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ATTENDANCE AND PUNCTUALITY POLICY

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Attendance and Punctuality Policy
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Headteacher & Local Governing Body

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1. Aims

The purpose of this policy is to provide staff, parents/carers, students and other agencies with guidelines on the current procedures in place for attendance and the action that should be taken.

The purpose of the policy is to clarify everyone’s roles and responsibilities within this.

The importance of excellent attendance has a high profile at Kingsthorpe College. The link between attendance and achievement is critical and emphasised in all aspects of daily College life. Kingsthorpe College has an attendance target of 96% for every single student, and our drive is to ensure as many students as possible achieve this measure, as undoubtedly this will have a positive impact upon student progress, achievement and gaining the qualifications and skills to equip them for their future. We aim to achieve excellent attendance by building strong relationships with families to ensure students have the support in place to attend school. Strong, positive relationships also enable the effective implementation of procedures and processes for monitoring and intervention to address attendance issues.

2. Legislation and Guidance

The Government expects school and Local Authorities to:

- *“promote good attendance and reduce absence, including persistent absence:*
- *ensure every pupil has access to full-time education to which they are entitled;*
- *to address patterns of absence*

- *parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly*
- *all pupils to be punctual to lessons”*

Attendance and Parental Responsibility Measures for School Attendance and Behaviour Documents January 2018

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons, in line with section 444 of the Education Act 1996

“Under Section 444 of the Education Act 1996 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school.”

Education Act 1996

In line with the Government focus on attendance and the clear link between attendance and academic achievement, the school will ensure arrangements are in place to address issues and promote the importance of good attendance. Therefore, the school aims to improve attendance to 96% or more so that every student can maximise their teaching and learning opportunities.

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE’s 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](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils 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 afternoon session.

(See appendix 3 for the DfE attendance codes.)

Pupils must arrive in school by 8:40am on each school day.

The morning register will be taken during the morning tutor session (8:40am – 9:05am). Registers will close at 9:10am. Students arriving after the start of the day but before 9:10am will be treated as present but coded as 'late before the register closed'. Students arriving after the registers close will be U coded 'late after the register closed' for the morning session and this will negatively impact the student's attendance.

The afternoon registration will be taken from the period 4 registers.

3.2 Unplanned absence

If a student is absent, it is the responsibility of the parent to contact the College on every day of absence. The College absence line is available on (01604) 716106. For safeguarding reasons, the College is not able to assume that your child will not be present in school if they have been reported absent due to illness on a previous day.

Absence can now also be reported through the Arbor communication app or by emailing at the following address attendance.team@kingsthorpecollege.org.uk.

In a situation where absence has not been reported to the College, a message will be sent to the parent via the Arbor communication app asking for a reason to be provided for absence, or a first day response call will be made home by the College attendance officers. If the College feels that it is necessary, a home visit will be made to ensure the safety of a student.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. The school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

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

3.3 Medical or dental appointments

We encourage parents/carers to make all medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Absence for emergency medical or dental appointments for students will normally only be authorised for either a morning or an afternoon session within the school day. Students will be expected to attend school for the remainder of the day, unless further reasoning is provided why the student is unable to attend following their appointment.

Absence for a full day will only be authorised by Kingsthorpe College in exceptional circumstances and applications for this must be made in writing. Evidence of the location and length of the appointment will need to be provided before a full day of absence can be authorised.

Should you need to withdraw your child from school to attend a medical or dental appointment please email attendance.team@kingsthorpecollege.org.uk in advance of the appointment to enable us to authorise the absence.

Applications for other types of absence in term time must also be made in advance.

Information relating to whether the school can authorise such absences can be found in section 4.

When leaving school site for an appointment the student will need to sign out at Student Services and on return report to Student Reception to sign back in. The school will then code the student as having left the site and returned.

3.4 Lateness and punctuality

A pupil who arrives late, but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

A student arriving late to school will be set a break time FINE (Failure In Normal Expectations) detention and receive 1 Core Value Breach of Responsibility for the day as a consequence of arriving late to school.

Students who are consistently late are disrupting not only their own education but those of others. Where patterns of lateness are identified, parents/carers will be contacted and reminded about the importance of being punctual as lateness is considered as serious as an absence. If problems persist with punctuality, then parents / carers will be invited to meet with the relevant year team to discuss the ongoing issues and try to find solutions.

For health and safety reasons, it is important that the school knows who is in the building at any point in the day. Students arriving late should enter the school through the main reception to be signed in so that we can account for all students on school site. Parents/carers of students who have not followed this procedure might find that an absence message is received as a result.

3.5 Following up absence.

The school will follow up any absences to try 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.

- Kingsthorpe College has an escalating system for managing attendance and applies the following procedures when following up with individual absences.
- Parents/carers are obliged to communicate their child's unexpected absence daily during the period of absence to alert the school to the reason for absence each day.
- The school will contact parents/carers through the Arbor app if no contact has been made. Priority phone calls will be made to those students where safeguarding concerns exist. The attendance team / pastoral team will make further absence calls during the day if no reason for absence has been ascertained.
- Any student who remains absent for a period of 3 days will receive a welfare check by either phone call, email, letter or face to face.
- Students who remain absent for a period of 5 days will receive a further welfare check.
- The College attendance officers meet fortnightly with each pastoral year team to discuss patterns of attendance and any concerns. Actions and support are agreed at these meetings and then implemented.
- If the College has concerns around a student's attendance, a letter will be sent home detailing the concerns (Attendance letter 1). This will trigger a 3-week period of monitoring, and if concerns are still apparent, then a further letter will be sent home asking for the parent / carer to contact the College to arrange a meeting with the designated year team (Attendance letter 2).
- For students who are regarded as persistent absentees, or where escalation of attendance action is deemed appropriate, parents / carers will be invited to a Parent Contract Meeting to agree targets and strategies for support. Continued unauthorised non-attendance will result in a referral to the School Attendance Support Service who may decide to issue a Fixed Penalty Notice.
- Throughout all stages of the attendance process the College will be working with and supporting parents / carers and if any further support is required beyond school level, referrals to or advice around wider support services that are available is given.
- It is essential that parents provide up to date contact details and phone numbers so that the College can keep parents / carers fully informed at every stage of the attendance procedure.
- The College attendance policy and procedures will be applied fairly and consistently; however, individual circumstances and needs will always be considered in regard to any action or support put in place.

3.6 Reporting to parents/carers

Parents/carers can monitor their children's attendance live using the Arbor app. For more information or assistance with the Arbor app please contact admin@kingsthorpecollege.org.uk

Kingsthorpe College will also report student attendance on both tracking and full reports throughout the academic year. Should parents/carers have any questions or concerns about their child's attendance outside of these periods they should initially contact their child's form tutor / year team.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. As such all term-time absence requests will be unauthorised unless the circumstances are deemed 'exceptional' (see table below for examples).

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

Possible factors that will be taken into account when considering term-time absence requests include:

- Length of proposed leave/expected date of return
- General attendance record
- Proximity of any public examinations occurring
- Welfare of the child

For information about term-time absence requests concerning medical or dental appointments see [section 3.3](#).

Other term-time absence requests should be made in writing and emailed to the attendance.team@kingsthorpecollege.org.uk

When making a written request:

- There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with school staff to discuss their request.
- All requests for leave of absence must be in advance, in writing or email, setting out the days requested along with the expected date of return. The reasons for the request of leave during term time must be clearly stated.
- If the Headteacher deems that the reasons for the request are exceptional and authorises the absences a letter or email confirming that the request has been authorised will be sent to the parent/carer.
- If the Headteacher deems that the reasons are not exceptional, and the leave of absence will not be authorised. A letter or email informing the parents of this

decision for each child and warning of the legal implications of the absence been taken will be sent to each parent.

- If following notification in writing of the decision not to authorise the leave of absence, the absence is taken, it will be marked as an unauthorised absence on the student’s register. If the trigger of 10 sessions of unauthorised absence (i.e. 5 school days) is met, then the absences should be referred immediately to EIPT (Education Inclusion and Partnership Team) for consideration and could result in the issue of a fixed penalty notice. This will also apply where students have been taken on holiday.
- Until permission in writing is given any leave taken will be classed as unauthorised leave.
- Kingsthorpe College cannot give retrospective approval.

The Education (Pupil Registration) Regulations 2006, as amended, are adhered to. Where a pupil has been granted extended leave of absence and subsequently fails to return to school after expiry of the agreed date it will be treated as an unauthorised absence and where the failure is not due to sickness or any other unavoidable cause, their name may, following consultation with the Local Authority, be deleted from the admission register.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections [3.2](#) and [3.3](#)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
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Examples of authorised and unauthorised absence include:

AUTHORISED	UNAUTHORISED (unexplained or unjustified)
<ul style="list-style-type: none"> • illness • emergency dental or medical appointments • days of religious observance • immediate family bereavement • family crisis • attending an interview • examinations or approved sporting activity • other exceptional circumstance approved by the Headteacher 	<ul style="list-style-type: none"> • looking after a brother, sister or unwell family members • birthdays • general trips: concerts, shopping, matches etc. • truancy • persistent minor illnesses without the support of medical evidence • absence attributed to illness over an extended period of time without accompanying medical evidence. • visits to relatives • collecting relatives

	<ul style="list-style-type: none"> • holidays • moving house • absence awaiting contact from the school with regards to alleged bullying incidents or SEND assistance.
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4.2 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine or penalty notice, parents/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to request a penalty notice ultimately rests with the Headteacher, following the local authority’s [code of conduct](#) for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year.
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Kingsthorpe College recognises the importance of promoting positive behaviours. To promote, recognise and celebrate excellent and improved attendance assemblies & tutor periods discussing and promoting excellent attendance are frequent. Sustained improvement and continued excellent attendance and punctuality are rewarded throughout the academic year and form part of our whole school praise and reward system. Students are updated on their current attendance regularly through tutor times, as well as their best possible attendance at key milestones in the academic year. This should be discussed with their tutor and attendance goals set and reviewed around this data.

6. Attendance Monitoring

6.1 Monitoring Attendance

The school monitors pupil attendance and absence on a daily, weekly, termly and yearly basis at both school and individual student level. The monitoring of attendance occurs to enable identification of individual and groups of students whose absence may be a cause for concern.

The school will compare attendance data to the national average and share this with the governing board and trustees.

Kingsthorpe College uses Arbor to collect and store attendance data. The data collected on attendance may be used for a variety of purposes including, but not limited to:

- Identifying students whose attendance may be a cause for concern.
- Identifying groups of students whose attendance may be a cause for concern.
- Identifying students for intervention – attendance, pastoral and academic based.
- Monitoring of interventions that occur – attendance, pastoral and academic based.
- Evaluation of interventions that occur – attendance, pastoral and academic based.

6.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these students and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

6.3 Using data to improve attendance.

The school will:

- Provide regular attendance reports to form tutors, Heads of Year, Pastoral Team, SEND Team and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

6.4 Reducing persistent and severe absence.

The Government's threshold for a student to be classified as a persistent absentee is 90% attendance. If a pupil's individual overall attendance falls to or below 90% the pupil will be classified as a persistent absentee.

The Government defines students that have attendance of below 50% as severely absent.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents/carers of students who the school and/or local authority considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school (see appendix 4 for more detail.)
- Provide access to wider support services to remove the barriers to attendance.

7. Roles and responsibilities

Each stakeholder has their part to play in ensuring excellent attendance by students. Their roles and responsibilities are detailed below.

7.1 Students

It is the responsibility of our students to:

- Arrive at school on time each day.
- Be punctual for every lesson.
- Know or have a copy of your timetable.
- Be prepared to catch up on work missed through absence as it will impact on academic progress.
- Discuss, with your form tutor, any difficulties that arise that may affect your attendance.

7.2 Parents/carers

It is the responsibility of our parents/carers to:

- Ensure that your child attends school every day on time.
- Report any unexpected absence on the absence line by 8:40am daily.
- Avoid unnecessary absences and wherever possible ensure appointments e.g. doctor, dentist etc are outside of the school hours
- Keep Kingsthorpe College informed of any changes in personal data, including providing the school with more than one emergency contact number.
- Support Kingsthorpe College's policy on attendance and punctuality and work with the school in respect of the support offered.
- Take a positive interest in your child's educational progress and instil the value of education.
- Encourage your child to have high aspirations and work with them to achieve these.
- Recognise that a fine for unauthorised absence may be issued and will remain as a criminal offence on your record under S444 Education Act 1996.

7.3 Office staff

It is the responsibility of the office staff to:

- Take calls from parents/carers about absence and record it on the school system.
- Transfer calls from parents/carers to the correct member of staff to provide more detailed support on attendance.

7.4 Form Tutor

It is the responsibility of the form tutors to:

- Be a positive role model.
- Take the register audibly and accurately.
- Hold return to school conversations with students, where appropriate, to offer support.
- Raise the profile of attendance by sharing attendance data with individuals on a weekly basis.

- Acknowledge and, where appropriate, reward good and/or improved attendance.
- Monitor for patterns of absence and refer concerns to Head of Year and Attendance Officer.
- Challenge and sanction punctuality where appropriate.

7.5 Class Teacher

It is the responsibility of the class teachers to:

- Be a positive role model.
- Take the register audibly and accurately EVERY lesson within the first 10 minutes.
- Amend the register if a student arrives late.
- Take action when students are late to your lesson.
- When taking the register do not amend any pre-entered codes.
- Inform the Head of Department, Head of Year or Attendance Officer if attendance is impacting on learning and progress in your lessons.

7.6 Head of Year/Pastoral Team

It is the responsibility of the Head of Year/Pastoral Team to:

- Give attendance and punctuality a high-profile reinforcing message in assemblies and form time activities.
- Liaise with the Attendance Officer over unauthorised absence.
- Be aware of the overall School attendance target and take proactive steps for their year group to meet or exceed this target.
- Support subject teachers, form tutors and Heads of Department in taking actions for lateness to lessons.
- Support form tutors to hold return to school conversations with members of their form.
- Ensure parents/carers are informed where attendance is affecting progress in lessons.
- Offer and initiate informal attendance support for students whose absence has exceeded 10 days (20 sessions)

7.7 Attendance Officer

The Attendance Officers are Julie Williams (Year 9, 10 and 11) and Sharon Kennedy (Year 7, 8 & Post 16) and can be contacted by using attendance@kingsthorpecollege.org.uk or by calling Kingsthorpe College on 01604 716106

It is the responsibility of the Attendance Officers to:

- Promote good attendance - 96% individual student target.
- Ensure we are fulfilling our legal responsibilities.
- Ensure statutory marks are in place within Arbor.
- Ensure attendance codes are applied in accordance with DfE guidance.
- Assist the Attendance Lead to prepare analysis of attendance data.
- Review and evaluate procedures to improve the best practice school attendance target.

- Prepare all attendance related letters.
- Collate attendance figures using Arbor and use these for comparative analysis.
- Build relationships with parents / carers.
- Priority absence calls for highlighted students.
- First day response calls and messages for absence.
- Following up with year team support on 3-day absence with no contact.
- Making parents aware of their legal responsibilities.
- Calls and referrals for children missing in education.
- Meet with and supporting year teams around attendance concerns and actions.
- Offer advice and support on attendance process and actions.
- Support with home visits.
- Make attendance referrals to local authority.
- Ensure full process for elective home education is followed when required.
- Attend parent contract meetings with year team.
- Support with EHA's where attendance is a concern.

7.8 The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader Responsible for Attendance is Paul Hancock and can be contacted by using phone number 01604 716106 or emailing Paul.Hancock@kingsthorpecollege.org.uk

It is the responsibility of the Designated Senior Leader Responsible for Attendance to:

- Coordinate the school attendance strategy.
- Offer a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Liaise with the Attendance Officers over unauthorised absence.
- Oversee the strategy for promoting good attendance with the assistance of the Attendance Officers and Pastoral team.
- Ensure CPD around attendance processes and procedures is delivered.
- Meet with parents/carers to discuss attendance issues where required.
- Create and maintain the relevant sections of the School Improvement Plan.
- Report regularly to the SLT, Trustees and the Governing Body on the effectiveness of the school strategy for improving attendance.

7.9 The Headteacher

It is the responsibility of the Headteacher to:

- Ensure this policy is implemented consistently across the school.
- Ensure Attendance Lead is monitoring school-level absence data and reporting it to SLT, Governors and Trustees.
- Support Attendance Officer to issue fixed-penalty notices, where necessary.

7.10 The Local Governing Board and Trust Board

It is the responsibility of the Local Governing Board and the Trust Board to:

- Monitoring attendance figures for the whole school on at least a bi-termly basis.
- Making sure staff require adequate training on attendance.
- Regularly review and challenge attendance data.
- Holding the Headteacher to account for the implementation of this policy.

8. Links with other policies

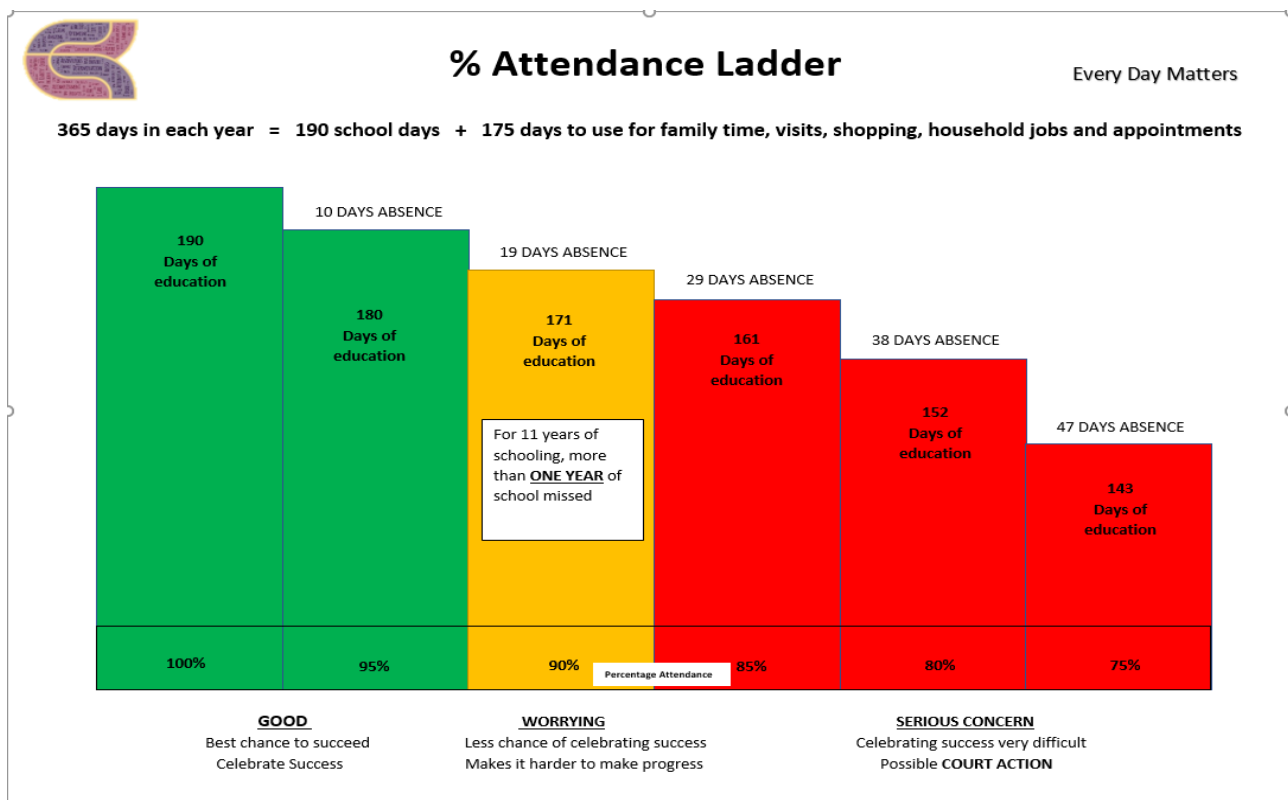
This policy is linked to:

- Child protection and safeguarding policy
- Behaviour policy

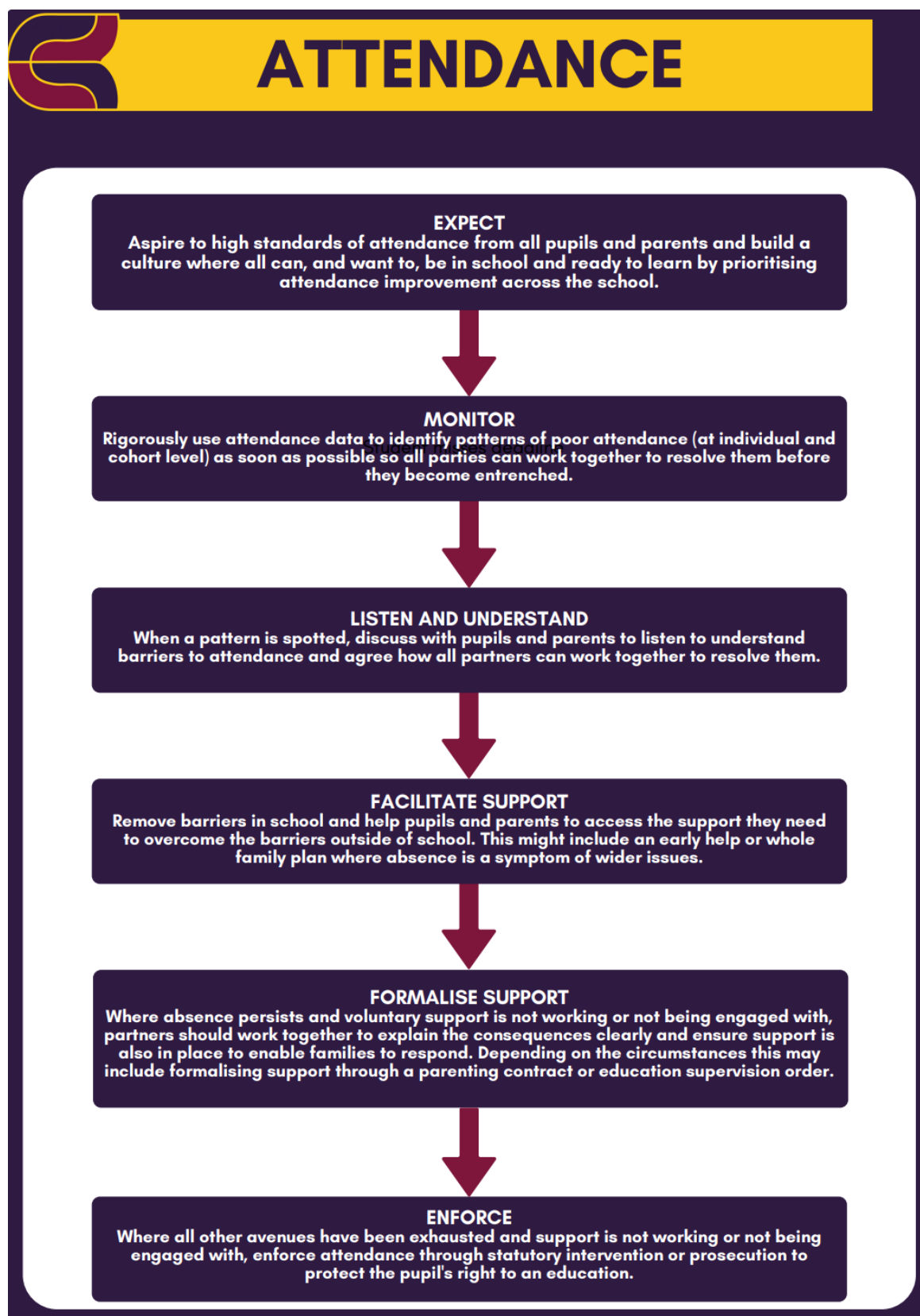
Appendix 1:

IMPACT OF REDUCED ATTENDANCE

The below image is shared with students, staff and parents throughout the academic year to remind all parties of the impact of reduced attendance.



Appendix 2 – Attendance Flow Chart



Appendix 3: Attendance codes

The following codes are taken from the DfE'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
Authorised absence		
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
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend or not attending in circumstances relating to coronavirus (COVID-19)
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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Appendix 4: Kingsthorpe College Guidelines for Parent Contract Attendance and EHA

(Early Help Assessment Form)

1. What is a parent contract (PCM)/EHA and how will it help me?

- Both processes are designed to assess the situation and provide you and your child with the appropriate support to ensure they attend school. Southfield may offer a choice of one of these if the school has concerns with your child's attendance.
- A **parenting contract** is an agreement between a parent/carer and the school. This is an internal process which provides an opportunity to discuss the issues which are affecting attendance and agree some actions which will help your child to attend school.
- An **EHA** is directly linked to the local authority and outside agencies. It is an assessment of the needs of your child and yourselves so that you can access the support you need to improve your child's attendance.
- These processes are NOT a punishment but a way for you to work together with the school to help improve your child's attendance and for you to get some practical support from the school and/or other agencies.
- We will usually try to involve all the parents/carers of the student in the processes where appropriate in order to provide the student with as much consistent and targeted support as possible.
- We believe that a PCM or an EHA is an opportunity for everyone to work together to address and tackle any problems your child is having attending school and make a real difference to their progress and future life. Attendance is one of the key reasons why students do not make progress and is something employers and further education institutions are very interested in. Helping your child to attend and maximise their potential, will provide them with real career opportunities in the future.

2. What is involved?

- **Parent Contract (PCM):** A meeting will be arranged to discuss the issues affecting your child's attendance. This will involve relevant members of staff e.g the Attendance Officer, Attendance Lead or Head of Year, yourself and your child.
 - From the discussion, you and your child will agree to do certain things to ensure improved and regular attendance at school by your child and the school will agree ways in which we will provide particular support so that you and your child can do the things you have agreed to do. These agreements will be put on a parent contract form, a copy of which will be shared with you after the meeting.
 - The length of time that a parenting contract lasts will be discussed between you and the school but the targets are likely to be reviewed every 4/5 weeks and the contract is likely to last 12/15 weeks.
- **EHA:** An EHA is sent to the local authority once you have agreed the process and meeting will be arranged as with the parent contract.
 - A form is completed with agreed actions and targets from both you and the school and sent to the local authority. Following on from this another meeting is arranged with yourselves, your child and the relevant outside agencies e.g. school nurse, CAMHS etc. Ideally you will be supported at this meeting by the same member of staff who attended the first one.
 - The length of time an EHA lasts depends on the level of need and support but there is an initial review meeting after 6 to 8 weeks.

3. Do I have to agree to a contract or an EHA form if it is offered to me?

No. PCMs and EHAs are a voluntary arrangement. However, both processes provide you with an opportunity to get the support you need to improve your child's attendance and integrate them back into school. If you decide that you do not want to go through either of the processes, then you will need to try to find other ways to improve your child's attendance and we would encourage you to talk to the school about what you intend to do.

If there is no improvement in your child's attendance, the school will have to consider what further action should be taken. Normally, this will involve referring the matter to the LEA's Educational Entitlement Office who may then issue penalty notices or prosecute you for your child's irregular attendance.

4. How do I prepare for the meeting?

- Before you attend the meeting it is important that you think about what you think the issues are and what would like to get out of it:
 - What do you think about your child's attendance and why hasn't previous support helped?
 - Are there any things which you think would help to improve your child's person's attendance e.g. regular meetings with a key member of staff, transport to school etc.
 - Are you experiencing particular difficulties at the moment and if so, how can the school/outside agencies help you?
 - What might you realistically be able to do to improve your child's attendance.
- If you are anxious about the meeting, ask the school if you can bring a friend or family member along for moral support.

Appendix 5: Absence Follow Up Procedure



Absence Follow Up Procedure

Day 1 of absence

- Attendance Team to contact parents/carers of students absent without a reason.
- Record on Arbor as follow up.



Day 3 of absence

- Attendance Team to contact parents/carers of all students absent for their third day.
- Record on Arbor as a communication.



Day 5 of absence

- Attendance Team to add student to home visit list.
- Record on Myconcern.



Day 6-10 of absence

- Pastoral or SEND Team to carry out welfare check.
- Record on Arbor as meeting with notes as to whether student was seen or not.
- Record outcome on Myconcern.
- Potential referral to CME Team.