

Exhibit AP01

01/05/2025

 A Person

School Attendance Policy

Add full attendance policy

N.B Support for checking your paperwork can be found on

[Schoolsnet](#)

Exhibit AP02

01/05/2025

 A Person

Attendance Certificate

This must include:

- Pupil's name and DOB
- Signed and dated by the Headteacher (in addition to the label, date and signature from the witness)
- Academic year's attendance certificate showing 10+ unauthorised sessions within the last 10 weeks
- Other sensitive information redacted e.g. parents'/GP's details

School Central Log System for Ali Jones

Exhibit AP03

01/05/2025

A Person

Date: 11/09/2024

Event: Initial contact with Sarah Jones regarding Ali's non-attendance.

Details: School contacted Sarah Jones to ascertain reasons for Ali's non-attendance.

Date: 23/09/2024

Event: Email sent to Sarah Jones regarding Ali's attendance.

Details: Ali attended 29.7% of school days to date. Email offered support and arranged Attendance Contract Meeting for 25/09/2024.

Date: 10/09/2024

Event: Meeting with Ali Jones.

Details: Teacher Greg Neilson and TA Joy Banner spoke to Ali about his feelings regarding the new school year. Ali mentioned feeling unwell, anxiety, stress, and lack of motivation.

Date: 25/09/2024

Event: Scheduled Attendance Contract Meeting

Details: Neither Ali nor Sarah Jones attended. Meeting did not go ahead as per school policy.

Date: 04/10/2024

Event: Email sent to Sarah Jones.

Details: Included information about Notices to Improve, Penalty Notices, and potential legal intervention. Requested meeting by 11/10/2024.

Date: 10/10/2024

Event: Email sent to Sarah Jones regarding Ali's attendance (36.5%).

Details: Included school's expectations for regular attendance and mentioned Notices to Improve.

Date: 10/10/2024

Event: Invitation to Attendance Improvement Meeting.

Details: Meeting scheduled for 14/10/2024 at 9:30. No response received.

Date: 10/10/2024

Event: Email from Greg Neilson.

Details: Greg asked whether a message had been received from Sarah Jones re Ali's absence.

Date: 10/10/2024

Event: Email from Greg Neilson.

Details: Greg shared the planned comms he was going to have with Ali, which could not take place due to absence.

Date: 15/10/2024

Event: Email sent to confirm non-attendance at meeting with My Plan attached.

Details: School considering involving other professionals.

Date: 15/10/2024

Event: Email from Sarah Jones re attendance.

Details: Response to email from mother including reasons for not responding before.

Date: 15/10/2024

Event: Phone call to Sarah Jones in response to email.

Details: Discussion re after-school clubs, FSW and Early Help.

Date: 15/10/2024

Event: Email to Early Help and Family Support Worker, and IO

Details: Ask for support and best place to initiate support

Date: 18/10/2024

Event: Email summarising term's attendance.

Details: Attendance at 37.9% with 44 unauthorised sessions. Requested cooperation for next term.

Date: 05/11/2024

Event: Email sent to Sarah Jones for Attendance Improvement Meeting.

Details: Meeting scheduled for 20/11/2024. Not attended.

Date: 05/11/2024

Event: Notice to Improve requested from LA

Details: Request completed and sent

Date: 05/11/2024

Event: Request for Notice to Improve issued to Sarah Jones.

Details: Notice issued on 26/11/2024.

Date: 03/12/2024

Event: Email sent to invite Sarah Jones to meeting.

Details: Meeting scheduled for 10/12/2024. Not attended.

Date: 13/01/2025

Event: Email sent to Sarah Jones regarding last term's attendance.

Details: Attendance at 45.4% with 57 unauthorised absences.

Date: 13/01/2025

Event: Email sent to Sarah Jones regarding update from meeting with Greg Neilson.

Details: Meeting to discuss his feelings about attendance, and support that the school were offering with regards to his attendance.

Date: 16/01/2025 and 17/01/2025

Event: Illness-related absences.

Details: Four sessions of absences due to toothache.

Date: 07/01/2025

Event: Email sent to Sarah Jones regarding Ali's attendance (47.9%).

Details: Future absences will be unauthorised unless medical evidence is provided. Meeting scheduled for 16/01/2025.

Date: 06/02/2025

Event: Penalty notice request made to Education Inclusion Service.

Details: Request for penalty notice due to ongoing attendance issues.

Date: 11/02/2025

Event: Core Group meeting scheduled.

Details: Meeting with Trey Goulding, Glyn Bones, Mrs Manning, and school staff. Not attended by Ali or Sarah Jones.

Date: 17/02/2025

Event: CAMHS referral booked.

Details: Ali did not attend the meeting.

Date: 24/02/2025

Event: CAMHS meeting scheduled.

Details: Meeting with CAMHS team and school attendance team. Not attended by Ali or Sarah Jones.

Date: 03/03/2025

Event: Core Group meeting scheduled.

Details: Meeting not attended by Ali or Sarah Jones.

Absence text sent to parents/carers:

Good morning, we are letting you know that we have not yet seen CHILD this morning and we need to reach out and check they are coming in to school today.

Please contact us as soon as you can. We will be in contact again if we do not hear from you. Looking forward to hearing from you soon. From the Attendance Team at OneGloucester School

From: Greg Neilson
Sent: Tuesday, September 10, 2024 10:15
To: Annie Person
Subject: Attendance Catch Up with AJ

Exhibit AP04

01/05/2025

 Person

Hi Annie,

I will add this to CPOMS later but I had a meeting with Ali and Joy just now to check in on his attendance.

I asked how the new term was going after our meetings in the summer term. He said that when he does not come in, it's often because:

- 'Feeling unwell' and 'unable to concentrate' in class.
- Experiencing 'anxiety and stress' related to schoolwork and social interactions.
- Lack of motivation to attend school regularly.

I said that I would get him some work on the maths skills we are covering at the moment, and how to support him with the SATs SWOTs for literacy. We discussed taking to our counsellor if he thought that would help him.

We said that we would ask █ to sit with him, as they sometimes are together in breaks. He said that sometimes he feels left out by the others in the class and he finds it hard to start conversations.

I will ask Alice to discuss his My Plan that we also reviewed.

We also talked about the Forest School starting up and he said he was interested in being a part of it to help the younger members. Can we look at getting him involved with this?

Cheers,

G

OneGloucester School
Gloucester Road
Gloucester
GL1 1AZ

Exhibit AP05

01/05/2025

Annie Person



Sarah Jones
43 Bristol Road
Gloucester
GL1 1CD

23/09/2024

Dear Ms Jones

Re: Ali Jones – Attendance Concerns; current attendance 29.7%

I hope this letter finds you well. I am writing to inform you that as Ali has been absent from school for 10 days (20 sessions/65 hours) on the following dates: 5 and 6 September; 9 September; 11-13 September and 16-20 September.

Regular attendance is crucial for Ali's academic progress and social development. We understand that there may be valid reasons for these absences, and we would like to discuss any issues or concerns you may have. Our goal is to support Ali in improving his academic performance and social skills, and his experience in school. We have many ways to support Ali, and your family with attendance, and other issues that may be affecting his attending school, and we would like the opportunity to discuss this with you as soon as possible.

You are always welcome to request support from other professionals, including your GP, and the local authority. The Education Inclusion Services' website is: [Attendance and absence from school | Gloucestershire County Council](#), which has information about attendance you may find useful.

I am confirming our meeting discussed with you this morning for 25/09/2024 at 9.30am with me and Annie Person, our Attendance Administrator, where we hope to discuss any barriers that Ali and you may be facing, and discuss ways that we may support you both.

Thank you for your attention to this matter.

Yours sincerely

Mrs Alice Manning

Headteacher
OneGloucester School

OneGloucester School

Exhibit AP06

01/05/2025

A Person



OneGloucester

**Attendance Contract
Meeting Notes**

School	
Name	OneGloucester School
Locality	Gloucester
Headteacher	Alice Manning
School's contact name	Annie Person
School contact's email	aperson@onegloucester.com

Pupil				
NCY	CiC	CPP	SEN	Traveller
6	No	No	No	No
Current attendance	29.7%	Unauthorised		29.7%

Primary Parent	
Name	Sarah Jones
Address	43 Bristol Road, Gloucester, GL1 1CD
Telephone number	07555 124568
Email	sarahjones25784@gmail.com
Relationship to pupil	Mother
Child resides with parent	Yes

Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Attendance Contract Meeting	
Date	25/09/2024
Location	OneGloucester School
Present	<p>This meeting could not go ahead as Ali Jones and Sarah Jones were not in attendance. No notification was received before or after the meeting. A call was made at 10.05, which was not answered; a voicemail was left to ask for Sarah Jones to contact the school to discuss this meeting.</p> <p>An attendance call was made at 9.00 to ask about Ali's attendance for the day; there was no answer to this call. A text was sent to Sarah Jones and Annie Person did a home visit at 10.30 and no one was</p>

	home. A note to say she had visited was left in the porch.
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Background information provided by school:

Ali Jones is a pupil at OneGloucester School, currently in year 6. Over the past term, Ali's attendance has been a significant concern. Despite previous communications and efforts to address the issue, Ali's attendance has not improved. As of the latest records, Ali's attendance percentage stands at 29.7%, with 10 unauthorised absences.

Reasons for absence given by parents(s)/carer(s):

In the last academic year, Sarah Jones has cited these reasons for absence:

- Health-related issues, such as frequent colds and minor illnesses.
- Family commitments and responsibilities that occasionally require Ali to stay home.
- Transportation difficulties, particularly on days with adverse weather conditions.

Reasons for absence given by pupil:

Ali spoke to his teacher, Greg Neilson, and his teaching assistant, Joy Banner, on 10 September and said:

- 'Feeling unwell' and 'unable to concentrate' in class.
- Experiencing 'anxiety and stress' related to schoolwork and social interactions.
- Lack of motivation to attend school regularly.

Evidence of support school has taken to improve attendance:

Support	Date
<ul style="list-style-type: none">• Pre-arranged home visits to discuss attendance concerns and explore solutions.• Following the Graduated Pathway, including the development of a My Plan/My Plan+ for Ali.	24/06/2024; 08/07/2024; 16/07/2024; 09/09/2024; 16/09/2024 Reviewed on 25/06/2024 and again on 10/09/2024

<ul style="list-style-type: none"> Regular communication between school staff and Ali's parents through phone calls, emails, letters, and meetings. Reviewing and adjusting the academic support provided to Ali to better meet his needs. Considering a reduced timetable for a specific period to help Ali manage his workload. Providing access to a school counsellor for emotional and psychological support. 	Noted on CPOMS 10/09/2024 10/09/2024 25/06/2024 and 10/09/2024
<ul style="list-style-type: none"> Assigning a peer mentor to help Ali integrate better socially. Investigating and addressing any allegations of bullying that may be affecting Ali's willingness to attend school. Initiating a vocational subject-based timetable to engage Ali in more practical and hands-on learning experiences; Forest School 	04/09/2024 10/09/2024 10/09/2024
Other agencies involved with supporting attendance, the pupil and/or the family	None

Plan to improve attendance

This should detail any new intervention that either school, parent or pupil feel would be beneficial

Pupil agrees to:	
Parent(s)/Carer(s) agree(s) to:	
School agrees to:	

Agreed Attendance Target

For the next four school weeks, the attendance target will be:

No target set.

Review Date: New meeting to be booked

As parent/carer of _____, I understand that failure to meet these targets may result in legal proceedings taken against me.

Parent/Carer's signature:

Name:

Date:

Parent/Carer's signature:

Name:

Date:

Pupil's signature:

Name:

Date:

OneGloucester School
Gloucester Road
Gloucester
GL1 1AZ

Sarah Jones
43 Bristol Road
Gloucester
GL1 1CD

04/10/2024

Dear Ms Jones

Re: Ali Jones – Attendance Concerns; current attendance 54.55%

I am writing to follow up on our previous communication regarding Ali's attendance.

Unfortunately, we have not seen an improvement, and Ali has been absent on the following additional dates: 23-25 September; 27 September; 30 September to 04 October. At this stage, Ali is close to missing half the time he could have been in school; at 50% attendance, we are obliged to consider Ali as being severely absent, and this will mean further intervention and seeking support from other professionals.

We are concerned about the impact these absences may have on Ali's education. It is important that we work together to ensure Ali attends school regularly. Regular attendance is vital for Ali's academic success and social development, and we are committed to supporting him in these areas.

Please be aware that if Ali's attendance does not improve, we may need to issue a Notice to Improve. We will always work with families to address barriers to attendance before considering legal enforcement. Please be aware that if issued by the local authority, the notice will be the final opportunity for you to engage in support and improve attendance before a Penalty Notice is issued. You can find out more information here: [Attendance and absence from school | Gloucestershire County Council](#).

Should attendance continue to be of concern after the Notice to Improve is issued, a penalty notice may be requested and can result in fines of £80 if paid within 21 days, rising to £160 if paid within 28 days for the first one issued within a rolling three-year period. A second fine issued within the rolling three-year period is set at £160 for the duration of the payment period. If attendance continues to be a concern, a third fine cannot be issued in the rolling three-year period, and instead, further legal intervention may be considered, including Parenting Orders, Education Supervision Orders, or prosecution.

Sadly, we did not hear from you regarding the meeting on 25/09/2024, which we confirmed with you on 23/09/2024. As you did not attend, we are inviting you to a meeting on 14/10/2024. Please contact us by 11/10/2024 to arrange a meeting where we can discuss the support we can put in place for Ali and your family.

Yours sincerely

Mrs Alice Manning

Headteacher
OneGloucester School

Exhibit AP07
01/05/2025
A Person



OneGloucester School
Gloucester Road
Gloucester
GL1 1AZ

Sarah Jones
43 Bristol Road
Gloucester
GL1 1CD

10/10/2024

Dear Ms Jones

Exhibit AP08

01/05/2025

✓ Person



OneGloucester

Re: Ali Jones – Attendance Concerns; current attendance 36.5%

I am writing to follow up on our previous communication regarding Ali's attendance.

Unfortunately, we have not seen an improvement, and Ali is severely absent. As we have previously said, we are concerned about the impact these absences may have on Ali's education. It is important that we work together to ensure Ali attends school regularly. Regular attendance is vital for Ali's academic success and social development, and we are committed to supporting him in these areas. At OneGloucester School, our attendance policy sets out the expectations for regular attendance, which states: our target is for every student to attend school every day and on time.

We are also concerned that we have been unable to contact you regularly or meet with you. When Ali has been in school, he has been unaccompanied and is collected by his uncle, which limits our ability to speak with you.

We want to reiterate that we are wanting to work with you and support you and Ali, and discuss necessary next steps so we may avoid seeking legal intervention where possible. Mr Neilson is going to speak with Ali when he is next in school, as he is his class teacher, and he will also be in contact with you to answer questions you may have about Ali's learning.

As we have continued to contact you, we are obliged to inform you that we have made the difficult decision to seek a Notice to Improve from the local authority should there be no improvement in Ali's attendance, including a meeting with you and a plan for the next steps. We can request a Notice to Improve when there have been 10 unauthorised absences within 10 school weeks.

We therefore ask for you to meet with us on 14/10/2024 at 9.30am to discuss the ongoing concerns regarding Ali's attendance. Please would you confirm your attendance by 12/10/2024?

Yours sincerely

Mrs Alice Manning

Headteacher
OneGloucester School

Exhibit AP09

01/05/2025

A Person



OneGloucester

Attendance Contract Meeting Notes

School	
Name	OneGloucester School
Locality	Gloucester
Headteacher	Alice Manning
School's contact name	Annie Person
School contact's email	aperson@onegloucester.com

Pupil				
NCY	CiC	CPP	SEN	Traveller
6	No	No	No	No
Current attendance	36.5%	Unauthorised		62.8.7%

Primary Parent	
Name	Sarah Jones
Address	43 Bristol Road, Gloucester, GL1 1CD
Telephone number	07555 124568
Email	sarahjones25784@gmail.com
Relationship to pupil	Mother
Child resides with parent	Yes

Parent	
Name	
Address	
Telephone number	
Email	
Relationship to pupil	
Child resides with parent	Yes / No

Attendance Contract Meeting	
Date	14/10/2024
Location	OneGloucester School
Present	<p>This meeting could not go ahead as Ali Jones and Sarah Jones were not in attendance. No notification was received before or after the meeting. A call was made at 9.40, which was not answered; a voicemail was left to ask for Sarah Jones to contact the school to discuss this meeting.</p> <p>An attendance call was made at 9.00 to ask about Ali's attendance for the day; there was no answer to this call. A text was sent to Sarah Jones and Annie Person did a home visit at 10.15 and no one was</p>

	home. A note to say she had visited was left in the porch.
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Background information provided by school:

Ali Jones is a pupil at OneGloucester School, currently in year 6. Over the past term, Ali's attendance has been a significant concern. Despite previous communications and efforts to address the issue, Ali's attendance has not improved. As of the latest records, Ali's attendance percentage stands at 36.5%

Reasons for absence given by parents(s)/carer(s):

In the last academic year, Sarah Jones has cited these reasons for absence:

- Health-related issues, such as frequent colds and minor illnesses.
- Family commitments and responsibilities that occasionally require Ali to stay home.
- Transportation difficulties, particularly on days with adverse weather conditions.

Reasons for absence given by pupil:

Ali spoke to his teacher, Greg Neilson, and his teaching assistant, Joy Banner, on 10 September and said:

- 'Feeling unwell' and 'unable to concentrate' in class.
- Experiencing 'anxiety and stress' related to schoolwork and social interactions.
- Lack of motivation to attend school regularly.

Evidence of support school has taken to improve attendance:

Support	Date
<ul style="list-style-type: none">• Pre-arranged home visits to discuss attendance concerns and explore solutions.• 24/06/2024; 08/07/2024; 16/07/2024; 09/09/2024; 16/09/2024; 19/09/2024; 23/09/2024; 26/09/2024; 01/10/2024; 02/10/2024; 07/10/2024; 11/10/2024 and 14/10/2024• Following the Graduated Pathway, including the development of a My Plan/My Plan+ for Ali.	Reviewed on 25/06/2024

<ul style="list-style-type: none"> Regular communication between school staff and Ali's parents through phone calls, emails, letters, and meetings. Reviewing and adjusting the academic support provided to Ali to better meet his needs. Considering a reduced timetable for a specific period to help Ali manage his workload. Providing access to a school counsellor for emotional and psychological support. 		and 10/09/2024 Noted on CPOMS 10/09/2024 10/09/2024 25/06/2024 and 10/09/2024 04/09/2024 10/09/2024
Other agencies involved with supporting attendance, the pupil and/or the family		None

Plan to improve attendance

This should detail any new intervention that either school, parent or pupil feel would be beneficial

Pupil agrees to:	
Parent(s)/Carer(s) agree(s) to:	
School agrees to:	

Agreed Attendance Target

For the next four school weeks, the attendance target will be:

No target set.

Review Date: **New meeting to be booked**

As parent/carer of _____, I understand that failure to meet these targets may result in legal proceedings taken against me.

Parent/Carer's signature:

Name:

Date:

Parent/Carer's signature:

Name:

Date:

Pupil's signature:

Name:

Date:

From: Greg Neilson
Sent: Thursday, October 10, 2024 16:12
To: Annie Person
Subject: Attendance Catch Up with AJ

Exhibit AP10

01/05/2025

 Person

Hi Annie,

Thanks for that recommendation. Hope today has been good?

Would you add these to the CPOMS log for Ali? I planned to catch up with him during P1 in my free but can't because he's not in.

- Review of SATs SWOTs – he's logged on four times and a range of 56%-78% on questions. Praise achievement and encourage logging on at home
- Talk to counsellor – see if he has thought about it and whether he has changed his mind
- [REDACTED] has said he is very quiet and won't engage with group tasks but is happy to sit with him.
- Missed Forest School dates – wanted to catch up with him about this to see if he was still interested

Has his My Plan been sent to mum to be checked and signed? Shall I send it again?

Cheers,
G

From: Greg Neilson
Sent: Thursday, October 10, 2024 09.40
To: Annie Person
Subject: Attendance Catch Up with AJ

Hi Annie,

Have you heard from Sarah Jones about Ali coming in today? I was hoping to catch up with him after Alice's email to her. I've not heard anything.

Cheers,
G

From: Annie Person
Sent: Thursday, October 10, 2024 16.31
To: Del Aberth, Alice Manning
Subject: Attendance Catch Up with AJ

Exhibit AP11

01/05/2025



Dear Del,

Looking forward to seeing you next week for the TSM. Alice and I would like to make Ali a priority in the meeting please, and ask about next steps. Please see notes below from his teacher.

Thanks,

Annie

From: Greg Neilson
Sent: Thursday, October 10, 2024 16:12
To: Annie Person
Subject: Attendance Catch Up with AJ

Hi Annie,

Thanks for that recommendation. Hope today has been good?

Would you add these to the CPOMS log for Ali? I planned to catch up with him during P1 in my free but can't because he's not in.

- Review of SATs SWOTs – he's logged on four times and a range of 56%-78% on questions. Praise achievement and encourage logging on at home
- Talk to counsellor – see if he has thought about it and whether he has changed his mind
- [REDACTED] has said he is very quiet and won't engage with group tasks but is happy to sit with him.
- Missed Forest School dates – wanted to catch up with him about this to see if he was still interested

Has his My Plan been sent to mum to be checked and signed? Shall I send it again?

Cheers,
G

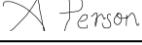
From: OneGloucester School Attendance Team

Exhibit AP12

To: Sarah Jones

01/05/2025

Date: 15/10/2024

 Person

Subject: Missed Attendance Meeting and Next Steps for Support

Dear Ms. Jones,

I am writing to confirm that you did not attend the Attendance Improvement Meeting scheduled for 14/10/2024 regarding Ali's ongoing attendance concerns. As we did not receive any communication from you prior to or following the meeting, it could not go ahead as planned.

Given the continued pattern of unauthorised absences and the lack of engagement with the support offered, the school is now considering involving other professionals to help address the barriers affecting Ali's attendance. This may include referrals to external agencies such as the Education Inclusion Service and/or health and wellbeing services.

Attached to this email is a copy of Ali's reviewed My Plan, which outlines the support strategies discussed and proposed by the school. We kindly ask that you review, sign, and return the document at your earliest convenience so that we can ensure the appropriate support is in place for Ali.

As of today, we have not received the signed copy back. Please return it by 22/10/2024 to avoid further delay in implementing the support outlined.

If you have any questions or would like to discuss the contents of the plan, please do not hesitate to contact us.

Kind regards,

Annie Person

Attendance Administrator
OneGloucester School

My Plan+

From: Marc Losito
To: Alice Manning, Annie Person
Date: 21/10/2024
Subject: Concerns about Ali Jones

Exhibit AP13

01/05/2025

A Person

Dear Alice and Annie,

I am looking forward to meeting you and working with you, Ali and Sarah. Please give me a call as soon as you can so we can discuss the next steps for this family.

Best wishes,

Marc

Marc Losito
Early Help Support Worker
GCC

From: Annie Person
To: Early Help Team, Family Support Worker Teams, Del Aberth
Date: 15/10/2024
Subject: Concerns about Ali Jones

Dear Early Help Team and Family Support Worker Team,

I am writing to express our concerns regarding Ali Jones, a student at OneGloucester School. As of 15/10/2024, Ali's attendance figure stands at 37.9%, with 44 unauthorised sessions logged. We have attempted to be in regular contact with Ali's mother, Sarah Jones, who has contacted us today and expressed feeling overwhelmed by the situation. I have included her email below.

We are particularly concerned that there is no adult at home until 6pm most nights, leaving Ali unsupervised for extended periods. Additionally, Ali spends a significant amount of time gaming with his 17yr old uncle, which may be contributing to his attendance issues.

We believe that involving your teams could provide the necessary support for both Ali and Sarah. We hope to work together to address these concerns and improve Ali's attendance and overall well-being.

Thank you for your attention to this matter.

Kind regards,
Annie Person
Attendance Administrator
OneGloucester School

From: Sarah Jones
To: OneGloucester School Attendance Team
Date: 15/10/2024,
Subject: Missed Attendance Meeting and Next Steps for Support

Hi Annie,

I'm emailing to apologise for not getting in touch sooner regarding Ali's attendance and the recent meetings. I understand how important it is to stay in contact, and I'm sorry for the delay.

To be honest, it's all been a bit much lately, and I've been feeling overwhelmed. Ali's uncle has been helping out, but he never tells me anything, so I've been out of the loop more than I should be.

I've now seen the My Plan that was sent through, and I'll make sure to check it properly, sign it, and give it to Ali to hand in at school.

Thanks for emailing me as you do. I do want to work with you to support Ali and get things back on track. Please let me know if there's anything else I need to do.

TY,
S

From: OneGloucester School Attendance Team

Exhibit AP14

To: Sarah Jones

01/05/2025

Date: 15/10/2024

✓ Person

Subject: Missed Attendance Meeting and Next Steps for Support

Dear Ms. Jones

I am writing to summarise Ali's attendance for the term to date. As of today, Ali's attendance stands at 37.9%, with 44 unauthorised sessions logged. This level of attendance is concerning and significantly below the expected standard.

We understand that there may be challenges affecting Ali's attendance, and we are committed to working with you to address these issues. It is crucial that we work together in the next term to support Ali's attendance and ensure he does not fall further behind in his education.

Please let us know how we can assist you and Ali in improving his attendance. We are here to provide support and resources to help overcome any barriers you may be facing.

Thank you for your attention to this matter. We look forward to your cooperation and to seeing an improvement in Ali's attendance.

Kind regards,

Annie Person

Attendance Administrator
OneGloucester School

OneGloucester School
Gloucester Road
Gloucester
GL1 1AZ

Sarah Jones
43 Bristol Road
Gloucester
GL1 1CD

05/11/2024

Dear Ms Jones

Re: Ali Jones – Attendance Concerns; current attendance 28.95%

I am writing to follow up on our previous communication regarding Ali's attendance.

Unfortunately, we have not seen an improvement, and Ali is severely absent. As we have previously said, we are concerned about the impact these absences may have on Ali's education. It is important that we work together to ensure Ali attends school regularly. Regular attendance is vital for Ali's academic success and social development, and we are committed to supporting him in these areas. At OneGloucester School, our attendance policy sets out the expectations for regular attendance, which states: our target is for every student to attend school every day and on time.

When we spoke on 15 October, you said that you were struggling with the change in your job and we discussed Ali staying after school at the clubs available on Mondays-Thursdays to see if that would help with collection times, and speaking with the Early Help team. At the time, you said that you were unsure whether you wanted us to speak with them, and we are waiting for your decision about this.

We had to make the difficult decision to contact them: we have been in touch with our Inclusion Officer, and we have spoken with the teams, as Ali is still severely absent. We have been informed that they have attempted to contact you, but they have not managed to speak with you yet. We are also concerned that we have been unable to contact you regularly or meet with you. We are obliged to inform you that we have requested a Notice to Improve to be issued to you.

We want to reiterate that we are wanting to work with you and support you and Ali, and therefore ask for you to meet with us on 20/11/2024 at 9.30am to discuss the ongoing concerns regarding Ali's attendance. Please would you confirm your attendance by 18/11/2024?

Yours sincerely

Mrs Alice Manning

Headteacher
OneGloucester School

Exhibit AP15

01/05/2025

A Person



meeting not
attended

Exhibit AP16

01/05/2025

A Person

NTI

From: OneGloucester School Attendance Team
To: Sarah Jones
Date: 03/12/2024
Subject: Attendance Improvement Meeting

Exhibit AP17

01/05/2025

✓ Person

Dear Sarah,

Please can you confirm your attendance at the meeting on 03/12/2024 to discuss Ali's attendance?

We are increasingly concerned that his attendance is not maintaining the improvement levels we were seeing following the issue of the Notice to Improve.

Please let us know if there is anything we can be doing to support his attendance.

Kind regards,

Annie Person

Attendance Administrator
OneGloucester School

From: OneGloucester School Attendance Team

Exhibit AP18

To: Sarah Jones

01/05/2025

Date: 13/01/2025

✓ Person

Subject: Missed Attendance Meeting and Next Steps for Support

Dear Ms. Jones

I am writing to summarise Ali's attendance for the term to date. As of today, Ali's attendance stands at 45.4%, with 57 unauthorised sessions logged. This level of attendance is concerning and significantly below the expected standard.

We understand that there may be challenges affecting Ali's attendance, and we are committed to working with you to address these issues. It is crucial that we work together in the next term to support Ali's attendance and ensure he does not fall further behind in his education.

Please let us know how we can assist you and Ali in improving his attendance. We are here to provide support and resources to help overcome any barriers you may be facing.

Thank you for your attention to this matter. We look forward to your cooperation and to seeing an improvement in Ali's attendance.

Kind regards,

Annie Person

Attendance Administrator
OneGloucester School

From: Greg Neilson

Sent: Monday, 13 January, 2025 12:03

To: Sarah Jones, Annie Person, Vix Norrello, Alice Manning

Subject: AJ: attendance and catching up

Exhibit AP19

01/05/2025

A Person

Dear Sarah,

Today I spoke with Ali before break time about being in school and how great it was to see him in. We talked about the break over Christmas, and he shared how you visited your new niece. He said he thought it was great being an uncle!

We discussed how well he had been doing with his attendance at the end of November, when he had come in every day for over a week, and how he felt during that period and how he feels about school normally. He shared that he finds school ok when he is in but does not like to be away for a long time, as it then feels harder to come in again. He shared that he felt as though he was not making it easy for you and often felt angry when he had to come into school after a long period away.

He said he struggles to get to sleep most nights and says thinks he needs to turn off his phone earlier but he feels like he will miss out from talking to his friends at Gloucester Highfield School. He also says he uses it to speak to his uncle when he goes home.

Mr Norello joined our conversation then – he asked if Ali liked coming to the afterschool club last term. Now the clubs have changed for the new term, he said he might like to try the sports one on a Thursday. We can set that up if you send over your permission. We can also sort out kit if that will help.

Please do not hesitate to contact us if you have any questions or need assistance. It was really positive to catch up with Ali and I hope we can see his attendance improve over this term.

Thanks,

Mr Neilson

From: Sarah Jones
To: OneGloucester School Attendance Team
Date: 16/01/2025
Subject: AJ Attendance

Exhibit AP20

01/05/2025

A Person

Hi Annie

Really sorry but I won't be able to make the meeting. I've had to get an emergency vet appointment and it's the only time they have. I was going to come to this meeting, as I know how important it is. I can't believe this.

I will be back in touch soon.

TY

S

From: OneGloucester School Attendance Team

To: Sarah Jones
Date: 07/01/2025
Subject: AJ Attendance

Dear Ms. Jones

I am writing to summarise Ali's attendance for the term to date. As of today, Ali's attendance stands at 47.9%. This level of attendance is concerning and significantly below the expected standard.

I regret to inform you that all future absences will be unauthorised unless medical evidence is provided, as we are struggling to contact you regarding the reasons for his absences.

Please meet with us on 16/01/2025 at 11.00am to discuss the ongoing concerns regarding Ali's attendance. Please would you confirm your attendance by 14/01/2025?

Thank you for your attention to this matter. We look forward to your cooperation and to seeing an improvement in Ali's attendance.

Kind regards,
Annie Person

Attendance Administrator
OneGloucester School

Exhibit AP21

01/05/2025

A Person

MARF Referral

Email from CAMHS Team from 17/02/2025

Exhibit AP22

01/05/2025

A Person

Dear Mrs Manning,

I am writing to inform you that Ali Jones did not attend the scheduled meeting on 17/02/2025. His mother, Sarah Jones, called in the morning to say that she could not get him to wake up in time. We discussed the next meeting we have booked and said that we would inform you of today's meeting being missed.

We have booked another meeting for 24/02/2025.

Kind regards,

Ben Erstwhistle
CAMHS Team

Email from CAMHS Team from 24/02/2025

Exhibit AP22

01/05/2025

A Person

Dear Mrs Manning,

I am writing to inform you that Ali Jones did not attend the scheduled meeting on 24/02/2025. We had no contact from his mother, Sarah Jones, and we have not managed to make contact via the number she gave us or from her email.

Please let me know when we can discuss the next steps for Ali.

Kind regards,

Ben Erstwhistle
CAMHS Team