

Three Counties Academy Trust



Attendance Policy

#SG29

Last updated: 01 February 2024

Review Date: 31 August 2026

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Training of staff
5. Student expectations
6. Students at risk of persistent absence (PA)
7. Absence procedures
8. Parental involvement
9. Attendance register
10. TCAT Education Welfare Officer
11. Lateness
12. Truancy
13. Missing children
14. Term-time leave
15. Religious observances
16. Appointments
17. Young carers
18. Exceptional circumstances
19. Referral for Fixed Penalty Notice or Prosecution
20. Rewarding good attendance
21. Monitoring and review

Schedule of revisions

Appendices

- a) Attendance Intervention Review (AIR) Pro-Forma
- b) Attendance Reporting Flow Structure
- c) Attendance Agreement Forms
- d) Attendance During the Coronavirus (COVID-19) Pandemic

Statement of intent

Lugwardine Primary Academy is a Single Academy Trust currently working in affiliation with the Three Counties Academy Trust (TCAT) and is adopting their Attendance Policy.

We 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.

We are committed to:

- Promoting and modelling good attendance
- Ensuring equality and fairness for all
- Intervening early and working with other agencies to ensure the health and safety of our students
- Rewarding regular attendance
- 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
- Challenging both pupils and their parents/carers where attendance falls below our high expectations

1. 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 (Student Registration) (England) Regulations 2006 (as amended)
- DfE (2020) 'School attendance'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Keeping children safe in education (2020)'
- DfE (2021) 'Improving school attendance: support for schools and local authorities'

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

- Complaints Policy and Procedures
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Conduct for Learning Policy
- Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy

2. Definitions

Absence:

- Arrival at school after the register has closed
- Not attending 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

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 which have not been agreed
- Leaving school site for anything other than a pre-authorised reason during the day

Persistent absenteeism:

- Missing 10 percent or more of schooling across the year for any reason

3. Roles and responsibilities

The Governing Board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across TCAT
- 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 TCAT's Complaints Policy and Procedures
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children
- Ensuring there is a Children Missing Education Policy in place in addition to other accepted attendance policies and that these are regularly reviewed and updated

The Executive Headteacher/CEO and Headteacher/Head of School or delegated member of SLT is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across any TCAT school and within their own school
- Ensuring all parents are aware of TCAT's attendance expectations and procedures
- Engaging with parents and pupils in school to rectify attendance issues
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence
- Ensuring TCAT works with other agencies to ensure good attendance and where required in holding to account those parents and carers who do not meet the high attendance expectations for their children, for example social services and the Local Authority

TCAT's Education Welfare Officer is responsible for:

- Working with the Executive Headteacher/CEO on the strategic planning and delivery of a trust wide attendance strategy and associated policy
- The day-to-day implementation and management of this policy and all relevant procedures across any TCAT school
- Ensuring all parents are aware of the TCAT's attendance expectations and procedures
- Ensuring that they act as early as possible to identify and highlight patterns of absence
- Engaging with parents and pupils both in school and via home visits to rectify attendance issues
- Ensuring TCAT works with other agencies to ensure good attendance and where required in holding to account those parents and carers who do not meet the high attendance expectations for their children, for example social services and the Local Authority
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated

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
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- In line with statutory safeguarding responsibilities, take accurate attendance registers at the relevant times during the school day
- In line with statutory safeguarding procedures, all staff have the responsibility in monitoring/highlighting and questioning non-attendance, referring identified issues to the in-school attendance lead

The Headteacher or Head of School (or a senior member of staff where the responsibility has been delegated) is responsible for informing the Executive TCAT Team and the EWO who will in turn notify the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home
- No longer live within a reasonable distance of the registered school
- Have an authorised medical note
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning
- Have been permanently excluded

Parents/Carers are responsible for:

- Providing accurate and up-to-date contact details
- Providing the school with all relevant emergency contact numbers
- Updating the school if their details change
- The attendance of their children at school
- Promoting good attendance with their children
- Working constructively with the school, Education Welfare Officer and other TCAT staff to bring about any required improvements in attendance for their children

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school
- Arriving punctually to lessons when at school

4. Training of staff

TCAT 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.

Teachers and Associate Staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

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.

5. Pupil expectations

Pupils will be expected to attend school every day they are required to be at school and secondary age pupils will be party to a tacit agreement at the beginning of each school year to maintain strong attendance. Each school will also expect all students to attend lessons punctually.

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

Working with their Form Tutors or Class Teachers on a daily and weekly basis, pupils will take account of their attendance levels to school and continually strive to improve it, monitored, and facilitated by their Form Tutor or Class Teacher, the pastoral team, and the TCAT Education Welfare Officer.

At TCAT we consider GOOD attendance as attending school for every session of every day the school is open, and employ a banded approach to attendance classification as follows:

Queen Elizabeth High School

% Attendance	Description
100%	Outstanding
99.00-99.99%	Excellent
98.00-98.99%	Very Good
95.00-97.99%	Good
93.00-94.99%	Requires Improvement
90.00-92.99%	Poor
50.00-89.99%	Very Poor
00.00-49.99%	Severe Absenteeism

Bredenbury Primary School, Stoke Prior Primary School, St Peters Primary School

% Attendance	Description
100%	Outstanding
99.00-99.99%	Excellent
98.00-98.99%	Very Good
96.00-97.99%	Good
93.00-95.99%	Requires Improvement
90.00-92.99%	Poor
50.00-89.99%	Very Poor

00.00-49.99%	Severe Absenteeism
--------------	--------------------

These attendance descriptors are used consistently across TCAT when referring to pupil attendance, for example in periodic progress reports to parents and carers.

6. Pupils at risk of persistent absence (PA)

TCAT will ensure it provides support to pupils and their parents at risk of persistent absence (PA), in conjunction with all relevant external authorities where necessary.

In order to ensure TCAT has effective procedures for managing PA, the TCAT Education Welfare Officer will communicate with the delegated member of SLT for each school who 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:
 - Monitoring robustly attendance at pupil level through Form Tutors and Class Teachers and the pastoral team on a daily and weekly basis
 - Formulating “High Risk” lists for pupils at or at risk of becoming a persistent absentee (PA) and taking swift action to reduce non-attendance
 - Inform the Link Trustee for attendance on a weekly basis of overall attendance, the attendance of specific groups, punctuality compliance and persistent absentee rates
 - Sending letters/emails/texts or instant messages as appropriate to parents and carers, and, where triggers have been reached, initiate the Attendance Intervention Review (AIR) system
 - Engaging with LA attendance teams in both intervention and prosecution
 - Using fixed penalty notices in line with established trigger points
 - Creating attendance clinics

The Governing Board or a designated committee will engage in attendance panels for identified high risk pupils and their parents to reinforce messages and outline relevance in terms of training and employment where other interventions have not secured improvements in attendance.

Where a pupil becomes at risk of PA, delegated members of TCAT staff will:

- Welcome the pupil back following any absence and provide catch-up support to build confidence and bridge gaps in learning
- Consider the implementation of a part-time phased return in line with Local Authority parameters to break down any barriers to a long-term return to full attendance
- Meet with the pupil to discuss absence, patterns, barriers, and problems through the raising of an AIR 1 (secondary age pupils only)
- Establish plans to remove barriers and provide additional support
- Monitor absence daily through a high-risk list and PA session triggers and lead check-ins to review progress and assess the impact of support as required

- Make regular contact with the pupils' parent to discuss progress, and if necessary, initiate an AIR 2
- Consider what support for re-engagement might be needed, including with regard to additional vulnerability

Where a pupil at risk of PA is also at increased risk of harm, TCAT will work in conjunction with all relevant authorities, e.g., social services, to support the pupil in line with the TCAT's duty of care.

The TCAT attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- GRT

7. Absence procedures

Parents/Carers will be required to contact the school office via telephone as soon as possible on the first, and every day of their child's absence and no later than 9.15am, a valid reason for absence **MUST** be made clear to avoid this being unauthorised. Contact can also be made by using the MCAS app. Alternatively, parents or carers may call into school and report to school Reception where arrangements will be made to inform the EWO or delegated member of TCAT staff.

A text message will be sent by the TCAT Education Welfare Officer or a designated member of Associate Staff to the parent or carer of any pupil who has not reported their child's absence by 10.00 am on the first or any subsequent day that they do not attend school. In the event of no contact via this message a follow up phone call will be placed. If there has still been no response by 11.00 am then the TCAT Education Welfare Officer **MAY** initiate a home visit to conduct a safe and well check on the address.

We 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 will be authorised or not
- Identify the correct code to use to enter the data onto the school census system

In the case of PA, arrangements will be made for parents or carers to speak to the delegated member of SLT or Education Welfare Officer who will inform the Executive Headteacher/CEO, on a weekly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation and what actions are in place to correct non-attendance.

If a pupils attendance drops below 90 percent during half termly data captures, the delegated member of SLT, supported by the EWO or delegated TCAT staff member will arrange a formal

meeting with the pupils' parent to initiate the AIR process if not already completed communication and intervention will remain in place until attendance returns above the minimum 90% threshold.

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, we will consider removing the pupil from the admissions register if we and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries and the legal advice to do so is established, in line with our Child Missing Education Policy.

8. Parent/Carer involvement

We will build respectful relationships with parents or carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, and performance so that they understand what to expect and what is expected of them. TCAT will liaise with other agencies working with pupils and their families to support attendance, e.g., social services.

To reflect this, each secondary pupil planner will carry an agreement between us as a trust, the pupil, and the parents/carers to reflect a commitment to working together to ensure the highest levels possible of attendance to school.

Parents/Carers will be expected to:

- Treat all TCAT staff with respect in carrying out all of their duties, including in respect of attendance monitoring and reporting
- Actively support the work of TCAT at all times, including in respect of attendance monitoring and reporting
- Call staff for help when they need it
- Communicate with us about possible circumstances which may affect their child's attendance or require support at the earliest opportunity
- Communicate daily with attendance updates and where appropriate supply relevant medical evidence
- Communicate any planned absence from school as early as possible

9. Attendance register

Designated teachers will take the attendance register at the start of each school day during Form Period or Class Teacher Time and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent

TCAT 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:

Attending the school

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code K: Attending education provision arranged by the local authority

Code V: Attending an educational visit or trip

Code P: Participating in a sporting activity

Code W: Attending work experience

Code B: Attending any other approved educational activity

Code C1: Leave of absence to participate in a regulated performance or undertaking regulated employment abroad.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code D: Dual registered at another school

Code C: Leave of absence for exceptional circumstance

Absent - other authorised reasons

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded

Code Q: Unable to attend the school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

Administrative codes

Code Z: Prospective pupil not on admission register

Code #: Planned whole school closure

The TCAT Education Welfare Officer or a designated member of Associate Staff will be required to input any code other than present or absent. Codes that have been inputted into registers in advance by the TCAT Education Welfare Officer or member of designated Associate Staff **MUST** not be overwritten by teaching staff taking the general 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 TCAT 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, who, in most reasonable circumstances, will be the TCAT Education Welfare Officer.

Every entry received into the attendance register will be preserved indefinitely on the TCAT MIS and may be used if requested by the law, for example the provision of attendance data in historic cases of criminal activity.

10. TCAT Education Welfare Officer

If pupils are showing patterns of poor attendance or are persistently absent, they will be highlighted by weekly attendance reports by the TCAT Education Welfare Officer to the delegated member of SLT. For secondary age pupils an attempt to resolve the situation will be made through use of an Attendance Intervention Review 1 (AIR 1) conducted by their Form Tutor, or delegated member of staff. If in line with internal procedures, attendance does not improve, or where the pupil is a primary age pupil, then the delegated member of SLT or staff member, in conjunction with the TCAT Education Welfare Officer will move to an AIR 2 and

directly involve parents/carers. If the situation cannot be resolved and attendance does not improve following the use of an AIR 2, the TCAT Education Welfare Officer has the power on behalf of the Executive Headteacher/CEO to issue or initiate sanctions such as prosecutions or penalty notices and/or Parenting Courses to parents.

The TCAT Education Welfare Officer will monitor and analyse attendance data weekly to ensure that intervention is delivered quickly to address absence and will provide weekly reports to delegated member of SLT to enable them to track the attendance of pupils and to implement attendance procedures.

The TCAT Education Welfare Officer will present data and strategies to the Executive Headteacher/CEO on a weekly basis, as well as copying this information to the relevant Headteacher/Head of School. This data will also be shared with the Trustee responsible for Attendance and each half-term an overview of all relevant attendance data will be uploaded to Governor Hub by the Governance Professional as supplied by the TCAT Education Welfare Officer and checked by the Executive Headteacher/CEO.

11. Lateness

TCAT regards punctuality as of the utmost importance and lateness will not be excused.

Queen Elizabeth High School

The school day starts at 8:35am. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers will be taken at 8.35am. Pupils will receive a late mark (L) if they are not in their classroom by 8.40am and may be sanctioned by way of a loss of break time where the reason for the lateness was not acceptable
- The register closes at 9:15am. Pupils arriving between 8:40am and 9.15am should report directly to Reception before proceeding to their class and will be issued with a late mark (L). Pupils will receive a mark of absent if they do not attend school before this time, initially as a mark of (N), amended to (U-unauthorised) if arriving after 9.15am but before the session closes
- Afternoon registers are marked by 12.10pm. Pupils will receive a late mark if they are not in their classroom by this time
- The register closes at 12.20pm. Pupils will receive a mark of absent if they are not present, initially as a mark of (N), amended to (U-unauthorised) if arriving after 12.30pm but before the session closes. Pupils arriving at school for the first time that day between 12.30pm and 3.15pm should report directly to Reception before proceeding to their class and will be issued with a late mark after registration has closed (U-unauthorised)

St. Peter's Primary School

The school day starts at 8:35 gates open. Pupils should be in their classroom by 8.50. Registers are taken as follows throughout the school day:

- Registers are marked by 8.50. Pupils will receive a late mark (L) if they are not in their Classroom by 8.50am

- The register closes at 9:30am. Pupils arriving between after 8.50am will sign in at reception, (L) code recorded and minutes late. Pupils arriving at school for the first time that day between 9.30am and 12.30pm should report directly to Reception and will be issued with a late mark after registration has closed (U-unauthorised)
- After lunch, registers are marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time
- The register closes at 1:20pm. Pupils will receive a mark of absent if they are not present, initially as a mark of (N), amended to (U-unauthorised) if arriving after 1.40pm but before the session closes. Pupils arriving at school for the first time that day between 1.40pm and 3.15pm should report directly to Reception before proceeding to their class and will be issued with a late mark after registration has closed (U-unauthorised)

Bredenbury Primary School

The school day starts at 8:30 gates open. Pupils should be in their classroom by 8.50. Registers are taken as follows throughout the school day:

- Registers are marked by 8.50. Pupils will receive a late mark (L) if they are not in their Classroom by 8.50am
- The register closes at 9:30am. Pupils arriving between after 8.50am will sign in at reception, (L) code recorded and minutes late. Pupils arriving at school for the first time that day between 9.30am and 12.30pm should report directly to Reception and will be issued with a late mark after registration has closed (U-unauthorised)
- After lunch, registers are marked by 1:15pm. Pupils will receive a late mark if they are not in their classroom by this time
- The register closes at 1:30pm. Pupils will receive a mark of absent if they are not present, initially as a mark of (N), amended to (U-unauthorised) if arriving after 1.40pm but before the session closes. Pupils arriving at school for the first time that day between 1.40pm and 3.15pm should report directly to Reception before proceeding to their class and will be issued with a late mark after registration has closed (U-unauthorised)

Stoke Prior Primary School

The school day starts at 8:40 gates open. Pupils should be in their classroom by 8.50. Registers are taken as follows throughout the school day:

- Registers are marked by 8.50. Pupils will receive a late mark (L) if they are not in their Classroom by 8.50am
- The register closes at 9:30am. Pupils arriving between after 8.50am will sign in at reception, (L) code recorded and minutes late. Pupils arriving at school for the first time that day between 9.30am and 12.30pm should report directly to Reception and will be issued with a late mark after registration has closed (U-unauthorised)
- After lunch, registers are marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time

- The register closes at 1:20pm. Pupils will receive a mark of absent if they are not present, initially as a mark of (N), amended to (U-unauthorised) if arriving after 1.40pm but before the session closes. Pupils arriving at school for the first time that day between 1.40pm and 3.10pm should report directly to Reception before proceeding to their class and will be issued with a late mark after registration has closed (U-unauthorised)

Lugwardine Primary Academy

The school day starts at 8:40 gates open. Pupils should be in their classroom by 8.50. Registers are taken as follows throughout the school day:

- Registers are marked by 8.50. Pupils will receive a late mark (L) if they are not in their Classroom by 8.50am
- The register closes at 9:30am. Pupils arriving between after 8.50am will sign in at reception, (L) code recorded and minutes late. Pupils arriving at school for the first time that day between 9.30am and 12.30pm should report directly to Reception and will be issued with a late mark after registration has closed (U-unauthorised)
- After lunch, registers are marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by this time

12. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which TCAT has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupils learning.

All pupils are expected to be in their classes by the start of the school day, where the teacher will record the attendance electronically. Any pupil with permission to leave school during the day must sign out at Reception and sign back in again on their return, and at Primary age this must be with a parent or carer.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher/Head of School and TCAT Education Welfare Officer is notified, and they will contact the parent/carers in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- Conduct sanctions at the time may be put in place to safeguard the pupil such as isolation, use of the Report Card system and ongoing monitoring
- A letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken
- If any further truancy occurs, TCAT will consider requesting the issuing of a penalty notice

- A penalty notice will be requested where there is overt truancy, inappropriate parentally condoned absence, unauthorised holiday during termtime and persistent late arrival at school

13. Missing children

Pupils will not be permitted to leave TCAT premises during the school day unless they have permission from TCAT to do so. In such a scenario, the immediate priority is in safeguarding the pupil. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher/Head of School and TCAT Education Welfare Officer immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available staff will conduct a thorough search of the school premises as directed by the Headteacher/Head of School
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds (for Queen Elizabeth High School, especially to the rear of Technology/Music, the rear of Animal Care and the wood at the bottom of the school grounds)
- Available staff will begin a search of the area immediately outside of the school premises (and for Queen Elizabeth High School, the derelict council depot), and will take a mobile phone with them so they can be contacted
- The parents/carers of the pupil will without exception, always be notified where that child has or is suspected of having left site
- TCAT will attempt to contact parents/carers using the emergency contact numbers provided
- If the parents/carers have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted. In cases where there is a history of absconding then the police may be informed immediately at the discretion of a member of senior staff.
- The missing pupils Family Support Worker will formally complete a record of all circumstances leading up to the pupil going missing, which will form part of the evidence trail on CPOMS. The TCAT Education Welfare Officer will ensure all such instances are entered onto the CPOMS system
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents/Carers and any other agencies will be informed immediately when the pupil has been located

The Executive Headteacher/CEO or Headteacher/Head of School will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Conduct for Learning Policy for each school.

The Headteacher/Head of School will carry out a full investigation and will draw a conclusion as to how and why the incident occurred. A written report will be produced on CPOMS, and policies and procedures will be reviewed in accordance with the outcome where necessary.

14. Term-time leave

TCAT does not authorise requests for term-time absence for the purpose of holidays, all such absences will be recorded as unauthorised absence and will be subject to referral for penalty notices from the Local Authority. Parents and carers can submit a letter of mitigation to Headteacher/Head of School requesting either:

- The unauthorised absence be authorised due to exceptional circumstances, or
- The unauthorised absence will not be referred for a fixed penalty notice

Before deciding whether to authorise leave of absence and in consultation with the Headteacher/Head of School OR delegated member of SLT as delegated by the Executive Headteacher/CEO and in conversation with the Trust Education Welfare Officer they will consider:

- The impact on the pupils' academic progress of any absence
- The pupils' attendance over the academic year
- Whether the leave falls within any key stage national tests or exams

It should be noted that these factors alone are not a reason to grant exceptional term-time absence but may be a contributing factor to the decision taken. Such a decision made by the Headteacher/Head of School as delegated by the Executive Headteacher/CEO is final and not subject to appeal. Any request for mitigation of term-time leave must be made in writing to the Headteacher/Head of School with due regard to the conditions as set out in this policy.

The Headteacher/Head of School or delegated member of SLT, will report all requests for term-time leave and the decision with reasoning to the Executive Headteacher/CEO

Current levels of fixed penalty notice for term-time absence are:

A penalty notice is issued to each parent for each child.

A first penalty notice issued to a parent for a particular child will be charged at **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

If a parent receives a second penalty notice for the same child within a rolling three-year period, they will not be given the opportunity to pay the lower amount and will be required to pay **£160 within 28 days**.

A third penalty notice cannot be issued to the same parent for the same child within three years of the date the first penalty notice was issued. If the national threshold is met for a third

time, (or subsequent times), within the three year period, other action such as prosecution under Section 444(1) or 444(1) (a) Education Act 1996 will be considered.

There is no appeal against a penalty notice.

If you do not pay a penalty notice this may lead to legal proceedings under Section 444(1) Education Act 1996. If found guilty, parents/carers can be fined up to £1,000, ordered to pay local authority costs, a victim surcharge and would receive a criminal record.

15. Religious or Cultural observances

TCAT will take advice from local religious leaders of all faiths and leaders of communities such as GRT to establish the appropriate number of days required for religious or cultural festivals or observance. Parents/Carers must inform TCAT at least 7 days in advance if absences are required for days of religious or cultural observance. The day(s) of absence must be exclusively set apart for religious or cultural observance by the religious or cultural body to which the pupils' parents or carers belong.

16. Appointments

As far as possible, parents and carers should book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to Reception or notice given via the absence line.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent. Pupils will be expected to attend school before and after the appointment wherever possible. For example, in the instance where a pupil has an appointment at 11.00 am, attending school in the morning as normal will ensure they receive their am mark, being back in school before the register closes for the PM session will ensure they receive their PM mark.

17. Young carers

TCAT understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity, as well as throughout their time at the school.

TCAT will take a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

It may be necessary for the wellbeing of any pupil designated a young carer to build in flexibility to enable their attendance to school rather than prompt absence.

Responsibility for identifying and facilitating young carers within TCAT lies with Mrs K Lane who in her role as Executive Leader for Safeguarding and Inclusion will update the TCAT Education Welfare Officer and Head of School each time a young carer is identified or is no longer classified as such.

18. Exceptional circumstances

Exceptional circumstances, most usually affecting more than 1 pupil, will include when a pupil is unable to attend because:

- Transport provided by TCAT, the LA or parent is not available, and the pupils home is not within walking distance
- There has been widespread disruption to travel services which has prevented the pupil from attending
- The pupil is in custody and will be detained for less than four months

The use of the 'Y' code for exceptional circumstances will be collected in the school census for statistical purposes. The Executive Headteacher/CEO will take a decision as to the validity of use of the Y code in taking any decision to close or partially close any TCAT school after consulting the appropriate Headteacher/Head of School.

19. Referral for Fixed Penalty Notice or Prosecution

A referral and recommendation to enforce a Fixed Penalty Notice will normally be made by the TCAT Education Welfare Officer as delegated by the Executive Headteacher/CEO or delegated member of SLT after reaching a trigger point of 5 days (10 sessions) of absence designated as unauthorised. These sessions and/or days do not need to be in sequence.

Any decision to pursue a prosecution of parents will be taken by the local authority. In this instance, we will cooperate fully with such a prosecution and supply in a timely manner all requested documentation and records to support the case for prosecution.

20. Rewarding outstanding and good attendance

TCAT will acknowledge outstanding and improving attendance, these examples are not exhaustive, and indicate what may be used, each school may at times use any of the following or bespoke incentives. For details on the precise attendance rewards offered for an individual TCAT school please contact the Headteacher/Head of school directly via the school office.

- Use school rewards system to celebrate attendance of individuals, for example hot chocolate with the head teacher, raffle tickets for end of year draw
- Celebrating improved attendance (rather than just 100%) for individuals allowing recognition on individual situations
- School rewards for class attendance, for example popcorn and movie afternoon, invitation to a pizza party for good attendance over a half term
- Write to parents/postcard/email/ring to thank them for their support in increasing their child's attendance
- Book tokens, certificates and badges may be issued for outstanding/improved attendance

21. Monitoring and review

[illegible]

Attendance Intervention Review

AIR 1 Pupil Centred meeting (Secondary age only)

Attendees: _____ **date:** _____.

<u>Name of pupil</u>	<u>Current Attendance</u>	<u>Historical/contextual information</u> <u>SEND, PP, Health care plan...</u>	<u>Follow up required on:</u>
			<u>monitor</u>

<u>Comments and discussion</u>	<u>Identified Barriers</u>
I have met with this pupil to discuss their current attendance,	

<u>Outcomes and actions (if required)</u>	
<u>monitor</u>	
<u>Additional Single or Multiagency Involvement needed:</u> <u>NA</u>	<u>Referral actioned</u> <u>NA</u>

Attendance Intervention Review

AIR 2 Parent/Carer Centred meeting

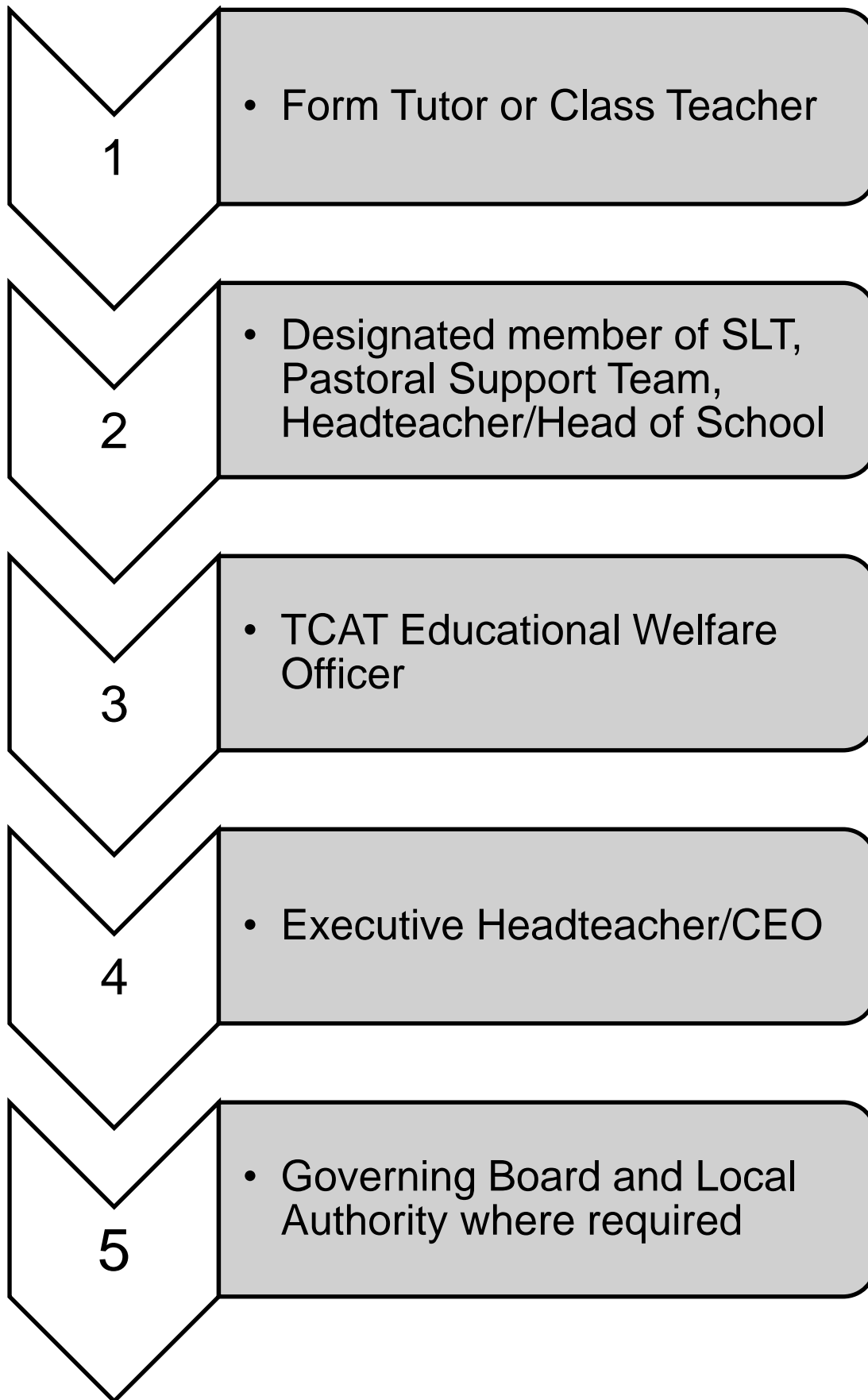
Attendees: _____ date: _____.

<u>Name of pupil</u>	<u>Current Attendance</u>	<u>Historical/contextual information</u> <u>SEND, PP, Health care plan...</u>	<u>Follow up required on:</u>
			<u>monitor</u>

<u>Comments and discussion</u>	<u>Identified Barriers</u>
--------------------------------	----------------------------

<p>I have met with this pupil and parents/carers to discuss their current attendance,</p>	
<p><u>Outcomes and actions (if required)</u> <u>monitor</u></p>	
<p><u>Additional Single or Multiagency Involvement needed:</u> <u>NA</u></p>	<p><u>Referral actioned</u> <u>NA</u></p>

Attendance Reporting Structure



Attendance Agreement Form (Secondary age only)

Pupil Attendance Agreement

I agree to attend school and understand the consequences I may face if my attendance drops below 100 percent. I will ensure that the school is made immediately aware of when I will not reasonably be able to attend and will give the school full details of my absence.

As a pupil at Queen Elizabeth High School, I am dedicated to:

- Being in attendance every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not missing school for trivial reasons.

Pupil name:	Date:
Form Tutor name:	Date:

Parental/Carer Attendance Agreement

I understand that it is my responsibility to send my child to school. I agree to send my child to school every day and understand the consequences if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent name:	Date:
Form Tutor name:	Date:

