

# Student Attendance and Punctuality Policy

Version 1

**This policy applies to NCLT secondary phase institutions.**



**Wingfield Academy**

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The word *academy* and *school* have the same meaning in this document.

## 1.0 Aims and Principles of Good Attendance

- 1.1 The Trusts' vision for attendance is to empower and inspire students, parents, and carers to prioritise school attendance, actively overcome barriers, and pursue resilience. By fostering collaboration with families and offering solutions, we aim to provide all students within the Trust with the best opportunities for social mobility.
- 1.2 Therefore, the Trust are committed to maximising the achievement and attainment of all students. There is a clear link between good attendance and educational achievement. As outlined in Department for Education guidance, the students with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment (**Appendix 1**).
- 1.3 Therefore, regular, and punctual attendance is vital if students are to benefit fully from the academic, personal, and social opportunities, which are offered to them within the Trust.
- 1.4 Under the Headteacher, the Senior Leader responsible for the strategic approach to attendance at each secondary school is:

<p><b>Wingfield Academy</b></p>	<p><b>Senior Attendance Champion:</b> Miss Rebecca Stein</p> <p>Assistant Headteacher: Attendance and Personal Development</p> <p>E: <a href="mailto:rst@nclt.ac.uk">rst@nclt.ac.uk</a> T: 01709 513002 Ext. 240 A: Wingfield Academy, Wingfield Road, Rotherham, S61 4AU</p>	<p><b>Senior Attendance Lead:</b> Mrs Angela Clarke</p> <p>Attendance and Welfare Officer</p> <p>E: <a href="mailto:acl@nclt.ac.uk">acl@nclt.ac.uk</a> T: 01709 513002 Ext. 218 A: Wingfield Academy, Wingfield Road, Rotherham, S61 4AU</p>
<p><b>Dinnington High School</b></p>	<p><b>Senior Attendance Champion:</b> Miss Jade Perkins</p> <p>Assistant Headteacher: Attendance and Rewards</p> <p>E: <a href="mailto:j.perkins@nclt.ac.uk">j.perkins@nclt.ac.uk</a> T: 01909550066 Ext. 414 A: Doe Quarry Lane, Sheffield, S20 4HR</p>	<p><b>Senior Attendance Lead:</b> Mr Jarrad Kitson</p> <p>Principal Attendance Office</p> <p>E: <a href="mailto:j.kitson@nclt.ac.uk">j.kitson@nclt.ac.uk</a> T: 01909 550066 Ext. 418 A: Doe Quarry Lane, Sheffield, S20 4HR</p>
<p><b>Brinsworth Academy</b></p>	<p><b>Senior Attendance Champion:</b> Mr Andrew Marren</p> <p>Assistant Headteacher: Behaviour and Attendance</p> <p>E: <a href="mailto:a.marren@nclt.ac.uk">a.marren@nclt.ac.uk</a> T: 01709 828383 Ext. 2284 A: Brinsworth Academy, Brinsworth Road, Rotherham, S60 5EJ</p>	<p><b>Senior Attendance Lead:</b> Miss Hannah Peacock</p> <p>Attendance Officer</p> <p>E: <a href="mailto:h.peacock@nclt.ac.uk">h.peacock@nclt.ac.uk</a> T: 01709 828383 Ext. 2247 A: Brinsworth Academy, Brinsworth Road, Rotherham, S60 5EJ</p>

## 2.0 Statement of Expectations

- 2.1 The Trust will ensure that school, parents, carers, and students work collaboratively to remove individual barriers and establish positive relationships to help build strong attendance.
- 2.2 What the Trust expects of parents/carers:  
Parents/Carers are legally responsible for making sure their children attend school on time and every day, dressed in full uniform and equipped to learn.
- 2.3 To fulfil this responsibility, we expect Parents/Carers to:
- Promote 97-100% attendance and punctuality with their child.
  - Ensure their child arrives at the secondary school they're enrolled to no later than:

<b>Wingfield Academy</b>	08:20 am
<b>Dinnington High School</b>	08:20 am
<b>Brinsworth Academy</b>	08:35 am

- Inform the school, of any reason that will prevent their child/children attending:

<b>Wingfield Academy</b>	<ul style="list-style-type: none"><li>• Telephone communication: 01709 513002 ext 211/217/218</li><li>• E-mail: <a href="mailto:wfa-attendance@nclt.ac.uk">wfa-attendance@nclt.ac.uk</a></li></ul>
<b>Dinnington High School</b>	<ul style="list-style-type: none"><li>• Telephone communication: 01909 550066 ext 418/408</li><li>• Email: <a href="mailto:attendance@din.leap-mat.org.uk">attendance@din.leap-mat.org.uk</a></li></ul>
<b>Brinsworth Academy</b>	<ul style="list-style-type: none"><li>• Telephone communication: 01709 828383 option 1</li><li>• E-mail using the attendance email: <a href="mailto:attendance@bri.leap-mat.org.uk">attendance@bri.leap-mat.org.uk</a></li></ul>

- Ensure that Parents/Carers contact the school before 08:15am on the day of the child's absence with a valid reason for absence.
- Contact the school whenever any problem occurs that may keep their child away from the school.
- Inform the school of any forthcoming appointments with evidence of the appointment, and, where possible, arrange appointments outside of the school day.
- Provide at least two up to date contact numbers, one of which must have parental responsibility. This could include parent, carer or family member.
- Use the MCAS/Class Charts app to receive school notices and information.
- Attend meetings when requested to discuss attendance.
- Provide medical evidence to enable the school to provide appropriate support for students following illness/medical conditions.
- As per statutory guidance all schools have legal powers to address poor attendance in school. This may include, but is not limited to:
  - Parenting Contracts
  - Parental Orders

- Fixed Penalty Notices

2.4 What you can expect from the Trust:

The Trust have a continued responsibility to proactively manage and improve attendance.

2.5 To fulfil this responsibility, we will:

- Promote 97-100% attendance and punctuality.
- Investigate any unexplained and/or unapproved absence.
- Work closely with parents/carers where a student's absence is cause for concern.
- Conduct home visits, in line with the home visit process, to ensure the safeguarding of students.
- Support students to achieve good attendance and punctuality and overcome barriers to attendance.
- Support students returning to school after a period of absence.

**3.0 Registration**

3.1 Students can enter the building from:

<b>Wingfield Academy</b>	08:00 am
<b>Dinnington High School</b>	08:15 am
<b>Brinsworth Academy</b>	08:15 am

3.2 The law requires the register to be taken twice a day. However, registers are also taken at the start of every lesson throughout the day.

3.3 During each day there are two marks of attendance or absence (AM/PM).

3.4 AM and PM registers are closed 30 minutes after they have opened. The opening times for AM and PM registers for each school are:

<b>Wingfield Academy</b>	08:30 to 9.00 (AM) 13:00 to 1.30 (PM)
<b>Dinnington High School</b>	08:35 to 9.05 (AM) 12:45 to 1.15 (PM)
<b>Brinsworth Academy</b>	08:35 to 9.05 (AM) 12:10 to 12.40 (PM)

3.5 On the register, a mark is added for every student present (/). Students who are absent are recorded as (N). The attendance team will then proceed to investigate any reason for absence.

3.6 Once a reason for absence is established, appropriate absence codes are recorded in the register (Appendix 2). These codes may be pre-entered where the Trust has received prior information from Parents/Carers.

3.7 If a student arrives after the register opens, but before the register closes, they will report to the attendance office, and they will receive a late (L) mark.

- 3.8 If a student arrives after the register closes, they will report to the attendance office. The student will not receive a present AM mark. They will be coded as unauthorised (U). This will affect the student's attendance.
- 3.9 Sanctions, including detentions, operate for late arrivals. An MCAS/text will be sent informing the Parent/Carer of this. Parents/Carers will receive texts, phone-calls and letters regarding punctuality and may be invited into the school for a meeting if punctuality remains an issue.
- 3.10 Parents/Carers can monitor their child's attendance through the MCAS/Class Charts app.
- 3.11 The closing time for each secondary school is listed below. However, some students may be required to attend outside of school times.

<b>Wingfield Academy</b>	15:00 pm
<b>Dinnington High School</b>	15:00 pm
<b>Brinsworth Academy</b>	14:45 pm

#### **4.0 Punctuality to the Academy**

- 4.1 Punctuality to school is extremely important and students should be in school before the main gates are locked.

<b>Wingfield Academy</b>	08:20 am
<b>Dinnington High School</b>	08:20 am
<b>Brinsworth Academy</b>	08:30 am

- 4.2 Any student arriving after the main gates are closed will need to enter via the attendance gate.
- 4.3 On the first instance of lateness, a warning will be issued and logged. A MCAS/text message will be sent to confirm this and inform Parents/Carers. For any subsequent late arrival, please refer to Appendix 3 for sanctions bespoke to the Academy.
- 4.4 Punctuality will be discussed each week in our Attendance Strategy Meetings to identify students that are persistently late. Interventions will be implemented to support improvements such as targeted reports and parental meetings.
- 4.5 Each half term we will reset our expectations around punctuality and commence the above process again, giving the student the opportunity for a positive start to the new half term.

## **5.0 Understanding Different Types of Absence**

5.1 Only the school can certify absence as authorised or unauthorised.

5.2 The information about the cause of any absence is always required to ensure a student's attendance is correctly categorised and the right level of support can be put in place for students. It is the Attendance Team's responsibility to either authorise or unauthorised absence.

### **5.3 Authorised Absence:**

5.3.1 An authorised absence is when your school has agreed that the reason for your child's absence is a result of an unavoidable cause appropriate communication to explain the absence has been received from the parent/carer.

5.3.2 In the majority of cases a Parent/Carer's notification that their child is too ill to attend school will be sufficient evidence and can be accepted without question or concern. However, where a child's attendance level gives cause for concern - which the Trust deems to be below 95% - the Trust may choose not to authorise any further absence(s) for reported illness. In this case, the following criteria will be used to review illness coding:

- Recent medical documentation, including appointments,
- Illness that cannot be treated with over-the-counter medication,
- Patterns of attendance/absence,
- Medical and/or dental emergencies

5.3.3 Any such problems with irregular attendance are best resolved between the Trust/school, the student and Parents/Carers. If a Parent/Carer thinks their child is reluctant to attend the school then we encourage the family to work with the Trust/school staff to understand the root problem and find a solution.

### **5.4 Unauthorised Absence:**

5.4.1 Unauthorised absences are those, which the Trust does not consider to be reasonable or unavoidable and for which no leave of absence has been approved.

5.4.2 This type of absence can lead to the local authority using sanctions and/or legal proceedings in order to improve attendance.

5.4.3 Any problems with irregular attendance are best resolved between the school, the student and Parents/Carers.

5.4.4 If a Parent/Carer thinks their child is reluctant to attend the school, then we encourage the family to work with the Attendance Champion and the Attendance Team, to understand, listen and overcome barriers to attendance.

5.4.5 For more detailed student support, Parents/Carers should consider the contact details of the following school staff to avoid their child being absent from school unnecessarily:

<p><b>Wingfield Academy</b></p>	<p><b>Miss Rebecca Stein:</b> Assistant Headteacher: Attendance and Personal Development  <b>Mrs Angela Clarke:</b> Attendance and Welfare Officer  <b>Miss Lauren McKay:</b> Director of Inclusion  <b>Miss Julie Harrop:</b> Designated Safeguarding Lead  <b>Mrs Kirsty Chambers:</b> Health and Wellbeing Lead Practitioner  <b>Mr Mark Rowlands:</b> Head of Pastoral  <b>Mrs Keeley Hewitt:</b> Year 7 Pastoral Lead  <b>Miss Holly Rodgers:</b> Year 8 Pastoral Lead  <b>Mrs Sarah Oliver:</b> Year 9 Pastoral Lead  <b>Miss Rebecca Montgomery:</b> Year 10 Pastoral Lead  <b>Mrs Faith McQuinn:</b> Year 11 Pastoral Lead</p>
<p><b>Dinnington High School</b></p>	<p><b>Miss Jade Perkins:</b> Assistant Headteacher: Attendance and Rewards  <b>Mr Jarrad Kitson:</b> Principal Attendance Office  <b>Mrs Rachel Parks:</b> Deputy Headteacher: SEND and Inclusion  <b>Mrs Holly Broadhead:</b> SENDCo  <b>Mrs Karen Shay:</b> Designated Safeguarding Lead  <b>Mr Steve Grenham:</b> Assistant Headteacher: Behaviour  <b>Mrs Claire Paling:</b> Head of Year 7  <b>Mrs Sian Douglass:</b> Head of Year 8  <b>Mrs Emma Ballance:</b> Head of Year 9  <b>Mr Shaun Rhodes:</b> Head of Year 10  <b>Mrs Joanna Davis:</b> KS4 Achievement Leader</p>
<p><b>Brinsworth Academy</b></p>	<p><b>Mr Andrew Marren:</b> Assistant Principal, Behaviour and Attendance  <b>Miss Hannah Peacock:</b> Attendance Officer  <b>Mrs Anne Birch:</b> Designated Safeguarding Lead  <b>Mrs Amber Narejko:</b> Health and Wellbeing Coordinator  <b>Mr Jordan Howard:</b> Senior Pastoral Leader  <b>Miss Laura Sharpe:</b> Senior Pastoral Leader  <b>Mrs Vicki Doyle:</b> Head of Year 7  <b>Mrs Jayne Jones:</b> Assistant Head of Year 7  <b>Mr Jonny Goward:</b> Head of Year 8  <b>Mrs Lauren Taylour:</b> Assistant Head of Year 8  <b>Mrs Claire Burke:</b> Head of Year 9  <b>Mr Vikaas Ahmed:</b> Assistant Head of Year 9  <b>Mrs Laura Brady:</b> Head of Year 10  <b>Mr Kieran O'Neill:</b> Assistant Head of Year 10  <b>Miss Lauren Brown:</b> Head of Year 11  <b>Mrs Catherine Tyler:</b> Assistant Head of Year 11</p>

5.4.6 Every student has a right to a full-time education and high attendance expectations should be set for all students, however, Trust schools will consider their obligations under the Equality Act 2010 or considerations under the UN Convention on the Rights of the Child. Each school will consider the needs and circumstances of students on an individual basis and aim to support each family fairly and consistently, whilst considering individual needs, and any possible barriers to attendance before a decision is made regarding the classification of absence.



5.4.7 When necessary, we may engage the support of other agencies such as the School Nurse, Early Help Team and/or Local Authority Team.

## 5.5 Leave of Absence:

5.5.1 The Trust can grant a leave of absence when a student needs to be absent from school for exceptional circumstances. The Trust will consider each application individually, considering the specific facts, circumstances, and relevant background context behind the request.

5.5.2 Parents/Carers are strongly advised not to finalise any booking arrangements before receiving the Trust decision regarding the request.

5.5.3 The 'Leave of Absence' must be requested in advance by a parent/carer who holds parental responsibility. The Trust cannot authorise leave of absence unless the request is received before the period of absence begins.

5.5.4 If a leave of absence is granted, it is for the Trust to determine the length of the time the student can be away from school.

5.5.5 All schools are expected to restrict leaves of absence to the specific circumstances. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- **Attending an interview:** for entry into another educational institution or for future employment.
- **Study leave:** for public examinations. This does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the student is of compulsory school age, both the Parent/Carer who the student normally lives with and school agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion.

5.5.6 We understand the challenges that some Parents/Carers face when booking holidays, particularly during school holidays. However, in order to ensure students receive the best education and prospects; they should be in school during term time.

5.5.7 Generally, the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Therefore, any unauthorised holidays taken during term-time will be referred to the Local Authority for a Fixed Penalty Notice (FPN).

5.5.8 Please refer to paragraph 9 for further guidance around Fixed Penalty Notices (FPN).

## **6.0 Day to Day Processes**

- 6.1 The Trust has effective day to day processes in place to follow-up absence, including unexplained absence. Unexplained absence is where the Trust has not received communication from parents/carers to explain why their child is absent. The Trust have a safeguarding duty in respect of their students, and as part of this should investigate any unexplained absences.
- 6.2 As set out in '**Statement of Expectations**', Parents/Carers should ensure timely and thorough communication which explains any reason for their child not attending the school.
- 6.3 If a student's absence is unexplained, further measures may be taken to ascertain reasons for absence, such as:
- Sending an unexplained absence letter via e-mail and/or MCAS.
  - Conducting Home Visits and Welfare Checks conducted by the Attendance, Welfare and/or Safeguarding teams.
  - Involving external agencies, for example: social worker, Early Help worker, Local Authority Attendance Lead, etc.
  - Contacting any additional listed contacts
  - Contacting any known siblings' schools
  - The Trust will inform the Local Authority of any child who has ten school days of continuous absence (or sooner if there is evidence that the child is believed to be a Child Missing in Education (CME)).

## **7.0 Promoting and Incentivising Good Attendance**

- 7.1 The Trust encourages and celebrates the success of all its students throughout their educational journey to ensure that personal commitment and achievement is acknowledged, rewarded, and recorded.
- 7.2 Through promoting and incentivising good attendance, rewards can be used to motivate, inspire, and acknowledge improvement and/or achievement. We will reward:
- Formally or informally
  - Publicly or discretely
  - Regularly
  - Consistently

7.3 The rewards outlined in this document have been developed with students and staff from the Trust.

When?	Who?	Reward
Weekly (39)	Students with 100% attendance for the week.	<p>For students who have achieved 100% attendance over a week period, Trust staff will:</p> <ul style="list-style-type: none"> <li>• Send a MCAS message/text to the Parent/Carer congratulating their child's determination and efforts.</li> <li>• Distribute an attendance ticket / raffle ticket for their child to enter the half-termly prize draw.</li> <li>• Offer the child an item from the Tutor surprise bag.</li> </ul>
Half-Termly (6)	Students with 97-100% attendance for the half-term.	<p>For students who have achieved 97-100% attendance over a half-term period, Trust staff will:</p> <ul style="list-style-type: none"> <li>• Enter the student into the prize draw.</li> <li>• Distribute lunch-time 'queue jump' arrows for students to attached to school jumper or lanyard.</li> <li>• Provide an internal, afternoon event. For example: a 'doughnut and cinema' experience, outdoor games.</li> <li>• Send a letter to the Parent/Carer congratulating their child's determination and efforts.</li> <li>• Formally and publicly congratulate the child with a certificate during their year group assembly.</li> </ul>
Termly (3)	Students with 95-100% attendance for the term.	<p>For students who have achieved 95-100% attendance over a half-term period, Trust staff will:</p> <ul style="list-style-type: none"> <li>• Send a letter to the Parent/Carer congratulating their child's determination and efforts.</li> <li>• Formally and publicly congratulate the child with a certificate during their year group assembly.</li> <li>• Enter the £50 (100%), £30 (97-99.9%), and/or £20 (95-96.9%) draw.</li> <li>• Conduct the £30 Just Eat draw for students with 100%.</li> <li>• Offer a celebratory breakfast with the Headteacher.</li> <li>• Provide an internal, afternoon event. For example: a 'doughnut and cinema' experience, outdoor games.</li> </ul>

Annually (1)	Students with 97-100%	<p>For students who have achieved 97-100% attendance over the year period, Trust staff will:</p> <ul style="list-style-type: none"> <li>• Issue admission to the Summer Celebration event.</li> <li>• Prioritise participation for international trips.</li> <li>• Send a letter to the Parent/Carer congratulating their child's determination and efforts.</li> <li>• Formally and publicly congratulate the child with a certificate during their year group assembly.</li> </ul>
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## **8.0 The Trust's Attendance Strategy for Targeted Attendance Improvement**

8.1 The Trust recognises that successfully treating the root causes of absence and removing barriers to attendance requires a collaborative and personalised approach. This will be achieved by families and schools working in partnership.

8.2 The Trust will aspire to high standards of attendance from all students and will build a culture where all can, and want to, be in school and ready to learn. The Trust will prioritise attendance improvement across the school.

8.3 In line with statutory guidance, The Trust - and its partners will work together - to:

**Monitor:** Rigorously use attendance data to identify patterns of poor attendance as soon as possible. The Attendance Team will review any decreases in a students' weekly attendance so all parties can work together to resolve barriers and identify support.

**Listen, Understand and Facilitate Support:** When a pattern is identified, discussions with students and Parents/Carers to listen and understand barriers and agree how all parties can work together to resolve them. School Leaders will, where possible, remove barriers in school and help students and Parents/Carers access the support they need to overcome the barriers outside of school.

**Formalise Support:** Where absence persists and voluntary support is not working or being engaged with, the Trust will work together with partners, including the Local Authority, to explain the consequences clearly and ensure support is in place to enable families to respond. Depending on individual circumstances, this may include formalising support or through the enforcement of statutory intervention to protect the student's right to an education.

## **9.0 Persistent and Severe Absence**

### **9.1 Understanding Persistent Absence**

9.1.1 A student becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the Academic year, whether the reasoning be authorised or

unauthorised. Absence at this level is doing considerable damage to any child's educational prospects.

9.1.2 If a student reaches PA, The Trust, Parents/Carers and the Local Authority will work together to put additional targeted support in place to remove barriers to attendance and reengage these students.

## 9.2 Understanding Severe Absence

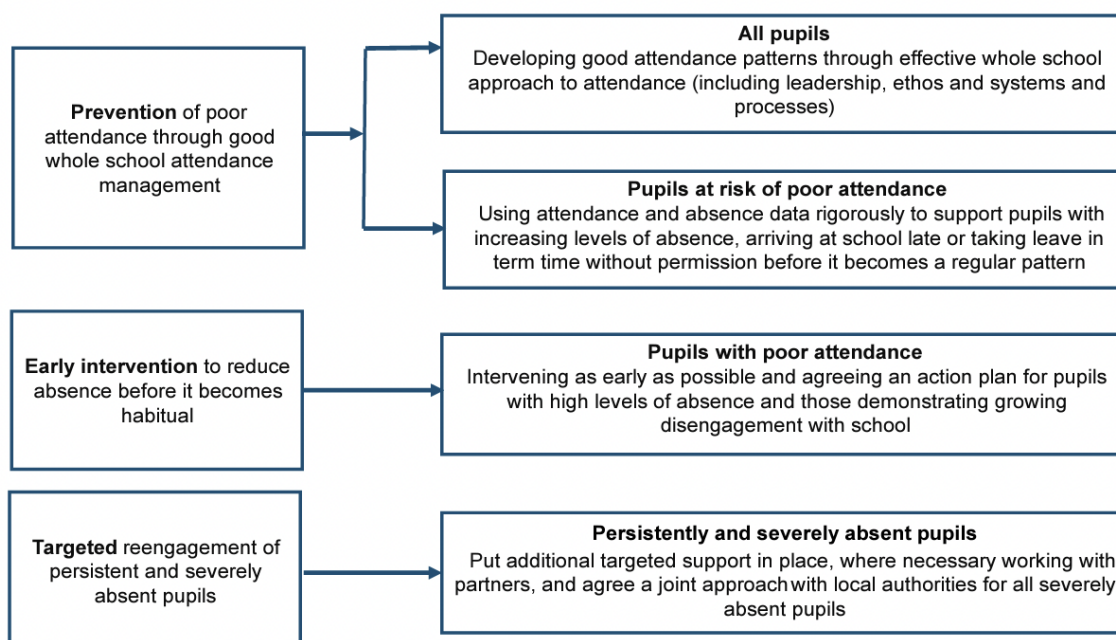
9.2.1 A student becomes a Severe Absentee (SA) when they miss 50% of their schooling across the Academic year, whether the reasoning be authorised or unauthorised.

9.2.2 Any student whose attendance has reached the SA threshold or is at risk of moving towards this, is given priority for intervention. Furthermore, all partners will work together to make this group the top priority for support in order to overcome the barriers to being in school.

## 9.3 The School's Strategy for Reducing Persistent and Severe Absence

9.3.1 In line with statutory guidance, the Trust will take measures to ensure managed effectively.

9.3.2 Where a child has reached PA, or SA, the Trust recognises the need for individualised and targeted support is the most effective approach. However, the following model underpins the Trust's approach to attendance issues.



## **10.0 Attendance Legal Intervention**

10.1 Parents and Carers are responsible for making sure that their child attends school regularly. Schools are expected to build strong relationships with families, listen to and understand any barriers to attendance and work with families to resolve issues

10.2 The Trust will also offer support through an Early Help Assessment and send a series of letters to Parents/Carers with notice to improve their child's attendance.

10.3 Where all other avenues have been exhausted and support is not working or not being engaged with a penalty notice in line with the National Framework may be issued. The Trust may also communicate with the Local Authority for legal intervention to protect the student's right to an education.

### **10.4 National Framework for Fixed Penalty Notices (FPN)**

10.4.1 A Notice to Improve is a final opportunity for a Parent/Carer to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the Parent/Carer or have not worked, a Notice to Improve should usually be sent to give Parents/Carers a final chance to engage in support.

10.4.2 A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the Parent/Carer has already received one for a similar offence).

10.4.3 Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended. For example, a Notice to Improve stated there should be no further unauthorised absences in a 6-week period but the student is absent for unauthorised reasons in the first week. The Parent/Carer should be informed before a penalty notice is issued if it is before the end of the improvement period.

10.4.4 As per statutory guidance, The Trust will consider if a Fixed Penalty Notice (FPN) is appropriate in each individual case where a student reaches the national threshold for issuing a penalty notice.

10.4.5 The threshold for a FPN can be issued if a child has 10 unauthorised sessions (AM/PM) in a rolling period of 10 school weeks – the equivalent of 5 full days absent.

10.4.6 This can be met with any combination of unauthorised absence. For example, 4 sessions of holiday taken in term time, plus 6 sessions of arriving late after the register closes (U code).

10.4.7 These sessions can be consecutive, or not. For example, 10 sessions of holiday in one week. Or, 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks.

10.4.8 The period of 10 school weeks can also span different terms or school years. For example, 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.

10.4.9 If the Trust decides a penalty notice is appropriate where one of their students reaches the national threshold for considering a penalty notice, Parents/Carers should be aware of the 'two penalty notice limit and escalation in cases of repeat offences' as outlined in Department for Education guidance:

- The first penalty notice will be issued per Parent/Carer, in respect of a particular student. Parents/Carers will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice will be issued to the same Parent(s)/Carer(s) in respect of the same student. This is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same Parent/Carer in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative enforcement action should be taken instead. This will often include considering prosecution, but can include other tools such as one of the other attendance legal interventions.

10.4.10 For further information about Fixed Penalty Notices, please refer to Working Together to Improve School Attendance 2024. (Please refer to link in Appendix 2)

## **11.0 Local Authority Enforcement**

11.1 The Trust works together with the relevant Local Authority to ensure that Parents/Carers fulfil their responsibility. The Local Authority is responsible for taking legal action against Parents and Carers when a child doesn't attend school regularly.

11.2 There are a range of legal sanctions that may be imposed for dealing with unauthorised absence. For example:

- Penalty Notices
- Parenting Contracts and Orders
- Education Supervision Orders
- Referral to the Magistrates Court, which can recommend fines up to £2,500, or up to 3 months community order or imprisonment.

## **Appendix 1: Attendance and Attainment**

1. At KS2, students not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of students not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).
2. At KS4, students not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4-2. The overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).



## Appendix 2: Coding from Department of Education

Code / \	Present at the school / = morning session \ = afternoon session
Code G	Holiday not granted by the school
Code K	Attending education provision arranged by the local authority
Code L	Late arrival before the register is closed
Code N	Reason for absence not yet established
Code O	Absent in other or unknown circumstances
Code U	Arrived in school after registration closed
Code V	Attending an educational visit or trip
Code P	Participating in a sporting activity
Code W	Attending work experience
Code B	Attending any other approved educational activity
Code D	Dual registered at another school
Code C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
Code M	Leave of absence for the purpose of attending a medical or dental appointment
Code J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
Code S	Leave of absence for the purpose of studying for a public examination
Code X	Non-compulsory school age student not required to attend school
Code C2	Leave of absence for a compulsory school age student subject to a part-time timetable
Code C	Leave of absence for exceptional circumstance
Code T	Parent travelling for occupational purposes
Code R	Religious observance
Code I	Illness (not medical or dental appointment)
Code E	Suspended or permanently excluded and no alternative provision made
Code Q	Unable to attend the school because of a lack of access arrangements
Code Y1	Unable to attend due to transport normally provided not being available
Code Y2	Unable to attend due to widespread disruption to travel
Code Y3	Unable to attend due to part of the school premises being closed
Code Y4	Unable to attend due to the whole school site being unexpectedly closed
Code Y5	Unable to attend as student is in criminal justice detention
Code Y6	Unable to attend in accordance with public health guidance or law
Code Y7	Unable to attend because of any other unavoidable cause

Please refer to the Department for Education's Statutory Guidance, 'Working Together to Improve School Attendance' under 'Chapter 8 – Contents of the Attendance Register' for further information relating to coding.

[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

### Appendix 3: Late to School Detention Process

#### For Wingfield / Dinnington:

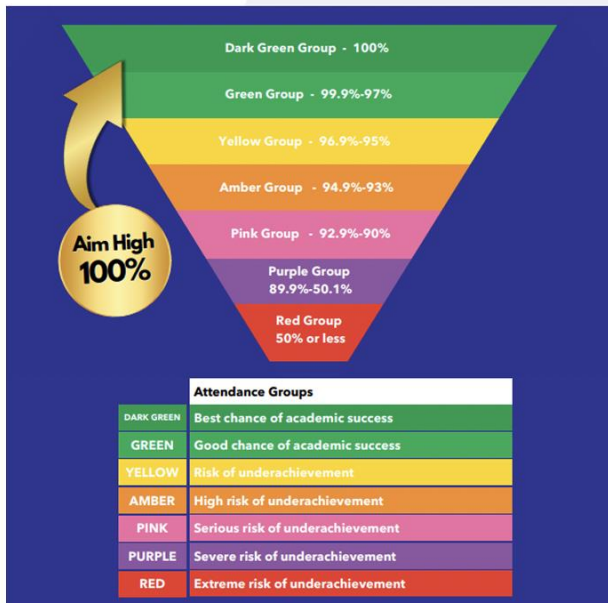
<b>First Instance</b>	Warning and text / message home
<b>Second instance</b>	Thirty Minute Detention
<b>Third instance</b>	One Hour Detention
<b>Fourth instance</b>	Two Hour Detention and Parental Meeting
<b>Fifth instance</b>	2x Two Hour Detentions
<b>Sixth instance</b>	Minibus Cohort and Parental Meeting

#### For Brinsworth:

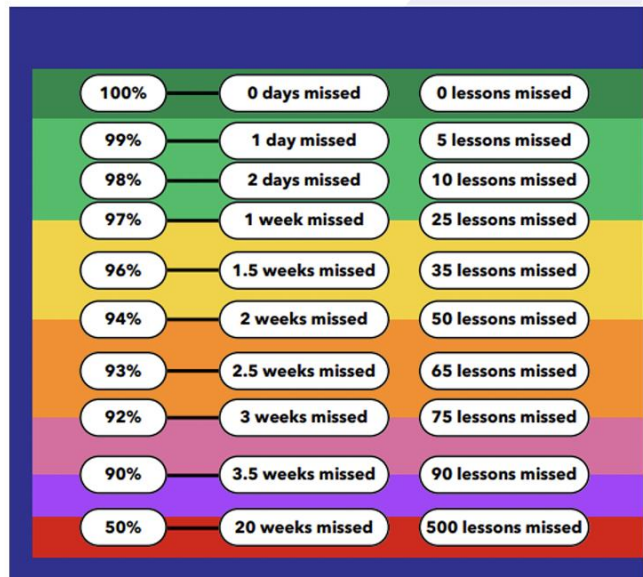
<b>First Instance</b>	Warning and text / message home
<b>Second Instance</b>	Thirty Minute Detention
<b>Subsequent Instances &amp; persistent lateness</b>	30-minute detention each time late Parental Meeting Targeted Report / Clocking in Card Pastoral Support Plan Attendance Panel Meeting

## Appendix 4: Graphics

### ATTENDANCE PYRAMID



### ATTENDANCE MATTERS



### Policy Status

<b>Policy Lead (Title)</b>	Executive Headteacher	<b>Review Period</b>	Annually
<b>Reviewed By</b>	Executive Management	<b>Equality Impact Assessment Completed (Y/N)</b>	N

### POLICY AMENDMENTS

<b>Version</b>	<b>Approval Date</b>	<b>Trade Union Consultation Date (if applicable)</b>	<b>Page No./Paragraph No.</b>	<b>Amendment</b>
1	TET 18/09/24	n/a	New policy	n/a