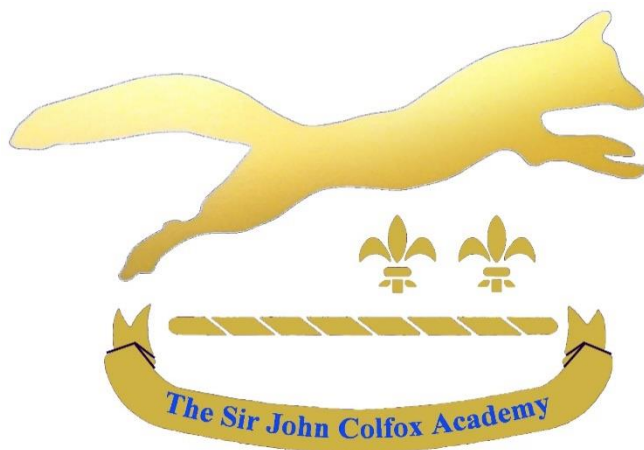


# The Sir John Colfox Academy



## Attendance Policy

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<b>Policy Written by</b>	<b>The Sir John Colfox Academy</b>
<b>Policy Reviewed</b>	<b>June 2020</b>
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<b>Signature of Chair</b>	_____

# Attendance Policy (January 2020)

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## 1. **Aims**

We believe that excellent attendance is an essential requirement for effective learning and is the responsibility of the whole school community. Students who attend regularly achieve better results than those who do not, and all students should aim for 100% attendance.

At The Sir John Colfox Academy we place a high emphasis on educating parents and students about the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home school links and communication systems that can be utilised whenever there is a concern about attendance.

The Sir John Colfox Academy aims to meet its obligations with regards to school attendance by:

- Promoting excellent attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

We want our students to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all students to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance is essential in the workplace and children who are used to attending school on time, and on every occasion (unless they are too unwell to attend) will be better prepared for the attendance expectations in the workplace.

## **2. Legislation and guidance**

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the student’s attendance is deemed to be irregular.

We will do all we can to encourage our students to attend. We will also make provision for any student who needs additional support in school and who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents ‘Supporting pupils at school with medical conditions- December 2015’ and ‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’.

This policy meets the requirements of the 2019 school attendance guidance from the Department for Education (DfE) and refers to the DfE’s 2015 statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

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

## **3. What the Law Says and Our School Procedures**

### **3.1 Contents of Attendance Register**

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances See

Appendix 1 for the DfE attendance codes.

Every entry to the attendance register will be preserved for 3 years after the date on which the entry was made.

### **3.2 Present at School (and Lateness)**

Students are marked present if they are in school when the register is taken. If a student leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that students attend school on time. This encourages habits of good time keeping and lessens any possible classroom disruption.

Students should arrive in school by 8.40am on each school day. This ensures that students are able to reach their tutor room by 8:45am, wherever they are in the building. The register for the first session will be taken at 8.45am and will be kept open until 9.05am. Anybody arriving after close of register will be marked 'U' for unauthorised absence. The register for the second session will be taken during Period 4, beginning at 1:25pm. Students arriving after 8.45am and 1:25pm are considered to be late (L code Appendix 1). If students are late to tutor time or to lessons, a 30-minute detention will be applied by their teacher.

There are sometimes unusual or exceptional circumstances (e.g. delayed buses) which result in students being late. In these instances, parents should contact the school to explain the reason for their child's lateness. A note or phone call will be sufficient; on receipt of this information we will code the absence late (L code Appendix 1) but no further action will be taken. The heads of school monitor lateness closely and if patterns emerge, they will contact home to discuss students' morning routines or their punctuality during the day.

### **Effects of Late Arrival at School**

When a student arrives late to school, they miss important events like assembly, teacher instructions and notices. Students often feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

<b>Minutes late per day</b>	<b>Equates to Days of Teaching lost in one Year</b>
5 mins	3 days
15 mins	10 days
30 mins	19 days

The school will use sanctions in line with the Behaviour for Learning Policy to tackle lateness. In summary, if students are late to tutor time or to lessons, a 30 minute detention will be applied by their teacher.

### **3.2 Unplanned absence**

It is the parent's responsibility to notify the school on the first day of the unplanned absence and everyday thereafter by phoning the school absence number 01308 426113 or 422291 and press '1' when prompted.

An example of when this is required, is if their child is unable to attend due to ill health. Parents are expected to phone by 09:30am or as soon as is practically possible and state the reason for the absence. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. The school follows the 2019 DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the students GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

Where a student has a high level of and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case the school will make the parent/s or carers aware of this expectation in advance.

### **Mental Health and Wellbeing**

Parents/carers who have concerns about their child's mental wellbeing can contact our schools Attendance Lead for further information on the support available.

Parents/Carers should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

### **Students taken ill during the school day**

If a student needs to be sent home due to illness, this should be agreed with an appropriately authorised member of school staff. In such circumstances, the student must be collected from the school's reception by a parent/carer or another authorised adult and signed out. No student will be allowed to leave the school site without parental confirmation.

### **3.3 Medical or dental appointments**

Parents/carers should try to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. It is not acceptable for a student to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment. Any medical or dental appointment must be supported by providing the school with sight of, or a copy, of the appointment card or letter. Only then will this absence be authorised.

To notify the school of a medical or dental appointment in advance either ring the school absence line on 01308 426113 or 422291 and press '1' when prompted. A letter addressed to the 'Attendance Officer' would also suffice.

### **3.4 Religious Observance**

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

### **3.5 Traveller Absence**

The school will authorise the absence of a Traveller student of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the student's age and number of sessions absent. The school will discuss cases individually with Traveller parents/carers as necessary. Parents/carers should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

Students from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other students in terms of the requirement to attend school regularly.

### **3.6 Exclusions**

If the school decides to send a student home for their behavior, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions. Any exclusion must be agreed by the Headteacher (or most senior member of staff in their absence). The school will notify the parent/carer of the exclusion. If the student is a Looked After Child, the school will notify the student's carer, social worker and Virtual School. In other instances, where a student is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The student must be collected from the school reception by the parent/carer or another authorised adult. No student will be allowed to leave the school site without parental confirmation.

### **3.7 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

The process that The Sir John Colfox Academy take for this is any 'N' code (unexplained absence) after the close of register will be followed up with a first day phone call or text message. This will ascertain the reason for any absence. If a child is absent for any additional days following the first absence, then a phone call should be made to the school absence line on each additional day. The school will send texts to parents by 10:30am each day to follow up unreported absences. If no reason is given for an absence then it will be coded as 'unauthorised'.

### **3.8 Reporting to parents**

The school will write to parents if there are concerns about the attendance of a student. If parents have concerns with the reported attendance mark, they should contact the school asking to speak to their child's Head of School or the school's Attendance Officer.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term time absence**

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as "an event whose timing cannot be controlled and which are of great emotional significance to the families involved".

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Parents/carers should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better for us to know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols (please see our school's Safeguarding Policy for more information).

Valid reasons for authorised absence include:

- Illness and medical/dental appointments- as explained in sections 3.2 and 3.3
- Family bereavement
- Student pregnancy (where tuition is provided for a period of "maternity leave" this can be classed as educated off site).
- A student becoming carer for a sick or disabled member of the family on a temporary basis.
- Fixed term or Permanent Exclusion.
- Days set aside for religious observance by the religious body to which the child's parent/carer belongs.
- Where the school is outside the statutory walking distance for students of that age and the LA has not made provision for transport to and from school or has not offered a place at a school nearer the student's home.
- Dual registration
- Travellers when travelling
- Approved sporting activity
- Alternative provision offsite, organised by the school

- Courses at college
- Interviews for Year 11 students either with prospective employers or with higher education establishments.
- Interviews for new school establishments, in case of moving area/moving schools.

## **4.2 Unauthorised Absence**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence will be unauthorised if a student is absent from school without the permission of the school. Whilst parents can provide explanations for absence, it is the school's decision whether to authorise the absence or not. Unauthorised absence includes:

- Absences which have never been fully explained
- Students who arrive to school too late to get a mark
- Shopping
- Birthdays
- Day trips
- Long weekends and holidays in term time (unless exceptional circumstances and agreed by the school in advance).

Unauthorised absences may result in legal sanctions, usually penalty notices or prosecutions by the local authority.

## **5. Approved Educational Activity (AEA)**

When students are attending educational activities off the school site that have been approved by the school, the register will be marked to show that this is the case. (See DfE 2019 School Attendance Guidance).

If a student is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the student to be dual registered at the other setting and mark our registers accordingly.

If a student is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the student attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider to notify us of any absences by individual students, to ensure we become aware of any attendance concerns as soon as possible and take follow up action if necessary.

## **6. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)**

In accordance with DfE school attendance guidance, our school will record students as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause



- The transport provided by the Local Authority is not available and the students home is not within statutory walking distance.
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.
- The student is in custody, but still on the school roll.

## **7. Strategies for promoting attendance**

Improving attendance at The Sir John Colfox Academy is the responsibility of everyone in the school community: students, parent and staff.

A number of strategies are used including:

- Termly and annual celebrations of those students with 100% attendance.
- Qualification for reward events/trips
- House points for excellent attendance
- Individualised rewards for targeted students.

Sometimes students can be reluctant to attend school. We encourage parents and students to be open and honest with us about the reason for the student's absence. If a student is reluctant to attend, it is never better to cover up their absence or for a parent to give into pressure to let the student stay at home. This can give the impression that attendance does not matter and can make things worse. As a school we need to understand the reasons why a student is reluctant to attend in order to be able to support students and parents in the best way.

When we have concerns about the attendance of a student, we will do our best to make the parents/carers aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Parents/carers may be asked to meet with the school's attendance officer or their child's Head of School to discuss support strategies. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Family Partnership Zone being offered. We also run attendance panels attended by Heads of School and Governors, to discuss the attendance of individual students and put in place support strategies for students and their families.

If our school refers a case of poor attendance to the Dorset County Attendance Service for legal sanctions, we will show that we have warned the parent/carer that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parents/carers that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a student who is absent we will share information with other agencies as we deem necessary.

## **8. Students on Part-time Timetables**

Students are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school are unable to provide a student with a full-time education due to the student's needs, we will work with the student, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible (for not more than 3 weeks) whilst arrangements are made to support the students return to full-time timetable.

## **9. Penalty Notices and Prosecutions**

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered student at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school his/her parent(s)/carer are guilty of an offence. Parents with more than one school aged child need to be aware that, whilst we treat each child's attendance as a separate matter, the school frequently reviews family attendance patterns if there are concerns about more than one child in the family.

The school will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised absences. Penalty Notices are intended as a sanction for low level offences and a tool to support improved attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a student's irregular attendance.

A student's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The Penalty Notice is £120, decreasing to £60 if paid within 21 days (failure to pay will result in prosecution).
2. Prosecution.

Prosecution could lead to fines up to £2500 and/or 3 months imprisonment. Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued to each child with irregular attendance.

## **10. Children Missing Education (CME)**

Our school will add and delete students on roll in line with statutory guidance. The school will follow Dorset Child Missing Education process and make CME referrals as appropriate.

## **11. Attendance Monitoring**

The Tutor, Head of House and Attendance Lead monitors student absence on a daily and weekly basis.

It is the parent/carers responsibility to inform the school if their child is going to be absent as early as possible on the day of the absence and on each subsequent day of an absence period. If after speak with parents a student's absence continues to rise, we will consider initiating attendance procedures to support the family and student in the process of improving the child's attendance.

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is collected each term and published at national and local authority level the DfE's school absence national statistic releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

The school collects and stores data using Bromcom. This data is used for internal purposes to track attendance for individuals, groups and whole cohorts of students. This information is then used to identify those students whose attendance is a cause for concern. It is also used to monitor and evaluate those children identified as being in need of intervention and support.

## **12. Roles and Responsibilities**

### **12.1 Parents/Carers**

Parents/carers are responsible for ensuring their child's regular and punctual attendance, that they are properly equipped and in a fit condition to learn. In addition to this they are responsible for:

- Informing the school on the day of absence.
- Supporting the school and student in the matters of school policy including behavior and attendance.
- Seek authorisation from the school for all term time absence including holiday.
- Ensure their child if excluded from school is not seen in the wider community (Fixed Penalty Notice may be issued).
- Avoid medical/dental appointments during the school day.
- Avoid any term time leave.

## **12.2 The Governing Board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy. There is also a link governor for attendance to whom the Deputy Headteachers KS3 and KS4 report on a termly basis.

## **12.3 The Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school. The Deputy Headteachers KS3 and KS4 report to the Headteacher and together they monitor school-level absence data and report it to governors.

The Headteacher and Deputy Headteachers KS3 and KS4 also support other staff in monitoring the attendance of individual students and issues fixed penalty notices where necessary.

## **12.4 The Deputy Headteachers KS3 and KS4:**

The Deputy Headteachers KS3 and KS4:

- Monitors attendance data at the school and individual student level.
- Reports concerns about attendance to the Headteacher.
- Works with the heads of year to tackle persistent absence and maintain high standards of attendance in all year groups
- Arranges calls and meetings with parents/carers to discuss attendance issues.
- Advises the heads of school and Headteacher when to issue fixed penalty notices.
- Line manage the Heads of School (lower/middle/upper) and monitor attendance processes.

## **12.6 Form Tutors**

Form tutors are responsible for recording attendance on a daily basis and submitting this information on Bromcom or directly to the school's attendance officer. They will be the first contact when a student's attendance starts to decline.

Reception Staff

Reception staff are expected to take calls from parents about absence and to pass information about school absence to the attendance officer. At attendance officer will record details of absences on Bromcom using the appropriate codes.

## **13 Monitoring Arrangements**

This policy will be reviewed on an annual basis by the Deputy Headteachers. At every review, the policy will be shared with the board of governors and ratified by the Chair of Governors.

## **14 Links with other policies**

This policy is linked to our Child Protection, Safeguarding and Behaviour for Learning policies.

## Appendix 1: Attendance Codes

Code	Meaning
/	Present
B	Educated off site (not dual registration)
C	Other Authorised circumstances (not covered by another appropriate code)
D	Dual registered
E	Excluded where no alternative provision is made (up to day 6)
G	Family holiday not agreed or in excess of agreement
H	Holiday agreed
I	Illness
J	Interview
L	Late before registers close
M	Medical or dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late after registration has closed
V	Educational visit or trip
W	Work Experience
Y	Where the school site, or part of it, is closed due to unavoidable cause; or transport provided by the school or local authority is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school; or a pupil is detained in custody for less than four months.
Z	Student not yet on roll

#	School closed to all students
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## Appendix 2

### CHILDREN MISSING EDUCATION SERVICE PENALTY NOTICES - INFORMATION FOR PARENTS

#### What is a Penalty Notice?

Under existing legislation, parents/carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996.

The Anti-Social Behaviour Act 2003 introduced the Penalty Notice as an alternative to prosecution. A Penalty Notice does not require an appearance in Court but still aims to secure an improvement in attendance.

Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

#### Why has it been introduced?

Reducing absence from school is a key priority nationally and locally because missing school damages a student's attainment levels, disrupts school routines and the learning of others and can leave a student vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's longer-term life opportunities.

#### How much will it be?

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her child, being of compulsory school age, fails to attend regularly the school at which he or she is a registered pupil.

Section 444A of the Education Act 1996 allows for a Penalty Notice to be issued to parents who commit such an offence. The Penalty (per parent, per child) is £60 if paid within 21 days or £120 if paid within 28 days. Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.

#### How will they be issued?

By post, to the parents' home address.

#### When will they be used?

Penalty Notices may be used in to tackle unauthorised absence in the following circumstances:

- Where the parent has chosen to take their child on holiday during term time without authorisation, especially, but not solely, where the absence will lead to the child missing public examinations i.e. SATs and GCSEs.
- Where following a truancy sweep, enquiries show that the school has recorded the student's absence for that session as unauthorised.
- In cases where students are persistently late for school after the register has closed.
- In cases where a student's parents fail to work with the school and the Children Missing Education Service to improve attendance.

Penalty notices will normally be issued where a student has 10 or more unauthorised absences in the 100 sessions prior to the request for a penalty notice to be issued. However, in some circumstances, such as Family Holidays in Term Time, a notice may be issued for any period of unauthorised absence. Penalty notices may be issued to any or all parents as defined by section 576 of the Education Act 1996.

Parents will not be issued with more than two separate penalty notices per child in any twelve-month period. The

Children Missing Education Service does not take legal action lightly and would far rather work with parents/carers to improve attendance without having to resort to its enforcement powers. Attendance is of

such importance to all of us however that these powers will be used if this will help in securing a child's education.

### **Is a Warning Given?**

Yes, parents will receive a written warning of the possibility of a Notice being issued, which will show the extent of the student's absences and give at least 15 school days in which to effect an improvement. In that time the student must have no unauthorised absences from school.

Where Penalty Notices are issued in respect of family holidays taken in term time, a warning will normally be given on the first occasion that such absence is not authorised by the school.

There is no limit to the number of times formal warning of possible Penalty Notice issue may be made in any particular case.

### **Is there an appeal process?**

There is no statutory right of appeal once a notice has been issued, but on receipt of a warning from the school parents can contact the Deputy Headteacher/Head teacher to discuss the matter of the child's absence. •

### **How is payment made?**

Details of payment arrangements will be included on the Penalty Notice. Payment in part or by instalment is not an option with Penalty Notices.

### **What happens if payment is not made?**

Parents have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this timescale the Authority is required under the Act to commence proceedings in the Magistrates court for the original offence of poor attendance by the child.

If proven, this can result in fines of up to £2,500 and/or a range of disposals such as Parenting Orders, Community Sentences or imprisonment depending upon circumstances.

### **Can parents be prosecuted if they pay the Penalty Notice but the child is still missing school?**

Not for the period included in the Penalty Notice – payment discharges the liability in this respect. However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that parents/carers work closely with the school and support agencies such as the Children Missing Education Service.

### **Can parents get help if their child is not attending regularly?**

Yes, the school and the Children Missing Education Service will give advice and support if they need help with their child's attendance. It is very important that parents speak with the school at the earliest opportunity if there are any worries at all about securing their child's attendance.



## Appendix 3: Colfox Attendance Flowchart

### Stage 1: Tutor Support. Triggered after four sessions (2 days) of absence in a term

- The tutor identifies the sessions absent from school (using weekly attendance data)
- The tutor discusses the absence with the tutee.
- A supportive phone-call is made by the tutor to the parents/carers of the student, to check on wellbeing
- Relevant support is offered to the student and/or Parent/carer.
- The phone call is logged in the student's records

**If no improvement in attendance the process proceeds to the next stage.**

### Stage 2: Head of School Support. Triggered after four sessions (2 days) of absence in a term or attendance below 94%

- Courtesy letter sent and attached on BROMCOM
- A supportive phone-call to parents is made by HOS to discuss attendance and discuss strategies for improvement
- HOS/Attendance lead talks to the student regarding their attendance
- Attendance is monitored by HOS and attendance lead for 10 days

**If no improvement in attendance the process proceeds to the next stage.**

### Stage 3 Head of School Support. Triggered after courtesy letter and when attendance falls below 94%

- Letter 1 is sent for repeated non-attendance and attached on BROMCOM
- Head of School meets with the student, speaks with parents and records outcomes of meeting using SSP form.
- Attendance is monitored by HOS and attendance lead for 10 days

**If no improvement in attendance the process proceeds to the next stage.**

### Stage 4 Head of School Support. Triggered if attendance does not improve following Letter 1, or if attendance has fallen below 90% (persistent absence)

- Letter 2 is sent for repeated non-attendance or persistent absence and attached on BROMCOM
- Parent meeting is arranged.
- Review and update SSP in the meeting.
- Attendance is monitored by HOS and attendance lead for 10 days

**If no improvement in attendance the process proceeds to the next stage.**

### Stage 5 Deputy Headteacher Support / Outside agency support

- Letter 3 is sent (Attendance Panel invite) and attached on BROMCOM
- HOS identify suitable date for panel (invite governor, Deputy Head, parents, student)
- Attendance panel runs. Parenting contract is discussed. A PSP may be filled out at this time, involving multi-agency support (e.g. FPZ, REACH).
- Set SMART objectives and a review date for the casework allocated in the meeting

**If no improvement in attendance then the school will refer the case to DCC for a fixed-penalty notice or prosecution**

**Appendix 3: The Sir John Colfox Academy Attendance Support Procedure**