



Attendance Policy

Headteacher:	Mr Guy Swallow
Person Responsible:	Mrs Maz Turner - Deputy Headteacher
Date:	May 2023
People Involved:	Behaviour & Welfare Committee
Reviewed:	Annually
Adopted:	July 2020
Review due:	Summer 2024

Rationale

If students are to benefit from education, punctuality and good attendance are crucial. Whitstone School will actively promote and encourage 100% attendance for all students and encourage all students to improve their attendance. We will give a high priority to conveying to parents/carers and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home – school links and communication systems that can be used whenever there is a concern about attendance so that these can be effectively identified and addressed. We will do all we can to ensure maximum attendance for all students and strive to achieve our Academy minimum of 97%.

Policy

The school will:

- develop and maintain a whole school culture that promotes the benefits of high attendance.
- ensure that this policy is consistently applied and clearly communicated to all parents and carers, students and staff;
- work actively to maximise attendance rates - both in relation to individual students and for the student body as a whole;
- accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence
- regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place
- ensure all members of school staff understand what to do when a child's attendance becomes a concern to increase staff acknowledgment?
- support parents and carers in ensuring the regular and punctual attendance of students and promptly respond to any issue which may lead to non-attendance;
- be sensitive to the needs of individual parents and carers e.g. some parents and carers may have difficulty understanding written communications, need the assistance of a translator or may be reluctant to come into school.
- share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

Key Personnel

Headteacher	Mr Guy Swallow
Contact Details	guy.swallow@whitstoneschool.org
Senior Leader for Attendance	Mrs Maz Turner

Contact Details	maz.turner@whitstoneschool.org
Attendance Officer	Mrs Bryony Channon
Contact Details	bryony.channon@whitstoneschool.org
Governor responsible for attendance	Mrs Lynne Elstob
Contact Details	lynne.elstob@whitstoneschool.org
Clerk to Governors	Miss Lara Scofield
Contact Details	lara.schofield@whitstoneschool.org

Attendance Descriptors

For students to fully reach their potential they must attend school more than 97% of the time.

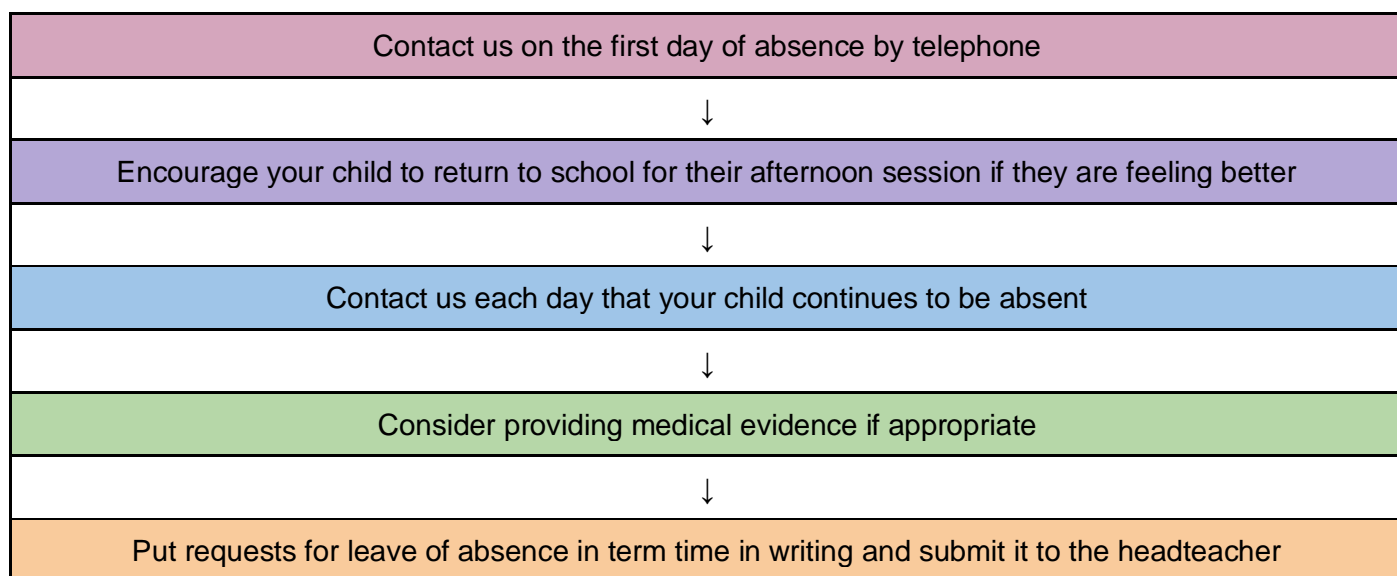
Attendance %	Rating	Days absent	Impact
100%	Excellent	0	This is the best chance of success for your child both academically and socially.
97	Good	5	
95%	Requires Improvement	9	Your child will experience loss of learning gaps and is likely to suffer from academic underachievement.
92%	Causing Concern	19	Loss of learning will now cause academic underachievement and begin to affect your child socially.
90%	Persistent Absentee	30	In addition to a lack of academic progress your child's confidence and self-esteem, along with mental health is now affected. This is now a legal matter.
<90%	Failure to engage in education	30+	You are failing to safeguard your child. Children's Social Care will be contacted.

Responsibilities

The foundation for good attendance is a strong partnership between the school, parents, and the child, therefore, Whitstone School expects everyone to uphold their responsibilities for promoting attendance at school.

To do this everyone must understand their role in promoting a positive culture of attendance and be clear about what is required of them individually as well as how they need to work together in partnership with others.

If your child is going to be absent from school please ensure you complete the following.



Parents have a responsibility to

- Ensure your child attends school regularly and punctually.
- Promote with your child the value of a good education and the importance of regular school attendance. It is vital that your child receives the same message at home as they do at school about the importance of attendance.
- Do everything you can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours.
- Work with the school and your child to address any in-school barriers to attendance and support their learning by taking an interest in what they have been doing at school.
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that your child is used to consistency and the school day becomes part of that routine.
- Provide the school with more than one emergency contact for your child.
- Make early contact with us when you become aware of problems with your child attending school.
- Attend meetings if concerns are identified.
- Support us in actioning agreed interventions/action plans.

In order to support students' attendance and complete our legal duty, the below actions will be followed by us as a school.

	Rating	Action
Level 1	Excellent 100%	Your child's attendance will be celebrated as per our Celebration Policy.
Level 2	Good 97%-99.9%	Your child's attendance will be celebrated as per our Celebration Policy.
Level 3	Requires Improvement 95%-96.9%	*Conversation with Student. *Letter 1 issued by the Education Engagement Service.
Level 4	Causing Concern 92% - 94.99%	*Letter 2 issued by the Education Engagement Service. *Medical evidence may be requested. *Parent / Carer meeting and student put on a 10 day Attendance Improvement Plan.
Level 5	Persistent Absentee 90% - 91.9%	*Letter 3 issued by the Education Engagement Service. *Medical evidence may be requested. *Parent / Carer meeting and student put on a 10 day Attendance Improvement Plan. *Information on the Attendance legal process and/or Penalty Warning process provided. *Team Around the School referral actioned for casework by the Education and Engagement Service. *Early Help Assessment considered for wider agency support. *Step in support from the Education Engagement Service.
Level 6	Failure to Engage with Education Below 90%	*Parent / Carer meeting and student put on a 10 day Attendance Improvement Plan. *Placed in front of a Trustee Panel and Headteacher for questioning. *Begin the process of attending an alternative educational setting. *Early Help Assessment. *Referral to Childrens Social Care.

Punctuality

Attendance is formally recorded twice each day – in the morning and afternoon. It is important that students are ready to start lessons at 8.40am and are punctual to each lesson after that.

It is a legal requirement to take registers in a timely fashion and there are consequences for lateness. After registration closes pupils will be marked as late. Pupils arriving after 9.00am will receive an unauthorised 'U' mark.

Where a student is absent without reason we will notify parents/carers as soon as possible if their child has not arrived at school in the morning. Parent/carers are requested to ensure that contact numbers and details are current at all times and inform school of any changes so we can quickly get in touch with you when required

Attendance is also marked electronically in each and every lesson so that we can identify any internal truancy issues and comply with safeguarding regulations.

Students who arrive late or who leave the site for any reason during the school day must sign in or out. A letter from a parent must be provided if they are leaving during the day.

Wherever possible, medical appointments should be made out of school times. Evidence of medical appointments must be provided at all times. This evidence can be in the form of appointment letters, emails or text messages.

It is vital that no student leaves the Whitstone School site without permission from staff. There is an expectation that the school is aware of the reason for leaving the site and that parental permission has been given to the student in advance.

Students are not permitted to telephone, text or otherwise message parents directly to ask to be collected in the event of illness – they MUST report to the Student Reception.

Students that are late to lesson by more than 5 minutes will find the classroom door closed and will not be allowed to enter the lesson and will instead go to Compass.

Requesting Term Time Leave

Under the Education (Pupil Registrations) Regulations 2006:

"Headteachers may not authorise leave during term time except where the circumstances are **exceptional.**"

For circumstances to be deemed exceptional they must be: 'rare, significant, unavoidable and of short duration'.

To request an absence from school, please complete the 'request for term time leave' form at reception. (IMPORTANT - Holidays during term time will not usually be considered as exceptional circumstances)

The school reserves the right to request a term time absence leave form to be completed even if you have notified the school via another method. This is to ensure transparency over the request, its authorisation or otherwise.

Unauthorised term time leave of 10 sessions (5 days or more) will result in a warning being issued and may

result in a Penalty notice being issued by the Education Engagement Service.

Medical absence

Students should sign in and out before and after medical appointments and the school should be notified of pre-planned medical appointments in advance. Any medical appointment is recorded as M code on the registration certificate and further absence directly related to this absence will be recorded as illness (I) where deemed appropriate by the Attendance team.

Medical evidence is always advisable for prolonged or repeated periods of absence due to illness or medical issues. You do not have to pay for a GP note but can provide appointment slips, text appointment information and/or prescription packaging with appropriate date and name. It is at the discretion of the school if this absence is unauthorised (O) or authorised (I).

The pastoral team in collaboration with the attendance team will support and reintegrate any student who has been absent through long term medical absence or illness. The actions agreed in this situation will be on a case by case basis related to the nature of the medical issue and situation.

Appendix A - Legal Framework

This policy meets the requirements of the Department's for Education's guidance, "Working together to improve school attendance" and refers to their "School attendance parental responsibility measures: statutory guidance". These two documents are drawn from the following legislation which set out the legal powers and duties that govern school attendance:

- The Education Act (1996)
- The Education Act (2002)
- The Education and Inspections Act (2006)
- The Education (Pupil Registration) (England) Regulations (2006)
- The Education (Pupil Registration) (England) Regulations (Amendment 2010)
- The Education (Pupil Registration) (England) Regulations (Amendment 2011)
- The Education (Pupil Registration) (England) Regulations (Amendment 2013)
- The Education (Pupil Registration) (England) Regulations (Amendment 2016)
- The Education (Penalty Notices) (England) Regulations (Amendment 2013)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Appendix B - Responsibilities

a) The School Roll

All children aged 5-16 years must receive a suitable education, (Section 7, Education Act (1996)). The Local Authority (LA) must therefore offer educational provision for all children of school age.

All schools must keep an attendance register, the contents of which includes all pupils, their personal details, (including at least two telephone numbers for different safe adults, to ensure that we can always contact someone in the event of an emergency), the date of admission (or re-admission), information regarding parents and details of the school last attended.

Pupils may only be removed from the school roll when they complete their education stage, transfer to another school, move out of the area or emigrate, or following a parental request for elective home education. As a school, we follow statutory guidance for removing pupils from roll (including notifying the local authority when this occurs.)

b) Attendance

A pupil of compulsory school age who is registered at a school must, by law, attend regularly. By law, parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, Education Act (1996)).

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school.

Every entry in the attendance register must be preserved for 3 years after the date on which the entry was made.

There is a clear link between attainment and attendance. Under Section 444(1) of the Education Act 1996 (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. We therefore enforce the use of statutory action to encourage and promote attendance, this is done to ensure that all pupils can benefit from their legal right to receive an education.

School will communicate attendance concerns to the pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, where relevant.

We have a roles and responsibilities framework outlined below. This defines agreed roles and responsibilities for parents, pupils and staff. This work is led by a Senior Leader from the school who is Mrs Maz Turner (Deputy Headteacher and Mrs Sharon Hooper (Director of Inclusion).

The foundation for good attendance is a strong partnership between the school, parents, and the child, therefore, Whitstone School expects everyone to uphold their responsibilities for promoting attendance at school.

To do this everyone must understand their role in promoting a positive culture of attendance and be clear about what is required of them individually as well as how they need to work together in partnership with others.

c) Roles and Responsibilities framework

Parents

- Ensure your child attends school regularly and punctually.
- Promote with your child the value of a good education and the importance of regular school attendance. It is vital that your child receives the same message at home as they do at school about the importance of attendance.
- Do everything you can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours.
- Work with the school and your child to address any in-school barriers to attendance and support their learning by taking an interest in what they have been doing at school.

- Enforce a regular routine at home in terms of homework, bedtime, etc. so that your child is used to consistency and the school day becomes part of that routine.
- Provide the school with more than one emergency contact for your child.
- Provide proof of medical appointments that can only be attended during the school day.
- Make early contact with us when you become aware of problems with your child attending school.
- Attend meetings if concerns are identified.
- Participate in Early Help Meetings if required.
- Support attendance contracts where appropriate.
- Support us in actioning agreed interventions/action plans.

Pupils

- Attend school every day and every timetabled lesson punctually
- Attend all lessons ready to learn with the appropriate learning tools requested and on time for your class. Lesson times will be made clear through your school timetable
- Demonstrate positive behaviours both inside and outside of our school
- Adhere to our systems for late registration
- Adhere to an attendance contract if one is put in place
- Aim for the highest possible attendance
- Discuss concerns about your attendance or punctuality with a trusted adult in our school, especially if you are experiencing difficulties at school or at home which may impact on your attendance and/or learning

Support Staff

- Understand that promoting pupil attendance is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Assist in ensuring attendance has a high profile within the school
- Build on a culture of challenge when addressing persistent illness absences with parents
- Challenge parents when no reason has been provided for an absence
- Complete return to school interviews with pupils when required
- Escalate concerns where required as per the Safeguarding and Child Protection Policy
- Participate in training in relation to attendance

Teachers

- Understand that promoting pupil attendance is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education.
- Ensure attendance has a high profile within your tutor group.
- Consider whether a pupil's known, or not yet identified, SEND could be impacting on their attendance and whether provision and/or further reasonable adjustments should be made
- Take registers promptly at the beginning of the lesson (i.e. within the first 5 minutes of the lesson start)

- Treat all pupils and parents with dignity and model respectful relationships to build a positive relationship between home and school
- Communicate with parents positively. Teachers should discuss the link between attendance and attainment and wider wellbeing. Teachers should challenge parents' views where they have misconceptions about what 'good' attendance looks like (see Attendance descriptors table).
- Build a culture of challenge when addressing absences with parents, including challenging them when they do not provide a reason for any absences
- Complete return to school with pupils when required.
- Escalate concerns as per the Safeguarding and Child Protection Policy.
- Discuss attendance with parents at every opportunity (celebrate good attendance as well as concerning attendance).
- Participate in training relating to attendance as appropriate

Attendance Officer

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Offer support and guidance on attendance where needed, generate appropriate communication with parents and students
- Monitor and analyse attendance data and ensure these are sent regularly to the school's Senior Leader for Attendance, SENDCo/Inclusion Lead, and Heads of Year
- Monitor pupils with attendance below 97%. Ensure regular communication with both the pupil and their parents should attendance fall below 97%, holding attendance meetings where required and agreeing individual action plans
- Escalate concerns where required as per the Safeguarding and Pupil Protection Policy
- Work with school's Senior Leader for Attendance and LA Education Engagement Officer to tackle persistent absence

Where a pupil or family need support with attendance, the best placed person in the school will support the family. This person should remain consistent, and the school will draw on positive relationships to listen to and understand the barriers to attendance the pupil or family is experiencing.

Senior Leader for Attendance

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Develop a clear strategy and vision for improving attendance
- Work with the SENDCo / Lead for Inclusion, where relevant, to ensure any SEND / Inclusion needs are fully understood, including how these may impact on attendance, and to ensure that the provision in place meets needs and supports good attendance
- Monitor daily attendance for vulnerable pupils and track weekly attendance patterns and trends for all pupils, delivering intervention and support in a targeted way to pupils and families. This needs to include patterns of attendance for individual pupils, cohorts, and groups but particularly for pupils with attendance below 90%
- Support all staff to monitor attendance patterns and tackle attendance concerns effectively by providing regular attendance reports to SLT and Heads of Year so they are able to facilitate discussions with pupils.

- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends including analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Work with the leadership team and the School Attendance Governor to benchmark the school's attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement

Monitor the data to evaluate the impact of school wide attendance efforts, including any specific strategies implemented ensuring there is regular and positive communication with parents

- Set annual school attendance targets with the Headteacher
- Work proactively to build strong relationships with families
- Follow the LA Fast-Track procedure and support staff to offer Early Help where necessary, working with the LA Education Welfare Officers to tackle persistent absence.
- Work with the LA, agencies, and safeguarding partners to overcome barriers to attendance
- Escalate concerns when deemed appropriate as per the Safeguarding and Child Protection Policy
- Lead attendance training for staff and governors
- Ensure that attendance concerns are communicated by the school to a pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, if the pupil has one.

Senior Leadership Team

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Ensure attendance has a high profile across the school.
- Work on proactively on building strong relationships with families.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Escalate concerns where required as per the Safeguarding and Child Protection Policy.
- Work with the school's Leader for Attendance, DSL, Head of Year and SENDCo as appropriate to address attendance concerns for individual pupils.
- Participate in appropriate training in relation to attendance.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and ensure that adequate, protected time is allocated to discharge these responsibilities.
- Take overall responsibility for ensuring our school conforms to all statutory requirements in respect of attendance e.g., deletion from school roll is adhered to for example.

Headteacher

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Ensure the attendance policy is implemented consistently across the school
- Ensure attendance has a high profile across the school in all communications

- Monitor school level absence data with the school's Senior Leader for Attendance and the Leader for Attendance and report data to the Local Governing Board
- Support other staff in monitoring the attendance of individual pupils
Decide whether to grant leave during term time for exceptional circumstances
- Ensure attendance training is provided to staff annually

Local Governing Board

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Review the implementation of the School Attendance Policy
- Ensure the school fulfil their statutory duties
- Ensure the importance of school attendance is promoted across policies and procedures
- Ensure staff receive adequate training on attendance
- Discuss the targets for attendance with the Headteacher and review progress towards these at Governors' meetings.
- Regularly monitor attendance figures through data analysis at Governors' meetings. Ask questions about attendance trends and be curious about what is being done to challenge and prevent persistent poor absence

Appendix C - Definitions

A pupil or student is classed as absent if they arrive after the register has closed or if they do not attend for any reason.

An **authorised absence** is when approval has been given in advance for a pupil of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include:

- An absence for illness for which we have granted leave
- Medical or dental appointments may be granted leave where every attempt has been made to arrange outside of school hours, has been unsuccessful and so cannot be avoided, or where the appointment is a genuine emergency
- Religious or cultural observances for which we may grant leave. The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance
- An absence due to exceptional circumstances

An **unauthorised absence** is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include but is not necessarily limited to:

- Parents keeping children from attending unnecessarily or without reason
- Missing sessions before or during the school day
- Absences which have never been properly explained
- Arrival after the register has closed
- Day trips, events and holidays in term time that have not been agreed

- Leaving our school without authorisation during the day

Persistent Absence is defined as:

Attendance below 92% or where 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

Severe Absence is defined as:

Attendance 50% or more of sessions missed (based on each pupil's possible sessions).

Persistent lateness is defined as:

Where a pupil has five or more late marks recorded in a single half-term.

Appendix D - Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
Codes that count as the student being present		
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late Arrival	Pupil arrives late before register has closed (8.45 - 9.00am)
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study Leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma, and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised Absence		
G	Unauthorised Holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time - 5 school days)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence or absence is for another reason that cannot be authorised
U	Arrival after registration	Pupil arrived at school after the register closed (morning session - arrival between 9.00 and 12.05, afternoon session after 12.20)
Other		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel because of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday

Appendix E - Monitoring and Reviewing Attendance

We recognise that early intervention can prevent poor attendance, therefore we monitor attendance and punctuality throughout the year.

We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.

We set challenging attendance targets for the whole school.

Pupil-level absence data is collected regularly and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average.

Specific measures are taken to monitor attendance. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Data on attendance is collected and analysed a minimum of once a half term. Key analysis is made of:

- Patterns of absence
- Patterns of lateness
- Patterns of medical appointments
- Correct and consistent use of absence codes
- Trends in reasons for absence, for example, use of the C code, leave of absence and exclusions

- Trends in particular groups of children for example, pupils with Special Educational Needs and Disability (SEND).

Attendance data informs action planning and supports the identification of key priorities in our school development plan and future revisions of this policy. The attendance data will be reported to the Headteacher and all other relevant staff, to facilitate discussions with pupils and families. Data will also be used by the school to monitor the impact of any interventions put in place to modify them and inform future strategies

Appendix F – Maintaining the Attendance Register

The attendance register is taken at the start of the first session of each school day and once during the pm session. It will mark whether each pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person making the amendment

The school gates are open from: 8:20pm. The school day starts at 8.40am. All pupils should be in their classroom for PFE at this time.

The first (morning) registration session starts at 8.40am. Pupils will receive a late mark if they are not in their designated classroom by 9.00am. Students will be marked as unauthorised for the morning session if they arrive after 9 am. Pupils will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that the pupil is on site, (U) but will count as an absent mark.

Pupils arriving late should report to the main reception and complete the signing-in book.

The second (afternoon) registration session start at 12:05pm.

If a pupil needs to leave school during the day, they must sign out with reception. They will not be allowed to leave the Reception Area until their Parent/Carer arrives to collect them.

Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil, and their parents to support the pupil to maintain good attendance.

Appendix G - Following Up Absence and Taking Statutory Action

We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be referred to the school's Designated Safeguarding Lead.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send children to school regularly without good reason is a criminal offence. Schools can fine parents for the unauthorised absence of their pupil, where the pupil is of compulsory school age. The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, in line with the local authority's code of conduct for issuing penalty notices. This may consider:

- A number of unauthorised absences occurring within a rolling academic year
- Singular incidences of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is seen in a public place during school hours without a justifiable reason

Issuing Penalty Notices: each parent receives a penalty notice for each pupil who has unauthorised absence. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Taking Parents to Court for unauthorised absence: The Education Act (1996) Section 444 (1) states that courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.

Taking Parents to Court for Persistent Unauthorised Absence: The Education Act (1996) – Section 444 (1A) states that courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

Children Missing from Education (CME)

We have due regard to our statutory duty to safeguard pupils who are CME. We follow the Local Authority's processes for reporting pupils missing from education. [The DfE guide can be found here.](#)

If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to contact the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 20 days.

Appendix H – Attendance documents - plans and letters

Letter 1 - [Level 3 Attendance Concern - \(letter 1\) - Google Docs](#)

Letter 2 - [Level 4 Further Attendance Concern - \(letter 2\) - Google Docs](#)

Letter 3 - [Level 5 - Persistent Absentee \(letter 3\) - Google Docs](#)

Medical evidence letter - [Medical evidence letter .docx - Google Docs](#)

Approved term time Leave letter - [Approved Term-Time Leave Request - Google Docs](#)

Declined term time leave letter - [Declined Term-Time Leave Request - Google Docs](#)

Unauthorised term time leave taken without request - [Unauthorised Term-Time Leave Taken without request - Google Docs](#)

Late Letter - [Late letter - new for 2023.docx - Google Docs](#)

Attendance support plan - [ASP - Google Do](#)

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