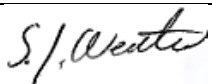





## Attendance and Punctuality Policy

This Policy will be reviewed on an annual basis

Policy approved by Governors on:	04/10/2022
Full Governing Body	05/12/2023 03/12/2024 24/03/2026
Signed	 Chair
Signed	 Headteacher
Date to be reviewed:	March 2027

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## Introduction

This policy should be taken and used as part of St Edmund Arrowsmith's Catholic High School's overall strategy and implemented within the context of our Mission Statement and Instrument of Government aims. St Edmund Arrowsmith recognises the clear link between the attendance and attainment of students.

The aim of this policy is to encourage the highest possible levels of attendance and punctuality for students within our School to support learning and achievement. The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our young people every day and provide an educationally safe and secure environment. To gain the greatest benefit from their education it is vital that all students attend regularly and on time. Students should aim to attend every day that the school is open.

We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%. As a school we define regular attendance as 97% or above. St Edmund Arrowsmith Catholic High School believes teachers, parents, carers, students and all members of our school community have an important contribution in improving attendance and punctuality ensuring students attend to achieve.

Excellent attendance and punctuality are key factors both in learning and raising achievement as well as being important for lifelong learning. For our students to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day unless the reason for the absence is unavoidable. It is therefore critical that parents and carers ensure their child attends school every day, on time.

The table below demonstrates the number of lessons missed when absent from school: -

<b>Percentage attendance</b>	<b>Number of days absence</b>	<b>Learning missed</b>	<b>Lessons missed over 5 years</b>
100%	0 days	0 lessons	0
97%	6 days	30 lessons	150 lessons
95%	9.5 days	48 lessons	240 lessons
93%	13 days	65 lessons	325 lessons
90%	19 days	95 lessons	475 lessons

These absences directly impact on progress '*... pupils with no absence are 2.2 times more likely to achieve 5+ GCSEs 9-4 or equivalent and 2.8 times more likely to achieve 5+ GCSEs 9-4 or equivalent including English and mathematics, than pupils missing 15-20% of Key Stage 4 lessons.*'

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## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Maximise the overall percentage of student attendance and punctuality at St Edmund Arrowsmith Catholic High School
- Reduce the number of students who are persistently absent and raise the profile of attendance and punctuality amongst the whole school community.
- Provide support, advice and guidance for parents, students and staff.
- Develop clear procedures for the maintenance of accurate registration for students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

## 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## 3. Roles and Responsibilities

Attendance is everyone's responsibility, all members of staff, parent/carers and students. To help us all focus on this, St Edmund Arrowsmith Catholic High School will ensure:-

- Appropriate interventions are in place to deter poor punctuality.
- An appropriate curriculum is provided and will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Students are provided with appropriate support to minimise disaffection from school. This includes St Edmund Arrowsmith Catholic High School support and multi-agency provision as appropriate.
- Students with SEND, Disadvantaged, Looked After students and other vulnerable groups are given appropriate support, and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and support provided.

- 
- Parents/carers are kept informed of students' attendance and punctuality through first day response, progress reports, individual letters and meetings when required.
  - Good attendance and punctuality is rewarded through regular student incentives.
  - Attendance and punctuality is regularly discussed with students in form time and at assemblies.
  - Staff attendance roles and responsibilities are clearly defined and all staff ensure these are followed.

#### **The Governing Board will: -**

- Promote the importance of school attendance and punctuality across the school's policies and ethos.
- Make sure school leaders in charge of attendance and punctuality fulfil expectations and statutory duties.
- Receive termly reports on attendance and punctuality.
- Regularly review and challenge attendance and punctuality data.
- Set realistic and challenging attendance and punctuality targets.
- Monitoring attendance figures for the whole school.

#### **The Headteacher**

The Headteacher is responsible for the: -

- Implementation of this policy at the school.
- Monitoring school-level absence and punctuality data and reporting it to governors.
- Supporting staff with monitoring the attendance and punctuality of individual pupils.
- Monitoring the impact of any implemented attendance and punctuality strategies.
- Issuing fixed-penalty notices, where necessary.

#### **The Designated Senior Leader responsible for Attendance and Punctuality**

The designated senior leader is responsible for: -

- Leading on the improvement of attendance and punctuality across the school. This will include analysing current and future data to create a clear vision and series of specific strategies to encourage the full attendance of all pupils.
- Evaluating and monitoring expectations and processes by liaising closely with the Attendance Officer, Directors of Learning and pastoral hub.
- Leading fortnightly pastoral hub meetings where attendance issues are discussed.
- Having an oversight of data attendance figures and sharing such data with all relevant stakeholders.
- Ensuring appropriate individual support is given to pupils and families, including those in vulnerable groups, to minimize absence from school. This will include accessing St Edmund Arrowsmith internal support and that of external agencies.
- Promoting a positive relationship with parents/carers
- Overseeing the arrangement of all calls and meetings with parents to discuss attendance issues.
- Overseeing the rewarding of pupils for excellent attendance through regular school incentives.
- The designated senior leader responsible for attendance is Annemarie Doolan and can be contacted via 01942 728651.

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## **The Attendance Officer**

The Attendance Officer is responsible for:

- To input and monitor attendance daily. This will necessitate contact with pupils, parents and developing good working relationships with outside agencies.
- To be responsible for the attendance record keeping systems and processes associated with Arbor.
- To ensure all registers are updated, including Fire registers in a timely manner.
- To be responsible for ensuring communications are despatched to parents, notifying them of unreported absences from school via Arbor.
- Attend pastoral hub meetings to discuss attendance issues with DoLs/Attendance SLT Lead.
- Communicate attendance issues with all members of staff.
- Ensure work is provided to those appropriate pupils who are absent from school. Catchup work may not be appropriate for all pupils and DKE will relay that information to all staff via Arbor.
- To liaise with the EWO with referrals of persistent absenteeism below 90% across the key stages. This may include home visits or meetings in school with parents/carers.
- To celebrate and reward attendance across the school by liaising with the DoL of the relevant year group.
- To lead in the development, implementation and monitoring of systems relating to attendance. (See Appendix 2).
- To organise the compilation, analysis and reporting of attendance and exclusion statistics and deal with all related correspondence and communication. This will include responding to requests for statistical information from SLT, the DfE and local authority.
- To liaise with partner primary schools, where appropriate, and other relevant bodies to gather pupil information relating to attendance, to ensure a smooth transition between KS2 and KS3.
- To attend external meetings on behalf of the school supporting students and parents.
- To liaise with the Local Authority and other outside agencies as appropriate to ensure integrated working practices.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc in order to be able to offer informed advice to parents, school staff and others.
- To liaise with the pastoral Deputy Headteacher, designated SLT Attendance Lead and Assistant Headteacher for context groups, in relation to the attendance and welfare of individuals and core vulnerable groups of students
- To maintain accurate, confidential, and up to date documentation on all cases of safeguarding and child protection
- Foster positive working relationships with pupils and their parents/carers

## **Director of Learning (DoL)**

DoL's will oversee the attendance and punctuality of all pupils in their year group: -

- Liaise weekly with the Attendance and Punctuality Improvement Officer and SLT link to secure improvements in attendance and punctuality.
- Promote a culture where pupils/families understand the importance of attendance at school.
- Oversee the registration process and ensure that registers are completed accurately.
- Instil in pupils a sense of personal responsibility for attending school every day and on time.
- Foster positive working relationships with pupils in their Year group and their parents/carers
- Analyse attendance and punctuality data to identify patterns and causes of absence and lateness. Findings should then be followed up with an action plan.

- 
- Where appropriate work in close cooperation with external agencies to secure improvements in attendance and punctuality
  - Work with Attendance Officer to ensure identified pupils and their parents/carers receive appropriate guidance and support.

### **Form Teachers**

Form tutors (FTs) will: -

- Ensure the register for morning registration is taken accurately on Arbor in accordance with Pupil Registration Regulations.
- Impress upon pupils and their parents/carers the importance and value of regular attendance and excellent punctuality.
- Ensure pupils are fully aware of the attendance and punctuality procedures operating in school.
- Monitor attendance within their form group and intervene with individual pupils whose attendance and punctuality are a cause for concern.
- Liaise with Director of Learning/Attendance Officer to follow up any unauthorised absence.
- Liaise with Director of Learning, SLT and the Attendance Officer regarding attendance and punctuality issues.

### **Subject Teachers**

The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance. An appropriate curriculum is provided and will be reviewed regularly.

- Class teachers are responsible for recording attendance on a daily basis in each lesson and submitting this information to the school office by the end of the session.
- Class teachers are responsible for alerting the pastoral hub to pupils who may be missing from their lesson.
- Responsible for sanctioning pupils who may arrive late to lesson with an appropriate reason.
- Class teachers are responsible for providing catchup work to those pupils absent from school for a significant length of time. Please follow these guidelines
  1. If a child is absent from school for five or more days, school should provide the pupil with work to complete at home.
  2. DKE will alert staff to this expectation via Arbor.
  3. All class teachers will use SENECA as the platform for home learning.
  4. Work to be completed on this platform should then be emailed to parent/carer and pupil via Arbor. Additional worksheets should be uploaded via the platform.

This should be communicated via Arbor.

Class teachers are responsible for ensuring pupils are informed about missed work should they be absent from school for any length of time.

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## Administrative Staff

Administrative staff will: -

- Support the Attendance Officer in ensuring all morning and afternoon registers have been completed accurately.
- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the Attendance Officer in order to provide them with more detailed support on attendance.
- Assist the Attendance Officer/Directors of Learning in ensuring pupils follow correct procedures when arriving after 8.35am and leaving before 3.05pm.
- Report attendance and punctuality concerns/issues to the relevant Form tutor/Director of Learning/Attendance Officer.

## Parents/Carers

Parents/Carers are expected to: -

- Make sure their child leaves home in time for school.
- Ensure their child attends school regularly.
- Instil the value of education and encourage regular attendance and excellent punctuality.
- Take a positive interest in their child's learning and reinforce the importance of regular attendance in fulfilling potential.
- Support the school's policies and procedures regarding attendance and punctuality.
- Arrange medical and other appointments, wherever possible, outside school hours.
- Inform the school at the earliest opportunity if their child is experiencing difficulties that could affect their attendance and punctuality.
- Avoid taking their child on holiday during term time. See appendix 3
- Complete a leave of absence (LOA) request form should there be an occasion when their child is absent from school for any reason other than illness/appointment.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Ensure that work sent home is completed. Work will be communicated via Arbor.

## Pupils

This table displays the timings of the school day. A register will be taken in all of the teacher-led sessions. Pupils should be in their designated teaching zone as expected from the timings below: -

Registration	Pupils arrive at school for <b>8.35am</b> . Registration will begin at <b>8.40am</b> Registration will end at 8.55am
Lesson 1	Begins at 8.55am and ends at 9.55am
Lesson 2	Begins at 9.55am and ends at 10.55am
Break	10.55am – 11.10am
Lesson 3	Begins at 11.10am and ends at 12.10pm
Lesson 4	Begins at 12.10pm and ends at 1.10pm
Lunch	1.10pm – 2.00pm
Lesson 5	2.05pm and ends at 3.05pm

- 
- Attend regularly unless they are ill or have an authorised absence – they should aim to achieve 100% attendance.
  - Arrive on time for morning registration and all lessons, ready to learn with all necessary equipment.
  - Make a determined effort to catch-up on any work missed due to absence. If a pupil is missing for five days, the class teacher will email work via Arbor as is school policy.
  - Discuss with a member of staff any problems that may affect their attendance and punctuality.
  - Cooperate fully with staff whenever sanctions are given relating to attendance and punctuality.
  - Report to Reception if arriving or leaving at any time during the school day (after 8.35am & before 3.05pm).

Recognition for pupils who have consistently good attendance will be as follows: -

1. Weekly praise for form group with the highest attendance rate.
2. Half-termly prize given to form class with highest attendance rate and recognition in year group Rewards Assembly.
3. Half-termly postcards/email of praise sent to pupils with 100% attendance.
4. Certificate presented to those pupils who have 100% attendance at the end-of-year Awards Assembly.
5. 'Beat the Queue' pass for improved attenders.
6. Celebration breakfast with MDU.
7. Recognition of healthy attendance and punctuation with the Dumican dollar initiative.

#### **4. Recording Attendance**

Attendance register

- Class registers will be taken at the beginning of every lesson.
- We will keep an attendance register and place all pupils onto this register.
- We will take our attendance register at the start of the first session of each school day (approximately 8.40am) and once during the second session (2.05pm). It will mark whether every pupil is:-
  1. Present
  2. Attending an approved off-site educational activity
  3. Absent
  4. Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:-
  1. The original entry
  2. The amended entry
  3. The reason for the amendment
  4. The date on which the amendment was made
  5. The name and position of the person who made the amendment

*See Appendix 1 for the DfE attendance codes.*

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We will also record:-

1. Whether the absence is authorised or not
2. The nature of the activity if a pupil is attending an approved educational activity
3. The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

## 5. Attendance and Punctuality Procedures

*Procedures to be followed by parents/carers/pupils when absent from school or requesting absence from school: -*

### 5.1 Planned absence:

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

This is the agreed procedure: -

- Parents should notify school via letter/email or Arbor, alerting them to the upcoming appointment.
- On the morning of the appointment, pupils should go to the Attendance Office and request a permission slip to leave school.
- They should carry this permission slip with them until the agreed time to leave school.
- Pupils should show this permission slip to the relevant class teacher and then leave class.
- Pupils should then go to reception and sign out.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### 5.2 Planned long-term absence:

**Approval for term-time absence:** The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, in accordance with any leave of absence request form, accessible via website or Attendance Officer. The Headteacher may require evidence to support any request for leave of absence.

Amendments have been made regarding holiday requests. Please see Appendix 3.

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### 5.3 Unplanned absence:

#### **If your child is ill parents/carers should: -**

- Inform the school on the first day of absence and before 9.30am if their child is unable to attend and give an indication as to their likely return.
- Contact school through Arbor.
- If this function is unavailable, parents/carers should email reception.
- Provide a satisfactory explanation for the child's absence from school
- If a text message is received as a result of your child's absence it is important that you respond to this text to ensure your child is appropriately safeguarded.

In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of 3 emergency contact details be provided)

### 5.4 **Procedures which school will follow if an unplanned absence arises:    If a student is absent school will:**

- Telephone or text Parent/Carer on the first day of absence if we have not heard from them by 9.30 am.
- We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carers to provide 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/carers will be notified of this in advance.

### 5.5 Missing from Education

Holiday return to school.

- If a pupil does not return to school after a school holiday, and parents do not make contact with school/respond to communication from school, a home visit will be made instantly.

#### 1 - 2 Days:

- If there are safeguarding concerns, contact will be made with the family as soon as possible. Where there are serious concerns, a home visit will take place as a matter of urgency. External agencies will be contacted immediately.
- If parents/carers do not make contact with school when their child is absent from school, school will continue to text/phone the family dwelling on a daily basis.

#### 3+ Days:

- If no response is received after three days unauthorised absence, school will organise a home visit as a matter of urgency on the morning of day 3.
- If a student's absences are increasing and school is not aware of a good reason the parent/carers will be invited to meet an appropriate member of staff in school.
- If absences persist a representative of the school will discuss actions with the Education Welfare Officer. See Appendix 2.

5.6 Persistent Absence:

Persistent absence is defined as any child whose cumulative attendance is 90% or below at any point in the school year. This level of absence has the potential to hinder the progress of pupils and school will issue sanctions accordingly.

St Edmund Arrowsmith may use Penalty Notices at the discretion of the Headteacher. However, this will only take place following a series of supportive interventions to help improve the child's attendance. (Appendix 2)

5.7 Lateness and Punctuality:

A pupil who arrives late:-

- Before the register has closed but before lesson 1 will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

5.8 Missing from Lesson:

Should a child not arrive to lesson, despite being marked present in previous lessons, the following procedure should be followed.

- Staff member reports missing child to Pastoral Hub vis email.
- Pastoral Hub will then liaise with AO/reception to see if child has gone home.
- If the child has not left the school building, the pastoral hub staff will then conduct a search in school.
- If a child leaves the school building, parents will be contacted in the first instance.
- If the student cannot be contacted or located within 15mins, the child will be reported missing to the police by the school.
- If a child tries to leave the school building, we will try to encourage them to stay but will not physically restrain them from leaving.

5.9 Reporting to Parents/Carers:

The school will regularly inform parents about their child's attendance and absence levels.

- Half-termly data reviews (Attendance Certificates) all display attendance data for individual pupils.

A snapshot of the certificate is as follows:-

Summary (04 Sep 2023 - 02 Sep 2024)						Including					
Attendances	66	100.0%	Approved educational activity	0	0.0%						
Authorised absences	0	0.0%	Late before register closes	0	0.0%						
Unauthorised absences	0	0.0%	Late after register closes	0	0.0%						
Possible attendances	66		No reason given	0	0.0%						

w/c	Mo	Tu	We	Th	Fr	w/c	Mo	Tu	We	Th	Fr
04 Sep 2023	##	/\	/\	/\	/\	11 Mar 2024	--	--	--	--	--
11 Sep 2023	/\	/\	/\	/\	/\	18 Mar 2024	--	--	--	--	--
18 Sep 2023	/\	/\	/\	/\	/\	25 Mar 2024	--	--	--	##	##
25 Sep 2023	/\	/\	/\	/\	/\	01 Apr 2024	##	##	##	##	##
02 Oct 2023	/\	/\	/\	/\	/\	08 Apr 2024	##	##	##	##	##
09 Oct 2023	/\	/\	/\	/\	/\	15 Apr 2024	--	--	--	--	--

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## 6. Strategies for Promoting Attendance

- Profiling attendance in year group assemblies and promoting the importance of attending school.
- All form tutors will discuss the importance of attendance and punctuality in registration.
- Providing rewards for excellent attendance and punctuality.
- Producing weekly attendance and punctuality analysis of attendance and punctuality patterns for the whole school.
- Close monitoring of pupils with attendance and punctuality issues.
- Providing guidance and support to parents/carers
- Providing early intervention for pupils/parents and carers.
- Sharing pupils' individual attendance data with parents/carers termly.

## 7. Attendance Monitoring

### Staged Action Planning

The Attendance Officer WILL monitor attendance daily but will meet with the Pastoral Hub weekly to discuss attendance and other pastoral issues. The Attendance Officer will share attendance data for previous week and discuss issues. The DoL will share findings with year team via onenote.

#### 7.1 Stage One (In School)

A pupil has been identified with concerns regarding his/her attendance at school. (**Attendance figure below 95%**). The Attendance Officer will share information with the Director of Learning at the fortnightly pastoral hub meeting. This information will then be shared with Form Tutor who will in turn highlight concern with pupil and parent. Form tutors should speak directly to the child about reasons for absence to ensure appropriate support can be provided.

The Attendance Officer will send a letter to parents/carers.1`

VP (Veritable Proof) list created. Pupils assigned to this list do so because of:

- A child was originally on the list due to attendance concerns from the last academic year and their current attendance rate has fallen below 95% since the beginning of this academic year.
- A child wasn't on the original VP List, but their attendance has fallen below 90% since the beginning of this academic year.

The pupil's attendance and punctuality will be monitored.

#### 7.2 Stage Two (Consultation)

If the pupil's attendance continues to be of concern (attendance rate below 90%), the pupil's name is entered onto a "list of concern" for discussion between nominated members of school staff and Attendance Officer at planned liaison meetings. An action plan is then created.

The Attendance Officer will liaise closely with family. Pupils may be referred to Inclusion Team or if a pupil is Pupil Premium, they will be assigned to relevant key stage LDL.

Parents/carers will be invited into school to discuss attendance issues. Pupil's attendance will be closely monitored.

### 7.3 Stage Three (Referrals)

Attendance continues to be a concern. Attendance Officer will liaise with EWO and arrange for home visits. A further Action Plan will then be formalised.

Referrals to external agencies may be required. Close monitoring of pupils will continue.

It is paramount that positive relationships are maintained between school and home, however if attendance does not improve, then school will begin the fixed penalty process.

Attendance category	Description	Action	Attendance stage
A Good attenders	Those with cumulative 97%+ attendance	No action required but attendance will continue to be monitored.	N/A
B Regular attenders	Those who have between 95% to 97% attendance	Pupil will be monitored because they drop below 97% threshold. Information shared with DoL and FT. Conversation with pupil regarding importance of attending school.	N/A
C Attender concern	Those pupils who drop between 95% to 90% attendance or who had an attendance rate below 90% the previous year.	AO will share information with DoL/FT. Parents contacted and attendance monitored. Pupil assigned to VP list if appropriate.	Stage one.
D Persistently absent	Those pupils whose attendance drops below 90%.	Pupil's name is entered onto a "List of Concern". Discussion had with SLT link. Action plan created. Parents invited into school. Attendance monitored.	Stage two
E Severely absent	Those pupils with continued attendance concerns. The attendance rate may be below 50%.	AO liaise with EWO. A further action plan created. Referrals to external agencies made if required. Fixed Penalty process may begin.	Stage three

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## 8. Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:-

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 9. Pupils accessing Alternative Provision

The attendance of pupils who are accessing an alternative provision placement will be checked daily.

Placement visits will take place half-termly.

Pupils who are not attending school but are accessing external tutoring will receive regular contact from school including a fortnightly home visit.

## 10. Links with other Policies

This policy links to the following policies:

- Safeguarding Policy
- Achievement and Behaviour Policy
- Equality & Diversity Policy.

## **Appendix 1: Attendance Codes**

Appendix 1: attendance codes

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

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
<b>K</b>	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
<b>V</b>	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
<b>P</b>	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>W</b>	Attending work experience	Pupil is on an approved work experience placement
<b>B</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
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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

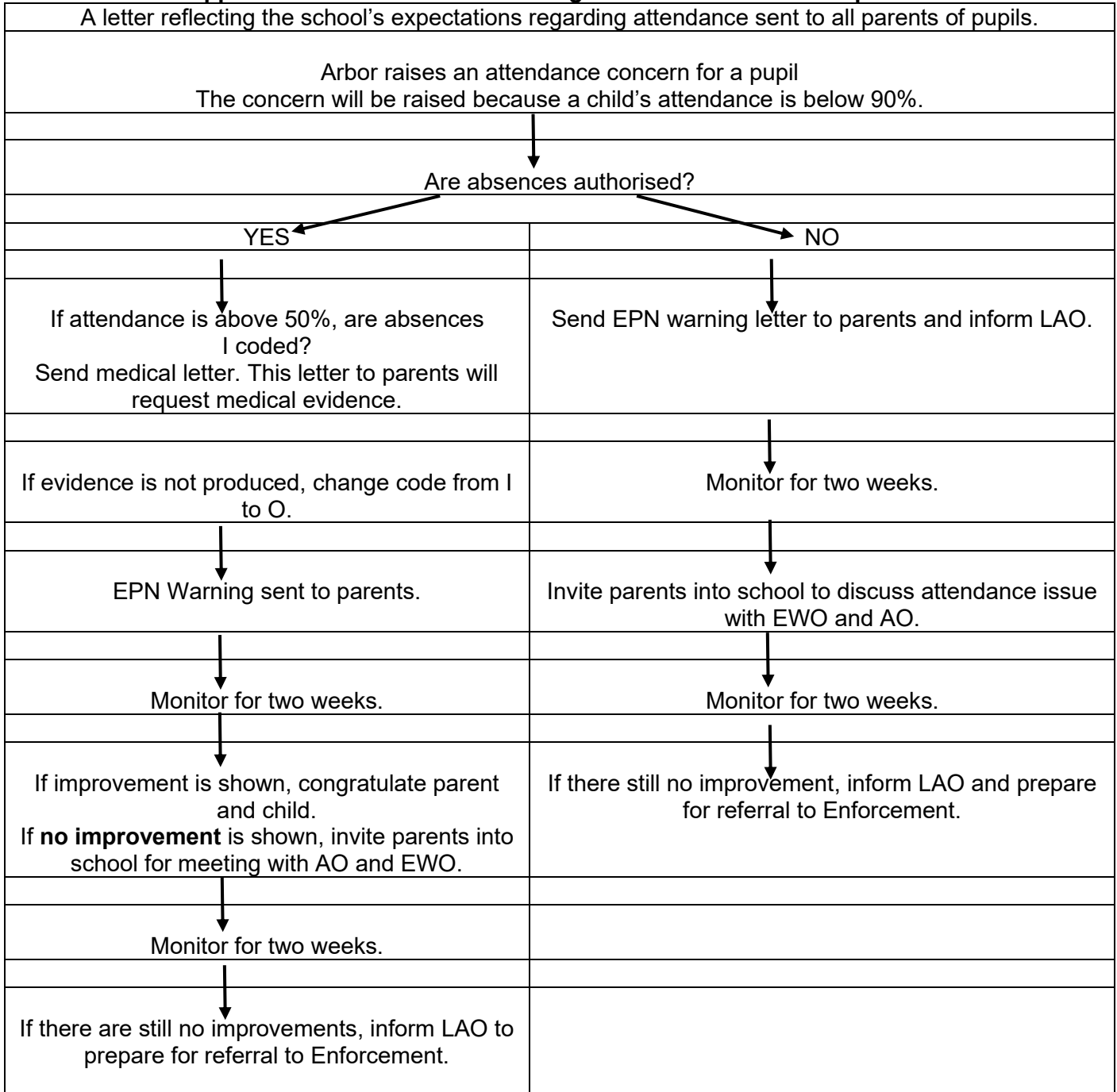
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2

### PENALTY NOTICES

**This is the approach school will take following a series of actions to improve attendance**



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## Appendix 3: New amendments 2024

Holiday Requests.

Dear Parents and Carers,

### **IMPORTANT CHANGES TO THE LAW REGARDING PENALTY NOTICES FOR UNAUTHORISED ABSENCE FROM SCHOOL**

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, is being introduced following changes to the law. These new Government regulations will come into effect from 19 August 2024, and we wanted to bring this to your attention now, as it will affect when penalty notices are issued in Wigan.

In line with the Working together to improve school attendance (applies from 19 August 2024)(publishing.service.gov.uk), Wigan Council will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate, and parents/carers are encouraged to communicate with the school should any support be required to improve attendance. Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

#### **What are the changes?**

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
3. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them. Please be aware that Education Penalty Notices can also be issued if your child persistently arrives late for school after the close of registration at 9.30am (10 U codes within a rolling 10 school week period).

We would like to thank parents and carers for their support in making sure that children do not miss any learning time.

Yours sincerely,

**Catherine Pealing**  
**Assistant Director**