



## **Pupil Attendance and Absence Policy**

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**Approved by:** Education Committee

# Pupil Attendance and Absence Policy

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## 1. School Specific Information

### Attendance expectations

|                                    | Morning registers will be marked by | Afternoon registers will be marked at |
|------------------------------------|-------------------------------------|---------------------------------------|
| Fleetville Infant & Nursery School | 9.05am                              | 1.05pm                                |
| Fleetville Junior School           | 9am                                 | 1.20pm                                |
| Forres Primary Academy             | 9am                                 | 1.20pm                                |
| Mount Pleasant Lane Primary School | 9am                                 | 1.10pm                                |
| Mandeville Primary School          | 9am                                 | 1pm (EYFS & KS1), 1.30pm (KS2)        |
| Springmead Primary School          | 8.50am                              | 1.10pm                                |

### Senior Attendance Lead

|                                    | Senior Attendance Lead | Contact email                             |
|------------------------------------|------------------------|-------------------------------------------|
| Fleetville Infant & Nursery School | Jade Harkness          | j.harkness@fleetvilleinfants.herts.sch.uk |
| Fleetville Junior School           | Josh David             | admin@fleetvillejm.herts.sch.uk           |
| Forres Primary Academy             | Charley Goldsmith      | charley.goldsmith@forres.herts.sch.uk     |
| Mount Pleasant Lane Primary School | Jen Bradshaw           | head@mountpleasant.herts.sch.uk           |
| Mandeville Primary School          | Cathy Longhurst        | admin@mandeville.herts.sch.uk             |
| Springmead Primary School          | Karen May              | karenmay@springmead.herts.sch.uk          |

## 2. Statement of intent

Spiral Partnership Trust and its schools believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school on time.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts have in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equity and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Each school has a Senior Attendance Lead (SAL) who can be contacted via email; details are in Section 1 – School Specific Information. Staff, parents and pupils will be expected to contact the attendance school office for queries or concerns about attendance.

## 3. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'
- The Trust 'Summary table of responsibilities for school attendance' 2024/2025

This policy operates in conjunction with the following school and Local Authority policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Hertfordshire County Council Children Missing Education

#### 4. Roles and responsibilities



### **Attendance at Spiral Partnership Trust**

#### ***Trust & Local School Committee***

Responsible for the overall attendance of schools in the Trust and for monitoring the implementation of this policy.

#### ***Headteacher/Executive Headteacher***

Responsible for their school's attendance, for developing a clear vision to improve attendance at their school and for ensuring the effective implementation of this policy in their school setting.

#### ***Senior Attendance Lead***

Responsible for leading on the strategic approach to attendance, safeguarding and monitoring in their school setting.

#### ***Trust Attendance Team***

Responsible for leading on the sharing of exemplary attendance practice across the Trust through collaboration, innovation and support.

#### ***Teachers***

Responsible for modelling good attendance and punctuality, for taking attendance registers and for communicating and escalating attendance concerns.

#### ***Attendance Officer***

Responsible for reporting daily attendance, for attendance specific admin and for working in collaboration with the attendance lead to monitor and safeguard attendance.

#### ***External Agencies and Professional Partners***

Responsible for working with senior leaders and families to improve their children's attendance and for enforcing the law on school attendance.

The Trust has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Regularly reviewing attendance data on a half-termly basis.
- Sharing effective practice on attendance management and improvement across schools.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to Keeping Children Safe In Education when making arrangements to safeguard and promote the welfare of children.
- Ensuring appropriate Children Missing Education processes are in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance.

The Headteacher/Executive Headteacher is responsible for *(which may be delegated to the named Senior Attendance Lead)*:

- Developing a clear vision for improving attendance.
- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour and punctuality.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The Senior Attendance Lead *(who may delegate appropriate tasks to administrative staff)* is responsible for:

- The overall strategic approach to attendance in school.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers and Children Missing Education.

Parents are responsible for:

- Promoting good attendance with their children; ensuring the timely attendance of their child at school each day, unless unwell or in exceptional circumstances.
- Providing accurate and up-to-date contact details, including at least two emergency contact numbers.
- Proactively engaging with any attendance support offered by the school and the LA.

- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

## 5. Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

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

### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency which significantly impacts upon the child or their welfare
- An exceptional circumstance, such as the funeral or marriage of an immediate family member
- Attendance at educational interview or examinations

### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time unless in exceptional circumstances and at the discretion of the Headteacher
- Leaving school for no reason during the day

### **Persistent absence (PA):**

- Missing 10 percent or more of schooling in any given time period across the year for any reason. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

### **Severe Absence (SA):**

- Missing 50 percent or more of schooling in any given time period across the year for any reason.

### **Missing education**

- Not registered at a school and not receiving suitable education in a setting other than a school

### **Persistent Lateness**

- Where a pupil regularly arrives after the start of the school day, but before the register closes.

## 6. Attendance expectations

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

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

The school day starts at the published start time.

Registers will be taken as follows throughout the school day:

- A morning register will be taken and pupils will receive a late mark if they are not in their classroom by this time. The closing times of registers can be found in Section 1 – School Specific Information.
- If the child arrives in school more than 20 minutes after this time will receive a code U - arrived in school after registration closed.
- An afternoon register will be taken and pupils will receive a late mark if they are not in their classroom by this time. The afternoon register will close 10 minutes after this time. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## 7. Absence procedures

Parents will be required to contact the school office via telephone/email before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. It is expected that parents will make contact with the school on every subsequent day of absence.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not by seeking the decision of the Headteacher.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absence, arrangements will be made for parents to speak to a member of staff from the school. The school will inform the local authority, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

## Removal From School Roll

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school **and** the Local Authority have failed to establish the whereabouts of the pupil after making reasonable enquiries. For further guidance, please refer to Hertfordshire guidance on Statutory Removal From Roll.

## 8. Attendance register

The schools use the Arbor management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances, including online learning
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

## **9. Authorising parental absence requests**

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal and cannot be overruled.

### **Leave of absence**

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents use the leave of absence request form (available from the school website/office) to contact the headteacher prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term-time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil’s attendance record shows any unauthorised absence
- Where a pupil’s authorised absence record is already above 10 percent for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child’s absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Performances and activities, including paid work**

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the Local Authority which authorises the school’s absence(s).

### **Religious observance**

Parents will be expected to request absence for religious observance at least two weeks in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body – our decisions will be guided by the current ‘Authorising Pupil Absence for Religious Observance SACRE Guidance’. The school will define this as a day where the pupil’s parents would be expected by an established religious body to stay away from their employment to mark the occasion.

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

### **Gypsy, Roma and Traveller absence**

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

A ‘T’ Code will only be used when Parent is travelling for occupational purposes. It is expected that the pupil should attend a school where their parent is travelling and be dual registered at this school and their main school.

### **10. SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. We take into account the DfE guidance on ‘Support for pupils where a mental health issue is affecting attendance’.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for pupils to reduce barriers to attendance, in line with any EHC plans or individual care plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil’s non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child’s lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil’s needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils’ unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.

- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

### **11. Leave during lunch times**

Parents may be permitted to take their child away from the school premises during lunch times with agreement from the headteacher.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in at the school office.

Rarely, but when required, the school may issue a lunchtime suspension. In this case, the parent is required to meet their child from the school office and follow the procedures above.

### **12. Absent pupils**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. Were a child to leave the premises during the school day without permission, the school will instigate the critical incident plan.

### **13. Attendance intervention**

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the Senior Attendance Lead, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Having a regular review.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.
  - Initiating Early Help.

### **14. Persistent absence (PA)**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked After Children
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering support to build confidence and bridge gaps.

- Meeting with pupils or parents as appropriate to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. children's services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## 15. Penalty notices and legal intervention

# Statutory Attendance Support Team Penalty Notice Fines – Sept 2024



## Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools.

### National Threshold

A single consistent national threshold for when a Penalty Notice **must** be considered by **ALL** schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
- For example, a 5-day unauthorised leave of absence would meet the national threshold.
- The 10-school week period can span different terms or school years.

### Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school.
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent/carer receiving 3 separate fines.

### Definition of Parent

- Section 576 of the Education Act 1996 states that, in relation to a child or young person, a 'parent' includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility for or care of the child.
- Parent refers to a person who typically has care of a child or young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child.

### First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**.
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22<sup>nd</sup> and 28<sup>th</sup> day.

### Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented **straight to the Magistrate's Court**:

- Prosecution can result in criminal records and fines of up to £2,500.
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS (Disclosure and Barring Service) certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the Senior Attendance Lead will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's services where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

Penalty notices for unauthorised absences will be charged at the current Local Authority determined rates.

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 five days of a fixed period or permanent exclusion.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

## 16. Monitoring and analysing absence

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

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

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

The Senior Attendance Lead will conduct a thorough analysis of the above data on a half-termly basis to identify patterns and trends. This will include identifying, for each group:

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

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

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

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

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

## 17. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **18. Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

## **19. Monitoring and review**

This policy will be reviewed in line with statutory updates and guidance by the CEO and Senior Attendance Leads.

Any changes made to this policy will be communicated to all relevant stakeholders.