

Attendance Policy



Lealands
High School

Attendance Policy

Lealands High School

September 2024

1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

1. AIMS

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students;
- Promoting good attendance and the benefits of good attendance;
- Reducing absence, including persistent and severe absence;
- Ensuring every student has access to the full-time education to which they are entitled;
- Acting early to address patterns of absence;
- Building strong relationships with families to make sure students have the support in place to attend school.

2. LEGISLATION AND GUIDANCE

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996;
- Part 3 of the Education Act 2002;
- Part 7 of the Education and Inspections Act 2006;
- The Education (student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments);
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.

It also refers to:

- School census guidance;
- Keeping Children Safe in Education;
- Mental health issues affecting a student's attendance: guidance for schools.

2. RATIONALE.

- 2.1 Lealands High School considers regular and punctual attendance to be essential for effective learning, if students are to make the most of the educational opportunities available to them. Parents/carers and teachers have a duty to ensure maximum attendance at school.
- 2.3 The school is committed to working with parents and students to ensure that high levels of attendance are achieved.
- 2.4 Irregular attendance can:
- Disrupt continuity of learning;
 - Undermine educational progress;
 - Lead to under-achievement and low attainment;
 - Harm prospects in later life;
 - Increase the risk of becoming victims of crime or anti-social behaviour.
- 2.5 Students will be absent from time to time for unavoidable reasons such as illness, but we have a responsibility to discourage them from being absent from school for trivial reasons and to teach them about the importance of good attendance.

3. BROAD GOALS

- 3.1 To ensure maximum student attendance through valuing high levels of attendance and punctuality, the staff at the school aim to encourage students to take full advantage of their educational opportunity by attending school regularly and on time.
- 3.2 To recognise external factors, which may influence a student's attendance and work in partnership with parents/carers, the student and the Education Welfare Service will address any difficulties. This will be particularly prevalent in those cases where a planned and phased reintegration is required, to support a student's return to school. Furthermore, this may include liaison with other agencies as and if appropriate.

4 STUDENT IMPACT AND OTHER OUTCOMES

- 4.1 Members of staff will identify patterns of irregular attendance at the earliest opportunity, and work to resolve any personal or social difficulties. They aim to provide an effective and efficient system for the monitoring of attendance and punctuality, and take the appropriate action where necessary.
- 4.2 Lealands High School holds in high regard the links between regular attendance and student attainment, and strives towards raising the levels of achievement through promoting positive attitudes in students, regarding the importance of school attendance.
- 4.3 Raising awareness in parents of the importance in regular attendance, and emphasising their responsibility in informing the school of absence on the first day is a key objective of the school. However, it will be at the discretion of the school as to whether absence is coded as authorised or unauthorised.

5. APPLICATION

5.1 The governing board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents;
- Making sure school leaders fulfil expectations and statutory duties;
- Holding the headteacher to account for the implementation of this policy.

5.2 The headteacher is responsible for:

- The implementation of this policy at the school;
- Monitoring school-level absence data and reporting it to governors;
- Supporting staff with monitoring the attendance of individual students;
- Monitoring the impact of any implemented attendance strategies;
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels;
- Ensuring that parents are informed of their child's attendance figures through termly school reports.

5.3 The Deputy Headteacher working with the Senior PSM and Attendance Manager is responsible for:

- Leading, championing and improving attendance across the school;
- Setting a clear vision for improving and maintaining good attendance;
- Authorising the issuing of fixed penalty notices when attendance concerns reach a threshold;
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers;
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs;
- Evaluating and monitoring expectations and processes;
- Having a strong grasp of absence data and oversight of absence data analysis;
- Regularly monitoring and evaluating progress in attendance;
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.

5.4 The Attendance manager is responsible for:

- Building close and productive relationships with parents to discuss and tackle attendance issues;
- Making contact with parents/carers to investigate attendance concerns by phone, in writing, arrange meetings in school or visits to the home in appropriate cases;
- Creating intervention or reintegration plans in partnership with students and their parents/carers;
- Delivering targeted intervention and support to students and families;
- Monitoring and analysing attendance data (see section 7);
- Meet with the Attendance Support Office termly to discuss students with persistent or severe absence;
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher;
- Working with attendance support officer to tackle persistent absence;
- Advising the Deputy Headteacher (authorised by the headteacher) when to issue fixed-penalty notices.

The attendance Manager is Kerry Lloyd. .

5.5 The Attendance Officer is responsible for:

- Ensuring that the registers are taken using the Epraise systems during Tutor Time for KS3 and lesson 1 for KS4 at 8.30am and 9.00am respectively and during lesson 3 at 11.30am as well as during all lessons in the day including tutorial time;
- Recording every absence in accordance with the correct categories identified and check with parents/carers if no contact or letter is received to explain the absence;
- Recording arrival times and informing parents/carers of concerns regarding lateness.

5.6 Parents/carers are responsible for:

- Making sure their child attends every day on time;

- Calling the school to report their child's absence before 9.00am on the day of the absence and advise when they are expected to return;
- Notifying the school of the reason for the absence on the first day of an unplanned absence as soon as practically possible;
- Providing the school with more than 1 emergency contact number for their child;
- Ensuring that, where possible, appointments for their child are made outside of the school day;
- Keeping to any attendance contracts that they make with the school and/or local authority;
- Seeking support, where necessary, for maintaining good attendance, by contacting the Attendance Officer, Attendance Manager or the child's Pastoral Support Manager or Head of Year;
- Avoiding taking family holidays during school term time (see Student Leave of Absence Policy);
- Remaining aware of their child's attendance through termly reports and more regularly by using Epraise.

5.7 Students are expected to:

- Attend school every day, on time.

6. ATTENDANCE PROCEDURES

6.1 We will take our attendance register at the start of the first session of each school day (8.30am for KS3 and 9.00am for KS4) and at 11.30am using the appropriate national attendance and absence codes from the School Attendance (student Registration) (England) Regulations 2024, whether every student is:

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

The register for the first session will be kept open until 15 minutes after the session begins.

The Attendance Officer at the school processes the attendance data onto SIMS in line with the register regulations.

The Deputy Headteacher meets regularly with the Attendance Manager and Attendance Officer to review attendance at the school.

The Attendance Manager meets with and supports the PSM for each year group each fortnight. Any student who is falling below 90% or whose attendance has dropped will be discussed and a plan of action initiated.

The school operates the truancy call system to follow up absence when the school has not been notified. It is a priority of the school to be pro-active in communicating attendance concerns to parents by phone, in writing, and in person.

Students attending Alternative Provisions outside Lealands High School are monitored daily by the Attendance Officer at Lealands High School through the systems established by the alternative provisions.

The school will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

7. MONITORING ATTENDANCE

7.1 The school will monitor attendance and absence and punctuality data monthly at an individual student, year group and cohort level. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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

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

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence of individual students, groups or cohorts that it has identified via data analysis;
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families;
- Provide regular attendance reports to facilitate discussions with students and families;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies;
- Share information and work collaboratively with the local authority and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

7.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education;
- Hold regular meetings with the parents of students who the school considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - o Discuss attendance and engagement at school;
 - o Listen, and understand barriers to attendance;

- o Explain the help that is available;
- o Explain the potential consequences of, and sanctions for, persistent and severe absence;
- o Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant;
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence;
- Implement sanctions, where necessary.

8 PROCEDURES WHEN ATTENDANCE IS A CONCERN

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

Where the attendance of a child starts to cause a concern, the school will make contact with the parents to discuss the concern, initially by telephone. Where attendance continues to be a concern, letters will be sent to parents alerting them of the concern and informing them that further absence will be unauthorised unless medical evidence is provided. The school will issue a number of letters including a Penalty Notice Warning Letter (PNWL) before asking the Local Authority to issue a penalty notice if attendance does not improve (see Appendix B).

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. The school may ask the Local Authority to issue a penalty notice.

Before asking the Local Authority to issue a penalty notice, the school will consider the individual case, including:

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

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

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

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

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

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

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

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may conduct a home visit and if this is not successful, contact relevant agencies to discuss concerns;
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider completing a MASH referral;
- Where appropriate, offer support to the student and/or their parents to improve attendance;
- Where support is not appropriate, not successful, or not engaged with, inform the Local Authority to issue a penalty notice or other legal intervention.

9 REWARDS AND RECOGNITION

- Lealands High School prides itself on using creative strategies and initiatives to promote the level of attendance, amongst the students on roll within the school community;
- Students are rewarded in recognition of improved and good attendance;
- Links are made between attendance and the reward system;
- Individual Tutor Groups who have good attendance are awarded with certificates and prizes in accordance with the school rewards procedures;
- Notice boards and plasma screens, which are located around the school, are used as a means of displaying levels of attendance for each year group.

10 CHILDREN MISSING FROM EDUCATION (CME)

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. All staff understand that a child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. Staff follow clear procedures for unauthorised absence and for dealing with children that go missing from education.

Electronic registers are taken in every lesson during the day and absence is followed up promptly by our Attendance Officer. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation and forced marriage.

When a new student starts at Lealands they are placed on the admission register on arrival. If a student fails to attend on their first expected day, the school will attempt to contact parents and if unsuccessful will then notify the local authority at the earliest opportunity to prevent the child from going missing from education. Our Attendance Manager will inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Where a parent notifies school that a student will live at another address, we record in the admission register:

- the full name of the parent with whom the student will live;
- the new address;
- the date from when it is expected the student will live at this address.

Where a parent of a student notifies the school that the student is registered at another school or will be attending a different school in future, we record in the admission register the name of the new school and the date on which the student first attended or is due to start attending that school.

We notify the local authority when a student's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Student Registration) (England) Regulations 2006.

A student's name will only be deleted from the admission register if the school and the local authority have failed to establish the student's whereabouts after jointly making reasonable enquiries.

If we notify the local authority that a student's name is to be deleted from the admission register, we will provide

the local authority with:

- the full name of the student;
- the full name and address of any parent with whom the student lives;
- at least one telephone number of the parent with whom the student lives;
- the full name and address of the parent with whom the student is going to live and the date the student is expected to start living there;
- the name of student's destination school and the student's expected start date there.

We consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

11. LEGISLATION & LOCAL AUTHORITY POLICY

In cases where the school have tried to address attendance concerns without any improvement, the Local Authority will use the penalty warning system in the first instance.

The school is reluctant to give consent to term time leave requests because of the detrimental effect this has on a student's progress (please see Student Leave of Absence Policy).

In addition, penalty notices can be issued where a family deliberately takes leave during term time (of five school days or more), without permission from the school.

12. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed as guidance from the local authority and/or DfE is updated

This policy will be reviewed annually by the Deputy Headteacher and approved by the Governors.

The Deputy Headteacher has overall responsibility for the successful implementation of this policy.

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix A: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> ● In police detention ● Remanded to youth detention, awaiting trial or sentencing, or ● Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



Aspire Believe Achieve

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Attendance will be a regular agenda item on fortnightly Head of Year Line Management Meetings and the Progress, Wellbeing and Behaviour Team will also monitor year group and whole school attendance.

(a) Attendance Officer

The Attendance Officer will work closely with the Attendance Manager in monitoring attendance and highlighting trends with groups or individuals.

On a daily basis, if a student is absent without any notification, the Attendance Officer will carry out a truancy call. Following response to this call, the attendance officer will code the student's absence appropriately. Where an absence is unauthorised due to reasons not being accepted, the attendance officer will inform the parent.

Patterns of absence will be noted and the information passed onto the Attendance Manager and relevant Tutor, PSM and Head of Year.

The Attendance Officer will notify PSMs of follow up phone calls required for students on the unauthorised list or students of concern. PSMs will put aside some time to ensure these calls are made.

If the Attendance Officer discovers students refusing to attend or there is continued lack of response to the truancy call, it will be reported to the relevant Attendance Manager, PSM and Head of Year.

If the Attendance officer notices that a student has been missing for 4+ days without a known reason, it will be reported to the Attendance Manager, relevant PSM, Head of Year and the Deputy Headteacher. This will be followed up by the Attendance Manager as a potential safeguarding concern. Action is taken to make contact with home to find out the reason they are not attending school and this should be recorded on CPOMs. Should contact not be made a pre-prepared letter will be posted to the address informing parents of possible further action. This letter should include notification of a referral to the Attendance Manager and Local Authority. On the third day of absence, parents should be informed if the absence is going to be unauthorised.

The Attendance officer will maintain good communication with the PSMs, Heads of Year, Deputy Headteacher and where relevant, the Local Authority .

(b) Pastoral Support Managers (PSM) and Heads of Year

The PSM have a timetabled hour each fortnight to meet with the Attendance Manager for a register check. During this meeting they will check attendance over the previous weeks.

The register check will include students who have an **attendance below 95% but will focus particularly on those under 90%** for the previous **10 weeks and have 2 or more weeks of broken attendance**. Register checks should also highlight **3 broken absences**, and 10 sessions of unauthorised absence. PSMs will also highlight students who, although not reaching this criteria, are causing some concern in relation to attendance.

If there are concerns or these criteria are met, the following actions may be implemented:

- An individual conversation with the student concerned to talk about reasons for patterns of absence, and what support may be offered.
- The student may be added to the monthly targeted list which is monitored by Tutors.
- A telephone call to parents by Tutor, PSM or Attendance Manager explaining the concerns and the possible consequences of further absence.
- A meeting with parents and the Attendance Manager/PSM/Head of Year. The meeting may also involve the Link SLT or Deputy Headteacher if it is felt appropriate.
- A stage 1 'sweep' letter will be sent to parents when a student has two broken absences within a 10 week period.
- A stage 2 PSM letter will be sent following any further absences after the sweep letter stating that further absences will be unauthorised unless medical evidence is provided. With this intervention, the PSM will inform the Attendance Officer who will arrange for the letter to be sent. The attendance officer will record this information on Sims. If further absences occur after the letter has been sent, the attendance officer will

log this fact and ask for a phone call to be made by the PSM or HOY to check that parents received the letter and understand the consequences.

- A Penalty Notice Warning Letter (PNWL) will be sent if a student has 10 unauthorised sessions (5 school days) within a 10 week period.
- A Penalty Notice will be issued by the Local Authority for any 6 unauthorised sessions following the PNWL.

The Attendance Manager, Attendance Officer and PSMs will ensure that records of telephone calls, letters or meetings are kept.

The PSMs will maintain good communication with the attendance Manager and Attendance Officer in relation to attendance.

(c) Attendance Manager

The Attendance Manager will meet with PSMs each fortnight to complete the register check. If criteria for concerns are met, they will agree actions which may include:

- Further investigation with Attendance Manager / PSM to find out about any known medical problems that may affect a student's attendance.
- Formal conversation with student by Attendance Manager or Deputy Headteacher.
- Phone call home by Attendance Manager / PSM.
- Decisions about Stage 1, 2 letters to be sent.
- Decision about PNWL to be sent.
- Legal intervention by Local Authority.

Appropriate action will take place, depending on the individual situation and dictated by whether actions have previously taken place.

Where there is a genuine medical condition, a letter is required on the school file from a consultant, updated every three months, to ensure the child is receiving appropriate medical care and that attendance may be adversely affected in the consultants' opinion.

Deputy Headteacher/Safeguarding Lead - Mr Ward

The Deputy Headteacher will maintain good communication with Attendance Manager, Attendance Officer, Heads of Year, PSMs, and the Local Authority and will respond appropriately to any safeguarding concerns mentioned or any occasions where the PSM or Attendance Manager needs support or advice about individual cases. Attendance will be discussed at fortnightly LMM meetings with Heads of Year.

Students refusing to come to school

Where a child is refusing to come to school, a home visit should be arranged as soon as possible. The relevant PSM should discuss this with the Attendance Manager and arrange for two members of staff to visit the home. This may be the PSM, Head of Year, member of the safeguarding team or another member of staff. This should be recorded on CPOMs. At this visit the parent and child should be made aware that:

- Continued non-attendance will be unauthorised unless a note from the GP or CAMHs is provided.
- An appointment at the GP should be advised to discuss the reasons for the refusal and to request emotional support.
- The Attendance Support Officer at the Local Authority will be available to discuss the situation and advise.

Should the student still fail to attend following the visit, the Local Authority should be notified. Again, this should be recorded on CPOMs.

All agencies working with the family need to be aware of the refusal so as to be able to offer support where relevant.

APPENDIX C - Attendance monitoring str

ATTENDANCE STRUCTURE

