (Ch11). Whilst it is recognised that families face unique circumstances in a military community, given operational tours, it is important that parents understand the potential risks of non-attendance at school to a child's education. The granting of POL to a serving parent is distinct from the granting of term-time absence for a pupil and it is important to highlight that families can and do enjoy the POL of the serving parent without going away and without therefore requesting that their child is absent from school during term time.

24. MOD Schools acknowledges that, as directed in JSP 760 (Ch11, section 11.4) POL will be taken '*as soon as possible and at the latest within one month, after a Service person's return from qualifying Operations or Deployments*' and will therefore coincide with academic terms.

When deciding whether to grant such requests, head teachers will consider a range of issues, for example the individual pupils' previous attendance record as well as their age and stage within the academic cycle. Head teachers are ultimately responsible for agreeing authorised absences to support POL.

25. **Non-compliance.** There will be occasions when term time absence has been applied for by a parent, not agreed to by the school, but been taken anyway. For the purposes of school data, such absences should continue to be recorded as code G, defined as 'Unauthorised absence as pupil is on a family holiday, not agreed'.

26. In England there is a legal power to issue parenting orders and penalty notices; that power does not exist overseas. Where there is a concern over the welfare of the child the in-country contracted social care service may be contacted, in addition to the district EWO. For persistently non-compliant parents head teachers can work in partnership with the local Command to seek a solution.

## Encouraging Attendance

27. Achieving favourable learning outcomes for children starts by children being at school. Regular attendance is a prerequisite to a good education and securing it must be a high priority for all.

28. There are proven links between absence rates and pupil attainment. Being out of school can cause serious long-term harm to young people's lives and ruin their chances of success. By failing to attend school regularly, pupils diminish the value of the education provided for them. Schools need to monitor and support pupils to maintain regular school attendance principally because:

- a. regular and punctual attendance at school is essential to the process of raising attainment.
- b. young people not in school are more vulnerable, i.e., to drifting into crime or other anti-social activity.

29. MOD schools are to encourage and promote good attendance in as many ways and for as many pupils as they can and will need to balance this with measures to address the needs of vulnerable children who, for whatever reason, find it difficult to attend.

30. MOD schools are to have a whole school approach to attendance which focuses primarily on promoting attendance but also addresses such issues as truancy, condoned absences, exclusion and re-integration. It relates to a wide range of other school issues including punctuality, rewards and incentives, the quality of teaching and learning, curricular differentiation and home-school links.

31. The context of MOD schools within a Defence environment and overseas locations presents a number of supporting conditions for good attendance:

- a. the close-knit nature of local communities means that truancy is less likely.
- b. parents are usually supportive of attendance in school.

- c. there is an expectation within the military community that children will attend school regularly and that parents will support their children's education.
- d. family circumstances (health, housing, employment) are usually favourable.
- e. there is organised transportation in most locations from home to school and back each day.
- f. The provision and access to a dedicated district Educational Welfare Officer (EWO).

32. The list above should not distract from individual issues which can occur in any family, and which can result in poor attendance. Whilst some aspects of the Defence community overseas do support good attendance, others can impact on the continuity of education for children of Defence personnel, for example:

- a. frequent moves of school due to parental postings can mask underlying issues regarding attendance and welfare.
- b. pupils can be absent from school due to a family requirement for compassionate leave.
- c. special consideration for additional leave has to be given to the return of a parent from active duty.
- d. the stress of deployment can impact on families in many ways.
- e. gaps between postings can result in children being out of school and tracking children can be complex when families may move at short notice and without a destination address being available.
- f. there can be added pressure on non-serving parents during times of service-related separation due to deployments, (for example, transporting children to school if the non-serving parent does not drive and no school transport is provided). This highlights the need for close liaison between the parents, school and unit staff - all of whom have a close interest in identifying solutions to attendance issues.

33. MOD schools will need to consider how these 'Service specific' factors can be mitigated in order to promote optimal attendance.

## **Partnership Working**

34. Improving attendance requires effective working relationships between MOD Schools, SGCs, local Commands, the community and parents. To achieve success outcomes for Service children it is essential that partners work together within a creative framework, but also one that defines agreed expectations for all partners.

35. Joint action between partners is required in order to encourage and manage pupil attendance. Whilst MOD schools may not always have access to the full range of services and agencies that might support attendance in the UK, it is important to recognise the support that is available, which includes:

- a. Education Welfare Officers (EWOs).

- b. Unit Welfare (Families) Officers.
- c. DCS personnel (MOD schools district School Improvement Advisor and Education Welfare Officer).
- d. Health and Welfare.
- e. Service and Civil Police.
- f. Single Service specialist welfare agencies.
- g. MOD contracted social care services.

36. Where parents are unaware of the impact that absences can have on their children's education, or are unsupportive of the school, then interventions may be ineffective. It is essential, therefore, that parents recognised as partners in any strategy to improve attendance. This can be achieved in a number of ways:

- a. Overseas Commands and DCS MOD schools through:
  - (1) The presence, guidance and support of a dedicated district EWO.
  - (2) use of the local press and BFBS for publicising the importance of attendance.
  - (3) leaflets for parents on attendance matters.
  - (4) supporting UWOs in their work with families.
  - (5) identification and close monitoring of any vulnerable children and/or vulnerable groups.
  - (6) monitoring at key times e.g., transition between primary and secondary schools.
- b. Locally, by MOD provided Schools through:
  - (1) regular and timely communication to parents.
  - (2) Citizenship and Personal, Social & Health Education (PSHE).
  - (3) parents' evenings.
  - (4) award/reward systems.
  - (5) specific reports on individual pupils.



# Attendance Policy



|                                |  |
|--------------------------------|--|
| <b>Date</b>                    | October 2023   |
| <b>Review Date</b>             | November 2024  |
| <b>Related Policy/Guidance</b> | <u>The Education Act 2002</u><br><u>The Education (Pupil Registration) (England) Regulations 2006</u><br><u>The Education (Pupil Registration) (England) (Amendment) Regulations 2010</u><br><u>The Education (Pupil Registration) (England) (Amendment) Regulations 2011</u><br><u>The Education (Pupil Registration) (England) (Amendment) Regulations 2013</u><br><u>The Education (Pupil Registration) (England) (Amendment) Regulations 2016</u><br><u>The Education (Penalty Notices) (England) (Amendment) Regulations 2013</u> |
|                                | Department for Education Statutory Guidance: School Attendance<br>Department for Education Statutory Guidance: Parental responsibility measures for school attendance and behaviour<br>Department for Education Advice: Behaviour and Discipline in schools  |

## Aim

1. Our school aims to meet its obligations with regards to school attendance by:
  - a. Promoting good attendance and reducing absence, including persistent absence. DCS considers “good” attendance is at least 96% (excluding post operational leave POL<sup>3</sup>).
  - b. Ensuring every pupil has access to full-time education to which they are entitled
  - c. Acting early to address patterns of absence
2. We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. Attenborough School aims to support all children to achieve attendance above 95%.

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<sup>3</sup> Post Operational Leave is detailed at paragraph 22 of the DCS Directive 3.2.6 School Attendance.

## School Procedures

3. **Attendance register.** Adopting statutory requirements for school attendance (England), our school is required to keep an attendance register, and all pupils must be placed on this register.
4. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:
  - a. Present
  - b. Attending an approved off-site educational activity
  - c. Absent
  - d. Authorised Absent (due to medical/dental appointments, exceptional circumstances or POL)
5. Any amendment to the attendance register will include:
  - a. The original entry
  - b. The amended entry
  - c. The reason for the amendment
  - d. The date on which the amendment was made
6. Pupils must arrive in school by 0845hrs on each school day.
7. The register for the first session will be taken at 0840hrs and will be kept open until 0845hrs. The register for the second session will be taken at 1305hrs and will be kept open until 1310hrs.

## Unplanned Absence

8. Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 0920hrs or as soon as practically possible.
9. Parents should call the main school telephone number or message the appropriate class teacher via Seesaw.
10. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
11. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
12. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this prior to recording.

## **Medical or Dental Appointments**

13. Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

14. However, parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

15. Parents should call the main school telephone number or message the appropriate class teacher via Seesaw.

## **Other Term Time Absence**

16. Applications for other types of absence in term time must also be made in advance.

## **Lateness and Punctuality**

17. A pupil who arrives after the register has closed will be marked as late, using the appropriate code.

18. Concerns regarding frequent lateness will be addressed with the parents in the first instance. Further measures if required may also involve Garrison and unit welfare representatives.

## **Following up Absence**

19. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary and identify whether the absence is approved or not and identify the correct attendance code to use.

20. If a child(ren) are absent from school at 0920hrs and we are unable to contact parents, the school will contact Garrison or unit welfare for additional support in gaining contact and justification for the absence.

## **Reporting to parents**

21. School will officially report individual attendance rate at the end of each term. (x3 each academic year). Parents may request their child(ren)'s attendance rate at any point during the school academic year.

## **Authorised and Unauthorised Absence**

22. Head teachers (or designated deputy) may not grant leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

(1) We define 'exceptional circumstances' as bereavement or serious illness of relatives.

(2) medical needs where treatment is required in the UK.

(3) where delivery of the Defence Mission by service parents employed in specific roles impacts on the ability to observe standard leave patterns.

(4) A direct request in writing to the headteacher from Garrison or unit welfare representative.

23. The school assesses each application for term-time absence individually, considering specific facts, circumstances, current attendance figure, and relevant context behind the request. The head teacher may choose to discuss a request with their local Assistant Chief Education Officer (ACEO); however, a leave of absence is granted entirely at the head teacher's (or designated deputy) discretion.

24. Valid reasons for **authorised absence** include:

- a. Illness and medical/dental appointments.
- b. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- c. Post Operational Leave.
- d. Close family terminal illness or bereavement.

*\*Family holidays are not justified reasons for authorised absence during term time and will be registered as authorised absence. Exception: when in year amendments to the school's published academic calendar are made\**

25. Strategies for Promoting Attendance

- Weekly 100% class awards
- Individual termly 100% attendance awards
- Termly highest attendance class awards
- Attendance goals in weekly assemblies and on monthly Achievement Bulletin.
- Termly Attendance Bulletin.

Attendance Monitoring

26. Attendance Monitoring – 95%+ every 6 weeks; 90-95% every 3 weeks and pupils below 90% every 2 weeks.

- DCS Stages of unauthorised attendance (Annex E) Flowchart will be followed.
- Parents are expected to telephone the school on the first day of absence prior to 0920hrs. **This should be repeated daily for general illness** and every 48 hours if a child has sickness or diarrhoea.
- If a pupil's absence goes above 5 days, school will contact the parents to discuss the reasons for this and suggested parents seek medical guidance from the Sennelager Medical Centre. .

## Annex B Application for Term-Time Leave for Exceptional Circumstances

Name of child: \_\_\_\_\_

School/Class: \_\_\_\_\_

I would like to request permission for my child to be granted term time absence from school on the grounds of 'exceptional circumstances' for the following reasons and understand that family holidays are not a valid reason and that any absence may be detrimental to my child's education.

*Explanation of exceptional circumstances*

I am requesting term time absence for my child from (date) \_\_\_\_\_ until \_\_\_\_\_ resulting in an absence of \_\_\_\_\_ school days.

I understand that I may be required to provide evidence of the above if required and that this may require this information to be discussed with the relevant Unit Welfare Office.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Head teacher (designated deputy) use only**

Thank you for your application for 'exceptional leave' for your child.

Your child's attendance record is: \_\_\_\_\_% attendance

a) I confirm that this exceptional absence has been agreed:

Signed \_\_\_\_\_ Date \_\_\_\_\_

b) Your request for exceptional leave has not been agreed for the following reason:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Annex C Application for Term-Time Absence for Post Operational Leave

Name of child: \_\_\_\_\_

School/Class: \_\_\_\_\_

I would like to request permission for my child to be granted term-time absence from school during term time due to my own post operational leave. I understand that any term time leave for children is discouraged and may be detrimental to my child's education.

*Explanation for exceptional leave:*

I understand that DCS MOD Schools expects that a maximum of ten days is applied for and that the Serving person must have returned from a minimum of a 3 months tour of duty.

I understand that permission for this exceptional term time leave from school can only be granted by my child's head teacher.

***Unit Declaration confirming entitlement to apply for term-time absence in support of POL:***

### UNIT DECLARATION

Name of Unit

\_\_\_\_\_

Rank/Name of Unit representative

\_\_\_\_\_

This is to certify that \_\_\_\_\_ is entitled to apply for term time absence from school for their child in support of post operational leave.

Signature of Unit representative

\_\_\_\_\_

Unit Stamp

I am requesting term time absence for my child from (date) \_\_\_\_\_ until \_\_\_\_\_ resulting in a total absence of \_\_\_\_\_ school days.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

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**Head teacher(designated deputy) use only:**

Thank you for your application for 'post-operational leave' for your child.

Your child's attendance record for the last term/academic year is: \_\_\_\_\_ % attendance  
and the number of sessions missed last term/year was \_\_\_\_\_

a) I confirm that this exceptional leave has been agreed:

Signed \_\_\_\_\_

Date \_\_\_\_\_

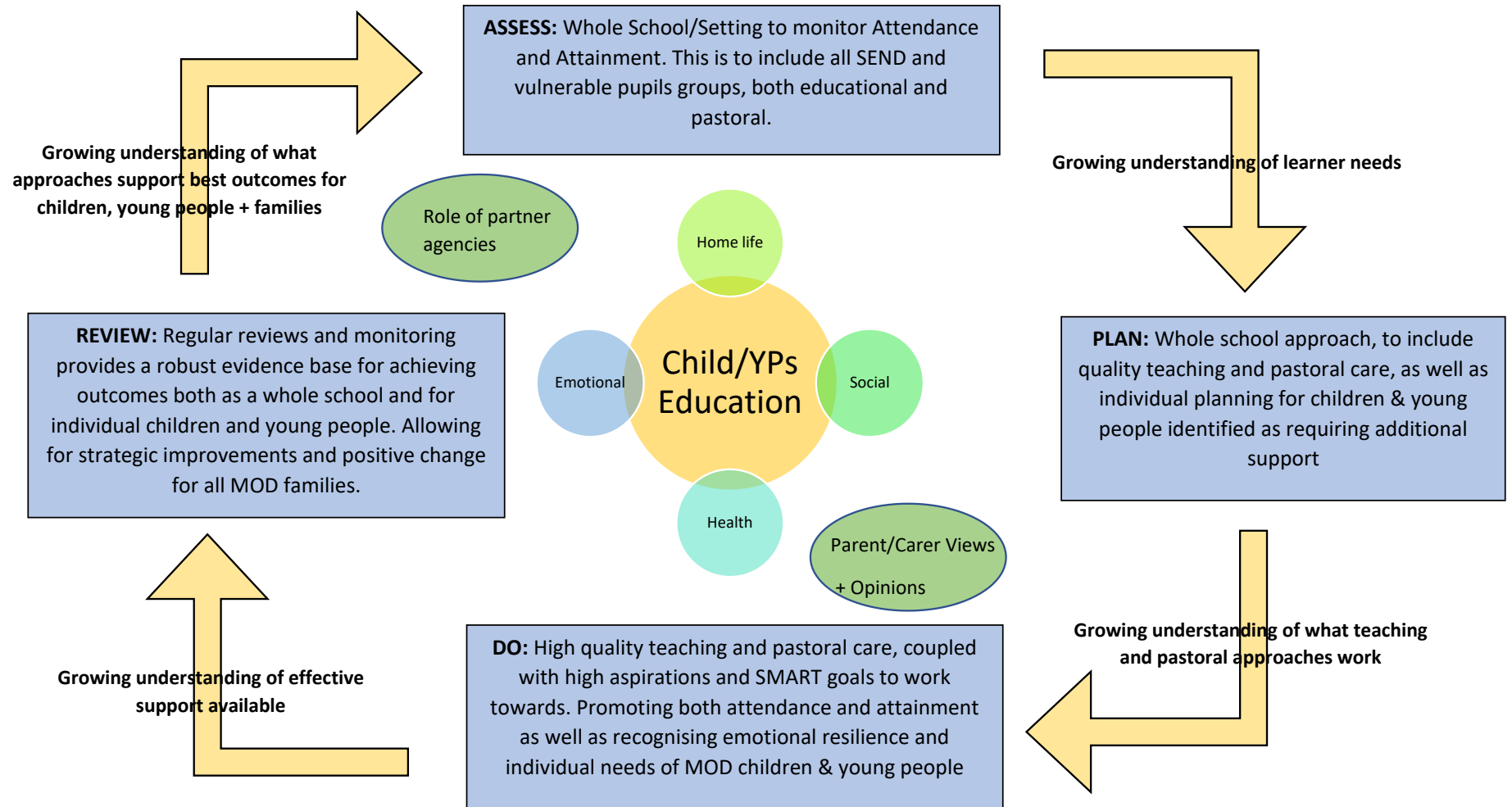
b) Your request for exceptional leave has not been agreed for the following reason:

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Annex D Attendance Graduated Response

## Attendance Graduated Response





# Annex E Unauthorised Attendance Flow Chart

## Stage 1

### First unauthorised absence recorded:

(day 1) 2 Sessions missed: Welfare T/C from school

(day 2) 4 Sessions missed: Further Welfare T/C from school

(day 3) If parents are not contactable after 6 missed sessions: Welfare visit and offer of referral to informal EWO support

(day 4) 8 Sessions missed: Depending on success of welfare visit, parents to be invited in for an informal attendance discussion.

(day 5) 10 sessions missed: If after 5 days, no attendance has been achieved and parents not contacted, child is reported as Missing from Education and reported to the EWO.

### Unauthorised Persistent Lates (UPLs).

(day 1) Late arrival: Welfare T/C from school

(day 2) Repeat Late arrival: Further Welfare T/C from school

(day 3) Repeat Late arrival: Welfare visit school and EWO if possible.

(day 4) Prolific Late arrivals: Referral to EWO service for support.

Attendance Letters from Head Teacher to be sent to parents/carers if by day 4, no contact with family has been made and child remains out of school.



## Stage 2

### Repeat Unauthorised Absences & Persistent Lates

If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.

If attendance is **above 96%** and pupil has two separate unauthorised absences: T/C from schools to discuss absence and consider invite to informal meeting with EWO and school.

If attendance is **below 96%** or **3** separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR).

### Continued Unauthorised Absence – no contact

If a child is not in school for 5 or more days (10 sessions) the child is deemed **MISSING** from Education (**CME**) and must be reported to EWO for tracking.

School should make every effort within reason to contact the family and track the child's location and any updates should be shared directly with the EWO.

### Continued Unauthorised Absence – contact made

If a child is not in school for 5 or more days (10 sessions) but the family are in contact with the school, the child is deemed **MISSING OUT** on Education.

Referral to EWO formal support with parents/carers invited to MOD Attendance Review (MOR).

Attendance Letters from Head Teacher to be sent to parents/carers at each stage, advising of next steps.



## Stage 3

### Repeat Unauthorised Absence, Persistent Lates and Continued Unauthorised Absences.

If attendance continues **below 96%** despite formal support from EWO. **After 3 MOR's** (timescales individual to the needs of the family), consideration for initiating an assessment of supportability as the families needs may not be able to be met overseas.

Further EWO support can be provided if DCS, School and Command all in agreement, this will be agreed on individual circumstances.

### Continued Unauthorised Absence – no contact

If after **28 days**, school (with EWO support) unable to locate child, the child can be "off-rolled" from the setting and will remain with EWO for continued CME tracking.

Child **MUST** remain on-roll for 28 academic days before being off-rolled.

## Annex F Template Letter Persistence Absence

Dear **parents**

### Persistent Absence Letter **1/2/3**

I am writing to you to inform you that your child's current school attendance is **%** with **%** of this being unauthorised.

Currently your child's attendance is at Stage **1/2/3**.

I have attached a copy of our attendance flow chart for your reference.

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#### **Please delete depending on stage**

Stage 1: Your child has missed **X** sessions since **X date**. Our Education Welfare Office is able to provide informal support if you wish to access this please let us know. If your child's attendance does not improve by **X date**, we will move to stage 2 of our attendance process.

Stage 2: Your child has now missed further sessions despite support at stage 1. They have now missed **X** sessions. We would like to invite you in for a MOD Attendance Review (MOR) on **X date/time/location**. Our Education Welfare Officer will be available to attend this review to support you and your child moving forward.

Stage 3: Despite support at stage 1 and 2, your child's attendance has not improved. At this point we are requesting a review of your family's supportability overseas and further details will be provided to you. You were informed of this decision at your last MOR on **X date**.

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At X School, we strive to achieve the best outcomes for our children and young people and positive school attendance and attainment is at the forefront of our focus. Supported by Defence Children's Services our school is available to support you and your family at every stage of your child's education.

If you have any questions about the attendance process, please speak to us at the earliest possible opportunity.

*Yours sincerely*, [can be handwritten or typed]

*Add signature* or [Signed on original]

Name

Rank (if appropriate)

Job title, if not included in address

Copied to: List of copy addressees