



# Steel City

## Schools Partnership

# Attendance and Punctuality Policy

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### 1. Aims

Steel City Schools Partnership (SCSP) is committed to maximising educational opportunities and achievement for all children. For children to gain the best from their time at SCSP, it is vital that they achieve excellent attendance and punctuality. We expect children to attend school and that parents support us in ensuring their children come to school on time and ready to learn. We strive for 100% attendance for all children. SCSP actively promotes good attendance and discourages unjustified absence.

School attendance is mandatory during term times for children of compulsory school age. This means pupils must attend school with the expectation that attendance will be 100%. Attendance lower than 90% is of concern and all Trust schools should have clear processes to communicate

with parents/carers when there is irregular attendance, to seek return to school. SCSP works with families and other agencies to support all children to meet our attendance expectations.

SCSP acknowledges and celebrates good attendance and improvements made. This may include in-school praise and rewards, as well as communicating with parents and carers as part of our aim of working together to ensure good attendance.

## **2. Guiding Principles**

- Each school within SCSP emphasises that it is the responsibility of everyone to improve attendance and punctuality.
- SCSP needs to ensure that all its children access a full-time education which meets their needs and allows all to realise their potential.
- Each school will strive to provide a safe and caring environment where each child can engage in all opportunities offered.
- Each school will work with children and their families to ensure every child has good attendance and punctuality.
- Each school will work with children and their families to foster good attendance habits from an early age.
- Each school will challenge the behaviour of those children and parents/carers who give a low priority to attendance and punctuality.
- Each school has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- Each school will continue to develop ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.
- Each school will support all aspects of the *Education Act 1996* and the *Children's Act 2003: Every Child Matters* by implementing this policy in a consistent manner.

## **3. What You Can Expect from All Schools within Steel City Schools Partnership**

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will build strong relationships with families to ensure pupils have the support in place to attend school.
- We will support children to achieve good attendance and punctuality.
- We will support children returning to school after prolonged absence.

## **4. Registration**

Registration times are individual to each school. Please refer to [Appendix 3](#).

- The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session.
- Children are expected to be in their classrooms by the school start time in order to be ready for the start of the registration period and lessons thereafter.
- After registration has closed (25 minutes after the start of school), children will be marked as unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the DfE Attendance and Absence Codes (see [Appendix 1](#)).

## 5. Punctuality (Lates)

Persistent late attendance to school causes difficulties for children who are regularly late. The start of the school day is an important time to welcome children into school and make sure they are ready to learn. Children who arrive late can become anxious having missed the social start to the day with their friends, as well as missing out on important learning.

Timings of the school day are individual to each school. Please refer to [Appendix 3](#).

- Any child arriving after the school start time will be classed as late and will be required to enter through the main school entrance. The time of arrival and reason for arriving late will be recorded. Any child arriving late will receive a late mark in the register.
- Repeated lateness will be reported to parents/carers.
- Repeated lateness after the register has closed (25 minutes after registers are opened) may be dealt with in the same way as absence. Parents/carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court.

## 6. Reporting Absence

Parents/carers should contact the school office by telephone on the morning of the absence (preferably before 9am), giving a reason and an expected date of return. Parents/carers should contact the school on each day of absence.

## 7. Authorised/Unauthorised Absence

There are two types of absence: authorised and unauthorised. Parents/carers may not authorise absence; only the school can do this.

**Authorised absences** are mornings or afternoons away from school for an acceptable reason, for example:

- genuine illness
- evidenced doctors/dentist appointments that fall unavoidably within school time
- emergencies or other unavoidable causes
- Term time leave granted by the Headteacher

**Unauthorised absences** are those which the school does not consider to be reasonable and for which 'no leave' has been given. This includes (but are not limited to):

- parents/carers keeping children unnecessarily off school
- truancy before or during the school day
- absences that have not been explained directly to the school
- children who arrive at school after the morning registers are closed
- shopping, looking after children or birthdays
- day trips and holidays in term time.

Unauthorised absences will be monitored closely by school and support will be offered to families for any issues that are preventing the child's full attendance.

Where the school has a genuine concern or reasonable doubt about the authenticity of absences school may request medical evidence in order to prevent further unauthorised absences being recorded.

If unauthorised absences persist, however, it may be necessary to enforce attendance through legal intervention (Fixed Penalty Notices and/or prosecutions) which may result in a fine, or in extreme cases, imprisonment.

## **8. Medical and Dental Appointments**

Routine medical/dental and other appointments should always be arranged out of school hours wherever possible. Children should, where practically possible, come to school before a medical or dental appointment, sign out and return to school after the appointment, in order to minimise the amount of lost learning. In order for the absence from school to be authorised, evidence of the medical appointment will be requested and parents/carers will be asked to complete an appointment request form. Schools will not normally authorise a full day for a medical appointment.

## **9. Religious Observance**

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows: "Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals." If the religious body has not set the day apart, there is no requirement for the school to approve the absence or grant leave of absence. Individual religions and their religious observance are too numerous to detail in this document. Parents/carers should contact the school to request leave of absence for all religious observance.

## **10. Leave of Absence during Term Time**

Any absence interrupts the continuity of a child's learning. Government Legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are strongly urged not to take children out of school for holidays during term time. Even where the circumstances are considered exceptional, please be aware that:

- A request will not be authorised during statutory test periods.
- A request will not be authorised during the first half-term of the academic year (September and October).
- A request will not be authorised for any child in Year 6.
- A request will not be authorised where a previous holiday has been taken.

It is expected that a *Notification of Term Time Leave* form is submitted to the school at least four weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form and any supporting evidence submitted. Schools will only respond to a request for term time leave if the leave is granted, and therefore authorised.

The school has the right to make a request to the Local Authority to issue a Fixed Penalty Notice for parents/carers who insist on taking their children out of school without authorisation. Penalties are £120 (if paid between 21 and 28 days) or reduced to £60 (if paid within 21 days). Each parent/carer can be issued with a penalty notice, one per parent, issued separately. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any child taking leave of absence without prior notification to the school.

## 11. How We Respond to Absences

If a child is absent at morning registration without contact from a parent/carer to explain the absence, the school will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Schools will use all available emergency contacts in order to find out the whereabouts of a missing pupil if we are unable to contact parents/carers.

Parents/carers are asked to contact the school office on receiving either a message, email or telephone voicemail. We ask that parents/carers ensure that their respective school has their most up to date contact details at all times.

If no response is received, the school will continue to telephone, or in some cases, make a home visit, which may be deemed a safe and welfare check, to parents/carers to fulfil our legal duty to establish the whereabouts of their child. Unexplained absences will be referred to the Safeguarding Team in school.

Under our safeguarding practice, if a safe and welfare check is undertaken and no contact is made, we reserve the right to make any further reasonable enquiries, including with neighbours and other agencies, to check on the welfare and safety of the child and the family.

Where a child's continued absence is cause for concern, the school will follow a graduated response to try to tackle this (see [Appendix 2](#)). Schools, in the first instance, will contact parents/carers to work together to support the child to improve attendance. Contact may be by any or all of the following: telephone, letter, meeting in school and/or home visit.

Where no sustained improvement in attendance is demonstrated despite intervention, the school will follow a formal attendance process ([Appendix 2](#)).

Penalty notices may be issued in line with each relevant Local Authority's *Code of Conduct*.

## **12. Persistent Absence**

A child becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and cooperation to tackle this. Pupils whose attendance has reached the PA threshold or pupils at risk of moving towards that threshold are given priority for intervention.

Intervention may be via an action plan to improve attendance which may include referrals to other agencies alongside meetings between relevant school staff and parents/carers.

Where parents/carers fail to co-operate with support and strategies provided by the school, further advice may be sought which could lead to legal sanctions being imposed.

## **13. Re-integration Following Long-term Absence**

Where a child has been absent for a prolonged period of time, perhaps due to illness, the school will:

- welcome the child back to the school and value their return
- provide support for the child in consultation with parents/carers to enable a successful return to school
- ensure that all relevant staff are informed of the circumstances
- work with other agencies, where appropriate, to ensure a successful outcome
- consider a personalised programme of return if appropriate
- nominate a key member of staff to monitor and review the child's return.

## **14. Promoting Good Attendance and Punctuality**

Children are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised regularly so that it meets the ability needs of all children.

- Good and improved attendance and punctuality will be promoted and rewarded.
- Children, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/carers are encouraged to contact school at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those children whose attendance is a cause for concern.
- Children who have been absent for extended periods of time will be supported as appropriate to reintegrate back into the school.

- Children's attendance will be reported termly via registration certificates sent home.

## 15. Attendance Data and Targets

- We strive for 100% attendance for all children. Only by achieving full attendance can children expect to achieve their full potential. Each school aspires for 'every child to attend every day'. In addition, schools will set internal targets for whole school attendance, persistent absence and identified vulnerable cohorts.
- Attendance data will be collected and analysed regularly and used to inform the school's attendance practices and interventions.
- Individual pupil data will be analysed and monitored regularly to enable early intervention.
- Attendance data and persistent absence data is communicated to the Local Authority and is published via the Department for Education.
- Each school will use a cumulative attendance tracker to monitor attendance on a weekly basis.

## 16. Statutory Requirements, the Law and the Local Authority

Under the *Education Act 1996*, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. As such, this policy complies with the statutory requirements laid out in the documents and statutory guidance, but not limited to, the following:

- *Education Act 1996*
- *Equality Act 2010*
- *The Education (Pupil Registration) (England) Regulations 2006 (as amended)*
- DfE (2022) *Working together to improve school attendance'*
- DfE (2016) *Children missing education'*
- DfE (2022) *Keeping children safe in education 2022*

Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the *Education (Pupil Registration) Regulations 2006*.

Section 7 of the *Education Act 1996* states that parents/carers are responsible to ensure their child receives a suitable education.

Under Section 444 of the *Education Act 1996*, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence.

Each school works together with the relevant Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence: Penalty Notices, Parenting Contracts and Orders, Education Supervision Orders or referral to the Magistrates Court which can recommend fines (up to £2500) or up to 3 months in prison.

All sanctions are used to improve attendance and punctuality and reduce absence.



## 17. Roles and Responsibilities

At Steel City Schools Partnership, we understand that improving attendance and reducing absence is everyone's responsibility.

We expect:

<b>Pupils</b>	<ul style="list-style-type: none"> <li>• to attend every day</li> <li>• to be punctual and arrive at school ready to learn</li> <li>• to report to the school office if they arrive late to school</li> </ul>
<b>Parents/Carers</b>	<ul style="list-style-type: none"> <li>• to fulfil their statutory duty to ensure their child attends school regularly</li> <li>• to ensure their child attends school dressed in full uniform and equipped to learn</li> <li>• to avoid keeping their child away from school for any reason other than genuine illness or other authorised explanation</li> <li>• to read the SCSP <i>Attendance and Punctuality Policy</i></li> <li>• to contact staff if there is an issue preventing their child attending school</li> <li>• to provide a valid reason for each day's absence before 9am</li> <li>• to book routine appointments after school, at weekends or in school holidays</li> <li>• to provide evidence for all absences when requested</li> <li>• to provide evidence of any medical appointment and ensure that time missed is kept to a minimum</li> <li>• to contact school to arrange a reintegration package of support if their child is returning after a long period of absence</li> <li>• to avoid booking holidays during term time</li> <li>• to inform school of any term-time leave by completing a <i>Notification of Term Time Leave</i> form at least 20 school days (four weeks) in advance</li> </ul>
<b>Class Teachers</b>	<ul style="list-style-type: none"> <li>• to welcome and value the attendance of all children in lessons</li> <li>• to keep accurate attendance and punctuality records</li> <li>• to report any absence trends or attendance concerns to relevant staff</li> <li>• to promote the SCSP <i>Attendance and Punctuality Policy</i></li> <li>• to take the official electronic register promptly at the start of the morning and afternoon sessions</li> <li>• to promote the importance of good attendance and punctuality</li> <li>• to welcome pupils back after an absence</li> <li>• to provide a positive learning environment</li> <li>• to promote and get involved with attendance rewards and incentives</li> <li>• to discuss attendance and punctuality at Parent Consultation Evenings</li> <li>• to direct parents reporting pupil absence to the main school office.</li> </ul>
<b>Office/Admin Staff</b>	<ul style="list-style-type: none"> <li>• to keep accurate attendance and punctuality records</li> </ul>

	<ul style="list-style-type: none"> <li>• to accurately record pupil absences and late arrivals and report these to the Attendance Officer promptly each day</li> <li>• to report any issues preventing a pupil attending school to the relevant member of staff in school</li> <li>• to promote the <i>SCSP Attendance and Punctuality Policy</i></li> <li>• to welcome parents, carers and pupils when arriving into the reception</li> </ul>
<b>School Based Attendance Officer</b>	<ul style="list-style-type: none"> <li>• to promote the <i>SCSP Attendance and Punctuality Policy</i></li> <li>• to monitor and analyse attendance data</li> <li>• to provide regular attendance reports to school staff and report attendance concerns to the designated senior leader responsible for attendance and the Headteacher</li> <li>• to advise the Headteacher when to request that Fixed Penalty Notices are issued</li> <li>• to receive calls and messages from parents/carers regarding child absence, challenging absences where appropriate</li> <li>• to contact parents/carers who have not notified school of the reason for absence</li> <li>• to report any safeguarding concerns relating to pupil absence to the Safeguarding Team in school</li> <li>• to have an overview of all pupil attendance</li> <li>• to maintain accurate pupil registration records</li> <li>• to keep pupil records up to date with reasons for absence, details of any communication, interventions and additional support</li> <li>• to follow the Trust's graduated response and formal attendance process where a pupil's attendance is a concern</li> <li>• to arrange and conduct meetings with parents/carers as appropriate</li> <li>• to carry out home visits and safe and well checks to pupils who are not in school</li> <li>• to work with the designated senior leader with responsibility for attendance to coordinate strategies to promote excellent attendance</li> <li>• to attend regular meetings with the designated senior leader with responsibility for attendance to identify attendance concerns early</li> <li>• to welcome pupils back to school after an absence</li> <li>• to support parents, carers and pupils to overcome barriers to regular attendance at school</li> <li>• to work with families to identify the underlying cause for absence and ensure appropriate intervention and support is put in place</li> <li>• to work with appropriate school staff to implement support plans for pupils who are Persistently and Severely Absent</li> <li>• to ensure all Local Authority and DfE protocols are adhered to and followed</li> <li>• to work with external agencies where necessary to support pupils and families and liaise with schools where siblings attend if appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• to support delivery of the school's Attendance Plan</li> <li>• to process Term Time Leave requests</li> <li>• to process and refer penalty notice documentation to the Local Authority</li> <li>• to report children who are 'Missing in Education' to the Safeguarding Lead in school</li> <li>• to support the gathering of evidence to support legal proceedings in relation to irregular school attendance</li> </ul>
<b>Designated senior leader responsible for attendance</b>	<ul style="list-style-type: none"> <li>• to lead attendance across the school</li> <li>• to offer a clear vision for attendance improvement</li> <li>• to implement the school level attendance strategy as detailed in the Academy Improvement Plan</li> <li>• to evaluate and monitor expectations and processes</li> <li>• to have an oversight of data analysis</li> <li>• to devise specific strategies to address area of poor attendance identified through data, including vulnerable groups</li> <li>• to arrange calls and meetings with parents to discuss attendance issues</li> <li>• to deliver targeted intervention and support to pupils and families</li> <li>• to ensure all staff, pupils and parents are aware of the SCSP <i>Attendance and Punctuality Policy</i>, documentation and procedures relating to attendance and punctuality</li> <li>• to provide staff training and development on attendance as and when appropriate</li> <li>• to hold regular meetings in school with relevant staff, as well as with Local Authority Attendance and Inclusion Officers to identify attendance concerns and areas of development.</li> </ul>
<b>Safeguarding Lead</b>	<ul style="list-style-type: none"> <li>• to promote the SCSP <i>Attendance and Punctuality Policy</i></li> <li>• to have a daily overview of pupil absence</li> <li>• to conduct 'safe and well' visits where appropriate</li> <li>• to liaise with attendance staff where there is unexplained or concerning absence</li> <li>• to attend regular meetings in school to discuss pupils where attendance is a concern</li> <li>• to assist with parent/carers attendance meetings when safeguarding is a factor</li> <li>• to promote good attendance to parents, carers, pupils and external agencies in meetings</li> <li>• to report any child who is 'Missing in Education' to the Local Authority.</li> </ul>
<b>Headteacher</b>	<ul style="list-style-type: none"> <li>• to ensure consistent implementation of the Trust <i>Attendance and Punctuality Policy</i> and develop a school-level attendance strategy</li> <li>• to monitor school-level absence data and report to governors</li> </ul>

	<ul style="list-style-type: none"> <li>• to support staff with monitoring the attendance of individual pupils</li> <li>• to monitor the impact of any implemented attendance strategies</li> <li>• to request that the Local Authority issues Fixed Penalty Notices and other legal sanctions, where appropriate</li> <li>• to ensure there is a whole-school approach to improving attendance</li> <li>• to ensure accurate maintenance of the school roll</li> <li>• to promote good attendance to parents, staff and pupils</li> <li>• to provide a positive learning environment</li> <li>• to ensure effective systems for home-school liaison are in place.</li> </ul>
<b>Local Governing Body</b>	<ul style="list-style-type: none"> <li>• to recognise the importance of school attendance and promote it across the school's ethos and policies</li> <li>• to ensure leaders fulfil expectations and statutory duties around attendance</li> <li>• to regularly review and challenge attendance data</li> <li>• to ensure school staff receive adequate training on attendance</li> <li>• to hold the Headteacher to account for the implementation of the <i>SCSP Attendance and Punctuality Policy</i></li> <li>• to ensure the Headteacher provides the local governing body a termly attendance report broken down into vulnerable groups which is compared to national attendance figures</li> </ul>
<b>Trust Education Welfare Officer</b>	<ul style="list-style-type: none"> <li>• to develop and deliver an attendance strategy and strategically lead improvements in attendance across the Trust</li> <li>• to review and update the <i>SCSP Attendance and Punctuality Policy</i> in accordance with Department for Education and Local Authority guidance</li> <li>• to coordinate and provide continuing professional development for attendance staff in schools</li> <li>• to develop, lead and implement a Trust-wide graduated response to address attendance concerns</li> <li>• to ensure schools implement the national and local guidance for schools relating to issues on attendance and inclusion</li> <li>• to provide support, guidance and current legislation to the senior leadership teams within the Trust</li> <li>• to support schools to implement effective processes and procedures relating to attendance and absence</li> <li>• to regularly review attendance data and help school leaders focus support on the pupils who need it</li> </ul>
<b>CEO</b>	<ul style="list-style-type: none"> <li>• to ensure Trust-wide strategic leadership of attendance</li> <li>• to review and provide input to the <i>SCSP Attendance and Punctuality Policy</i></li> </ul>

	<ul style="list-style-type: none"> <li>• to monitor Trust attendance data and ensure swift and efficient action is taken by school and Trust staff to address any issues</li> <li>• to ensure sufficient allocation of resources to support good attendance</li> <li>• to ensure proficient staff training and development.</li> </ul>
<b>Trustees</b>	<ul style="list-style-type: none"> <li>• to have a Trust-wide strategic oversight of attendance and strategic support and challenge</li> <li>• to ensure that national school attendance regulations, guidelines and other legislation are fully complied with</li> <li>• to monitor attendance data and issues of the Trust</li> <li>• to ensure sufficient allocation of resources to support good attendance.</li> </ul>

<b>Version No.</b>	<b>Date Issued</b>	<b>Author</b>	<b>Revisions Made</b>
2.0	Oct 2022	Angela Low	Revised based on model policies and in line with DfE advice. Reformatted and table of content added.
3.0	Oct 2023	Angela Low	Amendments to Section 7: Authorised/Unauthorised absence in line with a change to DfE guidance. Amendments to school target information in section 15. Other minor grammatical changes, additions and omissions.

## Appendix 1 – Attendance Codes

The following codes are taken from the Department for Education's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2 – Graduated Response to Attendance Concerns

SCSP will use the following graduated response with parents/carers to address attendance concerns.

Schools will support families using an Assess, Plan, Do, Review (APDR) approach. Strategies will be implemented aimed at improving attendance and punctuality, in collaboration with the parent/carer, child and any external agencies. Attendance will be monitored and reviewed regularly.

Where there is non-engagement from families, parents/carers will be made aware of our expectations and intentions should attendance not improve through formal letters.

### STAGE 0

#### Informing parents of our concerns

Parents/carers of pupils who are identified as a concern will be contacted via telephone call or letter. Support will be offered to try to improve attendance if appropriate.

### STAGE 1

#### Initial Concern Meeting (IC)

If absences continue, parents/carers will be invited to a meeting in school to discuss any barriers preventing their child from attending school regularly.

A plan will be created in conjunction with the parent/carer and child (if appropriate) to try to improve attendance. This may include referrals to external agencies for support if appropriate.

### STAGE 2

#### School Attendance Panel Meeting (SAP)

If attendance continues to be unsatisfactory after the Initial Concern meeting, school will invite parents/carers to a more formal School Attendance Panel in school.

At this meeting, there will be a review of any action plans and support to date and discussions about what needs to happen to improve attendance and to prevent any possible legal proceedings. At this stage schools may formalise support by completing a Parenting Contract.

The School Attendance Panel meeting is usually led by a member of the Senior Leadership team in school and may be attended by a Local Authority Attendance and Inclusion Officer.

### STAGE 3

#### Legal Intervention

If unauthorised absences continue after all support avenues have been exhausted or parents have not engaged with school to try to improve their child's attendance, school may request a legal consultation with the Local Authority with a view to implementing legal sanctions upon the parent/carer.



## Appendix 3 – School-Specific Information

Logo	<b>School:</b>	School Name
	<b>Date of last review:</b>	Insert month and year
	<b>Date of next review:</b>	Insert date 1 year from last review

### Key Staff

Headteacher	Name	Contact details
Designated Senior Leader with Responsibility for Attendance	Name	Contact details
Attendance Officer	Name	Contact details
Designated Safeguarding Lead	Name	Contact details

### Timings of the School Day

<b>Doors open from:</b>	Add times in this column	Add expectations in this column
<b>School starts at:</b>		Children should be in their classrooms ready for the start of learning.
<b>Morning registers are taken at:</b>		
<b>Pupils will be marked as late if they arrive after:</b>		Children should report to the academy office if they arrive at school after this time to be signed in.
<b>Registers close at:</b>		Pupils arriving after this time will receive an unauthorised absence mark on the register (U code)
<b>Afternoon registration is taken at:</b>		
<b>School ends at:</b>		

### Rewards and Incentives

Details of any specific rewards and incentives here

