Endeavour
Multi-Academy Trust

Attendance Policy

Endeavour Multi Academy Trust All Schools

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CONTENT

1. Mission, Vision and Values
2. Purpose and Intent
3. Roles and Responsibilities
4. Scope and Purpose
5. Legal Requirements
6. Authorised and Unauthorised Absences
7. Addressing Attendance and Punctuality Concerns
8. Safeguarding
9. Part-Time Timetables
10. Absence Codes
11. Local Appendices

1. Mission, Vision and Values

Endeavour MAT are fully committed to ensuring that all students reach their full potential. To achieve this, a high level of attendance is essential. The MAT believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. We are committed to creating a positive culture where all pupils feel valued and welcome, supporting student learning and success. Underpinning this policy is our commitment to empowerment, respect and care for all students and staff.

Maintaining regular school attendance for many of our pupils is a challenge due to the variety of individual needs they have. This may range from a pupil coping with physical impairments, emotional needs and chronic medical conditions. We hope this policy will provide guidance to pupils, parents/carers striving to achieve the best possible attendance and educational outcomes.

Mental Health and Emotional Wellbeing

Children's mental health and wellbeing are vitally important to us all. Some of our children arrive to us with significant learning, health and/or emotional needs that require careful consideration, planning and care. It is important to us that our children achieve the best they can as well as reaching emotional maturity with the capacity to overcome barriers to their learning and develop positive coping strategies. All children have a right to education and children with SEND have the most to gain by attending school regularly and the access to an appropriate school setting provides specialist teaching and support. It is vital that our children attend school every day to maximise these opportunities and get the support they need and deserve.

2. Purpose and intent

This policy is written in accordance with the statutory guidance on attendance in the DfE document, 'Working Together to Improve School Attendance, 2024', to ensure that every child attends, on time, on every day possible, so that they:

- Establish positive routines and attitudes towards their education from the earliest point.
- Progress well academically and socially.
- Develop excellent habits for their next steps in education and their careers.

This document should be read alongside:

DfE 2022, updated 2024)

Education Act 1996

Keeping Children Safe in Education (2025)

Children Missing Education (DfE)

SEND Code of Practice (2015)

Staffordshire County Council Penalty Notice Code of Conduct

3. Roles and Responsibilities

Endeavour MAT believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the MAT, school staff, governors, parents, pupils and the wider school community.

As such, **all staff will**:

- develop and maintain a positive culture where all pupils are effectively supported
- uphold and reinforce expectations for good attendance and punctuality
- complete registers on time and accurately
- monitor, and remain aware of, the attendance of children under social care or other vulnerable pupils
- communicate effectively with parents/carers regarding concerns at the earliest point, working together to eliminate barriers
- raise concerns with the senior leader for attendance, as set out in the local appendices

Headteachers will:

- ensure all children access their full entitlement to high quality education
- develop and maintain a positive culture across the MAT where all staff understand the link between behaviour, attendance, and inclusion
- ensure this policy is implemented at their school
- ensure parents are fully informed of the MAT expectations and requirements
- monitor school-level absence data and report it to governors
- support staff with monitoring the attendance of individual pupils
- determine, in any cases where there is doubt, whether an absence may be authorised
- monitor the impact of any implemented attendance strategies
- issue fixed-penalty notices, where necessary

The Senior Attendance Champion (Designated Senior Leader for attendance) :

Each academy or school will identify a Senior Attendance Champion, a member of the senior leadership team responsible for driving attendance improvement, ensuring early intervention, and embedding attendance within safeguarding practice.

- lead attendance across the school, offering a clear vision for attendance improvement
- evaluating and monitor expectations and processes
- have an oversight of data analysis
- devise specific strategies to address areas of poor attendance identified through data
- work proactively in partnership with local authority and/or private Education Welfare teams when necessary, to support good attendance
- oversee communication with parents to discuss attendance issues
- deliver targeted intervention and support to pupils and families
- ensure that for those children educated in alternative provision, robust safeguarding and attendance monitoring procedures are followed in accordance with the guidance and MAT policy
- ensure that the school follows the local authority procedures for managing and referring children missing in education (CME)
- The DfE's Missing Children in Education statutory guidance (DfE, 2025), and the local authority procedures will be followed when children move abroad. Pupils will not be removed from roll until statutory requirements are met and the local authority has been informed, and any safeguarding concerns addressed in line with the CME procedures
- support the Headteacher to ensure that suitable provision and support is given to those students with SEND, specific medical and/or mental health conditions which may be barriers to achieving regular attendance
- support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps
- advise the Headteacher when to issue fixed-penalty notices

The School Attendance Administrator will:

- follow their school's first day absence procedures, ensuring accurate recording of any absence information provided
- ensure all register marks are fully complete and accurate for each school session
- monitor daily attendance, providing regular absence information to the senior leader responsible for attendance
- report specific concerns about attendance to the designated senior leader responsible for attendance
- work with education welfare officers and the senior leader responsible for attendance to tackle persistent absence

Parents/carers, we expect to:

- ensure their child attends every day their school is open except when a statutory reason applies
- ensure their child arrives to school on time and prepared for the school day
- support their child in maintaining the MAT expectation for attendance for the duration of the academic year, unless medical or exceptional circumstances affect their attending school
- contact the school as soon as possible to notify of absence

- contact the school to discuss any emerging concerns/barriers that might prevent their child from maintaining good attendance or arriving promptly at school
- proactively engage with the support offered to prevent the need for more formal support when applicable
- provide the school with a minimum of TWO up-to-date home and emergency contact details. Each school administration team will ensure that each child has two contacts recorded on Arbor, unless there are exceptional/individual circumstances that preclude this
- submit, in writing, requests for exceptional leave of absence in good time to the Headteacher, prior to making any arrangements
- provide medical evidence for an absence when requested by the school. We accept appointment cards or letters and prescribed medication with the child's name clearly labelled

Pupils, we expect to:

- attend every day unless there are reasons such as illness, specific family circumstances or other extenuating factors which preclude this
- arrive on time at the start of the school day
- be punctual to lessons within the school day

The Governing Board will:

- take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures
- ensure school leaders fulfil expectations and statutory duties
- support school leaders to drive improvements in attendance
- seek assurance that the school leaders take appropriate steps to ensure that all students are receiving a high quality of education through positive attendance, enabling them to be the best they can
- ensure there is a clear and sustainable focus on enabling staff and pupils to learn and improve, within the context of attendance management and behaviours
- ensure all school staff receive role-appropriate training on attendance
- regularly review attendance data and help school leaders focus support on the pupils who need it

Endeavour Multi Academy Trust will:

- ensure our clarity of vision, ethos, and strategic direction in the context of attendance management
- approve the mission, vision and values for the MAT in collaboration with the executives
- promote and demonstrate our values and core goals
- ensure that self-evaluation in attendance priorities will effectively achieve these goals and will drive performance
- monitor progress in attendance indicators and our commitment to consistent practice ensuring these are embedded across the organisation

- hold executive leaders to account for the educational performance of the organisation and its pupils, including attendance indicators as part of behaviour and attitudes as outlined in the EIF
- take steps to ensure the quality of education provision by overseeing standards and outcomes in attendance indicators across all academies within the MAT
- monitor attendance in the context of the intent, implementation, and impact of the quality of education
- seek assurance that the MAT engages with stakeholders; parents/carers, staff and students and wider community
- understand and consider the view of stakeholders within the Trust ensuring that the vision, core goals, values and culture aligns to the needs of the communities the Trust serves.

4. Scope and Purpose

Endeavour MAT is committed to working collaboratively.

We achieve this by:

a) **EXPECTATIONS**

We aspire to high standards of attendance from all pupils and parents to build a culture where all want to be in our schools. We ensure our pupils are ready to learn by prioritising attendance improvement when required.

b) **MONITORING**

We rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

c) **LISTENING AND UNDERSTANDING**

When a pattern is spotted, we discuss with pupils and parents to understand any barriers to attendance and agree how all partners can work together to resolve them.

d) **FACILITATING SUPPORT**

We are committed to removing barriers, to help pupils and parents access the support they need to overcome the barriers outside of our schools.

e) **FORMALISING SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, we will work with partners to explain the consequences clearly and ensure support is in place to enable families to respond.

f) **ENFORCEMENT**

Where all other avenues have been exhausted and support is not working or not being engaged with, we may enforce attendance through statutory intervention or prosecution

to protect the pupil's right to an education, at the discretion of the Headteacher. We adhere to the relevant Local Authority guidance on enforcement triggers.

5. Legal Requirements

a) Parents have a duty to ensure that their children receive full time education (the Education Act 1996). Legal action may be instigated against parents/carers whose child's attendance is at an unacceptably low level and where parents/carers are failing to fulfil their responsibility (section 444(1) and 1(a)).

b) We must keep an admission register (the school roll) in accordance with Chapter 7 of the guidance. This must contain specific personal details of every pupil in the academy/school along with the date of admission or re-admission to the academy/school, information regarding parents and carers, and details of the school last attended.

c) In accordance with Chapter 7 of the Working Together guidance; we recognise that a pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

d) Each school is required to maintain an accurate register as a legal document on a session-by-session basis.

e) We must take the attendance register at the start of each morning session of each academy/school day and once during each afternoon session. On each occasion we must record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.

f) Our schools must preserve every entry in their attendance or admission register for 3 years from the date of entry.

g) Our academies code attendance in accordance with 'Attendance and absence codes' as set out in the guidance paragraphs 203 – 276.

h) From the start of the 2024 to 2025 academic year, it will be mandatory for schools to share their attendance data with the Department for Education (DfE), we will share our data in accordance with this requirement.

i) Our registers are only amended where the reason for absence cannot be established at the time it was taken and it was subsequently necessary to correct the entry. Where amendments are made, our academies must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and title of the person who made the amendment.

j) It is the parent/carer's responsibility to contact the school on the first and each subsequent day of absence unless a definite date of return is known. The school will reach a decision whether the absence is authorised or not.

k) The school may seek legal action through the local authority for continued poor attendance in accordance with the clear guidance and expectations as laid out in Chapter 6 of the 2024 Working Together to Improve School Attendance, and as part of their wider safeguarding duty outlined in KCSIE. This could result in a penalty notice (PN), or other sanctions being issued.

l) The school may request medical evidence for an absence. We accept appointment cards or letters and prescribed medication with the child's name clearly labelled. These will be requested using discretionary approaches and where the school has reasonable cause to insist on proof. It will not be used as the default. No data will be kept by the school where such proof is provided.

6. Authorised and Unauthorised Absences

We follow the guidance on persistent and severe absence as outlined in chapter 5 of Working Together. Authorised absence is where the academy/school accepts there is good reason for an absence. Consideration for an authorised absence requires a written or telephone communication, from the parent. Parents are asked to notify the academy/school as soon as possible. Children who return to school following an absence without an explanation will be deemed to have had an 'unauthorised absence' until a suitable explanation has been given. Absence is then coded according to the cause (Appendix 1).

Examples of absence that might be authorised are:

- an absence caused by genuine illness or other unavoidable cause
- an absence for an agreed religious observance by the religious body to which the parents belong
- family bereavement
- situations where the academy/school authorises absence e.g. study leave, work experience, interviews, and special occasions such as theatre/sporting/musical performance
- medical appointments where proof is available
- Suspension

Where explanations are not forthcoming, the explanations are deemed unacceptable, or unreliable; these will be explored by the school and where appropriate, recorded as 'unauthorised'. Examples might include: This list is NOT exhaustive.

- Helping out at home/caring for younger siblings
- shopping
- lateness
- holidays
- day trips
- birthdays

If an absence is deemed as unauthorised this may result in the issuing of a fixed penalty notice (FPN) or other legal interventions outlined in Chapter 6 of 'Working Together to

Improve School Attendance', including parenting contracts, education supervision orders and parenting orders. We recognise that attendance below 90% is poor and a child below this figure is treated as a persistent absentee (PA) by all schools and the DfE (Department for Education).

Requests for Planned Absence

A leave of absence may be requested and will be granted if the circumstances are exceptional. Requests must be made to the school in writing, at least two weeks prior to the date required where possible, to give the school sufficient time to consider the request and respond. Evidence of exceptional circumstances may be requested. Where leave is taken which has not been granted, this will be marked as an unauthorised absence on the pupil's register.

Family Holidays

Parents/carers are not entitled to remove children from school for holidays during term time. Where parents consider that there may be exceptional circumstances, this should be submitted in writing, as outlined above.

If you take your child on holiday during term time, without authorisation, you may be liable for a fixed penalty notice.

Severe Absence

Focused monitoring and intervention will be given to pupils who are absent from our academies for more time than they are present (those missing 50% or more of school). These are classed as severely absent pupils. We recognise that these children may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support. Therefore, we may seek interventions from wider support services to remove the barriers to attendance.

This could include:

- Education Welfare
- Early Help
- Social Care
- Health Services
- SEND team

In all cases, we expect our academies to make patterns of both persistent and severe absence a focus of their regular data monitoring and identify pupils and cohorts who need targeted attendance support as quickly as possible.

7. Addressing Attendance and Punctuality Concerns

Through working closely in partnership with parents/carers, we aim to establish positive routines for attendance and punctuality from the earliest age. Due to the established impact of lost education on progress and achievement, we will always provide comprehensive support to children and families to endeavour to overcome barriers, but we have a robust response where concerns emerge. These are clearly set out in the local appendix for each school.

Children Missing from Education

Endeavour MAT acknowledges its responsibility to ensure the safeguarding and welfare of children is promoted in line with the Keeping Children Safe in Education statutory guidance. Therefore, where a child has been absent for ten school days (or less where deemed appropriate), and the school has made all reasonable attempts to contact a parent but has been unable to do so, this child will be considered as "missing from education". We will follow Staffordshire Council's Children Missing Education Protocol for any child whose whereabouts are unknown.

8. Safeguarding

Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

For more information on safeguarding and the protection of children please refer to the MAT's Safeguarding policy.

9. Part-time Timetables

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school, or another setting full-time, and a part-time timetable is used to help the pupil access as much education as possible. A

part-time timetable should not be used to manage a pupil's behaviour. A part-time timetable should:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part time timetable for a prolonged period.

10. ARBOR CODES

Registration Codes from 19/8/24			
Code	**Summary**	**Rational**	**Classification of code**
/	**Present AM**	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	Attending
****	**Present PM**	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	Attending
L	**Late in registration time**	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	Attending
K	**Local Authority alternative provision**	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(12) or section 42(2) or 61(1) of the 2014 Act.	Attending an approved educational activity
V	**Educational Visit**	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	Attending an approved educational activity
P	**Approved sporting activity**	The pupil is attending a place for an approved educational activity that is a sporting activity.	Attending an approved educational activity
w	**Work Experience**	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	Attending an approved educational activity
B	**School alternative provision**	The pupil is attending a place for any other approved educational activity within paragraph (11) of The School Attendance (Pupil Registration) (England) Regulations 2024	Attending an approved educational activity
M	**Medical Appointment**	The pupil is absent with leave for the purpose of attending a medical or dental appointment.	Authorised absence
J1	**Interview**	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised absence
S	**Study Leave**	The pupil is absent with leave for the purpose of studying for a public examination. Study Leave	Authorised absence

X	**Not required to attend**	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend	Not a possible attendance
D	**Dual Registered**	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil. Dual Registered.	Not a possible attendance
C	**Exceptional circumstances**	The pupil is absent with leave for any other purpose	Authorised absence
C1	**Regulated performance**	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	**Part-time timetable**	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	Authorised absence
T	**Traveller**	The pupil is a mobile (i.e. Gypsy, Roma, Travelling) child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Authorised absence
R	**Religious observance**	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	Authorised absence
I	**Sickness**	The pupil is unable to attend because of sickness.	Authorised absence
Q	**Local Authority failed to make access arrangements**	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). Local authority failed to make access arrangements.	Not a possible attendance
Y1	**Normal Transport failed**	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Not a possible attendance
Y2	**Travel disruption due to emergency**	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Not a possible attendance
Y3	**Partial school closure**	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Not a possible attendance

Y4	**Whole school closure**	Whole school site unexpectedly closed.	Not a possible attendance
Y5	**Child in custody**	The pupil is unable to attend because they are in criminal justice detention.	Not a possible attendance
Y6	**Public health guidance**	Unable to attend in accordance with Public Health guidance or Law	Not a possible attendance
Y7	**Other unavoidable cause**	The pupil is unable to attend because of any other unavoidable cause	Not a possible attendance
E	**Excluded or suspended**	The pupil is excluded or suspended from the school for any other reason.	Authorised absence
G	**Family Holiday**	The pupil is absent without leave for the purpose of a holiday.	Unauthorised absence
N	**Not yet known**	The circumstances of the pupil's absence have not yet been established.	Unauthorised absence
O	**No reason or unsatisfactory reason**	No reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes classified as authorised.	Unauthorised absence
U	**Late after registration close**	Arrived in school after the registration closed	Unauthorised absence
Z	**Not on admission register**	Prospective pupil not on admission register	Administration Code, not collected
#	**Planned school closure**	Planned whole school closure	Administration Code, not collected

11. Local Appendices

All schools have used the Stafordshire CC guidance when developing their attendance procedures. They have however been amended slightly to reflect individual school's local arrangements. The school processes are detailed below:

a) Cherry Trees School
b) Two Rivers High School
c) Two Rivers Primary School
d) Wightwick Hall School
e) Christ Church Primary School
f) Tower View School
g) River View School

a) Cherry Trees Primary School

Procedures

Cherry Trees School applies the following procedures in deciding how to deal with individual absences:

1) LATE ARRIVAL - If a child is late arriving in school (e.g. medical appointment), the parent or carer bringing the child in must speak to a member of staff upon arrival to ensure that we are aware of their child's presence in school. The pupil **MUST** sign the late arrival register. This ensures we meet health and safety requirements e.g. in the unlikely event of a fire. It is helpful if parents/carers can inform school in advance of scheduled appointments that will result in an absence or late arrival. Lateness can be classed as unauthorised in some situations therefore, it is important that parents/carers keep the school well informed to help maintain accurate records. In order to comply with Department of Education regulations the school closes morning registration at 9.30am. Arrival to the Form Group after this time will result in the pupil receiving a late mark on the registers (L). The registers close at 9.30am. Arriving after this time will result in the pupil receiving a code U or with another absence code if that is more appropriate.

2) TERM-TIME HOLIDAY REQUESTS – Parents need to be aware that the school is not able to authorise holidays unless exceptional circumstances have been identified. In order for the Headteacher to consider the request parents are required to fill in the appropriate form with as much notice as possible before planned holidays. The form can be obtained from the school's office.

3) ATTENDANCE - In the event of an unavoidable absence, parents are asked to contact the school on the **FIRST** day of absence by telephone 01902 894484 giving the reason for non-attendance. Additionally, a note can be provided to school at the time a pupil returns following a short period of absence. This note must be sent to the school office.

Regular contact will be required for extended periods of absence as school is required to keep the Local Support Team updated.

At Cherry Trees School we will call daily to check non-attendance of pupils where parents have not informed us of the absence. This will be recorded on SIMS/Arbor.

School has a legal DUTY to inform the Local Support Team (LST) where cases of **'UNAUTHORISED'** absences of 10 days or more occur. Likewise, school has to disclose irregular attendance, persistent lateness or cases where attendance falls below 90%. School is also required to provide an explanation for all such absences (where known) and evidence of action taken to secure information and/or provide support to the family.

Attendance Support Procedures - where appropriate:

Stage 1 – if, where appropriate, a pupil's attendance falls below 90% parents will receive a letter with an invitation to a dialogue with the school in order to improve the attendance.

Stage 2 – if, where appropriate, there is no improvement in the attendance, parents will be invited to a meeting with a Senior Leader to discuss further support. At this stage the school may decide to only authorise the absence when we receive a medical evidence.

Stage 3 – should the absences remain at the level below the target the school will invite parents to a formal meeting with a Pastoral Leader or a Senior Leader to discuss further support and actions if necessary.

In the absence of relevant information regarding poor attendance, school may take advice on further action to be taken. School may also undertake a review of the placement, if it felt that attendance elsewhere would be in the child's best interests and this is done with the full knowledge of parents/carers.

Every 4-6 weeks cases are reviewed and if no resolution is forthcoming other action will be considered e.g. continued input with targets and/or agreements drafted or referral on to another service/agency for input/support or investigation of statutory action. This may also include the Local Support Team (LST) issuing a Fixed Penalty Notice, where earlier interventions have failed to secure regular attendance of the child. Fixed Penalty Notices are decided and acted upon by the LST and school is required to provide details of absences and interventions. The legal process is managed by the LST and no funds secured by the process are received by the school. Once a case reaches this stage, legal interventions are outside the remit of the school.

Prior to a Penalty Notice being issued, a warning letter will be sent to parents/carers by the LST who will monitor attendance over the following 20 days. No action will be taken if there are no further **UNAUTHORISED** absences during that period. However, parents may be liable to pay the Fixed Penalty Notice (currently £80) if unauthorised absences occur. Failure to pay within 28-days means the penalty value will increase. Cases are then brought before the Court by the LST if payments are not made. In such cases, parents/carers may be liable to pay any further court costs. Again, school is not involved in this process other than by providing information as required by law.

The LST may undertake further legal action in the event of unauthorised absences continuing. This can result in a prosecution which carries a fine of up to £2500 and can

attract a custodial sentence. Any fines paid become ‘public funds’ i.e. payable to the Court and there is no financial advantage to school.

Cherry Trees School will already have attempted to provide support that avoids such action being taken and will continue to engage with families both during and after any legal action has commenced. Such action is the final resort undertaken by the LST and it is a legal requirement.

CHERRY TREES SCHOOL WILL MAKE EVERY EFFORT TO SUCCESSFULLY REINTEGRATE PUPILS AT ANY STAGE PRIOR TO, DURING OR FOLLOWING LEGAL PROCEEDINGS AND WE WILL WORK IN PARTNERSHIP WITH PARENTS/CARERS AND ALL INVOLVED PARTIES TO BRING ABOUT A POSITIVE OUTCOME.

ALTERNATIVE PROVISION PROCESS

Cherry Trees School may direct pupils off-site for education, to help improve their behaviour and support the development of their social and emotional skills. As a school we want to avoid suspensions and exclusions wherever possible.

When identified that a pupil is facing challenges. A meeting will be held between parents/carers and the child where appropriate to discuss barriers and identify solutions.

Research will be conducted on the alternative provision identified to ensure that it is bespoke to meet the needs of the individual pupil, to remove any barriers to learning. Emails threads/information gathered will be evidenced and stored in the attendance folder.

Alternative provision educational sessions will be delivered by high quality staff who have suitable training and experience. The Head Teacher will carry out an Alternative Provision audit to support the decision if the alternative provision is suitable for the individual pupils needs.



Alternative_provision_
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The alternative provision will carry out their own safeguarding checks and send Cherry Trees School confirmation that these have been completed. A copy of this will be stored in the attendance folder.

A member of the Senior Leadership Team will carry out a visit to the alternative provision identified to ensure that it is suitable to meet the needs of the individual pupil and to conduct a risk assessment. The risk assessment will be reviewed and signed off by the Head Teacher. A copy of this will be stored on evolve.



All relevant information will be shared with providers and other parties involved. This will be jargon free and include any information on special educational needs, literacy, safeguarding or other issues, as well as any information requested by the provider as appropriate. Information will be provided in accordance with data protection principles.



Parents/carers and the Local Authority will be given clear information about the placement: why, when, where, and how the placement will be reviewed.



A plan of why alternative provision has been agreed, when, and however it will take place will be given to parents/carers. Specific personal, social and academic needs of pupils will be identified and included in the plan. The plan will be evidenced and stored in the attendance folder.



Records will be kept on a pupil's progress in the alternative provision and Cherry Trees staff will evidence this by work completed, photographs taken etc. This will be collated in the pupils work book/folders etc.



Reviews will be undertaken with the Head Teacher, parents/carers, and the child (where appropriate) Regular reviews will provide assurance that the off-site education is achieving its objectives and that the pupil is benefitting from it. Reviews will be evidenced and stored in the attendance folder.



Reviews will consider any barriers to attainment; improved pupil motivation and self-confidence, attendance and engagement with education; and clearly defined objectives, including the next steps following the placement such as reintegration into school, alternative school placement or additional alternative provision required.

b) Two Rivers High School

Overview and Legal Framework

Two Rivers High School is committed to promoting positive attendance and punctuality for all students and recognises the strong link between regular attendance, safeguarding, wellbeing and educational outcomes.

This appendix should be read alongside the Trust Attendance Policy and is informed by the following statutory guidance and legislation:

- *Working Together to Improve School Attendance* (DfE, 2022; updated 2024)
- *Education Act 1996* (sections 444–444ZA)
- *Keeping Children Safe in Education* (DfE, 2025)
- *Children Missing Education* (DfE statutory guidance)
- *Children and Families Act 2014*
- *SEND Code of Practice* (2015)
- Staffordshire County Council Penalty Notice Code of Conduct

Two Rivers High School is an 11–19 specialist provision. The school recognises that many students experience complex special educational needs, disabilities, medical conditions and mental health needs which may impact their ability to attend consistently. Attendance will therefore always be addressed with a support-first, trauma-informed and inclusion-led approach.

Attendance Support and Escalation Procedures

“Two Rivers High School recognises that many pupils experience complex SEND needs that may affect their ability to attend. The school will implement reasonable adjustments, personalised interventions, Early Help processes and multi-agency work before any escalation to statutory action.

Two Rivers High School follows a graduated response in line with DfE guidance.

Stage 1 – Initial Concern

Where initial concerns emerge, the form tutor will contact parents/carers to:

- Share concerns
- Explore barriers to attendance
- Agree short-term supportive actions

Stage 2 – Attendance Below 90% (Where Appropriate)

If attendance falls below 90%, parents/carers will be invited to meet with the Strand Lead or a member of the pastoral team to:

- Identify underlying issues
- Consider reasonable adjustments
- Agree a supportive attendance plan

Stage 3 – Formal Attendance Meeting

If attendance does not improve, a formal meeting will be held with a member of the Attendance Team or SLT to:

- Review previous interventions
- Consider Early Help, multi-agency involvement or EHCP review
- Agree clear targets and support strategies

At this stage, the school may request medical evidence to support the authorisation of absences. Any request will be reasonable and proportionate, recognising that medical professionals are not obliged to provide letters. Alternative evidence (e.g. appointment cards or prescriptions) will be accepted.

Stage 4 – Continued Concern

Where there is limited or no improvement and attendance remains below agreed targets, the school may:

- Seek advice from the Local Authority
- Consider referral for statutory intervention
- Escalate safeguarding concerns where appropriate

Any consideration of statutory action will only take place where robust evidence demonstrates that **support and reasonable adjustments have already been offered**.

Legal Intervention and Safeguarding

Where there is persistent unauthorised absence, the school may request Local Authority involvement in line with the Staffordshire County Council Code of Conduct. This could result in the issue of a Penalty Notice.

Two Rivers High School recognises that poor attendance may be a safeguarding indicator. Unexplained absences, patterns of concern or repeated non-attendance may lead to:

- Early Help referrals
- Children Missing Education procedures
- Referral to Children's Social Care

The school will continue to support and engage with families throughout and beyond any legal process.

Reporting Absences

Parents/carers must contact the school **before 8.40am** on each day of absence by:

- Telephone: **01827 426124 (option 1)**
- Arbor message to the school office

The message must include:

- Name of the caller
- Student's name
- Reason for absence

A separate notification is required for each day of absence.

For absences of **five or more consecutive days**, medical evidence may be requested to authorise the absence.

If no reason is provided, office staff will attempt to contact parents/carers. If contact is not obtained the attendance team will follow this up with further enquires. If concerns remain, a home visit may be completed. Absences will remain unauthorised until an acceptable explanation is received.

Welfare checks for pupils with prolonged or unexplained absence will be undertaken regularly and at least every 10 school days. For pupils who are subject to a Child in Need or Child Protection Plan, welfare checks will be carried out at increased frequency, proportionate to the assessed level of risk, and in consultation with the allocated social worker and safeguarding partners.

Lateness

- All students should be on site for 8:50am.
- Morning registration closes at 9:00am.
- Arrival to the form group after 9:00am will be considered as late and students will receive a late mark on the register (L).
- The registers close at 9:30am. Students arriving after this time will be marked as 'Late After Register Closes' (U) and will be considered unauthorised, unless there is an acceptable reason verified by the parent/carer.

Students arriving by contracted transport will be marked present as we recognise that the time of arrival is out of our students' control, but students are required to sign in at reception. This may be done by a member of the office staff.
Persistent lateness will be addressed through the attendance support process.

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Absence for Medical Appointments

Where possible, medical appointments should be arranged outside the school day. If this is not possible:

- Parents/carers must inform the school in advance
- Evidence may be requested to authorise the absence

Students are expected to attend school before and/or after appointments where feasible.

Students will only be released from site to:

- A parent/carer, or
- Another adult with written parental consent

For ongoing medical conditions or illness, a **Medical Healthcare Plan** will be completed in partnership with parents/carers and health professionals.

Planned Absence

Headteachers may not authorise leave of absence during term time unless there are **exceptional circumstances**, as defined by statutory guidance.

Requests must:

- Be made in advance
- Be submitted using the Exceptional Leave of Absence Form (can be requested from the school office)
- Include full supporting details

If leave is not authorised and the absence meets the threshold set out in the Staffordshire County Council Code of Conduct (currently 10 sessions of unauthorised absence within a rolling 10-school-week period), a request for a Penalty Notice may be made. However the local authority may exercise discretion to issue a Penalty Notice before this threshold in certain circumstances

- If a parent/carer does not apply for leave but we believe that the student has been taken on holiday, then we will write to the parent/carer to express our concern. The parent/carer will be expected to provide contrary evidence to support the absence and school should receive this by a specified date. Should the supporting documentation not be provided then the absence will be coded as ***unauthorised leave of absence*** and the relevant procedures will be applied.

Retrospective approval cannot be granted.

- Any request for planned absences for a student to participate in a sporting or other educational activity, should be made on the 'exceptional leave of absence form'. Details of the request should be outlined

Monitoring Attendance

Two Rivers High School will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Local Governing Board.

Analysing Attendance

Two Rivers High School will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using Data to Improve Attendance

Two Rivers High School will:

- Provide regular attendance reports to form tutors and other school leaders, to facilitate discussions with students and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

Two Rivers High School will:

- Use attendance data to find patterns and trends of persistent and severe absence.

- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.
- Severe absentees will be referred to the local authority and statutory action may be taken.

Other Circumstances

School will not authorise absences for shopping, looking after other children, haircuts etc however leave may be granted in emergency (e.g bereavement).

School Attendance Targets for Two Rivers High School

The attendance target for Two Rivers High School for the academic year 2025-2026 is **92**%. The school recognizes that individual targets may be personalized to reflect students' needs. EHCP outcomes and medical circumstances.

Persons responsible for attendance

Mr T Silk (Assistant Headteacher – Attendance Lead)
Mrs S Howard (Deputy Designated Safeguarding Lead)
Mrs L Morris (Attendance Office Administrator)
Mrs J Garratt (Office Attendance Administrator)

Summary

Two Rivers High School has a duty to publish attendance figures to parents/carers and to promote good attendance. Equally, parents/carers have a legal duty to ensure their child's regular attendance at school. We remain committed to working together for the benefit of our learners.

c) Two Rivers Primary School

Procedures

Two Rivers Primary School applies the following procedures in deciding how to deal with individual absences:

1) **LATE ARRIVAL -** If a child is late arriving in school (e.g. medical appointment), the parent or carer bringing the child in must speak to a member of staff upon arrival to ensure that we are aware of their child's presence in school. The pupil **MUST** be signed in at reception by a member of staff. This ensures we meet health and safety requirements e.g. in the unlikely event of a fire. It is helpful if parents/carers can inform school in advance of scheduled appointments that will result in an absence or late arrival. Lateness can be classed as unauthorised in some situations therefore, it is important that parents/carers keep the school well informed to help maintain accurate records. In order to comply with Department of Education regulations the school closes morning registration at 9.30am. Arrival to the class after this time will result in the pupil receiving a late mark on the registers (L). Arriving after this time will result in the pupil receiving a code U or with another absence code if that is more appropriate.

2) **TERM-TIME HOLIDAY REQUESTS –** Parents need to be aware that the school is not able to authorise holidays unless exceptional circumstances have been identified. In order for the Headteacher/Attendance Lead to consider the request parents are required to fill in the appropriate form with as much notice as possible before planned holidays. The form can be obtained from the school's office. This must be handed into school at least 2 weeks (if possible) before the holiday.

3) **ATTENDANCE -** In the event of an unavoidable absence, parents are asked to contact the school on the **FIRST** day of absence by telephone 01827 426123 giving the reason for non-attendance. Additionally, a note can be provided to school at the time a pupil returns following a short period of absence. This note must be sent to the school office. Regular contact will be required for extended periods of absence as school is required to keep the Local Support Team updated.

At Two Rivers Primary School we will call daily to check non-attendance of pupils where parents have not informed us of the absence. This will be recorded on SIMS/Arbor.

School has a legal DUTY to inform the Local Support Team (LST) where cases of **'UNAUTHORISED'** absences of 10 days or more occur. Likewise, school has to disclose irregular attendance, persistent lateness or cases where attendance falls below 90%. School is also required to provide an explanation for all such absences

(where known) and evidence of action taken to secure information and/or provide support to the family.

Attendance Support Procedures - where appropriate:

Stage 1 – if, where appropriate, a pupil's attendance falls below 90% parents will receive a telephone call, home visit or letter with an invitation to a dialogue with the school in order to improve the attendance.

Stage 2 – if, where appropriate, there is no improvement in the attendance, parents will be invited to a meeting with the Attendance Lead and VIP Education to discuss further support and actions. At this stage the school may decide to only authorise the absence when we receive a medical evidence.

Stage 3 – should the absences remain at the level - below target - and no improvements have been noted the school will invite parents to a formal meeting with the Attendance Lead and VIP Education to discuss further support and actions if necessary.

In the absence of relevant information regarding poor attendance, school may take advice on further action to be taken. School may also undertake a review of the placement, if it felt that attendance elsewhere would be in the child's best interests and this is done with the full knowledge of parents/carers.

Every 4-6 weeks cases are reviewed and if no resolution is forthcoming other action will be considered e.g. continued input with targets and/or agreements drafted or referral on to another service/agency for input/support or investigation of statutory action. This may also include the Local Support Team (LST) issuing a Fixed Penalty Notice, where earlier interventions have failed to secure regular attendance of the child. Fixed Penalty Notices are decided and acted upon by the LST and school is required to provide details of absences and interventions. The legal process is managed by the LST and no funds secured by the process are received by the school. Once a case reaches this stage, legal interventions are outside the remit of the school.

Prior to a Penalty Notice being issued, a warning letter will be sent to parents/carers by the LST who will monitor attendance over the following 20 days. No action will be taken if there are no further **UNAUTHORISED** absences during that period. However, parents may be liable to pay the Fixed Penalty Notice (currently £60) if unauthorised absences occur. Failure to pay within 28-days means the penalty value will increase. Cases are then brought before the Court by the LST if payments are not made. In such cases, parents/carers may be liable to pay any further court costs. Again, school is not involved in this process other than by providing information as required by law.

The LST may undertake further legal action in the event of unauthorised absences continuing. This can result in a prosecution which carries a fine of up to £2500 and can attract a custodial sentence. Any fines paid become 'public funds' i.e. payable to the Court and there is no financial advantage to school.

Two Rivers Primary School will already have attempted to provide support that avoids such action being taken and will continue to engage with families both during and after any legal action has commenced. Such action is the final resort undertaken by the LST and it is a legal requirement.

TWO RIVERS PRIMARY SCHOOL WILL MAKE EVERY EFFORT TO SUCCESSFULLY REINTEGRATE PUPILS AT ANY STAGE PRIOR TO, DURING OR FOLLOWING LEGAL PROCEEDINGS AND WE WILL WORK IN PARTNERSHIP WITH PARENTS/CARERS AND ALL INVOLVED PARTIES TO BRING ABOUT A POSITIVE OUTCOME.

Two Rivers Attendance target is 95%

Two Rivers Attendance Flow Chart

Your child's attendance falls below 90%

Stage 1

Pastoral phone call or home visit is made. You may also receive a letter advising that attendance needs to

Does your child's attendance improve?

N

Stage 2

Parent/Carer will be invited to attend a meeting to discuss concerns with the Deputy Head - Marie Povey and Amy Cooling (VIP EWO)

Attendance letter will be sent with agreed

Does your child's attendance improve?

N

Stage 3

Parent/Carer invited to a second meeting. Attendance targets will be set. Letter will be sent with agreed targets

Does your child's attendance improve?

N

Referral made to the local **Authority's School Attendance Officer**

Does your child's attendance improve?

N

LA Penalty charge notice issued.

This could lead to

Prosecution

YES

YES

YES

No further action

Your child's attendance is now in line with the school policy

XXX Term Attendance Report

Attendance Colour Codes

97% - 100%
WELL DONE! THIS IS EXCELLENT
If you are in the Green Group you have been absent for less than 6 days in the whole year or you may have attended

90% - 96%
IMPROVEMENT NEEDED!
If you are in the Yellow Group you are missing between

Less than 90%
PERSISTENT ABSENCE PUPIL
You are now a Persistent Absence Pupil and are missing more than 21 days of learning in the school year.

Your child is in the Red Band. Remember to continue to keep us informed about absences – if you need some support with attendance, please contact Marie.

This is a terms achievement; let's work together to make it even better next term!

XXX Term Attendance Report

Attendance Colour Codes

97% - 100%
WELL DONE! THIS IS EXCELLENT
If you are in the Green Group, you have been absent for less than 6 days in the whole year or you may have attended

90% - 96%
IMPROVEMENT NEEDED!
If you are in the Yellow Group, you are missing between

Less than 90%
PERSISTENT ABSENCE PUPIL
You are now a Persistent Absence Pupil and are missing more than 21 days of learning in the school year.

Well done! Your child is in the Yellow Band. Remember to continue to keep us informed about absences – if you need some support with attendance, please contact Marie.

This is a terms achievement; let's try to make it even better next term!

XXX Term Attendance Report

Attendance Colour Codes

97% - 100%
WELL DONE! THIS IS EXCELLENT
If you are in the Green Group, you have been absent for less than 6 days in the whole year or you may have attended

90% - 96%
IMPROVEMENT NEEDED!
If you are in the Yellow Group, you are missing between

Less than 90%
PERSISTENT ABSENCE PUPIL
You are now a Persistent Absence Pupil and are missing more than 21 days of learning in the school year.

Your child is in the Green Band.

This is a terms achievement; Fantastic well done.

Remember to continue to keep us informed about absences – if you need some support with attendance, please contact Marie.

d) Wightwick Hall School

At Wightwick Hall School, we recognise that regular school attendance is essential if children and young people are to achieve their full potential – at school and in later life. We recognise the clear links between attendance, attainment, safeguarding and wellbeing, so are therefore committed to supporting our students, and their families, in ensuring that they attend school regularly and consistently, both during their compulsory school career (to Year 11), and beyond (post-16).

Registers

An accurate and consistent registration system is crucial to ensure safeguarding procedures are in place for children, for data analysis and to support statutory intervention, if necessary.

The register is a legal document and therefore must be kept accurately and in accordance with legislation.

Every half a day of absence from school (known as a session) is marked by the school as either authorised or unauthorised, as detailed in the main policy.

Persistent Absenteeism (PA)

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will be likely to have a detrimental impact on your child's education and the school may follow formal attendance processes if a child is classed as persistently absent.

Procedures

If your child is absent from school you must:

- Contact the school on the first day of absence before 8:30am
- Contact the school on every further day of absence, again before 8:30am
- Ensure that your child returns to school as soon as possible, and provide any medical evidence, if requested, to support the absence

School contact details for absence as follows:

Via telephone: School office on 01902 761889 (lines open at 8.00am, but messages can be left before then.)

Via email: attendance@wightwickhall.staffs.sch.uk

If your child is absent, we will:

- Contact you on the first and every subsequent day of absence if we have not heard from you. Contact will be via telephone in the first instance, but may also be followed up by text or email.

- Record all attempts to make contact on Arbor for evidence.
- Inform the senior leader responsible for attendance and the designated safeguarding lead if we are concerned about a reason for absence.

If we are unable to make contact with a parent/guardian, we will:

- Attempt to call the emergency contacts listed for your child, in line with our Missing Child reasonable enquiries process.
- Consider a home visit being made, either by ourselves, or our Education Welfare service, VIP Education, in the interests of safeguarding
- Make a referral to the Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be "missing from education."

Medical or Dental Appointments

We understand that occasional absence from school due to a medical or dental appointment may be unavoidable. For this reason, medical and dental appointments will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments, which can be sent via the attendance email address, or presented at the school office.

We do however politely request that parents/carers make all medical appointments out of school hours where possible.

Requests for leave of absence (Exceptional Circumstances)

The law is very clear that you are not entitled to take your child on holiday during term time, and you are likely to be referred for legal action if you choose to do this.

The law also makes clear that Headteachers may not grant any leave of absence during term time, unless there are "exceptional circumstances".

A leave of absence will not be granted in term time unless the reasons are deemed exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing to the school.

Procedure for Requesting a Planned Absence:

We will not authorise any leave of absence requests unless the circumstances are granted as exceptional. If you need to request this, please make your request, in writing, with at least two weeks' notice. Requests can be given directly to the school office or sent via email to the attendance email address. A leave of absence form is available upon request from the school office.

There is a requirement that parent/carers provide evidence of exceptional circumstances. The Headteacher will consider requests for leave of absences and

either authorise or unauthorise the leave of absence request. A letter or email confirming this will be sent to the parent/carer.

Where a parent/carer removes a child from school when the application for leave was refused, or where no application was made to the school, the issue of a penalty notice may be requested from the Local Authority.

Other Absences

Other absences from school will be considered on an individual basis and a decision on whether they are to be authorised or unauthorised will be made by the Headteacher. This decision is final.

Absence Data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully.

We share information and work collaboratively with local authorities and other partners when absence is at risk of becoming persistent or severe, and other schools where there are safeguarding concerns.

Reporting to Parents/Carers

All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child's report. During the year, parents will be contacted if there concerns about their child's attendance.

Monitoring

Attendance data will be analysed on a fortnightly basis to establish patterns of irregular attendance. This will include students with: incomplete weeks; Monday and Friday absences; persistent lateness; periods of extended absence. If concerns are raised by this analysis, parent discussions will occur, through telephone calls to the parents/carers (made by school staff, or our Education Welfare service, VIP Education, or through formal letters. The School reserves the right to issue fixed penalty notices to parents.

Improving Attendance

If we are concerned about your child's attendance, we will:

- Make contact informally (via your child's Form Tutor in the first instance, usually) where there are initial attendance concerns.
- Write to you if your child's attendance is an ongoing concern, falls below 90% (or what is deemed acceptable for your child's specific circumstances) or where punctuality is a concern.
- Invite you into school to discuss the situation with a member of school staff, our Education Welfare officer, or our senior leader responsible for attendance, if absences persist and attendance does not improve.
- Work with you to create a personalised Support Plan to identify any barriers to attendance, and look at how we support you to overcome them.

- Set an individual attendance target (based on sessions rather than percentages) that considers the identified barriers to attendance, and that will support the attendance improvement.
- Agree reasonable review dates and conduct regular monitoring reviews, until school are satisfied with the attendance improvement.
- Offer signposting support to other agencies or services where appropriate.
- Refer the matter to the Local Authority for relevant sanctions if attendance does not improve satisfactorily, despite the above interventions.

Our aim is to work with you to address any reason for the absence and address issues early. We hope this early intervention will ensure that any issues are addressed quickly and successfully, without the need to escalate matters to the Local Authority.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, you as the parent/carer, and your child. If as a parent/carer, you think your child is reluctant to attend school, then we will work with you and your family to understand the root problem and provide any necessary support. We have a specialist Outreach Teaching Assistant in school, as well as access to outside agencies who can help, such as the School Nurse, Mental Health and Emotional Wellbeing support services, Child and Family Support Workers or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family (TAF) meeting to consider what is working well and what needs to improve.

We understand that some students face greater barriers to attendance than their peers. These can include students who suffer from long-term medical conditions or who have special educational needs and disabilities, or other specific vulnerabilities.

However, high expectations of attendance remain, and we will work with families and students to support improved attendance, whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments, short-term supportive arrangements and additional support from external partners where appropriate.

Local Authority Attendance Support Services

As a school, we are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Local Authority has an Education Welfare team who work with schools, families, and other professionals, to reduce persistent absence and improve overall attendance.

As a parent/carer, you are expected to work with the school and the Local Authority to address any attendance concerns. You should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If

difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice, prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance. The school will endeavour, where possible, to solve all attendance issues informally, before going down a forma/legal route.

Lateness

Poor punctuality is not acceptable and can contribute to further absence. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Students who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

How we manage lateness:

- For all students, the school day starts at 8.50am, but to mitigate for transport often arriving earlier, students are permitted into school from 8.30am.
- Morning registers are taken from 8.55am up to 9.20am. Students arriving between 9.00am and 9.30am will receive a Late (L) mark.
- All students arriving after 9.20am MUST report to the school office before making their way to their classroom, so that their attendance can be recorded.
- Students arriving after 9.30am will be officially absent for the morning session. In accordance with Department for Education Regulations, if your child arrives after that time, which is when the morning register closes, they will receive a mark that shows them to be on site (U), but this will not count as a present mark and it will mean they have an unauthorised absence.
- Afternoon registers are taken from 1.15pm to 1.30pm. Registration closes at 1.30pm, after which time students will receive a U mark, as explained above.
- All students arriving to school after 1.30pm MUST report to the school office before making their way to their classroom, so that their attendance can be recorded.
- The school may contact parents/carers regarding persistent lateness.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child is persistently late, you will be asked to meet with a member of school staff, or the senior leader responsible for attendance, but you can approach us at any time if you are having difficulties getting your child to school on time.

The Senior Leader responsible for attendance in our school is:

Miss Gina Higgs, Assistant Headteacher

01902 761889

c/o office@wightwickhall.staffs.sch.uk

The first point of contact for parents/carers regarding day-to-day attendance matters is:

Miss Nic Smith, Attendance Administrator

01902 761889

attendance@wightwickhall.staffs.sch.uk; n.smith@wightwickhall.staffs.sch.uk

Excellent attendance is everyone's responsibility and working together means issues are identified and addressed quickly and effectively. Excellent attendance means your child will achieve their best educational outcomes.

If you would like to discuss anything in this policy, please don't hesitate to make contact with us at school.

e) Christ Church Primary School - Overview

The designated senior leader responsible for attendance is Mr L Archer and can be contacted via telephone on 01283 247400 or via email at office@christchurch-burton.staffs.sch.uk

Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office.

School admin/office staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Make calls to parents to seek reasons for absence where they are unknown
- Advise the attendance champion when a pupils absence is causing a concern

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Inform the school office via telephone/email to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs D Dunn or Mr L Archer, who can be contacted via telephone on 01283 247400

Pupils

Pupils are expected to:

- Attend school every day, on time

School Procedures

Rewarding Good Attendance / Good Time Keeping

Pupils are encouraged to be at the school gate prior to

- **8.45 am for KS2/ KS1 and EYFS**

. Pupils arriving at school after this time are considered to be late and will be reminded of the importance of being in good time and ready to learn.

Parents should be at the Nursery as follows:

- Morning session - **8.45 am** and again at **11.45** to collect their child.
- Afternoon session – **12.15 pm** and again at **3.15 pm** to collect their child.
- All day sessions:30 hours) are **8.45 am to 3.15 pm**

There are regular opportunities to praise and reward pupils who are punctual and have regular good attendance as well as incentives to encourage those pupils and families who may need support, advice and encouragement. Pupils and families will have opportunities to receive:

- Little Heroes stickers
- Certificate presented in Assembly
- Class awards
- Letters showing attendance levels

Christ Church Primary School participates in the Little Heroes Assemble initiative.

Little Heroes is a Staffordshire County Council initiative to support attendance.

Here

Every day

Ready

On time

This campaign comprises of certificates and stickers which are used to reward and celebrate children that demonstrate good school attendance or who have been making an improvement.

The second part of the campaign is canned Helpful Heroes and provides resources for children that are struggling with their emotional health or anxiety about coming to school.

Requests for Absence from School

- *Authorised Absences*

Leave to attend medical appointments or absences due pupils illness are authorised.

- *Religious Observance*

Pupils are granted special authorised leave on religious grounds to celebrate religious festivals which fall during a school day such as Eid. The number and timing of such absences are usually agreed locally by the community Mosques. The local authority recognises the need for these celebrations and will authorise one day of absence only for each religious observance.

- *Circumstances*

Very occasionally there may be very special family events – circumstances which the Headteacher/Governors may authorise. Eg Funerals for close relatives – Grandparents, parents or siblings.

- *Unauthorised*

Any other absence from school without request and authorised permission will be recorded as unauthorised.

Medical Appointments

If a child needs to be collected from school for a medical appointment this will be recorded using the school INVENTRY system. This system records the time of leaving and returning to school.

Parents are expected to bring appointment cards to school when appropriate.

Penalty Notice

When an individual pupil's attendance level falls below 90% in any term without good reason, a referral to the Educational Welfare Worker may be made. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996. (See Penalty Notice Protocol Appendix A1).

Parental Responsibility

Only parents with parental responsibility should request permission to collect a child from school during the school day. Only the following adults have legal parental responsibility.

- If parents are **MARRIED, SEPARATED** or **DIVORCED, BOTH** parents have parental responsibility on an equal basis.
- If parents are **UNMARRIED**
- If the mother's name only appears on the birth certificate **ONLY THE MOTHER** has parental responsibility unless the father has obtained it by formal written agreement or through a court order.
- If the father has registered the birth with mother and **his name appears on the birth certificate**, **BOTH** parents have parental responsibility on an equal basis.

- Other people (step-parents, grandparents etc.) **DO NOT** have parental responsibility unless they have a court order (e.g. adoption/residence order) or have taken over parental responsibility as a legal guardian.

Annual Holiday / Extended Leave

The DfE has stated that parents no longer have an entitlement to take pupils out of school for a family holiday during term time. The Headteacher no longer can grant any leave unless the circumstances are exceptional.

Parents wishing to take a pupil on an extended trip abroad should be directed to make an appointment to see the Headteacher as soon as possible, where the school's policy will be explained and the impact of a pupil's education being disrupted. If parents proceed with this extended leave it will be unauthorised (G code) and after 20 days their children will be removed off roll.

- **Circumstances** (family illness or death, emergencies) - in exceptional circumstances a pupil may be granted leave of absence .
- Due to the government class size policy this may lead to a child losing their place at Christ Church Primary School as the number of pupils in Key Stage 1 classes may not exceed 30. Parents will have been advised of this implication and will be supported to find a suitable alternative school.
- Statistics on the numbers of pupils whose education has been affected will be reported to Governors each term in the Headteacher Report.
- Any parent taking unauthorised leave of more than 10 sessions(**5 days**) may be liable to a fixed penalty notice and fined.(See appendix 1.)

Completion of Class Registers

Class Teachers or support staff will complete the registers daily at the beginning of morning and afternoon sessions.

1. **Late Pupils**

- Everyone is late sometimes. We would rather children arrived late than not at all. Pupils arriving late will be reminded of the need to be in **Good Time**
- Children will be recorded late on the register
- Morning registration **closes** at **9.15 am.**
- Children who arrive late before registration closes are marked with **Code L**, those arriving after registration closes are marked with **Code U** (no mark for session). The number of minutes late can also be added if desired.
- **Monitoring Lateness -** Regular lateness is monitored by the School Attendance Officer (SAO)/EWO.

2. Late Parents

- Children who are collected late from school will be recorded in the School Late Book.
- Parents of children who are regularly late being collected will be contacted by School Attendance Officer (SAO)/EWO.

3. Absence

- When a child is absent the Class Teachers should mark the child with **an appropriate code if the reason for absence is known (i.e. I for illness)**. Please see Appendix A4 for absence codes.
- The Attendance Administrator (Mrs C Ashton) will contact parents of absent children and will apply appropriate codes for absence
- Repeated absences, particularly sporadic absences, will be monitored carefully to ensure absences are justifiable.

4. Monitoring Absence

- Children / families identified as having a history of poor attendance, Looked After Children or families involved with multiple agencies will be phoned on the first day of absence during registration by the School Attendance Officer. Target families will be invited to a formal meeting to discuss improving attendance.
- Class Teachers will notify the Headteacher of any child whose attendance is causing concern**.**
- Pupil Attendance will be regularly monitored at least fortnightly by the Attendance Administrator
- The Attendance Administrator will pay particular attention to absences due to ill health which may require intervention e.g. asthma advice and support.
- SAO/EWO will check if any siblings/cousins are absent at the same time.
- HT/ SAO will track and monitor those pupils on extended leave and their impact on class attendance percentages.
- SAO/Attendance Administrator (Pupils) will complete returns for the Education Service/ DfE.
- Headteacher will monitor the impact of absences on pupil progress and achievement through class tracking profiles.
- Termly meetings with Class Teachers will monitor progress and impact of revised policy for attendance.
- Pupils with attendance concerns will receive attendance letters.

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the Local Authority / DFE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

5. **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

6. **Appropriate action**

Issues of concern or actions taken and the child/families attendance will continue to be

monitored closely. Actions could include:

- A direct approach to parents by Class Teacher
- A letter or phone call by Headteacher/School Attendance Officer
- A home visit by EWO/ School Attendance Officer
- A formal meeting between Headteacher/family
- The ultimate sanction for non-attendance would be referral to social services / child protection / court action.

7. Reporting Attendance

Data on percentage attendance and absences will be recorded:

- In regular updates to parents via newsletters, parents evenings and end of year reports
- Each term in the Headteacher's Report to Governors
- In the pupil progress reports and National Curriculum reports
- On the school website
- Annually to DfE and Education Service.

8. Maintaining School Registers / School Roll

The Administrative Assistant (Pupils) will complete these procedures.

a. Admissions

- All new pupils will usually be enrolled by the Headteacher or School Attendance Administrator and data entered on ARBOR.
- If the pupil is transferring during the school year then the School Attendance Officer should ensure that an **In Year Transfer Form** has been completed and signed by the Headteacher of the previous school.

b. Admission Registers

A complete print of the admissions / attendance register must be made and kept annually / termly for reference.

c. Change of Details

It is essential that Class Teachers update the office of any changes of address or phone numbers of contact points so that the ARBOR data files are updated and class lists.

d. Pupils transferring to a new school during a school year

- The School Attendance Officer should ensure that an **In Year Transfer Form** is completed by the parent and submitted to the Headteacher for signature.
- When the transfer is approved a CTF file is sent to the new school via the S2S website. The **Pupil Records** will be completed ready for despatch to the new school.
- **ARBOR** - Pupils names are removed immediately. The revised number on roll is applicable as soon as the has removed the pupil's name from the official class list
- **Class Registers** – the pupil's name will be removed from the register when ARBOR is updated.

e. Pupils transferring to a new school at the end of a school year i.e. July

- **ARBOR -** Pupils names to be removed as from the end of term with destination logged. A CTF file is sent to the new school via the S2S website.
- **Class Register -** The child's name would be removed from the class register with a note of

destination to ensure pupil records can be despatched.

f. **Other circumstances**

- What if a child does not return to school. Normally this will follow inquiries by the HT/EWO/ School Attendance Officer and a decision will be taken to remove the child's name from the school roll.
- Once that decision has been taken Pupils Records must be completed and labelled **destination unknown** with last date of attendance recorded. Pupil records will be stored and filed: Pupil Records Unknown Destination in line with Retention of Records guidelines.

f) Tower View Primary School

Overview

Our attendance champion is Mrs Copley. She is supported by the Head Teacher, Mrs Good.

Our attendance target is 97%.

The school gates open at 8.40 and close at 8.50. After this time late arrivals must come through the main school entrance.

The registers are taken in the classroom between 8.40 and 9.00. After this time children will be registered by the school office.

If a child is going to be late or absent parents must contact the school and let them know and explain the reason why. This can be done by phone or email to the mail school office.

Reporting an absence:

Contact details	What the school needs to know
Main school office 01283 247 455 office@towerview.staffs.sch.uk	Name Year group Reason for absence

Lateness
The registers officially close at 9:30am. Students arriving after this time will be marked as 'Late After Register Closes' (U) and this will be considered unauthorised, unless there is an acceptable reason verified by the parent/carer.

If persistent lateness is deemed an issue the Attendance Lead will become involved and actions may be taken to overcome any barriers. Ultimately, continued unauthorised lateness could result in statutory action being taken by the Local Authority.

Planned Absence
Headteachers may not authorise leave of absence during term time unless there are exceptional circumstances, as defined by statutory guidance.

Requests must:

- Be made in advance
- Be submitted using the Exceptional Leave of Absence Form (can be requested from the school office)
- Include full supporting details

If leave is not authorised and the absence meets the threshold set out in the Staffordshire County Council Code of Conduct (currently 10 sessions of unauthorised absence within a rolling 10-school-week period), a request for a Penalty Notice may be made. However, the local authority may exercise discretion to issue a Penalty Notice before this threshold in certain circumstances

If a parent/carer does not apply for leave but we believe that the student has been taken on holiday, then we will write to the parent/carer to express our concern. The parent/carer will be expected to provide contrary evidence to support the absence, and school should receive this by a specified date. Should the supporting documentation not be provided then the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied.

Retrospective approval cannot be granted.

Any request for planned absences for a student to participate in a sporting or other educational activity should be made on the 'exceptional leave of absence form'. Details of the request should be outlined.

Our Day to Day Process
When the registers close at 9.00, they are checked against information from parents. Where we have not been advised of why a child is absent, we will text parents to remind them to contact us.

If we have not heard from a family by 9.30, we will then contact parents/carers. If we do not receive a response, we will undertake a home visit (Day 1 – Day 3).

Attendance Monitoring
We monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level in order to analyse attendance patterns and trends and deliver intervention and support in a targeted way for pupils and families.

We celebrate and support good attendance through our Well-Done assembly and newsletters, as well as termly updates to parents.

Where attendance falls below our target of 97% we follow this procedure:

Stage 1
Where appropriate, if a pupil's attendance falls below 97% parents will receive a telephone call to discuss a plan to improve attendance.

Stage 2
If there is no improvement in the attendance, and attendance falls below 95%, where appropriate, parents will be invited to a meeting with the Attendance Champion to discuss further support and actions.

Stage 3
If the absences fall below 95% and no improvements have been noted the school will invite parents to a formal meeting with the Attendance Champion and Family Support Worker. This is to discuss further support and actions necessary to improve attendance.

Step 4
If attendance falls below 90% this is considered Persistently Absent. At this point a formal attendance improvement plan will be put in place with families. This may include signposting support to other agencies or services where appropriate in addition to referring the matter to the Local Authority for relevant sanctions if attendance does not improve satisfactorily, despite the above interventions.

Our aim is to work with you to address any reason for the absence and address issues early. We hope this early intervention will ensure that any issues are addressed quickly and successfully, without the need to escalate matters to the Local Authority

Attendance is reviewed every 4-6 weeks and if no resolution is forthcoming other action will be considered e.g. continued input with targets and/or agreements drafted or referral on to another service/agency for input/support or investigation of statutory action. This may also include the Local Support Team (LST) issuing a Fixed Penalty Notice, where earlier interventions have failed to secure regular attendance of the child. Fixed Penalty Notices are decided and acted upon by the LST and school is required to provide details of absences and interventions. The legal process is managed by the LST and no funds secured by the process are received by the school. Once a case reaches this stage, legal interventions are outside the remit of the school.

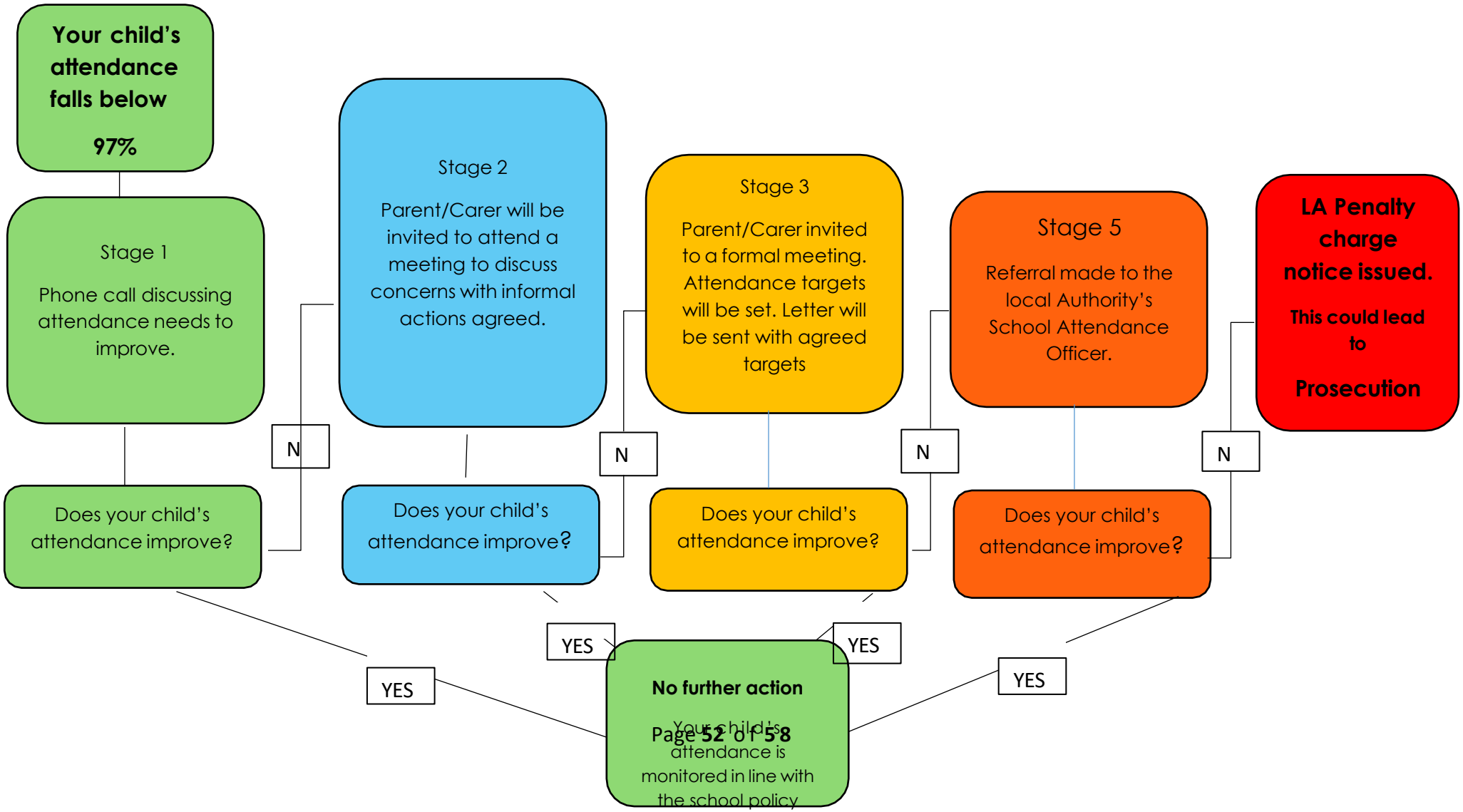
Prior to a Penalty Notice being issued, a warning letter will be sent to parents/carers by the LST who will monitor attendance over the following 20 days. No action will be taken if there are no further UNAUTHORISED absences during that period. However, parents may be liable to pay the Fixed Penalty Notice (currently £80) if

unauthorised absences occur. Failure to pay within 28-days means the penalty value will increase. Cases are then brought before the Court by the LST if payments are not made. In such cases, parents/carers may be liable to pay any further court costs. Again, school is not involved in this process other than by providing information as required by law.

The LST may undertake further legal action in the event of unauthorised absences continuing. This can result in a prosecution which carries a fine of up to £2500 and can attract a custodial sentence. Any fines paid become ‘public funds’ i.e. payable to the Court and there is no financial advantage to school.

Tower View Primary School Attendance Flow Chart

Our Attendance Target is 97%



g) River View

Key Objectives

1. Our aim is for pupil's attendance to be at least 97% in each academic year (September to July).
2. All absences should be notified and authorised if reasons are justifiable.
3. To provide advice and support to pupils and parents to promote the school's policy.
4. To encourage pupils to have a positive attitude to school and recognise the importance of attending school in good time, with the equipment they need for school, so that they are prepared and ready to learn.
5. We will continually improve pupil attendance by:
   (a) promoting and rewarding regular attendance
   (b) Raising parental awareness of legal requirements relating to attendance and also the crucial link between attendance and raising pupil achievement
   (c) Enabling the school governors to fulfil legal requirements regarding admission, registration and required data
   (d) Consistently monitoring and reporting to governors on pupil attendance and where appropriate take agreed actions

The designated senior leader responsible for attendance

The designated senior leader responsible for attendance is Mrs D Buckingham and can be contacted via telephone on 01283 260157 or via email at office@riverview.staffs.sch.uk.

School Procedures

Completion of Class Registers

The school gates open each morning at 8.40am and close at 8.50am. Class Teachers or support staff will complete the electronic registers daily during this window. The register closes at 8.50am. The afternoon register is then taken at 12.30pm (Reception and Year 1to 3) or at 12.45pm (Year 4 to 6). School then closes for all at 3.20pm.

Staff complete an electronic register using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration)(England) Regulations 2024.

Late Pupils

Pupils arriving at school after 8.50am when the gates are closed, will need to be registered through the main office.

If late, parents will need to accompany their child to the main office and support them in signing in through our electronic entry system.

If a child arrives between 8.50am and 9.15am then they will be marked as Late (L) however, if a child arrives after 9.15am then they will be marked as Unauthorised Late (U).

Monitoring of regular lateness is conducted by the Senior Attendance Champion.

The school applies the following procedures in deciding how to deal with individual absences:

If a child is absent from school then the parent or carer must inform school by 9.00am (close of registration) on the first day of absence by phone, text or e-mail. We do not accept verbal messages from children.

If school is not informed of an absence and a child is absent from school for an unknown reason, then the school office will contact parents or emergency contacts to seek a reason. If a parent/emergency contact cannot be reached, then a 'Health and Wellbeing Check' may be conducted by school staff – this will involve visiting the address at which the child resides. If school is not informed of an absence, then this will automatically be an unauthorised absence.

Repeated absences, particularly sporadic absences, will be monitored carefully to ensure absences are justifiable. Where there are doubts about the authenticity of the illness, the school will ask for 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.

Requesting Leave of absence:

If you require a leave of absence, then please complete a leave of absence request form – available from the school office.

Holiday requests: Holidays in term time are not permitted. If you choose to take your child on holiday, then a holiday request form should be completed – these are available from the school office. This information allows school to know that your child is safe when off for an extended period.

End of Day

School closes at 3.20pm and the school gates close at 3.30pm. If a child has not been collected when the gates have been closed, then they will need to be collected from the main office. Children who are collected late from school will be recorded in the school 'Late Collection Book'. Parents of children who are regularly late being collected will be contacted by the school Attendance Champion. If a child has not been collected by 3.45pm, then they will be placed into our Richer Rainbow After School Club and charged an emergency childcare fee of £10. In line with recommendations, if your child is not collected after one hour and you have not informed us you will be late then we will contact First Response for Advice.

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the Local Authority may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

Reporting to Parents

The school will regularly inform parents on their child's attendance record through the arbor app. In addition to this, to maintain good communication with parents regarding poor attendance (or a fall in attendance) then the following stages will be adopted:

Below 95% - when an individual pupil's attendance level falls below 95% then parents will be sent a letter highlighting the school's concern.

Below 93% - when an individual pupil's attendance level falls below 93% then parents will be sent a letter highlighting the school's concern and an attendance clinic will be held via the phone with the Senior Attendance Champion.

Below 90% - when an individual pupil's attendance level falls below 90% then parents will be sent a letter highlighting the school's concern and an attendance clinic will be held in school with the Senior Attendance Champion and Family Support Manager.

If attendance problems are not resolved, families refuse to work with the school or school continues to have doubts about the validity of absence, then future absence will be unauthorised, and the unresolved issues could result in the parent receiving a Fixed Penalty Notice. Parents will be informed of this via a letter prior to the referral taking place.

Pupils who have difficulties: Maximising attendance is a priority. The school promotes positive behaviour and good attendance through its curriculum and pastoral systems. However, children are sometimes reluctant to attend school for a variety of reasons. Parents are encouraged to inform school at an early stage if this becomes a concern. The school will work closely and sensitively with parents in resolving such difficulties.

Rewarding Good Attendance

To promote and celebrate good attendance, we actively reward children via two attendance initiatives.

Initiative 1 – Whole Class Attendance

For every day that a class is in full attendance, they will receive a letter from the word ‘ATTENDANCE’. When the class have had 10 full days attendance (these do not have to be consecutive) then the following day they will be rewarded with a class non uniform day.

Initiative 2 – Whole Class Attendance

To promote excellent attendance and encourage a collective responsibility for being in school every day, the school operates an **Attendance Premier League** competition.

Each week, classes will be paired against another class in a league fixture. The class with the highest attendance percentage for that week will be awarded a **win** and receive **3 league points**. If both classes achieve the same attendance percentage, the fixture will be recorded as a **draw**, with each class receiving **2 league points**. The class with the lower attendance percentage will receive **0 points**.

The league table will be updated and shared weekly with pupils to celebrate success and maintain motivation throughout the term.

At the end of each term, the class with the highest total number of league points will be crowned the **Attendance Premier League Champions**. The winning class will receive a reward chosen by the pupils at the start of the term

Initiative 3

Little Heroes Assemble

Little Heroes is a Staffordshire County Council initiative to support attendance.

Here

Every day

Ready

On time

This campaign comprises of certificates and stickers which are used to reward and celebrate children that demonstrate good school attendance or who have been making an improvement.

The second part of the campaign is called Helpful Heroes and provides resources for children that are struggling with their emotional health or anxiety about coming to school.