

Three Counties Academy Trust



Attendance Policy

#SG29

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Statement of intent

Three Counties Academy Trust (TCAT) believes 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 for no 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 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
- 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:

- 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 address 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

- Where designated, taking the attendance register at the relevant times during the school day

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 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 TCAT with more than one emergency contact number
- Updating TCAT if their details change
- The attendance of their children at school
- Promoting good attendance with their children
- Working constructively with the TCAT 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 seek to see attendance rates at 95% or higher for secondary age pupils and 96% or higher for primary age pupils, and employ a banded approach to attendance classification as follows:

% 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
0.00-89.99%	Very Poor

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:

- 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, TCAT 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. Contact can also be made by emailing the TCAT Education Welfare Officer, Mr R Jones on rjones@queenelizabeth.hereford.sch.uk. Alternatively, parents or carers may call into school

and report to school Reception where arrangements will be made to speak to a member of staff when explaining the reason for the absence.

A telephone call by the TCAT Education Welfare Officer or a designated member of Associate Staff will be made to the parent or carer of any pupil who has not reported their child's absence by 9.15am on the first or any subsequent day that they do not attend school. In the event of no contact through that call a digital message will be generated. If there has still been no response by 10.00am then the TCAT Education Welfare Officer will 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 TCAT 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, the TCAT Education Welfare Officer will arrange a formal meeting with the pupils' parent or carer and sustained 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

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:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma, and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Student not on admission register

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 should 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 they are showing patterns of poor attendance or are persistently absent, pupils will be referred to the TCAT Education Welfare Officer who, for secondary age pupils will attempt to resolve the situation through use of an Attendance Intervention Review 1 (AIR 1). If in line with internal procedures, attendance does not improve, or the pupil is a primary age pupil, then 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 regularly to ensure that intervention is delivered quickly to address absence and will provide weekly reports to staff across TCAT 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 are marked by 8:55am when Form Time ends. Pupils will receive a late mark (L) if they are not in their Form Room by 8.45am 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 8:55am 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 (O), amended to (U) if arriving after 9.15am but before the session closes

- After lunch, registers are marked by 1:30pm. Pupils will receive a late mark if they are not in their classroom by this time
- The register closes at 1:40pm. Pupils will receive a mark of absent if they are not present, initially as a mark of (O), amended to (U) 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)

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)
- 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 (O), amended to (U) 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)

Bredenbury Primary School

The school day starts at 8:45am gates open. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Registers are marked by 9.00am. Pupils will receive a late mark (L) if they are not in their Form Room by 9.00am.
- The register closes at 9:15am. Pupils arriving between 9.00am and 9.15am should report directly to the Reception and issued with a late mark (L) and minutes late recorded. Pupils will receive a mark of absent if they do not attend school before this time, initially as a mark of (O), amended to (U) if arriving after 9.15am but before the session closes
- 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 (O), amended to (U) if arriving after 1.40pm but before the session closes. Pupils arriving at school for the first time that day between 1.40pm and 3.20pm should report directly to Reception before proceeding to their class and will be issued with a late mark after registration has closed (U)

Stoke Prior Primary School (after conversion Autumn Term 2023)

- Details to be confirmed on conversion

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, excessive holidays in term-time 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 requires parents to observe the school holidays as prescribed. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

Before deciding whether to authorise leave of absence and in consultation with the TCAT Education Welfare Officer, the Headteacher/Head of School as delegated by the Executive Headteacher/CEO 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 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, will report all requests for term-time leave and the decision with reasoning to the Executive Headteacher/CEO at regular intervals.

Examples of exceptional circumstances where leave **may** be granted during term time may include

- The funeral of parent, grandparent, or sibling. The Headteacher/Head of School will use their discretion having heard from parents/carers about travel and funeral arrangements and considering the distance to be travelled
- Sudden loss of housing through eviction or domestic violence, up to a maximum of 3 days
- Serious illness of a close relative, only if the Headteacher/Head of School is satisfied that the circumstances are truly exceptional and would result in significant hardship or emotional harm to a pupil in denying such a request
- Out of school programmes such as music, arts, or sport operating at a high standard of achievement, usually as national representatives
- Time-off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service, for example Christmas Pantomimes where official requests are made
- Weddings of parents and siblings. Most weddings can be arranged at weekends or during school holidays; however, we acknowledge that there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave should only be authorised for this purpose when the Headteacher/Head of School is satisfied that there is a persuasive reason for holding the wedding during term time. In difficult family situations the Headteacher/Head of School may use their discretion in granting leave, for example where natural parents are separated, and in new relationships and it may cause a pupil further difficulty if they are excluded from a wedding due to leave not being granted. Each case should be addressed on its individual merits, considering the overall welfare of the pupil

Examples of circumstances NOT considered as exceptional include but may not be limited to:

- Holidays abroad for the purpose of visiting a sick relative, except where that person is seriously ill, or it may reasonably be expected that it is the last opportunity to visit that relative that the pupil may have. Medical evidence may be requested
- Pilgrimages by parents (e.g., Hajj). These are rare but can result in children being away from school for significant periods of time (at least 5 days). They are not regarded as exceptional as children themselves do not perform Hajj, but tend to travel with their parents when they go
- Holidays taken in term time due to lower cost or parental work commitment. We understand the nature of the employment of many parents/carers at schools can be seasonal, for example agriculture or country management, however regrettably, we are not able to authorise requests for term-time leave to facilitate family holidays in

these circumstances, the only exception will be for serving military families where leave is determined by their terms of service, and such requests will normally be granted

Additionally, requests for leave will not be considered in the following circumstances:

- During transitional years when a pupil is settling into the school, unless exceptional circumstances apply
- Immediately before and during assessment periods in any Year Group
- When a pupils attendance record shows any level of unauthorised absence in the previous 12 months
- Where a pupils authorised absence record is already above 10% for any reason classifying them as PA or at risk of PA and where granting leave would mean the pupil would irrecoverably be classified a persistent absentee for the academic year

In any of the circumstances listed above term-time leave will be marked as unauthorised and may result in the request to issue a fixed penalty notice.

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

- Each parent fixed penalty notice of £60
- This rises to £120 per parent if unpaid within 21 days
- If unpaid after 28 days, you may be prosecuted for your child's absence from school
- If prosecuted parents/carers could get a fine of up to £2,500, a community order or a jail sentence of up to 3 months. The court also gives you a Parenting Order

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 will be encouraged to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card will be sent to Reception.

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.

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 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 attendance in the following ways:

- Any pupil securing 100% attendance for their duration at a TCAT school receives a bespoke award in their final year and for secondary age pupils £50 in store vouchers
- Any pupil securing 100% attendance in a single year will receive a year coded enamel lapel badge at end of year awards
- In Year 11, pupils who achieve 100% attendance and attend all examinations as required will receive a 100% refund on their "Hoodie" purchase if they bought one
- Inter Form/House attendance competitions, adjusted to take account of pupils with medical conditions that would adversely affect their attendance

- For pupils with medical conditions that would preclude them obtaining 100% attendance, those absences covered by a valid medical reason will not count against them allowing them to achieve 100% attendance on those days that they could have attended school
- For pupils with a fully authorised reason such as a performance absence or competition absence that would preclude them from obtaining 100% attendance, those absences covered by a valid authorised reason will not count against them allowing them to achieve 100% attendance on those days that they could not have attended school

Good attendance and punctuality will be rewarded in the following ways

- Pupils who achieve 100% attendance each term will receive an entry ticket into an end of year prize draw for a family day trip to a UK Theme Park or attraction
- For pupils on an AIR 1 or AIR 2, improved attendance following intervention will be acknowledged. If 100% attendance is maintained for a two-week period following an AIR 1 or AIR 2 then a small pre-agreed reward can be issued by the TCAT Education Welfare Officer
- In Year 11, pupils who achieve at least 95% attendance and attend all examinations as required will receive a 50% refund on their "Hoodie" purchase if they bought one
- As with outstanding attendance, pupils with medical conditions that would preclude them obtaining 100% attendance for the points above and where those absences are covered by a valid medical reason will not count against them allowing them to achieve 100% attendance on those days that they could have attended school
- As with outstanding attendance, for pupils with a fully authorised reason such as a performance absence or competition absence that would preclude them from obtaining 100% attendance, those absences covered by a valid authorised reason will not count against them allowing them to achieve 100% attendance on those days that they could not have attended school

School trips and events will be considered a privilege. Where attendance drops below 90%, these privileges may be taken away. Specifically:

- In Year 11, attendance below 90% may lead to an invitation to the school Prom being withdrawn
- Residential leisure/entertainment trips which are not linked to end of year arrangements and/or are not part of the accepted curriculum of study may not be permitted for pupils who fall below 90% attendance where the majority of non-attendance is designated as unauthorised

21. Monitoring and review

Attendance and punctuality will be monitored throughout the year. TCAT's attendance target is 95% at secondary level and 96% at primary level. Full details of TCAT's absence levels can be supplied on request by the TCAT Education Welfare Officer, Mr R Jones rjones@queenelizabeth.hereford.sch.uk.

This policy will be reviewed every 3 years by the Executive Headteacher/CEO and TCAT Education Welfare Officer or earlier if national guidance requires it. The next scheduled review date for this policy is 31st August 2026.

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

Signed by:

_____ Executive Headteacher/CEO Date: _____

_____ Chair of Governing Body Date: _____

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</u>
<u>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

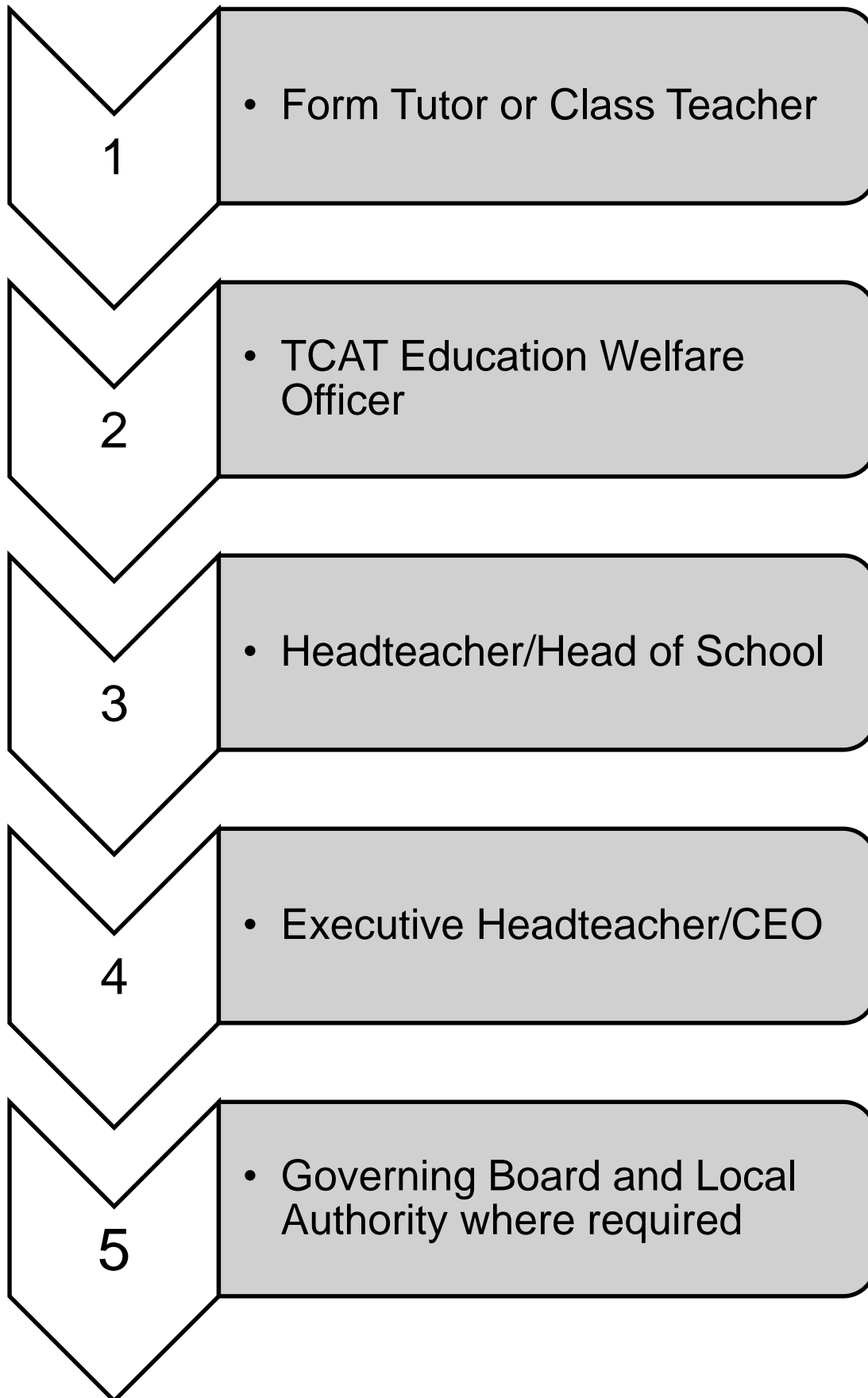
AIR 2 Parent/Carer Centred meeting

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</u>
<u>Barriers</u> I have met with this pupil and parents/carers 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 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:

