

ATTENDANCE INFORMATION

	Tier	Information	Days Missed	Lessons Missed (Including Morning Reading & Personal Development)
1	Tier 1 Low Risk of PA Universal strategies e.g. pastoral support and signposted to universal services.	Letter sent to parents/carers offering a meeting if they would like to discuss barriers to their child attending on a regular basis. This letter will be issued after 4 days of absence in an academic year. The number of periods of absence, reasons for absence, stage of the academic year and historic attendance will be considered prior to issuing the letter. This will not be an automatic response to a child being off for four days within an academic year.	4	28
2	Tier 1 Low Risk of PA Universal strategies e.g. pastoral support and signposted to universal services.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. A date for the meeting will be included in the communication, the academy expects that the child and their parent/carer to attend. The meeting will be held with your child's Assistant Achievement Leader (AAL). This letter will be issued after 7 days of absence in an academic year. The number of periods of absence, reasons for absence, stage of the academic year and historic attendance will be considered prior to issuing the letter. This will not be an automatic response to a child being off for seven days within an academic year.	7	49
3	Tier 2 Moderate Risk of PA Individualized strategies – e.g. 1:1 intervention/mentoring external agency referrals e.g. changing lives.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. A date for the meeting will be included in the communication, the academy expects that the child and their parent/carer to attend. The meeting will be held with your child's Achievement Leader (AAL). An initial improvement notice will be issued if deemed appropriate by the school . This letter will be issued after 10 days of absence in an academic year. The number of periods of absence, reasons for absence, stage of the academic year and historic attendance will be considered prior to issuing the letter. This will not be an automatic response to a child being off for ten days within an academic year.	10	70
4	Tier 2 Moderate Risk of PA Individualized strategies – e.g. 1:1 intervention/mentoring external agency referrals e.g. changing lives.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. A date for the meeting will be included in the communication, the academy expects that the child and their parent/carer to attend. The meeting will be held with Catherine Wragg (Education Welfare Officer). A second improvement letter will be issued if deemed appropriate by the school . This letter will be issued after 12 days of absence in an academic year. This letter will be issued after 12 days of absence in an academic year. The number of periods of absence, reasons for absence, stage of the academic year and historic attendance will be considered prior to issuing the letter. This will not be an automatic response to a child being off for twelve days within an academic year.	12	84
5	Tier 3 High Risk of PA High needs strategies – bespoke educational packages (e.g. part time timetables), early help assessments and specialist referrals.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. A date for the meeting will be included in the communication, the academy expects that the child and their parent/carer to attend. The meeting will be held with Keir Mather (Senior Designated Safeguarding Lead). A final improvement notice will be issued if deemed appropriate by the school . This letter will be issued after 15 days of absence in an academic year. A penalty notice may be issued if a child is absent for between 16 and 19 days if deemed appropriate by the school . The number of periods of absence, reasons for absence, stage of the academic year and historic attendance will be considered prior to issuing the letter. This will not be an automatic response to a child being off for fifteen days within an academic year.	15	105

ATTENDANCE INFORMATION

Reporting absence (Illness)

Where a child is absent from school through illness, we ask that parents/carers contact the school on **01332 831515** before **8:30am**.

This should be repeated on any subsequent days of absence through illness.

Medical/dental appointments

We ask that, wherever possible, medical/dental appointments are made outside of the normal school day. Where this is truly unavoidable the appointment card should be shown to the Education Welfare Officer as soon as the pupil returns.

Any medical evidence provided to support illnesses/absences will prevent further escalation throughout our Attendance Policy.

Leave of absence and holidays

Holidays in term time are not allowed, thus any absence due to holidays will be unauthorised. The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear parents/carers do not have a legal right to take children out of school for holidays in term time.

In exceptional circumstances parents/carers may make a request for special consideration of leave of absence by writing directly to the Headteacher but should not assume that permission will be granted.

In each case, the school will reply in writing stating whether or not permission has been granted. Parents are advised to ensure that they have received written permission from the school before taking their children out of school.

A leave of absence form can be requested from the Education Welfare Officer.

All unauthorised absences

Where a pupil is absent from school without authorisation (including all of the above) the school will investigate further with the assistance of the Education Welfare Service and, where it is shown that unauthorised leave of absence or holiday has been taken, parents/carers may be subject to a penalty notice of £80 per parent/carer per child in the first instance.

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[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Key Updates

£80 fines and Improvement Notices	<p>Absence fines charged to parents will rise from £60 to £80, or £160 if not paid within 21 days. It is going to be down to the school to decide whether they issue a fine, but it will be the local council who will actually issue the fines to parents/carers. From Autumn term 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any notice thereafter will automatically be charged at £160.</p> <p>Parents will also receive "improvement notices", where they are informed that this is their last opportunity to engage with education and improve their child's attendance before a fine is issued.</p>
National fine threshold	<p>From September, schools will have to consider a fine if a pupil misses 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks. They should "not have a blanket position of issuing or not issuing penalty notices". The threshold can be met with "any combination of unauthorised absence". For example, four sessions in term time plus six instances of arriving late.</p>
Long-Term Sickness to be Flagged with Local Authorities	<p>Schools will have to give councils the name and address of sick pupils who they believe will miss 15 consecutive or cumulative days. Schools will also be "expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school".</p>
Mental Health Awareness	<p>Schools should now be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.</p> <p>The guidance acknowledges "many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods". But it is "important to note that these pupils are still expected to attend school regularly".</p>