



**Dawn House  
School**

<b>DAWN HOUSE SCHOOL – STAFF HANDBOOK</b>	
<b>Policy Title: School Attendance</b>	
<b>Section: 2</b>	<b>Policy No: 2.9</b>
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<b>Name of Originator: MB</b>	<b>Designation: Principal</b>

# **School Attendance Policy**

**Reviewed February 2017**

## 1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Dawn House School believe 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.

1.3 Dawn House School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

1.4 Dawn House School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998 and the Equality Act 2010.

## 2. Legal Framework

2.1 The 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2 A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

However, students must stay in some form of education or training until their 18<sup>th</sup> birthday, if they were born on after 1 September 1997.

Options are:

- Full time education – e.g. at a school or college.
- An apprenticeship or traineeship.
- Part time education or training (as well as being employed, self-employed or volunteering for 20 hours or more a week).

<https://www.gov.uk/know-when-you-can-leave-school>

2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

## **Admission and Attendance Registers**

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both register.

### **Contents of Admission Register**

The admission register must contain the personal details of every pupil in their school, along with the date of admission or re-admission to the school, information regarding parents/carers and details of the last school last attended.

### **Expected First Day of Attendance**

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

### **Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and position of the person who made the amendment.

### **Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

### **Children at Risk of Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. Attendance is monitored closely by FSW who identifies any patterns and trends, particularly repeated absences, as this could be an indicator of abuse or neglect, including sexual exploitation (see Children Missing from Education, Home and Care Policy, Child Protection Policy, and Safeguarding Policy).

The school **MUST** inform the local authority of any pupil who is going to be deleted from the admission where they:

- Have been taken out of school by their parents and are being educated outside the school system, e.g. home education.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

The school will notify the relevant local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more as this again may be an indicator of safeguarding issues, such as abuse and neglect including sexual abuse, forced marriage, FGM and radicalisation. Staff response to such concerns are detailed in the school's Child Protection Policy.

## **Contents of the Attendance Register**

2.4 The Education (Pupil Registration) (England) Regulations 2006 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.5 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

The school should follow up any absence to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not; and
- identify the correct code to use before entering it on to the school's electronic register.

Although only obliged to keep an attendance register for day pupils, the school has agreed to register all students, both day and weekly boarders.

### **3. Categorising Absence and Attendance Codes**

The school follows the national codes to record and monitor attendance absence.

#### **Present at school**

Registration code / = am and \ = pm.

Code L: late arrival before the registration has closed.

Registers will remain open for 30 minutes after the beginning of the session. Those arriving after registration has closed should be marked with code: U.

#### **Present at an approved off-site educational activity**

An approved education activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

##### Code B: Educated off-site (NOT dual register)

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately, schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

##### Code J: At an interview with prospective employers or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

##### Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

##### Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

### Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

### **Authorised absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Authorised absence means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

3.1 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised, unless a satisfactory explanation for the pupil's absence has been received.

3.2 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

3.3 Absence will be categorised as follows:

### Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised level of absence. Each application will be considered individually, taking into account the specific facts, circumstances and relevant context behind the request.

### Code I: Illness

In most cases, a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

### Code M: Medical/dental/orthodontic appointments

Parents are advised, where possible, to make appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

### Code R: Religious observance

This relates to days exclusively set apart for religious observance by the religious body to which the parents belong. Dawn House School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

### Code E: Excluded (no alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor will make arrangements for work to be sent home. Alternative provision must be arranged for each pupil excluded from the sixth consecutive day of any fixed period or permanent exclusion.

### Code H: Family holidays and extended leave

Leave of absence will not be approved unless there are exceptional circumstances. Parents must make an application in advance and the Principal must be satisfied that there are exceptional circumstances. Where leave of the absence is granted, the Principal can determine the number of days the pupil can be away from school. Leave of absence is granted entirely at the Principal's discretion.

Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave.
- Age of the pupil.
- The pupil's general absence/attendance record.
- Proximity of SAT's and public examinations.
- Pupil's ability to catch up the work missed.
- Pupil's educational needs.
- General welfare of the pupil.
- Circumstances of the request.
- Purpose of the leave.
- Previous term time holidays taken.
- When the request was made.

All requests for leave of absence will be responded to in writing. Where a request has been granted, the letter should state:

- The expected date of return.
- That parents must contact school should any delays occur.
- The number of days the pupil can be away from school.

If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases, the school may issue a Penalty Notice.

### Code S: Study leave

Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

### Code T: Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupils are attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children, it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### Code L: Late arrival (before registers closed) and Code U: Late arrival (after registers closed)

Registration begins at 9.30am on Mondays and 9.00am on the other days. Pupils arriving after this time will be marked as present but arriving late. The register will close at 10.00am on Mondays and 9.30am on the other days. Pupils arriving after the close of register will be recorded as late; this will not be authorised and will count as an absence for that school session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school. The absence will only be authorised, if a satisfactory explanation for the late arrival can be provided, for example: attendance at a medical appointment, delay in transport provided by local authorities.

The FSW will monitor lateness/absence through transport and liaise with local authority departments accordingly. The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example: if they woke up late or were waiting for their uniform to dry.

### **Unauthorised absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.



Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Having their hair cut.
- Closure of a sibling's school for INSET (or other) purposes.
- "Couldn't get up".
- Illness where the child is considered well enough to attend school.
- Holidays taken without the authorisation of school.

Code G: Holiday not authorised by the school or in excess of the period determined by the Principal

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established, the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time, it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence, they should record it as authorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival. Be alert to patterns of late arrival and seek an explanation from the parent.

**Administration codes**

The following codes are not counted as a possible attendance in the school census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an avoidable cause.
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance.
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody, detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity).

This code is collected in the school census for statistical purposes.

#### Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

#### Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance, such as:

- Between terms.
- Half terms.
- Occasional days (for example: bank holidays).
- Weekends (where it is required by the management information system).
- Up to five non-educational days to be used for curriculum planning/training.
- Use of school as polling stations.

#### **‘The Hidden Missing’**

The school is also aware that a substantial number of children who go missing are not actually reported to the police and as professionals, we should be alert to this. The school accepts its responsibility to safeguard all pupils and so will actively analyse all absences to determine patterns of approved absence which may mask other reasons for non-attendance. The school will be mindful that children and young people can be vulnerable to a variety of exploitation.

If it comes to the attention of staff that a pupil is missing and has not been reported to the police, the DSL will be informed who will seek advice from the local authority missing children’s officer, and advise the parents or carers of the need to do so. As professionals, we have a duty to follow this up.

If the child has returned but was not reported as missing to the police, the DSL will ensure that the Children Missing Officer is aware of the young person and the suspected or confirmed missing incident.

To support our work in this area, the school employs a Family Liaison Officer who checks registers on a daily basis, making first day contact with families when children are recorded as absent.

All communication is logged in a timely fashion on staffcommon/pupil placement/communication with parents.

#### **4. Deletions from the Register**

4.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools.
- Pupil withdrawn to be educated outside the school system.
- Failure to return from an extended holiday, after both the school and the local authority have tried to locate the pupil.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- In custody for more than four months (in discussion with The Youth Offending Team).
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil.
- Left the school but known where he/she has gone, after both the school and the local authority have tried to locate the pupil.

4.2 Dawn House School will follow the placing local authority's Children Missing Education Protocol when a pupil's whereabouts is unknown. See children missing from education, home and care policy.

## **5. Roles and Responsibilities**

5.1 Dawn House School believe that improved school attendance can only be achieved if it is viewed as a share responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.
- In cases of persistent absenteeism, the school will actively seek to work collaboratively with other agencies to support the family.

## 5.2 The Senior Leadership Group will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the DfE as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site, are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the placing local authority should legal proceedings be instigated.

### 5.3 Core Teams will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Monitor attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.
- Document interventions used to a standard required by local authorities should legal proceedings be instigated.

### 5.4 Request that parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible, make appointments for the doctors, dentists etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routing at home, for example: bed times, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child on holiday during term-time; in exceptional circumstances, send a written leave request to the Principal in advance of booking the holiday.

## 6. Using Attendance Data

6.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern. Scrutiny of attendance data will identify patterns and trends to safeguard students and in particular to identify the 'Hidden Missing'. Any such concerns are reported immediately to the safeguarding designated lead.

6.2 Every week the Family Liaison Officer will scrutinise all registers. Half termly or more frequently when required. The Attendance Administrator will produce reports from the system presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

<b>GREEN</b>	<b>pupils with attendance between 100% and 96%</b>
<b>AMBER – GREEN</b>	<b>pupils with attendance between 95% and 90%</b>
<b>RED – AMBER</b>	<b>pupils with attendance between 89% and 85%</b>
<b>RED</b>	<b>pupils with attendance below 85%</b>

6.3 The Family Liaison Officer will identify if attendance has improved, stayed the same or deteriorated for individual pupils.

6.4 The Principal will receive a complete set of data for scrutiny.

6.5 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

6.6 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

6.7 Dawn House School will share attendance data with the DfE and the Local Authority as required.

6.8 All information shared will be done so in accordance with the Data Protection Act 1998.

## 7. Support Systems

7.1 School recognises that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example: bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

7.2 Dawn House School also recognises that some pupils are more likely to require additional support to attain good attendance, for example: those pupils with a history of school refusal, physical or mental health needs, migrant and refugee pupils, looked after children.

7.3 The school will implement a range of strategies to support improved attendance.

Strategies used will include:

- Discussion with parents and pupils.
- First day response to absence.
- Home visits.
- Referrals to support agencies.
- Regular meetings with the school's Learning Mentor.
- Pupil Voice Activities.
- Friendship groups.
- PSHE.
- Social and Emotional Aspects of Learning (SEAL) materials.
- Reward systems.
- Time limited individual part time attendance.
- Additional learning support.
- Behaviour support.
- Reintegration support packages.

7.4 Support offered to families will be child centred, planned in discussion and agreement with both parents, pupils and, when appropriate, placing authorities.

7.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Dawn House School will actively seek to work collaboratively with other agencies and ultimately may consider the use of legal sanctions.

## **8. Legal Action to Enforce Attendance**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

Advice for Parents/Carers can be assessed following the link below:

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

### **8.1 Parenting Order**

This means parents have to go to parenting classes. They also have to do what the court says to improve their child's school attendance.

### **8.2 Education Supervision Order**

If the council thinks parents need support getting their child to go to school but they are not cooperating, they can apply to a court for an Education Supervision Order.



A supervisor will be appointed to parents to return their child into education. The local council can do this instead of prosecuting parents, or as well.

### **8.3 School Attendance Order**

Parents get a School Attendance Order if the local council thinks their child isn't getting an education. Parents have 15 days to provide evidence that they have registered their child with a school or that they are giving them home education.

### **8.4 Prosecution**

Where intervention fails to bring about an improvement in attendance, the placing Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and, most importantly, about returning children to education.

8.4.1 Section 444 of the Education Act 1996 states that if a parents fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

8.4.2 A parent found guilty of this offence can be fined up to £2500, be given a community order and/or imprisoned for a period of three months. The court can also impose a Parenting Order.

8.4.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

### **8.5 Penalty Notices**

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school.
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

8.5.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fines rises to £120 if paid after 21 days but within 28 days of the date the Notice was issued.

These requirements are contained in:

- The Education Act 1996 – sections 434(1)(3)(4)&(6) and 458(4)&(5).
- The Education (Pupil Registration) (England) Regulations 2006.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011.
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013.
  - The Education Act 2002.
- The Education (School Day and School Year) (England) Regulations 1999.
- The Changing of School Session Times (England) (Revocation) Regulations 2011.
- The Education and Inspections Act 2006.

### **Further Sources of Information**

Nottinghamshire Local Authority advice and guidance:

<http://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/school-attendance-absence-and-truancy>

## Escalation of Attendance Interventions

### **GREEN: pupils with attendance between 100% to 96%**

Parents will receive a letter home congratulating them on their child's good/excellent attendance.

Pupils will be rewarded within the school's 'WAM' system, e.g. a gift voucher.

Pupils with this level of termly and annual attendance will receive a certificate of achievement and their names will be displayed on the school attendance display board.

Term time holiday requests may be approved for pupils with this level of annual attendance.

The Principal will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

### **AMBER – GREEN: pupils with attendance between 95% and 90%**

Class Teacher/Form Tutor will speak to the pupil to:

- Welcome the pupil back to school.
- Confirm with the pupil the reason for absence and offer any support that may be required.
- Update the pupil on other work they have missed and support any catch-up required.

In addition, where unauthorised absence has occurred, parents will be contacted by the School Liaison Officer advising of concern and outlining the parents' responsibilities.

## **RED – AMBER: pupils with attendance between 89% and 85%**

The Family Liaison Officer and/or core team will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence.
- Review the pupil's academic progress and make links to the pupil's attendance, e.g. if you attended all your classes, you could achieve...
- Make arrangements for the pupil to catch up on work they have missed.
- Identify strategies to support the family to improve attendance.
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above.
- Agree a review date.

In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, parents will be contacted advising of concern and outlining the parents' responsibilities.

If Improvement has not occurred following this intervention, parents will be invited to a meeting or a home visit offered where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed.
- Agree a review date.

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the placing local authority will be informed.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to a meeting with the Family Liaison Officer and the Principal, where the possible outcomes will be:

- Seeking multi-agency support and involvement.
- Refer to the Local Authority to initiate legal proceedings.

Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits, with the purpose to engage with the parent, will be carried out prior to referral to the Local Authority.

The Family Liaison Officer and the Principal will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Principal.

The Principal will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

## **RED – pupils with attendance below 85%**

Pupils who have attendance below 85% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs and meets the needs of individuals, pupils will be grouped in to one of the following categories:

- Looked After Children and Children on the Child Protection Register.
- Long term non-attendance.
- Medical.
- Parental support/needs, e.g. parental drug use, young carers, domestic violence.
- School issues, e.g. bullying, poor teacher/pupil relationship, curriculum issues.
- Offended or have an Anti-Social Behaviour Order.
- English as an additional language.
- Ethnic minority.
- Mid-year admissions.
- Gifted and talented.
- Other: students with previous history of school refusal.

Each grouping will be supported by the Family Liaison Officer, who will:

- Ensure that the pupil has already spoken to either himself or another member of staff at the stages preceding RED intervention (RED – AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED).
- Obtain records of previous contact and interventions as set out in RED – AMBER and escalate accordingly.
- Ensure that weekly contact occurs with the pupil, either individually or within a small group to address themed issues.
- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and coordinate school resources to support the pupil's attendance and any additional needs.
- Be the key contact person for any external agency working with the pupil.
- Input into whole school strategies to address the needs of the RED group.

The Family Liaison Officer will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Principal.

Attendance will be reported to the Governing Body termly as part of the Principal's report.

Reviewed: February 2017

Next review: February 2018